



**SOUTH TEXAS
COLLEGE**

Board of Trustees

Regular Board Meeting

**Tuesday, July 22, 2025
5:30 p.m.**

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

Online Copy

**SOUTH TEXAS COLLEGE
BOARD OF TRUSTEES REGULAR MEETING
Tuesday, July 22, 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:"

- I. Call Meeting to Order**
- II. Determination of Quorum**
- III. Invocation**
- IV. Public Comments**
- V. Update by the College President**
- VI. Consideration and Action on Consent Agenda**
 - A. Approval of Board Meeting Minutes
 - 1. June 24, 2025 Board Work Session 6 - 8
 - 2. June 24, 2025 Regular Board Meeting 9 - 40
- VII. Consideration and Action on New Items**
 - 1. Report of New Grants 41
 - 2. Review and Action as Necessary on Quarterly Report for Quarter Ending May 31, 2025..... 42 - 47
 - 3. Review and Approval of Proposed Board and Committee Meeting Calendar for FY 2025 – 2026 48 - 50
- VIII. Consideration and Action on Committee Items**
 - A. Education and Workforce Development Committee Items
 - 1. Review and Recommend Action on Proposed Revision to 2025-2026 Academic Calendar 51 - 55
 - 2. Review and Recommend Action on Proposed Revision to 2026-2027 Academic Calendar 56 - 60

3. Review and Recommend Action on Proposed South Texas College 2025 – 2031 Strategic Plan 61 - 66

B. Finance, Audit, and Human Resources Committee Items

1. Review of Presentations Prepared for the Finance, Audit and Human Resources Committee
 - a. Review and Discussion of Preliminary Summaries of Unrestricted Projected Revenues and Expenditures for FY 2025 - 2026 with Comparison to FY 2024 – 2025 Amended Budget 67 - 81
 - b. Discussion and Update on FY 2024 – 2025 Employee Staffing Plan 82 - 118
2. Review and Action as Necessary on Consent Agenda Items from the Finance, Audit, and Human Resources Committee 119 - 265
 - a. Review and Action as Necessary on Award of Proposals, Reject Proposal, Purchases, Purchase Renewals, Renewals, Contract Extensions, and Interlocal Agreement 119 - 179

Award of Proposals

- 1) Advertising Services
- 2) Campus Coffee Shop
- 3) Childcare Services (Grant Funded)
- 4) Digital Advertising Services
- 5) Library Materials
- 6) Library Serials
- 7) Network Infrastructure Upgrade – Starr County Campus
- 8) Rebid - Non-Credit Course Registration and Management Software

Reject Proposals

- 9) Campus Dining and Food Truck Services – Pecan Campus

Purchases

- 10) Admission Assessment Exams
- 11) Air Conditioning Filters and Installation
- 12) Building Automation Control Equipment, Parts, and Equipment Maintenance
- 13) Chiller Chemicals and Maintenance
- 14) Coaching Services
- 15) Computers, Laptops, Tablets, and Monitors
- 16) Fitness Equipment – Nursing And Allied Health Campus
- 17) Heating, Ventilation, Air Conditioning, Refrigeration Parts and Supplies
- 18) Maintenance Parts and Lab Supplies
- 19) Testing Materials

Purchase Renewals

- 20) Commercial Card Services (Accounts Payable card)
- 21) Elevator Maintenance Agreement

Renewals

- 22) Campus Dining and Food Trucks – Starr County Campus
- 23) Custodial Supplies
- 24) General Purpose Printing
- 25) Internet Service for South Texas College Sites

- 26) Mail Services
- 27) Promotional Items For Student Outreach
- 28) Promotional T-Shirts for Student Outreach
- 29) Science Laboratory Supplies
- 30) Student Insurance

Contract Extensions

- 31) Campus Dining and Food Truck Service at Pecan Campus
- 32) Campus Dining and Food Truck Service at Technology Campus

Interlocal Agreements

- 33) Industry Training Agreement

- b. Approval of Proposed FY 2025 – 2026 Request for New Positions and Other Adjustments 180 - 193
- c. Approval to Revise Order #2024-018: Authorizing the Defeasance and Redemption of a Portion of the South Texas College District's Outstanding Limited Tax Bonds, and Approving an Escrow Agreement and All Other Instruments and Procedures Related Thereto 194 - 217
- d. Approval of Depository Bank Contract..... 218
- e. Approval of Interlocal Agreement for Transportation Services between South Texas College and the Lower Rio Grande Valley Development Council (LRGVDC) for FY 2025 – 2026 219 - 238
- f. Approval of Use of Previously Approved Valley Promise Matching Funds for FY 2025 – 2026 239
- g. Approval of Resolution #2025-014 for Use of Unrestricted Fund Balance for Adult Promise Tuition Scholarships 240 - 244
- h. Approval of Proposed Interlocal Agreement for PossAble Dream Foundation..... 245 - 260
- i. Approval of Memorandum of Understanding (MOU) Between South Texas College (STC) and South Texas College Foundation (STCF) 261 - 265
- 3. Discussion and Action as Necessary on Proposed Annual Salary Increases for Regular and Full-Time Temporary Faculty and Non-Faculty Personnel for FY 2025 – 2026 266 - 279
- 4. Discussion and Action as Necessary to Renew Property and Casualty Insurance 280 - 281
- 5. Review and Recommend Action to Revise Local Policy 282 - 294
 - A. Revise Policy DBA (LOCAL) – Employment Requirements and Restrictions: Credentials and Records
 - B. Retire Policy #3813: Academic Classification for Faculty
- 6. Review and Recommend Action to Adopt New Instruction Policy and Retire Current Policy 295 - 298
 - A-1. Adopt EFA (LOCAL) Curriculum Design – Instructional Programs and Courses

A-2. Retire Policy #3337: Program Standards for Student
Participation in Nursing and Allied Health Clinical Programs

7. Review and Recommend Action to Adopt Community and Governmental
Relations Policy and Retire Current Policy 299 - 315

- A-1. Adopt GB (LOCAL) Public Complaints and Hearings
- B-1. Adopt GH (LOCAL) Relations with Schools and Districts
- B-2. Retire Policy #3230: Dual Credit Programs with Partnering
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- B-3. Retire Policy #3232: Dual Credit Student Eligibility Requirements

8. Review and Recommend Action to Retire Current Policy 316 - 317

- A. Retire Policy #3804: Career Program and Academic
Department Chair Compensation and Responsibility

C. Facilities Items

1. Review and Action as Necessary on Consent Agenda Items from the
Facilities Committee..... 318 -374

- a. Approval of Schematic Design and Authorization to Solicit
Construction Services for the Pecan Campus Building K Cashiers
Renovations..... 319 - 339
- b. Approval on Substantial Completion of Pecan Campus Reseeding and
Regrading of Athletic Fields 340 - 344
- c. Approval on Substantial Completion of Advanced Technical Careers
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- d. Approval on Substantial Completion of the District Wide Flooring
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- e. Approval on Substantial Completion of the District Wide Stucco
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- f. Approval of Unexpended Plant Fund – Construction Proposed Projects
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- g. Approval of Renewals & Replacements Plant Fund Proposed Projects
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IX. Approval of Financial Reports for May 2025 375

X. Review of Informational Reports as of June 2025 376

XI. Announcements 376

A. Next Meetings:

- Tuesday, August 12, 2025
 - 3:00 p.m. - Education & Workforce Development Committee

March 25, 2025 Regular Board Meeting @ 5:30 p.m.

- 4:00 p.m. – Facilities Committee
- 5:00 p.m. – Finance, Audit and Human Resources Committee

- Tuesday, August 26, 2025
 - 5:30 p.m. – Regular Board Meeting

B. Other Announcements:

- The Fall 2025 semester begins on August 25, 2025.



Approval of Board Meeting Minutes

The following Board Meeting Minutes are submitted for approval:

- 1) June 24, 2025 Board Work Session
- 2) June 24, 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 WORK SESSION
Tuesday, June 24, 2025 @ 2:00 p.m.
Ann Richards Administration Building
Board Room
Pecan Campus, McAllen, Texas**

Minutes

Call Meeting to Order:

The Board Work Session of the South Texas College Board of Trustees was held on Tuesday, June 24, 2025 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 2:18 p.m. with Dr. Alejo Salinas, Jr. presiding.

Members present: Ms. Rose Benavidez via teleconference, Mrs. Victoria Cantu, Mrs. Dalinda Gonzalez-Alcantar, Mr. Danny Guzman, and Mr. David De Los Rios.

Members absent: None

Also present: Dr. Ricardo J. Solis, Ms. Mary Del Paz, Mr. Javier Villalobos, Ms. Gardenia Perez, Dr. Rodney Rodriguez, Dr. Matt Hebbard, Dr. Jesus Campos, Dr. Anahid Petrosian, Ms. Myriam Lopez, Ms. Alicia Correa, Ms. Olivia Gomez, Ms. Myra De La Garza, Ms. Marcela Beas, Ms. Lynda Lopez, Ms. Rosangela Mancillas, Ms. Janie Rojas, and Ms. Venisa Earhart.

Determination of a Quorum

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

Evaluation of Staffing plan Proposal Development

Ms. Mary Del Paz, Vice President of Finance and Administrative Services gave a presentation about how the process of Staffing Plan Proposal Development works. In her presentation VP Mary stated that the THECB had sent a letter to all institutions to assess the population not lawfully present be reclassified as non-residents and charged non-resident tuition for Fall 2025. Ms. Dalinda Gonzalez-Alcantar expressed concern over this and at the suggestion of Mr. Villalobos, Legal Counsel, asked that the Board enter into Executive Session to discuss this further.



Upon a motion by Ms. Dalinda Gonzalez-Alcantar and a second by Ms. Victoria Cantu the Board went into Executive Session (in accordance with Chapter 551.071 Consultations with Attorney of the Texas Government Code.

Review and Discussion of Legal Counsel Functions

The Board of Trustees discussed the benefits of having internal counsel and external counsel and whether or not the College should have either or both. Dr. Alejo Salinas recommended that a whole picture view of what services are provided by each Legal Counsels currently used by the College. Dr. Rodriguez suggested that it would be beneficial to see what Mr. Castillo's law firm does for employee items and what Mr. Villalobos

Review and Discussion of Budget Development

Ms. Mary Del Paz, Vice President of Finance and Administrative Services, gave a presentation of the budgets for each of the departments and Divisions of the College for the Board's review and information.

No formal action by the Board of Trustees was taken at this Board Work Session.

Adjournment

There being no further business to discuss, the Board Work Session of the South Texas College Board of Trustees adjourned at 4:35 p.m.

I certify the foregoing are the true and correct minutes of the Tuesday, June 24, 2025 Board Work Session of the South Texas College Board of Trustees.

X_____

Mr. Danny Guzman

Board Secretary



**SOUTH TEXAS COLLEGE
BOARD OF TRUSTEES REGULAR MEETING
Tuesday, June 24, 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, June 24, 2025 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 5:33 p.m. with Chair, Dr. Alejo Salinas, Jr. presiding.

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

Members absent: None.

Also present: Dr. Ricardo J. Solis, Ms. Mary Del Paz, Dr. Rodney Rodriguez, Ms. Deyadira Leal, Ms. Myriam Lopez, Dr. Jesus Campos, Dr. Anahid Petrosian, Dr. Margo Vargas-Ayala, Mr. Tony Matamoros, Dr. Fernando Chapa, Mr. Lucio Gonzalez, Ms. Yolanda Jaramillo, Ms. Olivia Gomez, Ms. Myra De La Garza, Chief Ruben Suarez, Ms. Alicia Correa, Mr. Danny Montez, Ms. Lynda Lopez, Dr. Matt Hebbard, Mr. Luis De La Garza, Dr. Zachary Suarez, Dr. Brett Millan, Ms. Claudia Olivares, Dr. Rebecca De Leon, Mr. George McCaleb, Mr. Andrew Fish, Mr. Rick De La Garza, Mr. Luis Silva, Dr. Rachel Sale, Ms. Kelly Nelson, Mr. David Valdez, Ms. Julissa Canales, Ms. Marcela Baez, Mr. Angel Gomez, Mr. Hugo Avila with DBR, Mr. Andres Vela with BRW Architects, Mr. Cliff Whittingstall with PBK Architects, Dr. Eliza Alvarado with Region One, Mr. Andres Vela with BRW Architects, Mr. Martin Villarreal, Mr. Robert Gomez, Ms. Victoria Rodriguez with BRW Architects, Mr. Andrew Evertson with BRW Architects, Ms. Darcia Cuellar with PossAble Dream, Ms. Francine Perez, Ms. Alicia Alvarado with PossAble Dream, Dr. King with Region One, Mr. Javier Villalobos, and Ms. Venisa Earhart.

Determination of a Quorum

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

Invocation

Dr. Zachary Suarez, Executive Director for Human Resources and Talent Development, 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:

Events:

- Heavy Equipment Operator Training – partnership with City of Weslaco and JCB
- Groundbreaking Event for Continuing Education Building
- Automotive and HVAC Expansion at Starr County Campus
- I-LinCP Luncheon Event – Discussion on the role of higher education in workforce development

Approval of Board Meeting Minutes

The following Board Meeting Minutes were submitted for approval:

- 1) May 27, 2025 Regular 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 Grants

Grant Title: WorkSafe Training Program Grant
Awarding Agency: Texas Mutual Insurance Company
Division Awarded: Academic Affairs and Economic Development
Departments Awarded: Center for Advanced Training & Apprenticeships (CATA) & Continuing Education and Workforce Development (CEWD)
Amount Awarded: \$100,000

Grant Title: Adult Promise – Jag Reconnect
Awarding Agency: South Texas College Foundation
Division Awarded: Student Affairs and Enrollment Management
Departments Awarded: Student Engagement and Completion Services
Amount Awarded: \$125,000

Grant Title: TEACH
Awarding Agency: Texas Association for the Education of Young Children (TXAEYC)
Division Awarded: Academic Affairs and Economic Development
Departments Awarded: Continuing Education and Workforce Development
Amount Awarded: \$19,838.50

Grant Title: Early Childhood Workforce Connector
Awarding Agency: WRMA, a TriMetrix Company
Division Awarded: Academic Affairs and Economic Development
Departments Awarded: Continuing Education and Workforce Development (CEWD)
Amount Awarded: \$15,000

Grant Title: BEST
Awarding Agency: Building Efficiency for a Sustainable Tomorrow (BEST) Center
Division Awarded: Academic Affairs and Economic Development
Departments Awarded: Business, Public Safety, and Technology (BPST)
Amount Awarded: \$20,000

Grant Title: Data to Action (D2ATX) Grant
Awarding Agency: Texas Higher Education Coordinating Board (THECB)
Division Awarded: Institutional Advancement and External Affairs
Departments Awarded: Office of Sponsored Initiatives
Amount Awarded: \$118,450

Grant Title: South Texas Alliance for Student Wellbeing subaward
Awarding Agency: Alamo Colleges District
Division Awarded: Student Affairs and Enrollment Management
Departments Awarded: Counseling and Student Accessibility Services
Amount Awarded: \$17,500



Review and Recommend Action on Proposed Facilities Usage Agreement for PossAble Dream Foundation

Purpose To approve the negotiation and execution of a facilities usage agreement to support the PossAble Dream Foundation's use of classroom spaces at South Texas College's Pecan Campus and Pecan Plaza facilities.

Justification Dr. Daniel King, CEO of Region One ESC, has approached South Texas College about the possibility of using STC's facilities for one year to assist in the launch of the PossAble Dream Foundation's McAllen campus. The PossAble Dream Foundation will provide adults up to 50 years old with an opportunity and pathway to return to and complete a high school diploma.

Administration has identified the following options, which were received favorably by the PossAble Dream Foundation team:

Pecan Campus General Academic Building Y

PCN Y 1.202 – classroom

PCN Y 1.801 – convert to classroom/computer lab

Pecan Plaza Continuing Education & Workforce Development Building C

PCN PLZ 1.702 – classroom and computer equipment

PCN PLZ 1.705 – convert to office space

Administration has reviewed the request and determined potential fees of \$46,869 for facilities usage, which includes all costs associated with maintaining open and active facilities outside the College's normal operating hours.

There is a proposed fee structure to the agreement. However, Dr. Ricardo J. Solis, College President, recommends proceeding with a no-cost facilities usage agreement to support the PossAble Dream Foundation in their inaugural launch.

Enclosed Document Staff Resource Appendix A – Proposed Fee Structure was included in the packet for the Board's information and review.
Dr. Ricardo J. Solis, College President

Additional Information The Facilities Committee did not meet in June 2025; therefore, this item is being presented without a committee recommendation. Administration recommends approval as presented.

Upon a motion by Mr. Paul Rodriguez and a second by Ms. Victoria Cantu the Board of Trustees of South Texas College approved and authorized to negotiate and execute the proposed facilities usage agreement with the PossAble Dream Foundation as presented.

The motion carried.



Review and Recommend Action on Approval of Round 3 Evaluation Scoring Options for Contracting Architectural and Engineering Services

Purpose To review and recommend approval of the scoring options to be used in the Round 3 evaluation for selecting a design firm for architectural and engineering services.

Justification Architectural and engineering services are critical for the planning, design, and execution of college construction projects. These services encompass a range of activities, including site analysis, design development, preparation of construction documents and specifications, permitting, construction administration, and project inspection.

Background On July 20, 2023, the Board of Trustees approved a multi-phase process for evaluating and selecting architectural and engineering firms. As part of this process, college staff completed evaluations in Rounds 1 and 2. The process also allows the Board to initiate a Round 3 evaluation, which may include presentations and/or interviews to support final selection.

On April 22, 2025, the Board approved the use of a Round 3 evaluation for the Pecan Campus Institutional Support Services Building N Expansion Project. The two top-ranked firms from Round 2 have been invited to present their proposals at the Board meeting scheduled for June 24, 2025, and the Board will evaluate the presentations based on five (5) areas previously reviewed by the Board.

Following these presentations, the Board may select from the following scoring options to determine the final award:

- **Option 1:** Combine and average scores from Rounds 2 and 3 to determine the highest-ranking firm.
- **Option 2:** Use only the scores from Round 3 to make the final selection.

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

Upon a motion by Mr. David De Los Rios and a second by Ms. Victoria Cantu the Board of Trustees of South Texas College approved the Round 3 evaluation scoring Option 2 for contracting architectural and engineering services, to proceed with awarding the contract based on the selected scoring method and evaluation outcome.



Review and Update on the Pecan Campus Institutional Support Services Building Expansion Interviews with Architectural Firms

Purpose	An update on the status of contracting architectural services for the project.
Justification	On April 22, 2025, the Board of Trustees requested to interview the top two (2) ranked architectural firms. On May 27, 2025, the Board of Trustees approved the questions to be asked at the interviews. The two (2) firms will be interviewed at the June 24, 2025 Board meeting.
Enclosed Documents	None.
Staff Resource	Ricardo de la Garza, Executive Director for Facilities Planning & Construction Mary Del Paz, Vice President for Finance and Administrative Services
Recommendation	This item was presented for the Board's information only. No recommended action was requested.

Both PBK and DDR Architects gave their presentations to the Board. No action was required on this item. After the presentations the Board was asked to evaluate each company and the evaluations were totaled by Director of Purchasing, Ms. Deyadira Leal during the meeting.



Review of Presentations Delivered to Education and Workforce Development Committee

The following presentation was delivered to the Education and Workforce Development Committee on Tuesday, June 10, 2025:

Presentation on Enrollment Services Student Retention and Completion Strategies

Purpose	Mr. Matamoros, Dean of Enrollment Services, will deliver a presentation highlighting two strategic initiatives aimed at improving student retention and completion.
Justification	Mr. Matamoros will provide an overview of the StayOn Track initiative, recently launched to assist students at risk of losing financial aid eligibility. He will also present an update on the implementation of the JagReconnect program, which is designed to support returning adult learners who have earned some college credit but have not yet completed a credential. Additionally, Mr. Matamoros will highlight organizational changes within Student Financial Services that have resulted in operational efficiencies and improvements in the financial aid award process.
Enclosed Documents	PowerPoint presentation was included in the packet for the Board's review and information.
Funding	No funds are required.
Staff Resource	Tony Matamoros, Dean of Enrollment Services.
Recommendation	No action was necessary on this item.



Presentation on South Texas College and the Talent Strong Texas Pathways Project

Purpose	Administration will present on the history and future of South Texas College's participation with the Talent Strong Texas Pathways (TSTP) project, a Texas Association of Community Colleges and Texas Success Center collaboration targeting barriers to entry and success in Texas' colleges and aligning educational programs to workforce needs.
History	STC has participated in all three multi-year rounds of the TSTP since its inception with the first round of institutes beginning in Fall 2016. During each round, colleges across the state collaborated on success strategies and explored practices that could elevate student opportunities and performance at each college. STC developed and implemented several key initiatives during this process, which have each boosted our student support and accomplishments. These initiatives are cross-divisional efforts that bring departments across the college together to focus, intentionally, on best practices to serve students. Initiatives are aligned to the key Pillars of TSTP: - Pillar 1: Clarify Paths to Student End Goals - Pillar 2: Help Students Choose and Enter a Pathway - Pillar 3: Help Students Stay on Path - Pillar 4: Ensure that Students are Learning Administration will provide additional details on activities completed under each Pillar, as well as ongoing activities for the duration of the current TSTP Round 3. Administration will also provide an overview of the proposed Round 4 cohort, for which STC has applied. This application identifies STC as an "Impact College" and would have STC focus its resources on supporting the Dual Credit Program's partnerships with ISDs in the promotion of student successes aligned with state priorities.
Enclosed Documents	A PowerPoint summarizing the details of STC's TSTP participation was included for the Board's review and information.
Funding	There are no immediate financial implications associated with this initiative.
Staff Resources	Dr. Christopher Nelson, Dean of Liberal Arts



Recommendation No action was requested.

This item was to provide information and solicit feedback from the trustees.

Review and Discussion of Proposed South Texas College 2025-2031 Strategic Plan

Purpose	Administration will discuss the development of the proposed South Texas College 2025-2031 Comprehensive Strategic Plan, highlighting goals, strategic directions, and strategies. The goals, strategic directions, and strategies build on the vision, mission, and values adopted by the Board in July 2024 and complete the formulation of the College's 2025-2031 Strategic Plan. Formulation of the goals, strategic directions, and strategies used institutional data as well as information provided by faculty and staff members, students, and external stakeholders in a process that began in fall 2023. Administration welcomes feedback from the Committee.
Justification	The 2025-2031 Comprehensive Strategic Plan will form the basis of the College's direction for the coming six years. It will be used by units to detail their respective institutional effectiveness plans. Through its participation and adoption of the College's Strategic Plan the Board exercises its role setting priorities for the College.
Funding	No funding was requested with this presentation.
Enclosed Documents	Draft South Texas College 2025-2031 Strategic Plan Presentation slides was included for the Board's review and information.
Staff Resource	Dr. Jesús Campos, Interim Vice President for Information Services, Performance, Planning, and Strategic Initiatives, will introduce Dr. Fernando Chapa, Dean for Institutional Research, Effectiveness, and Strategic Planning, to present the 2025-2031 Strategic Plan.
Recommendation	This presentation was for the Education and Workforce Development Committee's information only. No action was requested.



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, June 10, 2025:

Review and Discussion of Preliminary Unrestricted Fund Budget Summary for FY 2025 – 2026

Purpose Mary Del Paz, Vice President for Finance and Administrative Services, will provide an update on the College's FY 2025 – 2026 Unrestricted Fund Budget.

As part of the budget planning process, the College is evaluating the revenue and expenditure budget considerations influencing the preparation of the FY 2025 – 2026 budget.

Justification The College's annual budget cycle includes the budget planning process that consists of projecting revenues and expenditures based on historical trend and assumptions for the upcoming fiscal year. The revenue and expenditure budget development considerations are used as the basis for the upcoming fiscal year assumptions and are a fundamental component of developing a proposed balanced budget. The proposed balanced budget is reviewed by staff, the President's Cabinet, and the Finance, Audit, and Human Resources Committee before it is presented for approval by the Board of Trustees at the annual Budget Hearing.

Enclosed Documents Appendix A – PowerPoint

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

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

Presentation on Sick Leave Pool Bank Write Off

Purpose To inform the Board of Trustees of the administration's plan to reduce and maintain the total number of hours banked in the Sick Leave Pool to a maximum of 5,000 hours, effective July 1, 2025. Beginning August 31, 2025, and annually thereafter, administration will formally write off any institutional hours exceeding this 5,000-hour threshold at the end of each fiscal year.



Justification

The College administration recommends adjusting the total hours in the Sick Leave Pool Bank in anticipation of the implementation of GASB Statement No. 101 – *Compensated Absences*. GASB 101 provides updated accounting standards for recognizing and measuring liabilities associated with compensated absences, including sick leave. This change is part of the College's broader compliance efforts and financial reporting integrity and will have no impact on employees utilizing hours from the sick leave pool.

Additionally, a five-year analysis of Sick Leave Pool usage by members has shown an annual utilization of fewer than 2,100 hours, indicating that the existing pool exceeds necessary reserves. A 5,000-hour maximum balance ensures adequate coverage while aligning more accurately with historical trends and accounting standards.

It is important to note that this reduction affects only the institutionally held pool. Hours contributed by active employees remain unaffected and fully accessible, consistent with historical usage trends and as outlined in College Policy DEC (Local) – *Compensation and Benefits: Leaves and Absences*.

Report Summary:

- **Sick Leave Pool Revised Maximum Balance:** 5,000 hours
- **Effective Date:** July 1, 2025
- **Rationale:** Alignment with GASB 101 implementation and average usage trends
- **Policy Reference:** DEC – *Compensation and Benefits: Leaves and Absences*

Funding

No funds are required.

Staff Resource

Mary Del Paz, Vice President for Finance and Administrative Services

Myriam Lopez, Associate Vice President - Finance and Management

Katarina Bugariu, Director - Fiscal Services

Dr. Zachary Suarez, Executive Director - Human Resources and Talent Development

Alicia Correa, HR Director - Benefits and Compensation

Recommendation

No action was required from the Committee. This item was presented for informational purposes only. The administration will continue to monitor usage trends and regulatory developments and will advise the Board of Trustees of any further recommendations or necessary changes.



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 Proposals, Purchases, Renewals, and Purchase Renewals at a total cost of \$2,088,145.78
- b. Approval of Resolution #2025-013 Regarding the Donation to the Public of Items Produced by the Learning Commons & Open Labs Department
- c. Approval to Adopt New Local Governance Policy and Retire Current Policies
 - A-1. Adopt BFE (LOCAL) – Chief Executive Officer: Evaluation
 - A-2. Retire Policy 2120: Goals for the President
- d. Approval to Adopt the Numbered Update 49 Local Policy and Retire Local Policy
 - A. Adopt CGF (Local) – Safety Program: Security Personnel

Upon a motion by Ms. Dalinda Gonzalez-Alcantar and a second by Ms. Victoria Cantu the Board of Trustees of South Texas College approved and authorized items “a” through “d” of the consent agenda of the Finance, Audit, and Human Resources Committee Consent Agenda as presented.

The motion carried.



Consent Agenda:

a. Approval of Award of Proposals, Reject Proposals, Purchases, Renewals, and Purchase Renewals at a total cost of \$2,088,145.78

Recommendation: It is requested that the Committee recommend for Board approval of the award of proposals, reject proposal, purchases, renewals, and purchase renewals at a total cost of \$2,088,145.78, as listed below:

- Award of Proposals**
- 1) **Campus Dining and Food Truck Services – Nursing and Allied Health Campus:** award the proposal for Campus Dining and Food Truck Services – Nursing and Allied Health Campus to **All Affairs and Occasions** (Weslaco, TX) for the period beginning July 25, 2025 through July 26, 2026, with two one-year options to renew, at no cost to the College;
 - 2) **Nursing and Allied Health Lab Equipment and Supplies:** award the proposal for Nursing and Allied Health lab equipment and supplies to the vendors listed in Appendix A for the period beginning August 1, 2025 through July 31, 2026, with two one-year options to renew, at an estimated total amount of \$200,000.00;

APPENDIX A

Vendors List

Vendor (City, State)	Vendor (City, State)
Bound Tree Medical, LLC (Dublin, OH)	Henry Schein, Inc. (Melville, NY)
J&B Medical Supply Company, Inc. (Wixom, MI)	McKesson Medical-Surgical Government Solutions, LLC (Henrico, VA)
Medical Shipment, LLC (Skokie, IL)	Performance Health Supply, LLC/ dba Medco Supply, Co. (Warrenville, IL)
Pocket Nurse Enterprises, LLC (Monaca, PA)	

- 3) **Public Art Project – College Mascot Sculptures:** award the proposal for the public art project – college mascot sculptures to **Douglas Clark** (Edinburg, TX) (New);
- 4) **Security Cameras and Accessories:** award the proposal for security cameras and accessories to the vendors listed in Appendix A for the period beginning June 25, 2025 through June 24, 2026, with two one-year options to renew at an estimated total amount of \$100,000.00;

APPENDIX A

Vendors List

Vendor (City, State)	Vendor (City, State)
DAC (Houston, TX) (New)	Digi Security Systems (Dallas, TX)
Halifax Security, Inc. (Las Vegas, NV)	Superior Alarms (McAllen, TX)



Reject Proposal **5) Pecan Campus Physical Plant Building E Cooling Tower Above Ground Piping System:** reject the one (1) proposal received for the Pecan Campus physical plant building E cooling tower above ground piping system;

Purchases **6) Computers, Laptops, and Tablets:** purchase computers, laptops, and tablets from the vendors listed in Appendix A at a total amount of \$125,288.85;

APPENDIX A

Vendors List

Vendor (City, State)	Purchasing Cooperative	Amount
Apple, Inc. (Dallas, TX)	Choice Partners Cooperative	\$8,108.00
Dell Marketing, LP (Dallas, TX)	State of Texas Department of Information Resources (DIR), OMNIA Partners	\$117,180.85
Total Amount:		\$125,288.85

- 7) Medical Equipment and Supplies:** purchase medical equipment and supplies from **Medical Shipment, LLC** (Skokie, IL), The Interlocal Purchasing System (TIPS) approved vendor for the period beginning September 1, 2024 through July 31, 2025, at an estimated total amount of \$140,000.00;
- 8) Network Phone Equipment Replacements:** purchase network phone equipment replacements from **Network Craze Technologies** (East Syracuse, NY) The Interlocal Purchasing System (TIPS) approved vendor, at an estimated total amount of \$103,633.81;
- 9) Network Router Equipment Replacements:** purchase of network router equipment replacements from **Netsync Network Solutions** (Houston, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at an estimated total amount of \$69,457.97;
- 10) Network Switch Equipment Replacements:** purchase network switch equipment replacements from **CXTEC** (Syracuse, NY) The Interlocal Purchasing System (TIPS) approved vendor, at an estimated total amount of \$100,200.00;
- 11) Server Replacements:** purchase server replacements from **Dell Marketing, LP** (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at an estimated total amount of \$79,094.50;
- 12) Software Training Service Agreement:** purchase a software training service agreement from **Optimum Consultancy Services, LLC** (Houston, TX) for a period beginning July 1, 2025, through June 30, 2026, at an estimated total amount of \$90,538.65;

Renewals **13) Collection Agency Services:** renew the collection agency services contracts with the vendors listed in Appendix A for the period beginning September 1, 2025 through August 31, 2026, at no cost to the College;



APPENDIX A

Vendors List

Vendor (City, State)	Contract Percentages
S&S Recovery, Inc. (Memphis, TN)	Will assess the following rates: • 20% for first placement • 20% for second placement • 23% for all subsequent referrals • 23% for litigation and judgment placements
Continental Service Group, LLC/ dba ConServe (Fairport, NY)	Will assess the following rates: • 18% for first placement • 18% for second placement • 18% for all subsequent referrals • 25% for litigation and judgment placements
Collection Bureau Hudson Valley (CBHV) (Newburgh, NY)	Will assess the following rates: • 16% for first placement • 24% for second placement • 28% for litigation

- 14) Grounds Maintenance:** renew the grounds maintenance contract with **TLC - Total Lawn Care Service LLC** (San Antonio, TX) for the period beginning November 1, 2025 through August 31, 2026, at an estimated total amount of \$757,050.00;

Services	Amount
Mowing, Tree Trimming, Grass Shredding, and Irrigation Inspections and Repair (Estimated Amount)	\$568,759.23
Plants, Replacement Plants, and Landscaping (Not Exceeding)	\$111,040.77
Sprinkler System Repairs (Not Exceeding)	\$77,250.00
Total Amount:	\$757,050.00

Purchase Renewals

- 15) Online Digital Portfolio Application:** renew the online digital portfolio application with **MeshNet, Inc./ dba Suitable** (Ambler, PA), a sole-source vendor, for the period beginning August 1, 2025 through July 31, 2028, at a total amount of \$130,500.00, with annual payments of \$43,500.00;
- 16) Software, License, Maintenance, and Support Agreements:** renew the software license, maintenance, and support agreements with **Evisions, LLC** (Houston, TX), a sole-source vendor, for a period beginning September 1, 2025 through August 31, 2028, at a total amount of \$135,970.00;
- 17) Web Application Firewall Software/Cloud Subscription:** renew web application firewall software/cloud subscription with **Kudelski Security, Inc.** (Phoenix, AZ), a State of Texas Department of Information Resources (DIR) approved vendor for the period beginning July 7, 2025 through July 6, 2026, at a total amount of \$56,412.00.



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

b. Approval of Resolution #2025-013 Regarding the Donation to the Public of Items Produced by the Learning Commons & Open Labs Department

Purpose Administration requests that the Committee recommend Board approval on Resolution #2025-013 regarding the limited donation of items produced by the Learning Commons and Open Labs Department to the public at no charge.

Justification In a written legal opinion from O'Hanlon, Demerath & Castillo, South Texas College, through its Board of Trustees, may provide services to the public limited access to printing services and items produced using makerspace technologies to the public at no cost. This should be done in conjunction with the adoption of a resolution that recites adherence to the South Texas College Policy CIB (Local) – Equipment and Supplies Management: Disposal of Property, specifically to the three-part test regarding the use of public funds. The three-part test requires the Board of Trustees to determine that the conveyance is not a gift of public funds by considering the following:

- a. The predominant purpose of the alternative method of disposal is to accomplish a public purpose, not to benefit private parties;
- b. The Board shall retain sufficient control over the disposed items to ensure the public purpose is accomplished and to protect the public's investment; and
- c. The College District shall receive a return benefit.

The resolution has been reviewed by the President, the Interim Vice President for Information Services, Planning, Performance, & Strategic Initiatives, Mary Del Paz, Vice President for Finance and Administrative Services, and Mr. Mark Goulet, from O'Hanlon, Demerath & Castillo Law Firm.

Enclosed Documents Appendix A – Resolution #2025-013 was included in the packet for the Board's review and information.

Staff Resource Dr. Jesús Campos, Interim Vice President of Information Services, Planning, Performance, & Strategic Initiatives and Dean of Library & Learning Support Services
Mr. Arturo Solano, Director of Learning Commons & Open Labs

Recommendation The Committee recommended Board approval on Resolution #2025-013 regarding the donation to the public of items produced by the Learning Commons & Open Labs Department as presented.

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



Consent Agenda:

c. Approval to Adopt New Local Governance Policy and Retire Current Policies

Purpose	To adopt the new Local Governance Policy and retire the current policies to align with the Texas Association of School Boards (TASB) policy manual.
Justification	To provide the new policy 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 Chief of Staff.
Enclosed Documents	Appendix A – List of New and Retired Policies and Appendix B – New Policy were included in the packet for the Board’s review and information.
Staff Resource	Gardenia G. Perez, Chief of Staff
Recommendation	The Committee recommended Board approval to adopt the new Local Governance Policy 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.



Consent Agenda:

d. Approval to Adopt the Numbered Update 49 Local Policy and Retire Local Policy

Purpose To adopt and retire the local policies listed in Appendix A to align with the Texas Association of School Boards (TASB) policy manual.

Justification 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

Recommendation The Committee recommended Board approval to adopt the numbered update local policy and retire the local policy listed in Appendix A as presented, and which supersedes any previously adopted Board policy.

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



Discussion and Action as Necessary on Proposed FY 2025 – 2026 Request for New Positions and Other Adjustments

Purpose To approve the proposed FY 2025 – 2026 request for new positions and other adjustments, which will not require additional funding and therefore will not impact the budget.

Justification The staffing requests have been reviewed and are being proposed by Administration. The Texas Association of School Boards (TASB) has also reviewed the requests as part of the annual compensation maintenance program. Projected salaries are based on FY 2024 - 2025 pay grade scales with no annual increases. Salaries are subject to change if the Board approves new FY 2025 - 2026 pay grade scales with an annual salary increase.

Additional modifications, including reductions, may be necessary prior to final approval by the Board due to revised revenue and expenditure projections or reallocation of resources, as necessary.

These requests include new non-faculty positions, selected previously frozen positions, salary adjustments for vacant positions, reclassification of existing non-faculty positions, pool adjustments, title changes, and cost center/program changes by Division.

Enclosed Documents Appendix A – Summary of Proposed New Positions and Other Adjustments (Unrestricted Fund)
Appendix B – Academic Affairs & Economic Development Division
Appendix C – Finance and Administrative Services Division
Appendix D – Information Services, Planning, Performance and Strategic Initiatives Division
Appendix E – Student Affairs and Enrollment Management Division
Appendix F – All Divisions – Title Changes
Appendix G – All Divisions – Cost Center/Program Changes were all included in the packet for the Board's information and review.

Funding No funds are required.

Staff Resource Dr. Ricardo Solis, President
Mary Del Paz, Vice President for Finance and Administrative Services

Upon a motion by Ms. Victoria Cantu and a second by Mr. David De Los Rios the Board of Trustees of South Texas College approved and authorized the proposed FY 2025–2026 request for new positions and other adjustments as presented, which will not require additional funding and therefore will not impact the budget.

The motion carried.

Review and Recommend Action on Legal Services Modification Agreement

Purpose To approve a legal services modification agreement to modify by changing the payment terms from an hourly rate to a fixed monthly retainer fee of \$5,000.00.

Justification To modify the payment terms of hourly rates to a fixed monthly retainer amount is requested by Legal Counsel, Javier Villalobos, in order to streamline and expedite the accounts receivable process.

On June 8, 2021, the Board of Trustees awarded the contract for legal services to the Law Office of Javier Villalobos, P.C.

The compensation rates established in the current legal services agreement are as follows:

Compensation Rates Established in Legal Services Agreement	
Attorney Fees	\$200.00/hour
Litigation Fees	\$250.00/hour
Paralegal Services: Assistant 1	\$50.00/hour
Paralegal Services: Assistance 2	\$80.00/hour
Reimbursements	Out-of-Pocket Expenses at Actual Cost

*** (Fractional hours will be billed in increments of 0.25 hours)*

The modification agreement replaces the above hourly rates to a monthly retainer of \$5,000.00 that is based on working 25 hours a month at an hourly rate of \$200.00. This monthly retainer will be retroactive to January 2025.

Funding Legal services budget

Staff Resource Dr. Ricardo Solis, President
Mary Del Paz, Vice President for Finance and Administrative Services
Javier Villalobos, Legal Counsel

Upon a motion by Ms. Victoria Cantu and a second by Ms. Dalinda Gonzalez-Alcantar the Board of Trustees of South Texas College approved and authorized the legal services modification agreement with the Law Office of Javier Villalobos, P.C., to a fixed monthly flat rate of \$5,000.00, beginning July 1, 2025, as discussed.

Chair, Dr. Alejo Salinas, recommended that a new contract be drawn up with stipulations such as timely billing. Ms. Rose Benavidez said that because we are having the situation of late billing, we need to find a solution that will be favorable to the College and agreed with Mr. Rodriguez to begin flat rate payment on July 1, 2025 and



previous months be justified and invoiced in the manner that they were supposed to so we have some record of what was previously received.

Mr. Paul Rodriguez asked Legal Counsel, Mr. Villalobos, to provide his bill for January 2025 through June 2025 so that the South Texas College Business Office is able to pay all pending amounts due prior to the inception of this flat rate on July 1, 2025.

The motion carried.

Review and Recommend Action on Use of Fund Balance to Support Students at Risk of Not Persisting Due to Loss of Financial Aid Eligibility

Purpose	Administration proposed expanding the Re-Ignite funding, as approved by the Board of Trustees, to support students at risk of not persisting due to loss of financial aid eligibility through the remainder of FY 2024 - 2025 and into FY 2025 - 2026.
Justification	In September 2024, the Board of Trustees approved the Relgnite Scholarship for Fiscal Year 2024 - 2025 to help returning students pay off prior debts and cover current tuition costs. Since then, the introduction of the JagReconnect (Adult Promise) Program has significantly reduced the number of students with unpaid balances. Given this progress, the administration now seeks the Board's approval to repurpose the remaining Relgnite funds by establishing the StayOn Track Scholarship for Fiscal Year 2025 - 2026. This new initiative would support students who are in good academic standing but do not meet financial aid eligibility criteria. The scholarship will provide tuition assistance and include personalized coaching and mentoring to promote academic success. By addressing one of the key barriers to student retention and enrollment—financial need—this initiative aims to further strengthen student persistence and educational attainment.
Enclosed Documents	PowerPoint presentation was included in the packet for the Board's review and information
Funding	No funds are required.
Staff Resource	Tony Matamoros, Dean of Enrollment Services.

Upon a motion by Ms. Victoria Cantu and a second by Mr. Danny Guzman the Board of Trustees of South Texas College approved and authorized the repurposing of Re-Ignite funds to support students at risk of not persisting due to the loss of financial aid, through the creation of the StayOn Track Scholarship, which will assist students through FY 2025 – 2026.

The motion carried.



Review and Recommend Action to Revise Local Policy

Purpose	To revise the local policy listed in Appendix A to align with College operations.
Justification	The local policy was revised to reflect the updates to the College's internal operations. Below is a justification for the revised local policy. At the May 27, 2025 Board Meeting, Policy DGBA (LOCAL) was presented but not approved as part of the consent agenda item. The Board Chair requested that the policy be reviewed, revised, and brought back for approval.
Enclosed Documents	Appendix A – Policy and justification Appendix B – Policy Appendix C – Employee Complaint Form and Employee Level I Complaint Grievance Appeal Notice Appendix D – DGBA Legal Framework were all included in the packet for the Board's review and information.
Staff Resource	Mary Del Paz, Vice President for Finance and Administrative Services Zach Suarez, Executive Director for Human Resources and Talent Development

Upon a motion by Ms. Dalinda Gonzalez-Alcantar and a second by Mr. David De Los Rios the Board of Trustees of South Texas College approved and authorized to revise Policy DGBA (LOCAL) – Personnel-Management Relations: Employee Grievances, as presented, and which supersedes any previously adopted Board policy.

Review and Recommend Action 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 Appendix C – Title IX Complaint Resolution Process Handbook for Students and Employees



Staff Resource Mary Del Paz, Vice President for Finance and Administrative Services
Dr. Zachary Suarez, Executive Director of Human Resources and Talent Development
Todd Nelson, Contracts and Regulatory Resources Officer-Title IX & 504 Coordinator

Additional Information Information for this item was not available at the time of the June 10, 2025 Committee meeting, and is presented to the Board without a Committee recommendation.

Upon a motion by Ms. Dalinda Gonzalez-Alcantar and a second by Mr. David De Los Rios the Board of Trustees of South Texas College approved and authorized to adopt the new Personnel Policies and retire the current policies as presented, and which supersedes any previously adopted Board policy as presented.

Consideration of New Items

The Facilities Committee did not meet in June 2025. These items were all presented for deliberation and action by the Board of Trustees and without a committee recommendation.

Review and Recommend Action on Approval of Proposed District Wide Facility Signage and Authorization to Proceed with Solicitation of 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 facility signage will be updated to reflect the current logo and visual identity of the College.

College staff have prepared presentations of the proposed facility signage and buildings 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 facility signage district-wide.

The proposed scope of work is summarized as follows:

- Installation of new facility signage
- Installation of updated facility signage



Enclosed Documents

Appendix A – Projects Presentation and Appendix B – Fact Sheet were both included in the packet for the Board’s review and information.

Funding

The total estimated cost of the District Wide Facility Signage Project 2025-029C is \$500,000.

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

Additional Information

The Facilities Committee did not meet in June 2025; therefore, this item was presented without a committee recommendation. Administration recommends approval as presented.

Upon a motion by Danny Guzman and a second by Mr. Paul Rodriguez the Board of Trustees of South Texas College approved and authorized the proposed facility signage updates and to proceed with the solicitation of construction services for the District Wide Facility Signage and the District Wide Signage Replacement projects as presented.

The Board recommended that the signage at the Mid Valley campus be placed over the embossed star that is on the recommended building and that the clock on the recommended building at the Starr County campus be relocated and that the signage can replace it.

The motion carried.



Review and Recommend Action on Color Selections for the Pecan Campus Cooper Center for Performing Arts Building L Expansion and Renovations for Music and Dance Programs

Purpose	To approve the interior color selections for the project.
Justification	On June 28, 2022, the Board approved contracting architectural services with Brown Reynolds Watford Architects. On November 19, 2024, the Board approved contracting construction services with Peacock General Contractors, Inc. Brown Reynolds Watford Architects has prepared color boards for review by the Facilities Committee.
Enclosed Documents	Appendix A – Color Selections
Staff Resource	Ricardo de la Garza, Executive Director for Facilities Planning & Construction Mary Del Paz, Vice President for Finance and Administrative Services
Additional Information	The Facilities Committee did not meet in June 2025; therefore, this item is being presented without a committee recommendation. Administration recommends approval as presented.

Upon a motion by Mr. Paul Rodriguez and a second by Ms. Victoria Cantu the Board of Trustees of South Texas College approved and authorized the color selections for the Pecan Campus Cooper Center for Performing Arts Building L Expansion and Renovations for Music and Dance Programs project as presented.

The motion carried.

Review and Recommend Action on Approval of Proposed Change Order for the Pecan West Parking and Site Improvements

Purpose	To approve a proposed change order for the project.
Justification	A change order to the construction contract is needed to cover the additional scope of work required by the City of McAllen, which includes: • Extension of the water line to Ware Road to provide a looped water system • Widening of the proposed entry drives, including concrete paving and asphalt paving, excavation, demolition, and subgrade • Restaking and reworking the layout



- Storm drain modifications

Construction Contract Amount \$2,586,000.00
Net Effect of Change Order No. 1 to Contract Amount 171,716.50
Revised Construction Contract Amount\$2,757,716.50

An additional twenty-five (25) days will be added to the substantial completion schedule.

**Enclosed
Documents**

Appendix A – Change Order #1
Appendix B – Fact Sheet

Funding

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

**Additional
Information**

The Facilities Committee did not meet in June 2025; therefore, this item was being presented without a committee recommendation. Administration recommends approval as presented.

Staff Resource

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

Upon a motion by Mr. Paul Rodriguez and a second by Ms. Victoria Cantu the Board of Trustees of South Texas College approved and authorized the proposed change order with GST Construction, Inc. in the amount of \$171,716.50 and an additional twenty-five (25) days for the Pecan West Parking and Site Improvements project as presented.

The motion carried.



Review and Recommend Action on Substantial Completion of the Regional Center for Public Safety Excellence Parking Lot #1 Additional Spaces

Purpose	To approve substantial completion of the project.
Justification	College staff and the Engineer visited the site and developed a construction punch list on May 15, 2025. • Engineer: Perez Consulting Engineers, LLC. • Contractor: 2GS, LLC./ dba Earthworks Enterprise A Certificate of Substantial Completion has been issued. Substantial Completion was not accomplished within the time allowed in the Owner/Contractor agreement for this project by 2GS, LLC./ dba Earthworks Enterprise. The original cost approved for this project was \$278,334.29.
Enclosed Documents	Appendix A – Current Budget Status, Appendix B – Photos, Appendix C – Substantial Completion, and Appendix D – Fact Sheet were included in the packet for the Board’s review and information.
Funding	The funds for the Regional Center for Public Safety Excellence Parking Lot #1 Additional Spaces Project 2024-008C 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
Additional Information	The Facilities Committee did not meet in June 2025; therefore, this item was being presented without a committee recommendation. Administration recommends approval as presented.

Upon a motion by Mr. Paul Rodriguez and a second by Ms. Victoria Cantu the Board of Trustees of South Texas College approved and authorized the substantial completion of the Regional Center for Public Safety Excellence Parking Lot #1 Additional Spaces project as presented.

The motion carried.



Review and Recommend Action on Contracting Architectural Services for the Pecan Campus Institutional Support Services Building N Expansion

Purpose To approve contracting with an architect for the 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 expanding the existing Institutional Support Services Building N to provide more space for the Business Office, Purchasing, and Facilities Planning & Construction departments.

The proposed scope of work is summarized as follows:

- Expansion of Building N to the east and west sides of the building.
- Total Expansion 10,665 sq. ft.

On November 19, 2024, the Board of Trustees approved soliciting architectural services for this project. College staff evaluated the submitted statements of qualifications from the architectural firms in Rounds 1 and 2 of the evaluation process. On April 22, 2025, the Board of Trustees approved proceeding to Round 3 of the evaluation process for the top two (2) ranked firms. On May 27, 2025, the Board of Trustees approved the proposed Round 3 evaluation process.

The scoring from the Board of Trustees Round 3 evaluations, conducted on June 24, 2025, will be tabulated, and the scoring option approved by the Board in a previous agenda item will be utilized.

Enclosed Documents Appendix A – RFQ Solicitation Information,
Appendix B – Project Presentation,
Appendix C – Ranking and Evaluations of Respondents, and
Appendix D – Fact Sheet were all included in the packet for the Board's review and information.

Funding The total Project 2025-002C estimated cost, including construction, design, miscellaneous, and FFE, is \$4,991,220.

Budget:

• Construction	\$3,839,400	
• Design	383,940	
• Miscellaneous	115,182	
• FFE	326,349	
• Technology	326,349	
Total		\$4,991,220



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

Additional Information

The Facilities Committee did not meet in June 2025; therefore, this item was being presented without a committee recommendation. Administration recommends approval as presented.

Staff Resource

Ricardo de la Garza, Executive Director for Facilities Planning & Construction

Mary Del Paz, Vice President for Finance and Administrative Services

The presentations by both architects were made at the beginning of the meeting and the Board was giving the opportunity to evaluate each company. The evaluations were then given to Purchasing Director, Ms. Deyadira Leal so that she could calculate the evaluations. The evaluation totals were given to the Board Secretary to read and the results showed that BRW Architects were the highest-ranking company.

Upon a motion by Mr. Danny Guzman and a second by Mr. David De Los Rios the Board of Trustees of South Texas College approved and authorized contracting architectural services with the BRW Architects for the Pecan Campus Institutional Support Services Building N Expansion project as presented.

The motion carried.



Approval of Financial Reports for April 2025

Administration recommended Board approval of the financial reports for the month of April 2025.

The following financial reports have been provided under separate cover:

- 1) Quarterly Investment Report and Money Market Accounts for April 2025.
- 2) Summary of Revenues for April 2025.
- 3) Summary of State Appropriations Revenue for April 2025.
- 4) Summary of Property Tax Revenue for April 2025.
- 5) Summary of Expenditures by Classification for J April 2025.
- 6) Summary of Expenditures by Function for April 2025.
- 7) Summary of Auxiliary Fund Revenues and Expenditures for April 2025.
- 8) Summary of Grant Revenues and Expenditures for April 2025.
- 9) Foundation Financial Activity for April 2025.

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

Upon as motion by Mr. David De Los Rios and a second by Mr. Danny Guzman the Board of Trustees of South Texas College approves and authorizes the submitted financial reports for the month of April 2025.

The motion carried.

Review of Informational Reports as of May 2025

Administration includes the following information reports as of May 2025 for the Board's information.

- 1) Checks for \$125,000 and above for May 2025.
- 2) Check Register for May 2025.
- 3) Summary of Purchase Orders (Purchasing) for May 2025.
- 4) Summary of Bid Solicitations (Purchasing) for May 2025.
- 5) Employee New Hires for May 2025.
- 6) Employee Resignations/Retirements for May 2025.

The reports were 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.



Discussion and Action as Necessary on Starr County Campus Building Q Automotive Lab Expansion and the North Academic Building C HVAC-R Outdoor Covered Area Expansion Architectural Services (Texas Government Code 551.071, Consultation with Attorney)

The Board of Trustees was asked review the Starr County Campus Building Q Automotive Lab Expansion and the North Academic Building C HVAC-R Outdoor Covered Area Expansion architectural services with the Board of Trustees and legal counsel will discuss the options regarding the matter in executive session.

No action was taken during Executive Session.

Discussion and Action as Necessary on Starr County Campus Building Q Automotive Lab Expansion and the North Academic Building C HVAC-R Outdoor Covered Area Expansion Construction Services (Texas Government Code 551.071, Consultation with Attorney)

The Board of Trustees was asked review the Starr County Campus Building Q Automotive Lab Expansion and the North Academic Building C HVAC-R Outdoor Covered Area Expansion construction services with the Board of Trustees and legal counsel will discuss the options regarding the matter in executive session.

No action was taken during Executive Session.

Announcements

A. Next Meetings:

- Tuesday, July 8, 2025
 - 3:00 p.m. – Education and Workforce Development Committee
 - 4:00 p.m. – Facilities Committee
 - 5:00 p.m. – Finance, Audit, and Human Resources Committee
- Tuesday, July 22, 2025
 - 5:30 p.m. – Regular Board Meeting

B. Other Announcements:

- The College will be closed July 4, 2025 in observance of the July 4th Holiday.



Adjournment

There being no further business to discuss, the Regular Board Meeting of the South Texas College Board of Trustees adjourned at 8:22 p.m.

I certify the foregoing are the true and correct minutes of the Tuesday, June 22, 2025 Regular Board Meeting of the South Texas College Board of Trustees.

X_____

Mr. Danny Guzman

Board Secretary

Report of New Grants

Grant Title: Harlingen Cotton Committee

Awarding Agency: Harlingen Cotton Committee

Division Awarded: Academic Affairs and Economic Development

Departments Awarded: Business, Public Safety and Technology (BPST))

Amount Awarded: \$10,000

Funding Period: May 7, 2025 to May 6, 2026

Strategic Goal #4 Alignment: Foster Student Success

Project Summary: Funding will be used to support students of South Texas College's Diesel Technology Program who are looking to work in the rapidly growing agricultural industry. The grant will award students with expansive, industry-standard tool kits consisting of a rolling tool chest, socket wrenches, sockets, drill drivers, torx ratchet wrenches and much more.

Grant Title: Improving Cybersecurity Education and Protecting the Community through the Development of a Cybersecurity Clinic

Awarding Agency: National Science Foundation

Division Awarded: Academic Affairs and Economic Development

Departments Awarded: Mathematics, Science, IT and Bachelor Programs

Amount Awarded: \$467,909

Funding Period: August 1, 2025 to July 31, 2028

Strategic Goal #1 & #4 Alignment: Lead Community Engagement & Foster Student Success

Project Summary: Funding will be used to set up a cybersecurity clinic that will be managed by experienced faculty and operated by students nearing completion of a cybersecurity or information technology degree. The clinic will offer free cybersecurity services to under-resourced organizations to bolster their defenses. In exchange, students will be given the opportunity to apply what they have learned in the classroom to real-world scenarios. Students will use this experience to enhance their resume while helping the local community combat the increased number of cyberattacks.

Grant Title: Apprenticeship Texas

Awarding Agency: Texas Workforce Commission

Division Awarded: Academic Affairs and Economic Development

Departments Awarded: Center for Advanced Training & Apprenticeships (CATA)

Amount Awarded: \$362,799

Funding Period: June 7, 2025 to January 7, 2027

Strategic Goal #4 Alignment: Foster Student Success

Project Summary: Funding will be used for the scaling of its Registered Apprenticeship Program (RAP) in the Rio Grande Valley by developing a new RAP, expanding eight (8) existing RAPs, engaging new employers, re-engaging existing employers, and adding New Apprentices. A total of 25 employers representing six (6) industries will be engaged in this initiative.



Review and Action as Necessary on Quarterly Report for Quarter Ending May 31, 2025

Purpose	To approve the College's Quarterly Investment Report for the Quarter Ended May 31, 2025 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	<i>It is recommended that the Board of Trustees of South Texas College approve and authorize the following Minute Order proposed for consideration:</i> The Board of Trustees of South Texas College approves and authorizes the Quarterly Investment Report for the Quarter Ended May 31, 2025. Approval Recommended: Dr. Ricardo J. Solis President



SOUTH TEXAS COLLEGE

QUARTERLY INVESTMENT REPORT

For the Quarter Ended

May 31, 2025

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	February 28, 2025		May 31, 2025		
	Book Value	Market Value	Book Value	Market Value	Ave. Yield
DDA/MMA/NOW	\$ 181,084,403.23	\$ 181,084,403.23	\$ 144,347,548.63	\$ 144,347,548.63	3.65%
Pools	1,835,722.31	1,835,722.31	1,855,810.70	1,855,810.70	4.31%
CD/Security	311,474,170.01	312,068,912.43	326,585,589.39	326,981,792.81	4.37%
Totals	\$ 494,394,295.55	\$ 494,989,037.97	\$ 472,788,948.72	\$ 473,185,152.14	4.15%

Current Quarter Portfolio Performance (1)

Average Quarterly Yield	4.15%
Rolling Three Month Treasury	4.34%
Rolling Six Month Treasury	4.28%
TexPool	4.31%

Year-to-Date Portfolio Performance (2)

Average Quarter End Yield	4.32%
Rolling Three Month Treasury	4.48%
Rolling Six Month Treasury	4.50%
TexPool	4.46%

INTEREST EARNINGS

	<u>PRIOR YEAR</u>	<u>CURRENT YEAR</u>
Quarterly Interest Earned	\$5,163,481.20 (Unaudited)	\$5,196,926.78 (Unaudited)
Accrued Interest-End of Quarter	\$1,800,280.84 (Unaudited)	\$2,611,952.06 (Unaudited)
Fiscal YTD Interest Earned	\$13,730,655.58 (Unaudited)	\$14,909,439.83 (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.

Summary

Quarter End Results by Investment Category:

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Totals	\$ 494,394,295.55	\$ 494,989,037.97	\$ 472,788,948.72	\$ 473,185,152.14	4.15%

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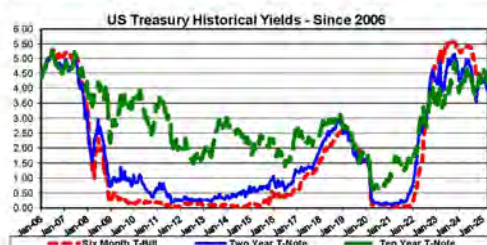
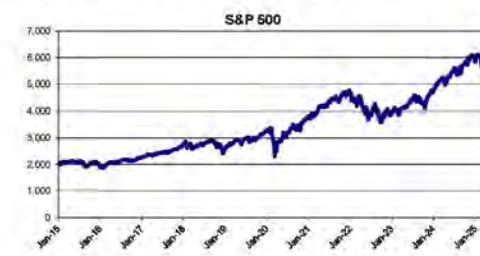
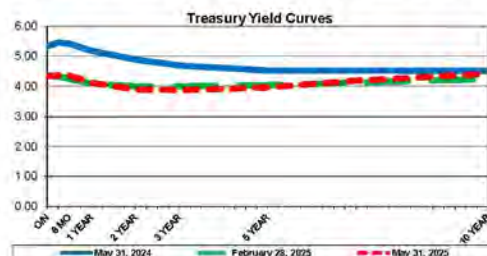
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(2) Fiscal Year-to-Date Performance - yields calculated using quarter end report yields and adjusted book values and does not reflect a total return analysis or account for advisory fees.

Economic Overview

5/31/2025

The Federal Open Market Committee (FOMC) kept the Fed Funds target range at 4.25% - 4.50% (Effective Fed Funds trade +/- 4.33%). Expectations for additional rate cuts are volatile with current estimates for two 0.25% cuts projected late 2025. May Non-Farm Payroll added +129k new jobs, but prior month's revisions decreased the Three Month Rolling Average to +135k (from the previous +155k). First Quarter 2025 second estimate GDP improved slightly to -0.2%. An import surge increased the trade deficit. The S&P 500 Stock Index has worked its way back to -2% (+/- 6,000) from February's all time high (over 6,115). The yield curve bottoms out in the 2-3 year maturity section. Crude Oil trades +/- \$55 per barrel. Inflation declined but remains above the FOMC 2% target (Core PCE +/- 2.5% and Core CPI +/- 2.6%). Declining global economic outlook, tariff negotiations and ongoing political disruptions increase uncertainty.



Investment Holdings
May 31, 2025

Description	Rating	Coupon/ Discount	Maturity Date	Settlement Date	Original Face/ Par Value	Book Value	Market Price	Market Value	Life (Days)	Yield
American Nat'l Bank & Trust MMA		4.63%	06/01/25	05/31/25	\$ 13,638,831.79	\$ 13,638,831.79	1.00	\$ 13,638,831.79	1	4.63%
PNC Bank MMA - Operating		2.94%	06/01/25	05/31/25	46,880,771.29	46,880,771.29	1.00	46,880,771.29	1	2.94%
PNC Bank MMA - Operating #2		1.92%	06/01/25	05/31/25	85,995.36	85,995.36	1.00	85,995.36	1	1.92%
PNC Bank MMA - Payroll		2.58%	06/01/25	05/31/25	562.31	562.31	1.00	562.31	1	2.58%
PNC Bank MMA - Payroll #2		1.92%	06/01/25	05/31/25	11,310.57	11,310.57	1.00	11,310.57	1	1.92%
PNC Bank MMA - Student		1.87%	06/01/25	05/31/25	1,064,240.12	1,064,240.12	1.00	1,064,240.12	1	1.87%
PNC Bank MMA - Student #2		1.92%	06/01/25	05/31/25	25,040.62	25,040.62	1.00	25,040.62	1	1.92%
PNC Bank - Federal Draw Down		2.18%	06/01/25	05/31/25	3,155,938.66	3,155,938.66	1.00	3,155,938.66	1	2.18%
PNC Bank MMA		2.94%	06/01/25	05/31/25	16,166,600.59	16,166,600.59	1.00	16,166,600.59	1	2.94%
PNC Bank MMA - I&S Bond 96,02,03, 04,07,10,14,15		1.92%	06/01/25	05/31/25	25,040.04	25,040.04	1.00	25,040.04	1	1.92%
PNC Bank - Construction E&G Transfer		1.92%	06/01/25	05/31/25	25,040.34	25,040.34	1.00	25,040.34	1	1.92%
PNC Bank - Construction E&G Transfer		2.90%	06/01/25	05/31/25	11,216,588.61	11,216,588.61	1.00	11,216,588.61	1	2.90%
Veritex Bank MMA		4.33%	06/01/25	05/31/25	4,180,694.87	4,180,694.87	1.00	4,180,694.87	1	4.33%
NexBank MMA		4.57%	06/01/25	05/31/25	47,870,893.46	47,870,893.46	1.00	47,870,893.46	1	4.57%
TexPool LGIP	AAA	4.31%	06/01/25	05/31/25	1,855,810.70	1,855,810.70	1.00	1,855,810.70	1	4.31%
American Nat'l Bank & Trust CD		5.10%	06/05/25	12/07/23	6,472,003.59	6,472,003.59	100.00	6,472,003.59	5	5.23%
FAMCA		4.54%	07/16/25	01/16/24	15,000,000.00	15,000,000.00	100.01	15,001,174.80	46	4.54%
East West Bank CD		4.39%	07/31/25	08/30/24	3,100,879.09	3,100,879.09	100.00	3,100,879.09	61	4.49%
East West Bank CD		4.24%	08/04/25	02/04/25	4,561,574.47	4,561,574.47	100.00	4,561,574.47	65	4.33%
American Nat'l Bank & Trust CD		4.60%	08/14/25	02/15/24	5,306,471.10	5,306,471.10	100.00	5,306,471.10	75	4.71%
East West Bank CD		4.39%	08/02/25	08/30/24	8,284,884.75	8,284,884.75	100.00	8,284,884.75	94	4.49%
FHLMC	Aaa/AA+	0.38%	09/23/25	02/02/24	15,000,000.00	14,823,658.08	98.79	14,819,093.40	115	4.33%
US Treasury	Aa1/AA+	4.25%	10/15/25	02/02/24	10,000,000.00	9,998,995.88	99.97	9,997,135.40	137	4.26%
US Treasury	Aa1/AA+	4.25%	10/15/25	03/07/24	5,000,000.00	4,992,341.89	99.97	4,998,567.70	137	4.68%
Bank CDX CD	Aa1/AA+	4.25%	10/31/25	10/31/24	5,124,953.17	5,124,953.17	100.00	5,124,953.17	153	4.34%
US Treasury	Aa1/AA+	4.50%	11/15/25	03/07/24	15,000,000.00	14,991,398.67	100.05	15,007,968.75	168	4.63%
FFCB	Aa1/AA+	4.63%	12/08/25	03/07/24	15,000,000.00	14,997,400.98	100.22	15,033,452.70	191	4.66%
East West Bank CD		4.26%	01/20/26	03/05/25	15,154,845.02	15,154,845.02	100.00	15,154,845.02	234	4.35%
East West Bank CD		4.14%	02/04/26	02/04/25	336,333.64	336,333.64	100.00	336,333.64	249	4.23%
US Treasury	Aa1/AA+	1.63%	02/15/26	05/14/24	8,000,000.00	7,823,325.54	98.19	7,855,155.24	260	4.90%
FHLMC	Aaa/AA+	4.65%	02/23/26	03/07/24	7,000,000.00	7,003,398.80	100.28	7,019,752.18	268	4.58%
FHLMC	Aaa/AA+	4.88%	03/13/26	05/14/24	15,000,000.00	14,997,881.79	100.48	15,071,342.55	286	4.90%
FFCB	Aaa/AA+	4.63%	04/01/26	05/14/24	5,000,000.00	4,989,516.28	100.32	5,016,034.10	305	4.89%
US Treasury	Aa1/AA+	3.75%	04/15/26	07/03/24	10,000,000.00	9,913,098.84	99.60	9,960,026.00	319	4.80%
FAMCA	Aa1/AA+	4.72%	05/12/26	07/15/24	14,000,000.00	14,000,000.00	100.44	14,061,284.58	346	4.72%
US Treasury	Aa1/AA+	3.63%	05/15/26	09/25/24	1,000,000.00	1,000,091.34	99.49	994,863.28	349	6.11%
US Treasury	Aa1/AA+	4.13%	06/15/26	07/03/24	10,000,000.00	9,939,540.91	99.97	9,997,265.60	380	4.74%
US Treasury	Aa1/AA+	4.63%	06/30/26	10/31/24	5,000,000.00	5,022,369.23	100.46	5,024,216.75	395	4.19%
FAMCA		3.60%	07/27/26	08/29/24	15,000,000.00	15,000,000.00	99.51	14,926,851.05	422	3.60%
FAMCA		4.18%	08/04/26	11/01/24	15,000,000.00	15,000,000.00	100.25	15,036,937.95	430	4.18%
US Treasury	Aa1/AA+	4.63%	09/15/26	01/29/25	7,000,000.00	7,035,850.70	100.67	7,047,031.25	472	4.21%
US Treasury	Aa1/AA+	3.50%	09/30/26	10/31/24	8,000,000.00	7,933,594.87	99.27	7,941,875.04	487	4.15%
US Treasury	Aa1/AA+	4.13%	10/31/26	01/29/25	15,000,000.00	14,980,081.79	100.10	15,014,648.40	518	4.22%
FAMCA		4.04%	11/05/26	03/05/25	8,000,000.00	8,000,000.00	100.09	8,007,157.68	523	4.04%

South Texas College

Valley View Consulting, L.L.C.

3

Investment Holdings
May 31, 2025

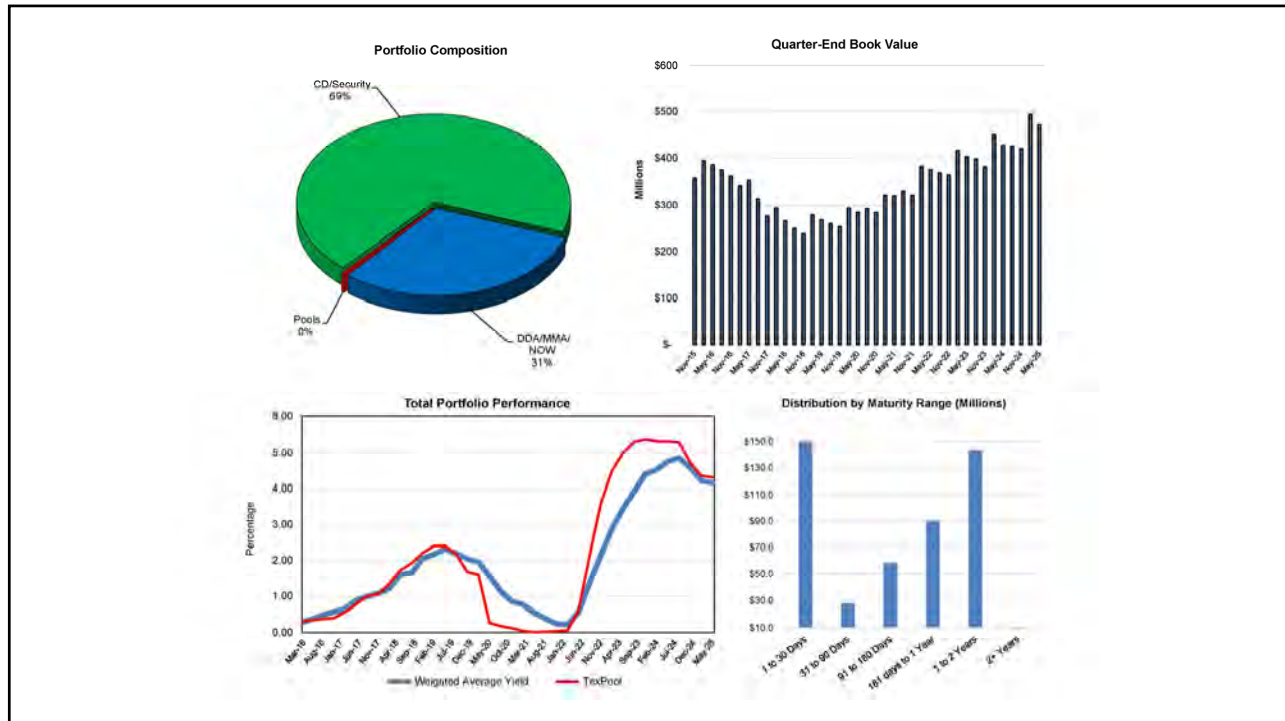
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PNC Bank MMA - Student #2		1.92%	06/01/25	05/31/25	25,040.62	25,040.62	1.00	25,040.62	1	1.92%
PNC Bank - Federal Draw Down		2.18%	06/01/25	05/31/25	3,155,938.66	3,155,938.66	1.00	3,155,938.66	1	2.18%
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PNC Bank MMA - I&S Bond 96,02,03, 04,07,10,14,15		1.92%	06/01/25	05/31/25	25,040.04	25,040.04	1.00	25,040.04	1	1.92%
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TexPool LGIP	AAA	4.31%	06/01/25	05/31/25	1,855,810.70	1,855,810.70	1.00	1,855,810.70	1	4.31%

PNC sweep to MMMF to improve yield



Description	Rating	Coupon/ Discount	Maturity Date	Settlement Date	Original Face/ Par Value	Book Value	Market Price	Market Value	Life (Days)	Yield
American Nat'l Bank & Trust CD		5.10%	06/05/25	12/07/23	6,472,003.59	6,472,003.59	100.00	6,472,003.59	5	5.23%
FAMCA		4.54%	07/16/25	01/16/24	15,000,000.00	15,000,000.00	100.01	15,001,174.80	46	4.54%
East West Bank CD		4.39%	07/31/25	08/30/24	3,100,879.09	3,100,879.09	100.00	3,100,879.09	61	4.49%
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US Treasury	Aa1/AA+	4.25%	10/15/25	02/02/24	10,000,000.00	9,998,965.88	99.97	9,997,135.40	137	4.28%
US Treasury	Aa1/AA+	4.25%	10/15/25	03/07/24	5,000,000.00	4,992,341.89	99.97	4,998,567.70	137	4.68%
Bank OZK CD		4.25%	10/31/25	10/31/24	5,124,953.17	5,124,953.17	100.00	5,124,953.17	153	4.34%
US Treasury	Aa1/AA+	4.50%	11/15/25	03/07/24	15,000,000.00	14,991,398.67	100.05	15,007,968.75	168	4.63%
FFCB	Aaa/AA+	4.63%	12/08/25	03/07/24	15,000,000.00	14,997,400.98	100.22	15,033,452.70	191	4.66%
East West Bank CD		4.26%	01/20/26	03/05/25	15,154,845.02	15,154,845.02	100.00	15,154,845.02	234	4.35%
East West Bank CD		4.14%	02/04/26	02/04/25	336,333.64	336,333.64	100.00	336,333.64	249	4.23%
US Treasury	Aa1/AA+	1.63%	02/15/26	05/14/24	8,000,000.00	7,823,325.54	98.19	7,855,156.24	260	4.90%
FHLB	Aaa/AA+	4.65%	02/23/26	03/07/24	7,000,000.00	7,003,398.80	100.28	7,019,752.18	268	4.58%
FHLB	Aaa/AA+	4.88%	03/13/26	05/14/24	15,000,000.00	14,997,881.79	100.48	15,071,342.55	286	4.90%
FFCB	Aaa/AA+	4.63%	04/01/26	05/14/24	5,000,000.00	4,989,516.28	100.32	5,016,034.10	305	4.89%
US Treasury	Aa1/AA+	3.75%	04/15/26	07/03/24	10,000,000.00	9,913,098.84	99.60	9,960,026.00	319	4.80%
FAMCA		4.72%	05/12/26	07/15/24	14,000,000.00	14,000,000.00	100.44	14,061,284.58	346	4.72%
US Treasury	Aa1/AA+	3.63%	05/15/26	09/25/24	1,000,000.00	1,000,091.34	99.49	994,863.28	349	3.61%
US Treasury	Aa1/AA+	4.13%	06/15/26	07/03/24	10,000,000.00	9,939,540.91	99.97	9,997,265.60	380	4.74%
US Treasury	Aa1/AA+	4.63%	06/30/26	10/31/24	5,000,000.00	5,022,369.23	100.48	5,024,218.75	395	4.19%
FAMCA		3.60%	07/27/26	09/26/24	15,000,000.00	15,000,000.00	99.51	14,926,951.05	422	3.60%
FAMCA		4.18%	08/04/26	11/01/24	15,000,000.00	15,000,000.00	100.25	15,036,937.95	430	4.18%
US Treasury	Aa1/AA+	4.63%	09/15/26	01/29/25	7,000,000.00	7,035,850.70	100.67	7,047,031.25	472	4.21%
US Treasury	Aa1/AA+	3.50%	09/30/26	10/31/24	8,000,000.00	7,933,594.87	99.27	7,941,875.04	487	4.15%
US Treasury	Aa1/AA+	4.13%	10/31/26	01/29/25	15,000,000.00	14,980,081.79	100.10	15,014,648.40	518	4.22%
FAMCA		4.04%	11/05/26	03/05/25	8,000,000.00	8,000,000.00	100.09	8,007,157.68	523	4.04%
US Treasury STRIPS	Aa1/AA+	0.00%	11/15/26	01/29/25	7,000,000.00	6,585,659.63	94.40	6,608,112.98	533	4.26%
US Treasury	Aa1/AA+	4.25%	12/31/26	03/10/25	15,000,000.00	15,067,235.66	100.35	15,052,734.30	579	3.95%
US Treasury	Aa1/AA+	4.13%	01/31/27	03/10/25	9,000,000.00	9,025,102.17	100.20	9,018,281.25	610	3.95%
FAMCA		4.22%	02/10/27	03/03/25	15,000,000.00	15,041,402.39	100.37	15,056,125.80	620	4.05%
US Treasury	Aa1/AA+	4.25%	03/15/27	03/10/25	15,000,000.00	15,081,729.12	100.48	15,072,656.25	653	3.93%
\$ 473,545,304.16						\$ 472,788,948.72		\$ 473,185,152.14	230	4.15%

Description	Rating	Coupon/ Discount	Maturity Date	Settlement Date	Original Face/ Par Value	Book Value	Market Price	Market Value	Life (Days)	Yield
American Nat'l Bank & Trust CD		5.10%	06/05/25	12/07/23	6,472,003.59	6,472,003.59	100.00	6,472,003.59	5	5.23%
FAMCA		4.54%	07/16/25	01/16/24	15,000,000.00	15,000,000.00	100.01	15,001,174.80	46	4.54%
East West Bank CD		4.39%	07/31/25	08/30/24	3,100,879.09	3,100,879.09	100.00	3,100,879.09	61	4.49%
East West Bank CD		4.24%	08/04/25	02/04/25	4,561,574.47	4,561,574.47	100.00	4,561,574.47	65	4.33%
American Nat'l Bank & Trust CD		4.60%	08/14/25	02/15/24	5,306,471.10	5,306,471.10	100.00	5,306,471.10	75	4.71%
East West Bank CD		4.39%	09/02/25	08/30/24	8,284,884.75	8,284,884.75	100.00	8,284,884.75	94	4.49%
FHLMC	Aaa/AA+	0.38%	09/23/25	02/02/24	15,000,000.00	14,823,658.08	98.79	14,819,093.40	115	4.33%
US Treasury	Aa1/AA+	4.25%	10/15/25	02/02/24	10,000,000.00	9,998,965.88	99.97	9,997,135.40	137	4.28%
US Treasury	Aa1/AA+	4.25%	10/15/25	03/07/24	5,000,000.00	4,992,341.89	99.97	4,998,567.70	137	4.68%
Bank OZK CD		4.25%	10/31/25	10/31/24	5,124,953.17	5,124,953.17	100.00	5,124,953.17	153	4.34%
US Treasury	Aa1/AA+	4.50%	11/15/25	03/07/24	15,000,000.00	14,991,398.67	100.05	15,007,968.75	168	4.63%
FFCB	Aaa/AA+	4.63%	12/08/25	03/07/24	15,000,000.00	14,997,400.98	100.22	15,033,452.70	191	4.66%
East West Bank CD		4.26%	01/20/26	03/05/25	15,154,845.02	15,154,845.02	100.00	15,154,845.02	234	4.35%
East West Bank CD		4.14%	02/04/26	02/04/25	336,333.64	336,333.64	100.00	336,333.64	249	4.23%
US Treasury	Aa1/AA+	1.63%	02/15/26	05/14/24	8,000,000.00	7,823,325.54	98.19	7,855,156.24	260	4.90%
FHLB	Aaa/AA+	4.65%	02/23/26	03/07/24	7,000,000.00	7,003,398.80	100.28	7,019,752.18	268	4.58%
FHLB	Aaa/AA+	4.88%	03/13/26	05/14/24	15,000,000.00	14,997,881.79	100.48	15,071,342.55	286	4.90%
FFCB	Aaa/AA+	4.63%	04/01/26	05/14/24	5,000,000.00	4,989,516.28	100.32	5,016,034.10	305	4.89%
US Treasury	Aa1/AA+	3.75%	04/15/26	07/03/24	10,000,000.00	9,913,098.84	99.60	9,960,026.00	319	4.80%
FAMCA		4.72%	05/12/26	07/15/24	14,000,000.00	14,000,000.00	100.44	14,061,284.58	346	4.72%
US Treasury	Aa1/AA+	3.63%	05/15/26	09/25/24	1,000,000.00	1,000,091.34	99.49	994,863.28	349	3.61%
US Treasury	Aa1/AA+	4.13%	06/15/26	07/03/24	10,000,000.00	9,939,540.91	99.97	9,997,265.60	380	4.74%
US Treasury	Aa1/AA+	4.63%	06/30/26	10/31/24	5,000,000.00	5,022,369.23	100.48	5,024,218.75	395	4.19%
FAMCA		3.60%	07/27/26	09/26/24	15,000,000.00	15,000,000.00	99.51	14,926,951.05	422	3.60%
FAMCA		4.18%	08/04/26	11/01/24	15,000,000.00	15,000,000.00	100.25	15,036,937.95	430	4.18%
US Treasury	Aa1/AA+	4.63%	09/15/26	01/29/25	7,000,000.00	7,035,850.70	100.67	7,047,031.25	472	4.21%
US Treasury	Aa1/AA+	3.50%	09/30/26	10/31/24	8,000,000.00	7,933,594.87	99.27	7,941,875.04	487	4.15%
US Treasury	Aa1/AA+	4.13%	10/31/26	01/29/25	15,000,000.00	14,980,081.79	100.10	15,014,648.40	518	4.22%
FAMCA		4.04%	11/05/26	03/05/25	8,000,000.00	8,000,000.00	100.09	8,007,157.68	523	4.04%
US Treasury STRIPS	Aa1/AA+	0.00%	11/15/26	01/29/25	7,000,000.00	6,585,659.63	94.40	6,608,112.98	533	4.26%
US Treasury	Aa1/AA+	4.25%	12/31/26	03/10/25	15,000,000.00	15,067,235.66	100.35	15,052,734.30	579	3.95%
US Treasury	Aa1/AA+	4.13%	01/31/27	03/10/25	9,000,000.00	9,025,102.17	100.20	9,018,281.25	610	3.95%
FAMCA		4.22%	02/10/27	03/03/25	15,000,000.00	15,041,402.39	100.37	15,056,125.80	620	4.05%
US Treasury	Aa1/AA+	4.25%	03/15/27	03/10/25	15,000,000.00	15,081,729.12	100.48	15,072,656.25	653	3.93%
\$ 473,545,304.16						\$ 472,788,948.72		\$ 473,185,152.14	230	4.15%





Review and Approval of Proposed Board and Committee Meeting Calendar for FY 2025 – 2026

Purpose	The Board of Trustees for South Texas College is asked to approve and adopt the following schedule of Board and Board Committee meetings for the period from September 2025 through September 2026.
Justification	The proposed calendar sets a schedule for the Committee and Board meetings for the 2025 – 2026 Fiscal Year. There may be some variation during the scheduled period, to accommodate agenda items for scheduled meetings as necessary. The Facilities and Finance Committee calendars were previously approved at the respective Committee meetings on July 8, 2025. The Facilities Committee meetings were approved with a 4:00 pm starting time and the Finance Committee meetings were approved with a 5:00 pm starting time. The EWD Committee did not meet and therefore did not previously approve the dates or the starting time of 3:00 pm.
Funding	No funding is required.
Enclosed Documents	Appendix A – proposed meeting schedule for the Board of Trustees Appendix B - Full calendar view of the proposed Committee and Board meeting schedule follows in the packet for the Board's information.
Staff Resource	Venisa Earhart, Board Relations Administrator
Recommendation	<i>It is recommended that the Board of Trustees of South Texas College approve and authorize the following Minute Order proposed for consideration:</i> The Board of Trustees of South Texas College approves and adopts the Board and Board Committee meeting schedule for FY 2025 - 2026 as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President



APPENDIX A

The proposed meeting schedule for the Board of Trustees is as follows:

Month	Committee Meeting Date	Board Meeting Date
September 2025	September 9, 2025	September 23, 2025
October 2025	October 14, 2025	October 28, 2025
November 2025	November 11, 2025	November 25, 2025
December 2025	December 9, 2025	December 16, 2025
January 2026	January 13, 2026	January 27, 2026
February 2026	February 10, 2026	February 24, 2026
March 2026	March 10, 2026	March 24, 2026
April 2026	April 14, 2026	April 28, 2026
May 2026	May 12, 2026	May 26, 2026
June 2026	June 9, 2026	June 23, 2026
July 2026	July 14, 2026	July 28, 2026
August 2026	August 11, 2026	August 25, 2026
September 2026	September 8, 2026	September 22, 2026

APPENDIX B

Follows in the packet.



Board Meeting Committee Meeting Calendar FY 2025 - 2026



September 2025						
S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October 2025						
S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November 2025						
S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December 2025						
S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

January 2026						
S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February 2026						
S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March 2026						
S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2026						
S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2026						
S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 2026						
S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July 2026						
S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August 2026						
S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2026						
S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

- Regular Board Meeting
- Graduation Ceremonies
- Holiday/Professional Dev. Day, College Closed

- Committee Meetings -
 - Education & Workforce Development
 - Facilities
 - Finance, Audit, & Human Resources

- * Education & Workforce Development Committee: 2nd Tuesday of the month, 3:00 p.m.
- * Facilities Committee: 2nd Tuesday of the month, 4:00 p.m.
- * Finance, Audit, & Human Resources Committee: 2nd Tuesday of the month, 5:00 p.m.
- * Board Meetings: 4th Tuesday of the month, 5:30 p.m.



Review and Recommend Action on Proposed Revision to 2025-2026 Academic Calendar

Purpose	Administration seeks a committee recommendation for Board approval of the proposed revision to the 2025-2026 Academic Calendar.
Justification	The 2025–2026 Academic Calendar was previously approved by the Board on June 25, 2024. Within this calendar, New Faculty Orientation and the Faculty Service Area Tour were scheduled for August 14 and 15, respectively. Administration’s practice has been to include the New Faculty Orientation and New Faculty Service Area Tour on the Academic Calendar, which requires setting that date over a year prior to the start of the scheduled semesters. This far out, overall enrollment and enrollment in specific courses/disciplines are still an approximation. As administration watches enrollment nearer the start of each term, hiring decisions are made regarding onboarding new faculty in high enrollment courses/disciplines. These faculty recruited and hired close to the start of the term may be unable to participate in previously scheduled onboarding activities, such as the orientation session and service area tour. These faculty miss out on critical information about the College and its operations. To address these issues, the College proposes removing the New Faculty Orientation and the Faculty Service Area Tour removed from the calendar, so they may be scheduled at a later date once logistical arrangements have been finalized. Newly hired faculty will be provided adequate notice of onboarding activities during the hiring process.
Enclosed Documents	Proposed 2025 – 2026 Academic Calendar
Funding	No funding impact
Staff Resources	Ms. Jessica Galloso, Associate Dean, Teaching and Learning Center Mrs. Christina Cavazos, Director of Curriculum, Planning, and Compliance
Recommendation	<i>It is recommended that the Board of Trustees of South Texas College approve and authorize the following Minute Order proposed for consideration:</i> The Board of Trustees of South Texas College approves and authorizes the 2025-2026 Academic Calendar as presented.



Approval Recommended:

Dr. Ricardo J. Solis

President

2025-2026 Calendar

Rev. 06/04/2025



SOUTH TEXAS
COLLEGE



Fall Semester 2025 (August 25 - December 14)

August 13 (Wednesday)	New Faculty Start Date – New Faculty Benefits & Orientation (Human Resources)
~~August 14 (Thursday)~~	~~New Faculty Orientation~~
~~August 15 (Friday)~~	~~New Faculty Service Area Tour~~
August 18 (Monday)	Faculty Return – Academic Affairs Assembly / Division Meetings
August 19 (Tuesday)	Faculty Preparation Day / Departmental Meetings
August 20 (Wednesday)	Faculty Preparation Day / Departmental Meetings
August 21 (Thursday)	Faculty Preparation Day / Full-Time Faculty Teaching Dual Credit Courses PD Day / Departmental Meetings
August 22 (Friday)	Faculty Preparation Day / Departmental Meetings
August 23 (Saturday)	Adjunct & Dual Credit Faculty Professional and Organizational Development Day
August 25 (Monday)	Classes Begin
September 1 (Monday)	College Closed – Labor Day
September 10 (Wednesday)	Census Day - Twelfth Class Day
September 12 (Friday)	College Closed – Fall Convocation*
November 14 (Friday)	Last Day to Withdraw
November 27 – 30 (Thursday – Sunday)	College Closed - Thanksgiving Holiday
December 8 – 14 (Monday – Sunday)	Finals
December 13 (Saturday)	Commencement Ceremonies*
December 13 (Saturday)	Certificate and Degree Award Date
December 14 (Sunday)	End of Term
December 15 (Monday)	Last Day to Submit Grades
December 18 – January 4 (Thurs. – Sun.)	Winter Break (College Closed)

* Subject to change depending on availability of venue.

2025-2026 Calendar



SOUTH TEXAS
COLLEGE



Spring Semester 2026 (January 20 – May 14)

January 5 (Monday)	College Opens – Staff return
January 5 (Monday)	New Faculty Start Date – New Faculty Benefits & Orientation (Human Resources)
January 12 (Monday)	Faculty Return – Division / Department Meetings
January 13 – 16 (Tuesday-Friday)	Faculty Preparation Day / Departmental Meetings
January 17 (Saturday)	Adjunct & Dual Credit Faculty Professional and Organizational Development Day
January 19 (Monday)	Martin Luther King, Jr. Day – College Closed
January 20 (Tuesday)	Classes Begin
January 27 – 30 (Tuesday – Friday)	Distance Learning Symposium*
February 4 (Wednesday)	Census Day - Twelfth Class Day
February 13 (Friday)	College Closed – College-Wide Professional Development Day*
March 16 - 22 (Monday - Sunday)	College Closed - Spring Break
April 2 – 5 (Thursday – Sunday)	College Closed - Semester Break
April 20 (Monday)	Last Day to Withdraw
May 8 – 14 (Friday – Thursday)	Finals
May 14 (Thursday)	End of Term
May 15 – 16 (Friday - Saturday)	Commencement Ceremonies*
May 16 (Saturday)	Certificate and Degree Award Date
May 18 (Monday)	Last Day to Submit Grades
May 25 (Monday)	College Closed – Memorial Day

**Subject to change depending on availability of venue.*

2025-2026 Calendar



**SOUTH TEXAS
COLLEGE**



Summer Session 2026 (June 1 – August 7)

June 1 (Monday).....Classes Begin

June 16 (Tuesday)	Census Day - Twelfth Class Day
June 19 (Friday)	College Closed - Juneteenth
July 3 (Friday)	College Closed-Independence Day
July 6 – 7 (Monday & Tuesday)	No classes (For Summer III only)
July 23 (Thursday)	Last Day to Withdraw
August 6 (Thursday)	End of Term/Finals (Classes Meeting M-R)
August 7 (Friday)	End of Term /Finals (Classes Meeting M-F)
August 8 (Saturday)	Certificate and Degree Award Date
August 10 (Monday)	Last Day to Submit Grades

SI – Minimester (June 1 – July 2)

June 1 (Monday).....Classes Begin

June 4 (Thursday)	Census Day - Fourth Class Day
June 19 (Friday)	College Closed - Juneteenth
June 25 (Thursday)	Last Day to Withdraw
July 2 (Thursday)	End of Term/Finals
July 3 (Friday)	College Closed-Independence Day
July 6 (Monday)	Last Day to Submit Grades

SII – Minimester (July 8 – August 7)

July 8 (Wednesday).....Classes Begin

July 13 (Monday)	Census Day - Fourth Class Day
July 31 (Friday)	Last Day to Withdraw
August 6 (Thursday)	End of Term/Finals (Classes Meeting M-R)
August 7 (Friday)	End of Term /Finals (Classes Meeting M-F)
August 10 (Monday)	Last Day to Submit Grades



Review and Recommend Action on Proposed Revision to 2026-2027 Academic Calendar

Purpose	Administration seeks a committee recommendation for Board approval of the proposed revision to the 2026-2027 Academic Calendar.
Justification	The 2026–2027 Academic Calendar was previously approved by the Board on May 27, 2025. Within this calendar, New Faculty Orientation and the Faculty Service Area Tour were scheduled for August 13 and 14, respectively. Administration’s practice has been to include the New Faculty Orientation and New Faculty Service Area Tour on the Academic Calendar, which requires setting that date over a year prior to the start of the scheduled semesters. This far out, overall enrollment and enrollment in specific courses/disciplines are still an approximation. As administration watches enrollment nearer the start of each term, hiring decisions are made regarding onboarding new faculty in high enrollment courses/disciplines. These faculty recruited and hired close to the start of the term may be unable to participate in previously scheduled onboarding activities, such as the orientation session and service area tour. These faculty miss out on critical information about the College and its operations. To address these issues, the College proposes removing the New Faculty Orientation and the Faculty Service Area Tour removed from the calendar, so they may be scheduled at a later date once logistical arrangements have been finalized. Newly hired faculty will be provided adequate notice of onboarding activities during the hiring process.
Enclosed Documents	Proposed 2026 – 2027 Academic Calendar
Funding	No funding impact
Staff Resources	Ms. Jessica Galloso, Associate Dean, Teaching and Learning Center Mrs. Christina Cavazos, Director of Curriculum, Planning, and Compliance
Recommendation	<i>It is recommended that the Board of Trustees of South Texas College approve and authorize the following Minute Order proposed for consideration:</i> The Board of Trustees of South Texas College approves and authorizes the 2026-2027 Academic Calendar as presented.



Approval Recommended:

Dr. Ricardo J. Solis

President

2026-2027 Calendar

REV. 06/04/2025



SOUTH TEXAS
COLLEGE



Fall Semester 2026 (August 24 - December 13)

August 12 (Wednesday)	New Faculty Start Date – New Faculty Benefits & Orientation (Human Resources)
~~August 13 (Thursday)~~	~~New Faculty Orientation~~
~~August 14 (Friday)~~	~~New Faculty Service Area Tour~~
August 17 (Monday)	Faculty Return – Academic Affairs Assembly / Division Meetings
August 18 (Tuesday)	Faculty Preparation Day / Departmental Meetings
August 19 (Wednesday)	Faculty Preparation Day / Departmental Meetings
August 20 (Thursday)	Faculty Preparation Day / Full-Time Faculty Teaching Dual Credit Courses PD Day / Departmental Meetings
August 21 (Friday)	Faculty Preparation Day / Departmental Meetings
August 22 (Saturday)	Adjunct & Dual Credit Faculty Professional and Organizational Development Day
August 24 (Monday)	Classes Begin
September 7 (Monday)	College Closed – Labor Day
September 9 (Wednesday)	Census Day - Twelfth Class Day
September 18 (Friday)	College Closed – Fall Convocation*
October 5 (Monday)	Spring 2027 Registration Begins
November 13 (Friday)	Last Day to Withdraw
November 26 – 29 (Thursday – Sunday)	College Closed - Thanksgiving Holiday
December 7 – 13 (Monday – Sunday)	Finals
December 12 (Saturday)	Commencement Ceremonies*
December 12 (Saturday)	Certificate and Degree Award Date
December 13 (Sunday)	End of Term
December 14 (Monday)	Last Day to Submit Grades
December 17 – January 3 (Thurs. – Sun.)	Winter Break (College Closed)

* Subject to change depending on availability of venue.

2026-2027 Calendar



**SOUTH TEXAS
COLLEGE**



Spring Semester 2027 (January 19 – May 13)

January 4 (Monday)	College Opens – Staff return
January 4 (Monday)	New Faculty Start Date – New Faculty Benefits & Orientation (Human Resources)
January 11 (Monday)	Faculty Return – Division / Department Meetings
January 12 – 15 (Tuesday-Friday)	Faculty Preparation Day / Departmental Meetings
January 16 (Saturday)	Adjunct & Dual Credit Faculty Professional and Organizational Development Day
January 18 (Monday)	Martin Luther King, Jr. Day – College Closed
January 19 (Tuesday)	Classes Begin
January 26 – 29 (Tuesday – Friday)	Distance Learning Symposium*
February 3 (Wednesday)	Census Day - Twelfth Class Day
February 12 (Friday)	College Closed – College-Wide Professional Development Day*
March 15 - 21 (Monday - Sunday)	College Closed - Spring Break
March 25 – 28 (Thursday – Sunday)	College Closed - Semester Break
April 5 (Monday)	Summer/Fall 2027 Registration Begins ¹
April 19 (Monday)	Last Day to Withdraw
May 7 – 13 (Friday – Thursday)	Finals
May 13 (Thursday)	End of Term
May 14 – 15 (Friday - Saturday)	Commencement Ceremonies*
May 15 (Saturday)	Certificate and Degree Award Date
May 17 (Monday)	Last Day to Submit Grades
May 31 (Monday)	College Closed – Memorial Day

**Subject to change depending on availability of venue.*

¹ Tentative date: May change depending on Workday implementation.

2026-2027 Calendar



**SOUTH TEXAS
COLLEGE**



Summer Session 2027 (June 1 – August 6)

June 1 (Tuesday).....Classes Begin

June 16 (Wednesday).....	Census Day - Twelfth Class Day
June 18 (Friday).....	College Closed - Juneteenth
July 5 (Monday).....	College Closed-Independence Day
July 5 – 6 (Monday & Tuesday)	No classes (For Summer III only)
July 23 (Friday)	Last Day to Withdraw
August 5 (Thursday)	End of Term/Finals (Classes Meeting M-R)
August 6 (Friday)	End of Term /Finals (Classes Meeting M-F)
August 7 (Saturday).....	Certificate and Degree Award Date
August 9 (Monday)	Last Day to Submit Grades

SI – Minimester (June 1 – July 2)

June 1 (Tuesday).....Classes Begin

June 4 (Friday).....	Census Day - Fourth Class Day
June 18 (Friday).....	College Closed - Juneteenth
June 25 (Friday).....	Last Day to Withdraw
July 2 (Friday)	End of Term/Finals
July 5 (Monday).....	College Closed-Independence Day
July 6 (Tuesday).....	Last Day to Submit Grades

SII – Minimester (July 7 – August 6)

July 7 (Wednesday).....Classes Begin

July 12 (Monday).....	Census Day - Fourth Class Day
July 30 (Friday)	Last Day to Withdraw
August 5 (Thursday)	End of Term/Finals (Classes Meeting M-R)
August 6 (Friday)	End of Term /Finals (Classes Meeting M-F)
August 9 (Monday)	Last Day to Submit Grades



Review and Recommend Action on Proposed South Texas College 2025-2031 Strategic Plan

Purpose	Administration will discuss the development of the proposed South Texas College 2025-2031 Comprehensive Strategic Plan, highlighting goals, strategic directions, strategies and key performance indicators. The goals, strategic directions, and strategies build on the vision, mission, and values adopted by the Board in July 2024 and complete the formulation of the College's 2025-2031 Strategic Plan. Formulation of the goals, strategic directions, and strategies used institutional data as well as information provided by faculty and staff members, students, and external stakeholders in a process that began in fall 2023. Plan assessment and accountability will also be discussed.
Justification	The 2025-2031 Comprehensive Strategic Plan will form the basis of the College's direction for the coming six years. It will be used by units to detail their respective institutional effectiveness plans. Through its participation and adoption of the College's Strategic Plan the Board exercises its role setting priorities for the College.
Funding	No funding is requested with this presentation.
Enclosed Documents	Draft South Texas College 2025-2031 Strategic Plan Presentation slides
Staff Resource	Dr. Fernando Chapa, Dean for Institutional Research, Effectiveness, and Strategic Planning and Dr. Jesús Campos, Interim VP of Information Services, Planning, Performance, & Strategic Initiatives.
Recommendation	<i>It is recommended that the Board of Trustees of South Texas College approve and authorize the following Minute Order proposed for consideration:</i> The Board of Trustees of South Texas College approves and authorizes the STC 2025-2031 Strategic Plan.

Approval Recommended:

Dr. Ricardo J. Solis
President

Goals and Strategic Directions

Goal 1: Champion Student Success

Ensure every student has the support and resources needed to succeed from entry to completion.

Strategic Direction 1: Remove Barriers to Educational Goals

- a) **Establish Jaguar Resource Centers** to support students with essential needs such as food, housing, transportation, and mental health.
- b) **Expand tuition assistance programs** and pursue opportunities to lower cost of attendance.

Strategic Direction 2: Strengthen Student Engagement and Campus Culture

- a) **Implement Caring Campus best practices** across all campuses, departments, and service areas.
- b) **Expand welcoming campus events and co-curricular programs** that foster connection and belonging.
- c) **Develop a coordinated student communication and holistic support strategy** that combines technology and personal outreach to guide and support students through their educational journey.

Key Performance Indicators

➤ Number of Degrees and Certificates	➤ Continuing Education Enrollment
➤ 3-Year Graduation Rate	➤ Dual Enrollment
➤ IPEDS Graduation Rate	➤ Course Success Rate
➤ Persistence Rate	➤ College Readiness within 1 Yr
➤ Traditional Enrollment	

Goal 2: Develop, Align, and Optimize Educational Programs

Deliver innovative, future-focused programs that equip students with the skills and credentials needed for success.

Strategic Direction 1: Innovate and Expand Learning Opportunities

- a) **Design learning opportunities, credentials, and degrees** that address workforce demands and integrate emerging technologies, including Artificial Intelligence.
- b) **Expand co-curricular and extracurricular programming** to enrich student learning and engagement.

Strategic Direction 2: Optimize Existing Programs

- a) **Standardize and streamline program review** to ensure quality, innovation, and labor market alignment.
- b) **Leverage learning outcomes data** for program and curricula improvement strategies.
- c) **Increase access to work-based learning** through partnerships offering internships, apprenticeships, clinicals, and hands-on experience.
- d) **Diversify instructional modalities** to support flexibility, engagement, and access for all learners.

Strategic Direction 3: Enhance Student Transitions Across Education Pathways

- a) **Promote program pathway maps** that support student goal setting, career planning, completion, and transfer.
- b) **Strengthen alignment of educational offerings** across credit, dual enrollment, noncredit, and transfer pathways to support stackable credentials and seamless advancement.
- c) **Accelerate college readiness** through targeted support and high-impact teaching practices.

Key Performance Indicators

- Workforce Placement Rate
- Dual Matriculation
- Transfer Rate
- Transfer to 4-year University
- Dual Credit 15 SCH

Goal 3: Maximize Institutional Effectiveness and Efficiency

Align resources, talent, and technology to ensure operational excellence and mission-driven decision-making.

Our Focus:

Operate as a unified, data-informed, and high-performing institution. By aligning systems, strengthening communication, leveraging technology, and investing in talent, we will improve institutional agility, accountability, fiscal responsibility, and impact.

Strategic Direction 1: Align Resources and Operations to Advance Institutional Goals

- a) **Coordinate planning and project management** across departments to align resources with strategic priorities.
- b) **Enhance internal communication** to support collaboration and transparency across the institution.
- c) **Exercise fiscal responsibility** by prioritizing funding for strategic goals and strengthening the College's long term financial stability.

Strategic Direction 2: Leverage Technology and Data

- a) **Integrate AI and emerging technologies** to streamline operations and strengthen decision-making.
- b) **Foster a culture of continuous improvement** by embedding actionable data in planning and evaluation.

Strategic Direction 3: Develop and Retain Institutional Talent

- a) **Provide meaningful professional development** and growth opportunities for faculty and staff across all roles.
- b) **Invest in career and personal development** for faculty and staff to create an environment for them to thrive.

Key Performance Indicators

- **Employee Satisfaction**
- **Faculty/Staff Retention**
- **Satisfaction with College Services and Departments**

Goal 4: Cultivate Community Engagement

Strengthen relationships and partnerships with community to build trust, visibility, and shared prosperity.

Our Focus:

South Texas College will strengthen its role as a trusted community leader by building collaborative partnerships, expanding visibility, and aligning with regional goals to support student success and economic growth.

Strategic Direction 1: Enhance Visibility and Reputation of the College

- a) **Expand public awareness** through storytelling, media outreach, and community-facing events that promote civic engagement, culture, and access to learning.
- b) **Celebrate, preserve and promote college identity** through the history and mission of South Texas College.

Strategic Direction 2: Deepen Strategic and Regional Partnerships

- a) **Strengthen collaboration** with educational entities, employers, workforce boards, civic and governmental leaders to advance regional goals.
- b) **Cultivate alumni and retiree associations** to foster connection, pride, and long-term support.

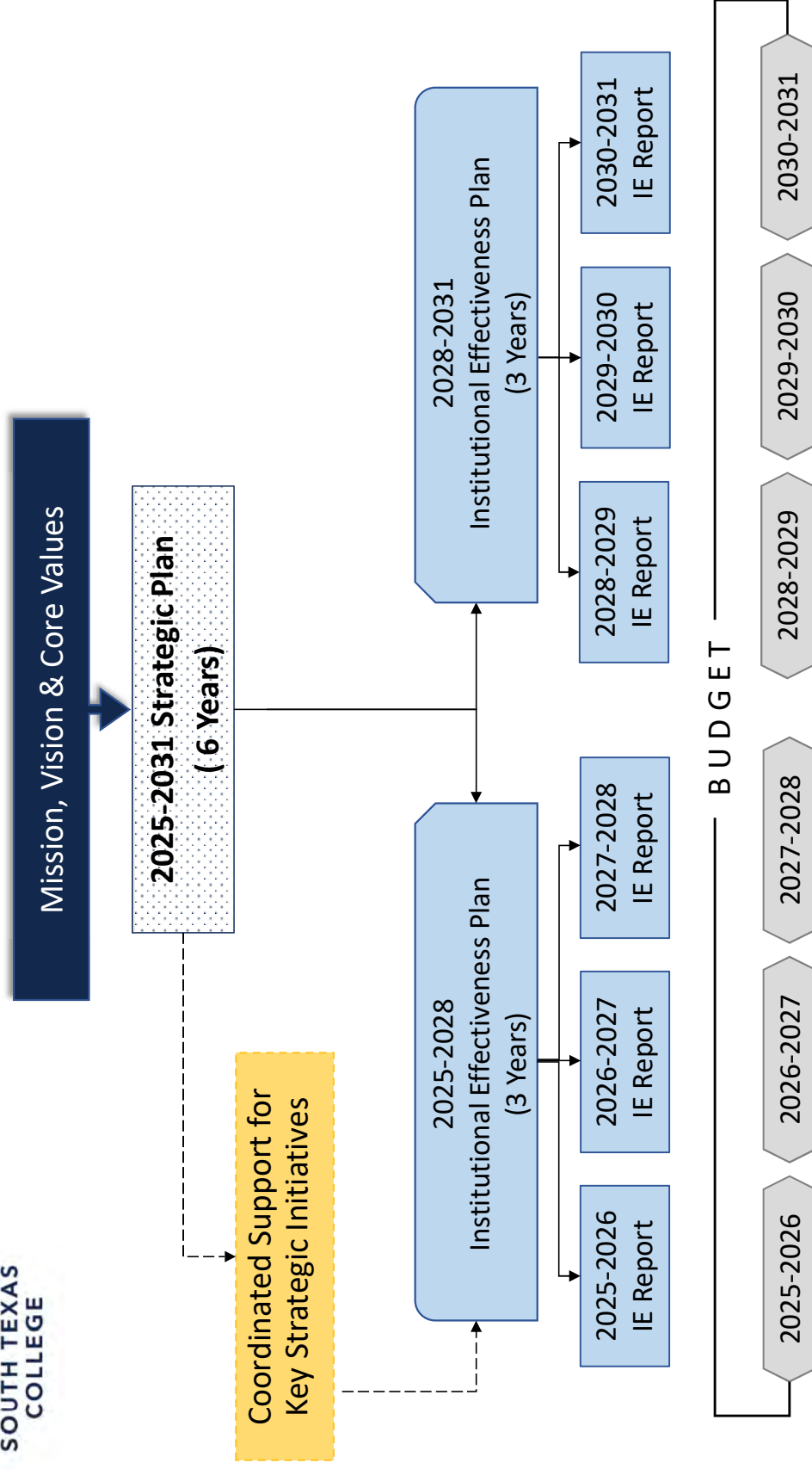
Strategic Direction 3: Grow External Investment and Philanthropic Support

- a) **Increase and align external funding** with institutional goals and strengthen donor engagement.

Key Performance Indicators

➤ Regional Poverty Rate	➤ Number of Active External Partnerships
➤ Regional Educational Attainment Rate	➤ Community Brand Image
➤ STC Economic Impact	➤ Total External Funding Secured

Integrated Planning and Assessment Framework





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, July 08, 2025:

Review and Discussion of Preliminary Summaries of Unrestricted Projected Revenues and Expenditures for FY 2025 - 2026 with Comparison to FY 2024 – 2025 Amended Budget

Purpose	Mary Del Paz, Vice President for Finance and Administrative Services will provide an update on the College's FY 2025 – 2026 Unrestricted Fund Budget. As part of the budget planning process, the College is evaluating the revenue and expenditure budget considerations influencing the preparation of the FY 2025 – 2026 budget.
Justification	The College's annual budget cycle includes the budget planning process that consists of projecting revenues and expenditures based on historical trend and assumptions for the upcoming fiscal year. The revenue and expenditure budget development considerations are used as the basis for the upcoming fiscal year assumptions and are a fundamental component of developing a proposed balanced budget. The proposed balanced budget is reviewed by staff, the President's Cabinet, and the Finance, Audit, and Human Resources Committee before it is presented for approval by the Board of Trustees at the annual Budget Hearing.
Enclosed Documents	Appendix A – PowerPoint
Staff Resource	Mary Del Paz, Vice President for Finance and Administrative Services
Recommendation	No action is required from the Board. This item is presented for information and feedback to staff.



Preliminary Summaries of Projected Unrestricted Fund Revenues and Expenditures FY 2025 – 2026 with Comparison to FY 2024 – 2025 Amended Budget

JULY 22, 2025

MARIA G. DEL PAZ, MBA, CPA, CFE, CGMA
VICE PRESIDENT FOR FINANCE AND ADMINISTRATIVE SERVICES

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FY 2025 – 2026 Budget Highlights

- ▶ Reduction in State Appropriations Allocation (Near-Final Run)
 - Foundation Payment Performance Tier
- ▶ Maintain FAST Appropriation at FY 2024 - 2025 Level
- ▶ No Increase to Tuition Rates
 - Governor Abbot's November 13, 2024 Letter to Texas Colleges and Universities
 - Will not support any tuition increase an any public higher education institution in the upcoming biennium
- ▶ Increase in Property Tax Revenue
- ▶ Updated TASB Scenarios, Proposed Salary Increase and New Positions/Adjustments
- ▶ Fund Unexpended Construction Plant Fund Transfer

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Preliminary Unrestricted Fund Revenues

3

Preliminary Revenues FY 2025 - 2026

► State Appropriations-

- Foundation Payment Performance Tier
 - Estimated decrease of \$205,326
- FAST (Financial Aid Swift Transfer)
 - Estimated increase of \$178,250

► Tuition and Fees

- Flat student enrollment
 - Estimated increase in revenue by \$1,533,412
 - Increase is due to shift in historical trends based on number of classes taken by students and based on actual revenue in FY 25

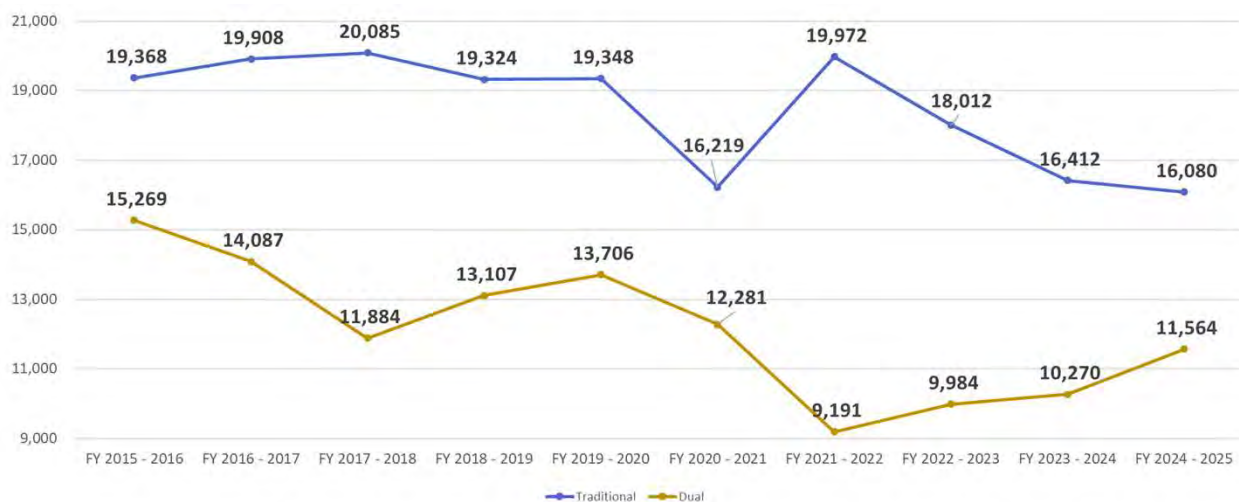
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Preliminary Unrestricted Fund Revenues – State Appropriation Detail FY 2025 – 2026

State Appropriations	FY 2024 - 2025 Budget (Amended)	FY 2025 - 2026 Budget (Preliminary)	Increase/ (Decrease)
Foundation Payment	\$56,743,212	\$56,537,886	\$(205,326)
Financial Aid for Swift Transfer (FAST)	8,644,740	8,822,990	178,250
Total State Appropriations	\$65,387,952	\$65,360,876	\$(27,076)

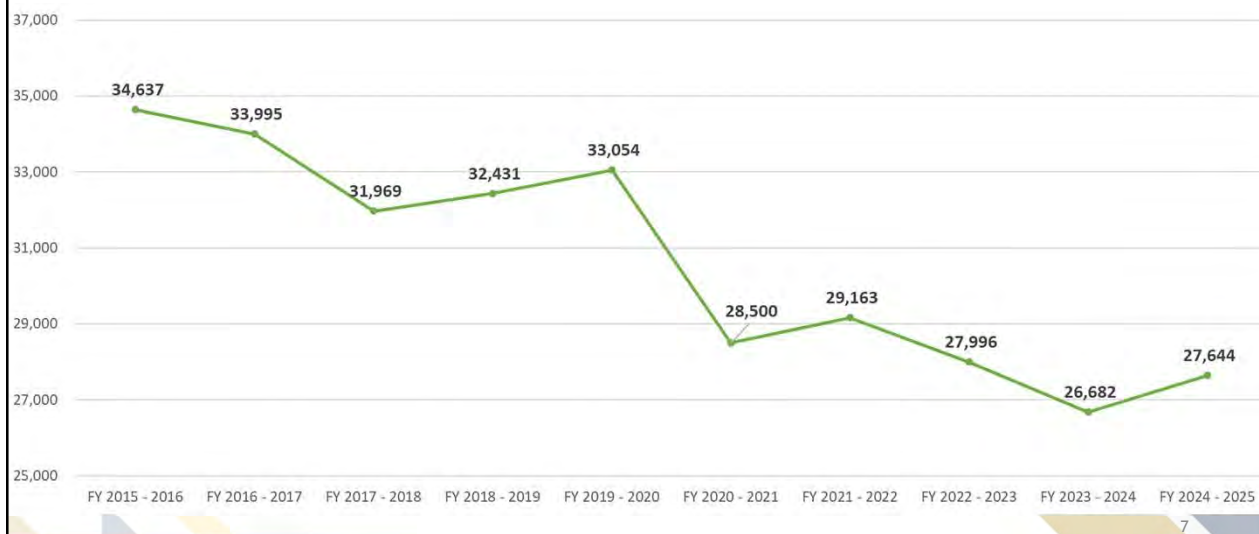
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10 Year Historical Enrollment – Fall

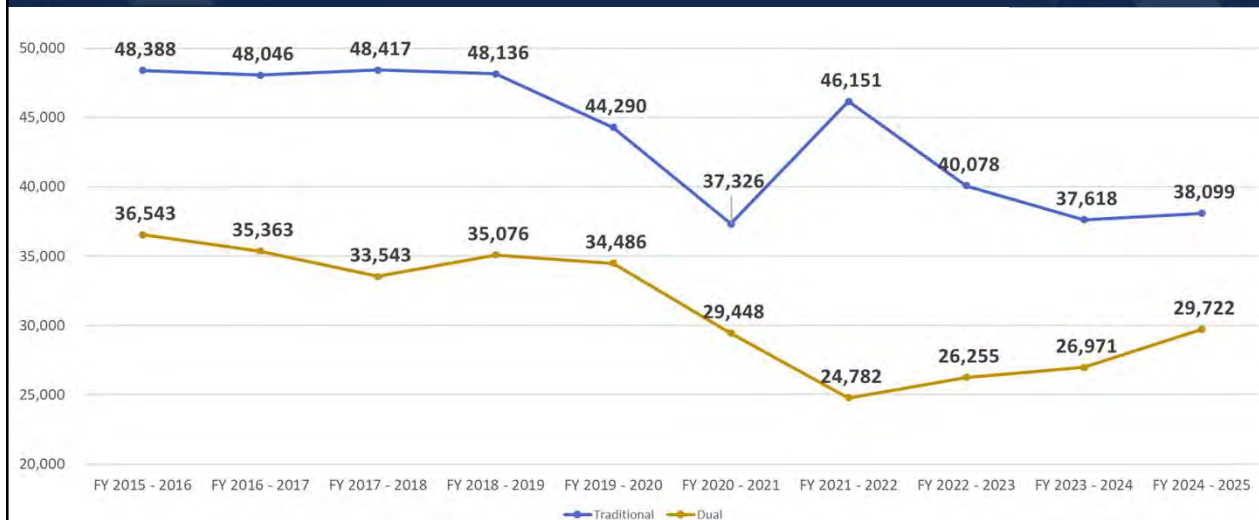


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10 Year Historical Enrollment – Fall Traditional and Dual



10 Year Historical Enrollment (Duplicated) – All Terms



10 Year Historical Enrollment (Duplicated) – All Terms Traditional and Dual



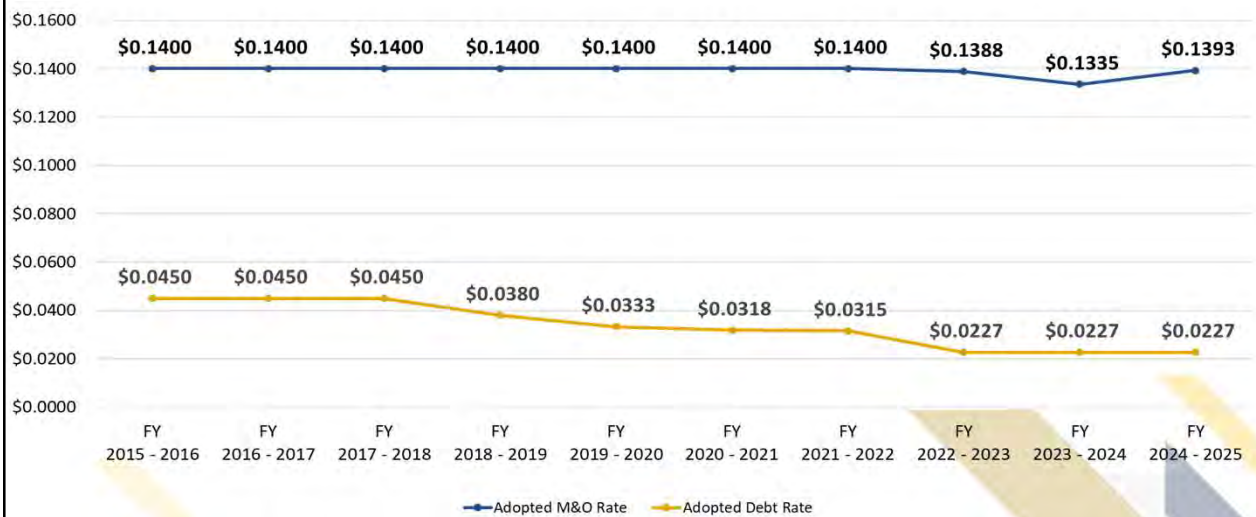
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Preliminary Unrestricted Fund Revenues FY 2025 - 2026

- ▶ **Property Taxes**
 - Approximate increase of \$8.5 million
- ▶ **Other Revenues**
 - Dual Enrollment Reimbursement Cost
 - Approximate increase of \$1 million
 - Interest
 - Flat
- ▶ **Carryover Fund Balance Allocation**
 - Approximate net reduction of \$47,057 based on College needs

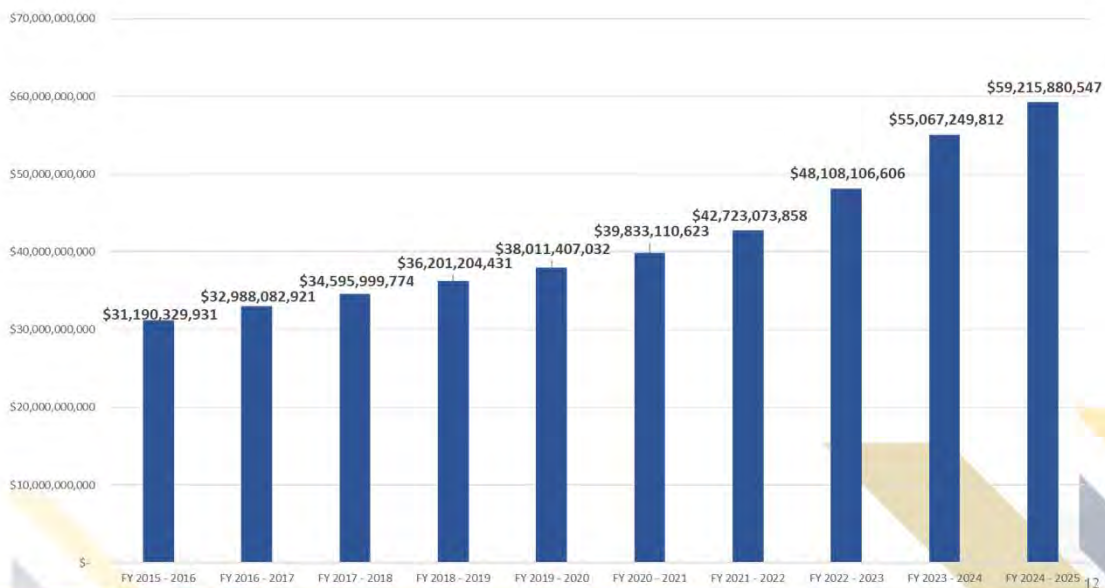
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10-Year Historical Trend of M&O and Debt Tax Rates



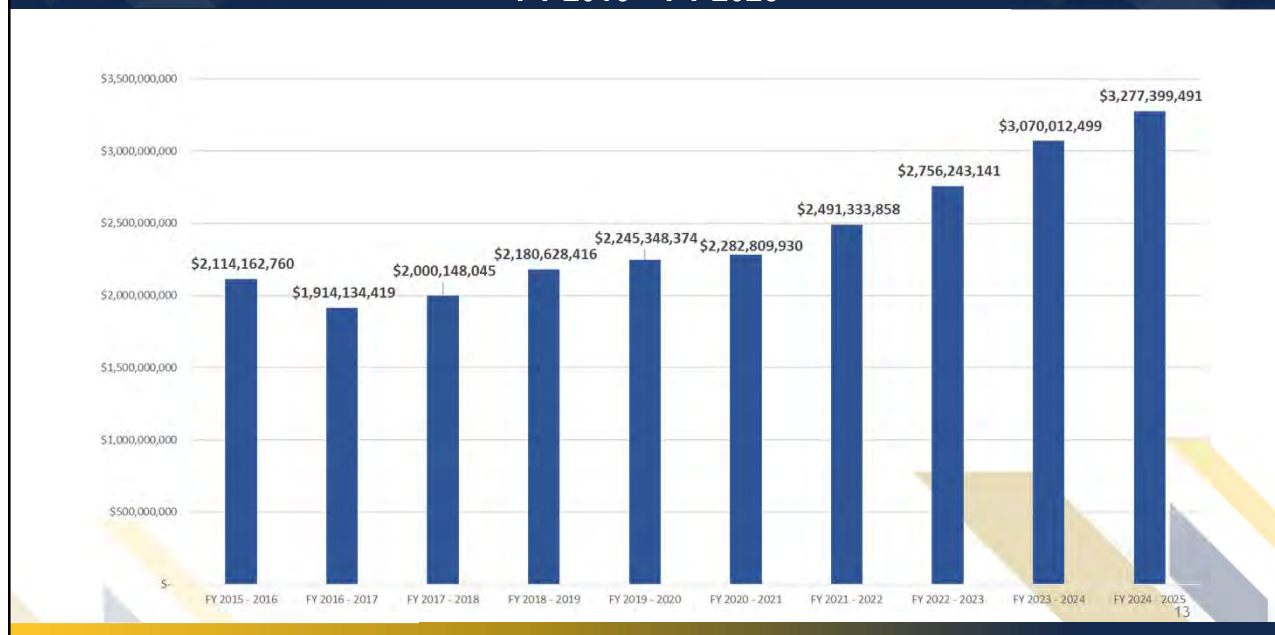
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Hidalgo County Net Taxable Assessed Value FY 2016 – FY 2025

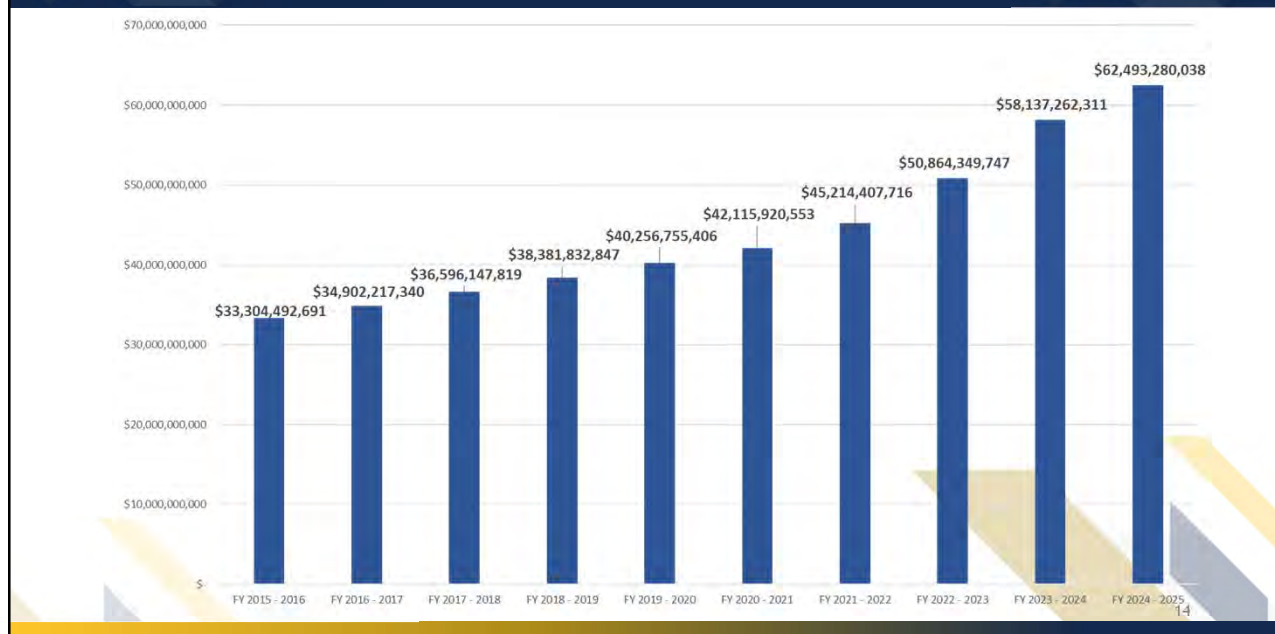


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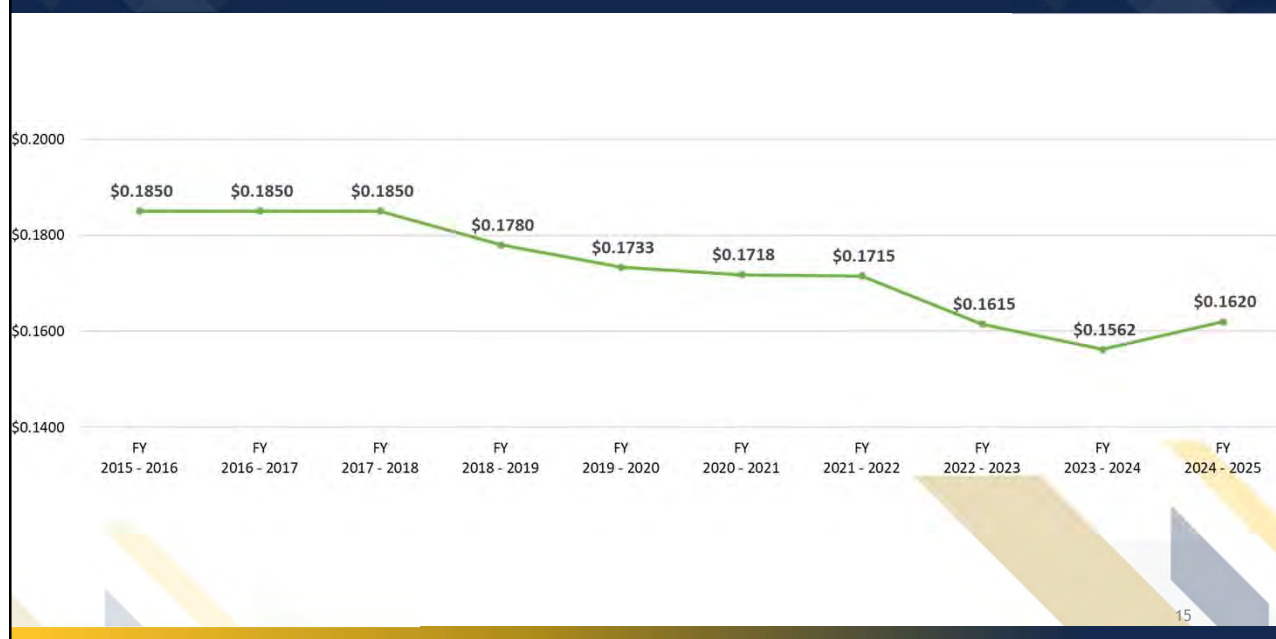
Starr County Net Taxable Assessed Value FY 2016 – FY 2025



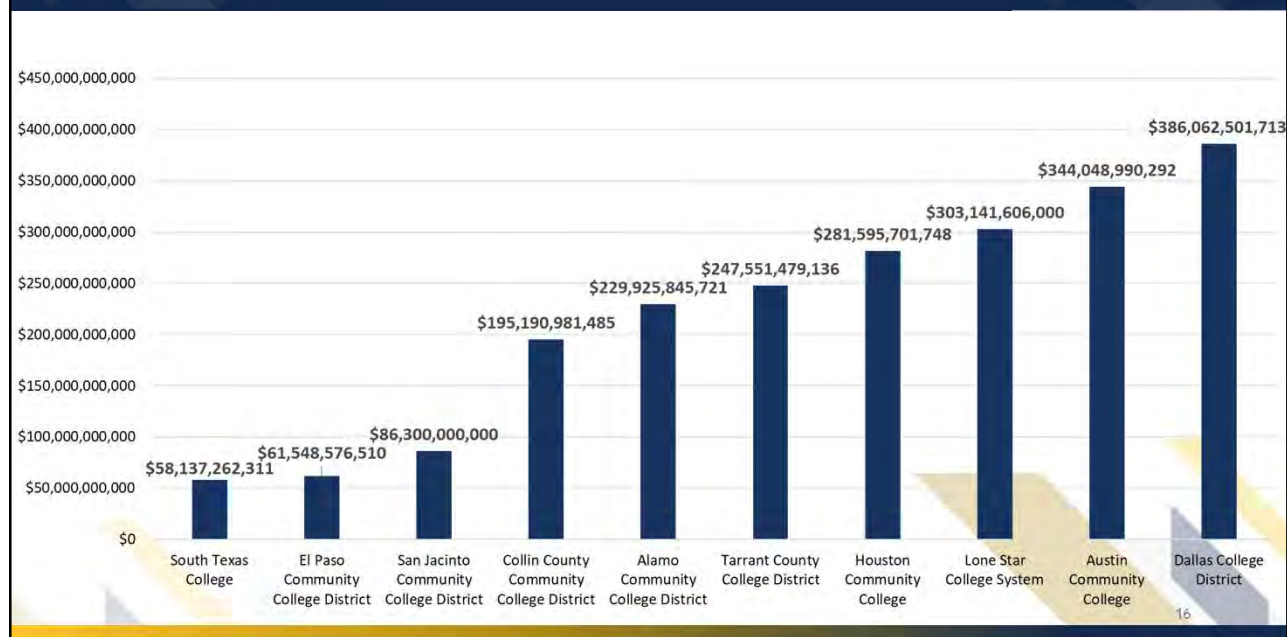
Total Net Taxable Assessed Value FY 2016 – FY 2025



10-Year Historical Trend of Adopted Tax Rate



Top 10 Community Colleges 2024 Net Taxable Value





Preliminary Unrestricted Fund Revenues – Other Revenue Detail FY 2025 – 2026

Other Revenues	FY 2024 - 2025 Budget (Amended)	FY 2025 - 2026 Budget (Preliminary)	Increase/ (Decrease)
Dual Credit Enrollment Cost Reimbursement	\$3,250,000	\$4,250,000	\$1,000,000
Dual Credit Academy Participation Fee	300,000	300,000	-
Interest	10,000,000	10,000,000	-
Administrative Cost - Veterans	9,000	9,000	-
Administrative Cost - Pell	75,000	75,000	-
Administrative Cost - Federal Work Study	60,000	60,000	-
Administrative Cost - CEWD	149,307	149,307	-
Administrative Cost - CATA	36,855	36,855	-
Shuttle System Contribution	204,143	189,217	(14,926)
Testing Commission	3,950	4,500	550
Indirect Processing Fee	7,750	7,750	-
Total Revenues	\$14,096,005	\$15,081,629	\$985,624

Preliminary Unrestricted Fund Revenues – Carryover Detail FY 2025 – 2026

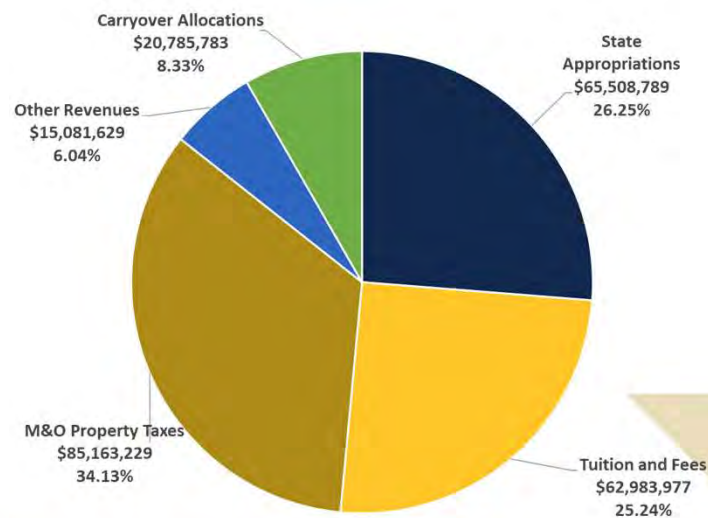
Carryover Allocation	FY 2024 - 2025 Budget (Amended)	FY 2025 - 2026 Budget (Preliminary)	Increase/ (Decrease)
Unexpended Construction Plant Fund	\$10,000,000	\$10,000,000	\$-
Renewals and Replacements Plant Fund	-	1,000,000	1,000,000
Continuing Education and Workforce Development	220,000	220,000	-
Scholarship	306,500	-	(306,500)
NAH Faculty	250,000	-	(250,000)
ERP Implementation	6,173,367	9,565,783	3,392,416
Gap Bridging Retention Payment	3,882,973	-	(3,882,973)
Total Revenues	\$20,832,840	\$20,785,783	\$(47,057)

Preliminary Unrestricted Fund Revenues FY 2025 – 2026

Summary of Revenues	FY 2024 - 2025 Budget (Amended)	FY 2025 - 2026 Budget (Preliminary)	Increase/ (Decrease)
State Appropriations	\$65,535,865	\$65,508,789	\$(27,076)
Tuition and Fees	61,450,565	62,983,977	1,533,412
Property Taxes	76,706,437	85,163,229	8,456,792
Other Revenues	14,096,005	15,081,629	985,624
Carryover Allocations	20,832,840	20,785,783	(47,057)
Total Revenues	\$238,621,712	\$249,523,407	\$10,901,695

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Preliminary Unrestricted Fund Revenues FY 2025 – 2026



Total Revenues:
\$249,523,407

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Preliminary Unrestricted Fund Expenditures

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Preliminary Expenditures FY 2025 – 2026

► Salaries and Benefits

- Proposed annual salary increase scenarios for faculty and non-faculty personnel of 3%, 3.5%, or 4%
- Proposed request for new positions and other adjustments

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Summary of Expenditure Budget Requests FY 2025 – 2026

Expenditure	Expenditure Requests Excluding ERP	Expenditure Requests Including ERP
Operating and Technology	\$496,003	\$3,742,985
Travel	122,846	418,230
Scholarships	(306,500)	(306,500)
Capital	354,144	(2,440,565)
Total	\$666,493	\$1,414,150

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Preliminary Unrestricted Fund Expenditures FY 2025 – 2026 3%, 3.5%, and 4% GPI Scenarios

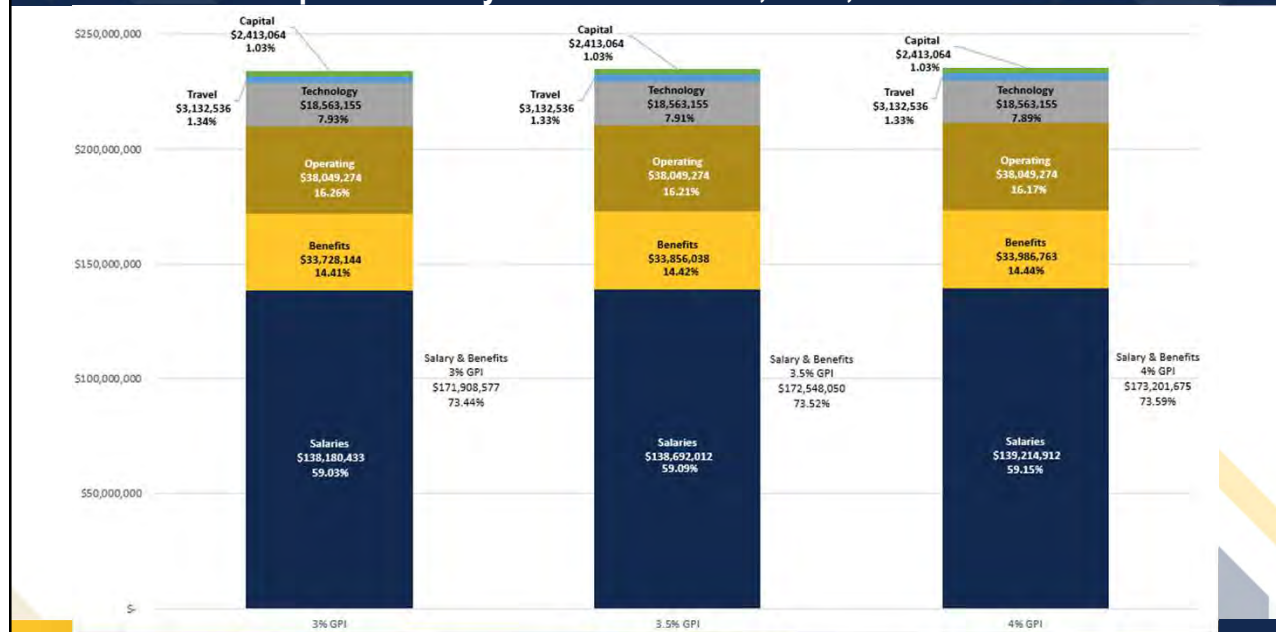
Summary of Expenditures	FY 2024 - 2025 Budget (Amended)	FY 2025 - 2026 Budget 3% GPI (Preliminary)	FY 2025 - 2026 Budget 3.5% GPI (Preliminary)	FY 2025 - 2026 Budget 4% GPI (Preliminary)
Salaries	\$132,415,838	\$138,180,433	\$138,692,012	\$139,214,912
Benefits	32,286,995	33,728,144	33,856,038	33,986,763
Operating	42,558,700	38,049,274	38,049,274	38,049,274
Technology	10,310,744	18,563,155	18,563,155	18,563,155
Travel	2,714,306	3,132,536	3,132,536	3,132,536
Scholarships	306,500	-	-	-
Capital Outlay	4,853,629	2,413,064	2,413,064	2,413,064
Total Expenditures	\$225,446,712	\$234,066,606	\$234,706,079	\$235,359,704
Transfers & Reserves				
Transfer to Unexpended Plant Fund	10,000,000	10,000,000	10,000,000	10,000,000
Transfer to Renewals and Replacements Plant Fund	-	1,000,000	1,000,000	1,000,000
Transfer to Student Activities Auxiliary Fund	1,175,000	1,175,000	1,175,000	1,175,000
Contingency Fund	2,000,000	3,281,801	2,642,328	1,988,703
Total Transfers & Reserves	13,175,000	15,456,801	14,817,328	14,163,703
Total Expenditures, Transfers & Reserves	\$238,621,712	\$249,523,407	\$249,523,407	\$249,523,407
Revenues over Expenditures	\$-	\$-	\$-	\$-

Contingency Fund Budget FY 2025 – 2026

Expenditure	FY 2025 - 2026 Budget 3% GPI (Preliminary)	FY 2025 - 2026 Budget 3.5% GPI (Preliminary)	FY 2025 - 2026 Budget 4% GPI (Preliminary)
Transfers & Reserves			
Transfer to Unexpended Plant Fund	\$10,000,000	\$10,000,000	\$10,000,000
Transfer to R&R Plant Fund	1,000,000	1,000,000	1,000,000
Transfer to Student Activities Auxiliary Fund	1,175,000	1,175,000	1,175,000
Contingency Fund	3,281,801	2,642,328	1,988,703
Total Transfers & Reserves	15,456,801	14,817,328	14,163,703
Salaries Increase	3,854,762	4,366,341	4,889,241
Benefits Increase	963,691	1,091,585	1,222,310
Total Salaries and Benefits Increase	4,818,453	5,457,926	6,111,551
Revenues over Expenditures	1,281,801	642,328	(11,297)
Contingency Fund	2,000,000	2,000,000	2,000,000
Revised Contingency Fund	\$3,281,801	\$2,642,328	\$1,988,703

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Preliminary Unrestricted Fund Expenditures Expenditures by Classification 3%, 3.5%, and 4% GPI



Preliminary Unrestricted Fund Revenues and Expenditures FY 2025 – 2026

Summary of Expenditures	FY 2025 - 2026 Budget 3% GPI (Preliminary)	FY 2025 - 2026 Budget 3.5% GPI (Preliminary)	FY 2025 - 2026 Budget 4% GPI (Preliminary)
State Appropriations	\$65,508,789	\$65,508,789	\$65,508,789
Tuition and Fees	62,983,977	62,983,977	62,983,977
Property Taxes	85,163,229	85,163,229	85,163,229
Other Revenues	15,081,629	15,081,629	15,081,629
Carryover Allocations	20,785,783	20,785,783	20,785,783
Total Revenues	\$249,523,407	\$249,523,407	\$249,523,407
Salaries	\$138,180,433	\$138,692,012	\$139,214,912
Benefits	33,728,144	33,856,038	33,986,763
Operating	38,049,274	38,049,274	38,049,274
Technology	18,563,155	18,563,155	18,563,155
Travel	3,132,536	3,132,536	3,132,536
Capital Outlay	2,413,064	2,413,064	2,413,064
Total Expenditures	\$234,066,606	\$234,706,079	\$235,359,704
Transfers & Reserves	15,456,801	14,817,328	14,163,703
Total Expenditures, Transfers & Reserves	\$249,523,407	\$249,523,407	\$249,523,407
Revenues over Expenditures	\$-	\$-	\$-

THANK YOU
Questions?



Discussion and Update on FY 2024 – 2025 Employee Staffing Plan

Purpose	To provide an update on revisions to vacant or filled position(s) that were approved by the President in accordance with Policy DEA (Local) Compensation Plan and Policy DLC (Local) Promotion and Demotion.
Justification	The revisions were initiated by College Administrators and approved by the College President, and are effective immediately in FY 2024 – 2025. They are based on assessments of the position's duties, responsibilities, and the needs and objectives of the College departments. These revisions are deemed critical and include changes to the title and pay grades, as appropriate to the position's duties, and are effective in the month in which the President's approval was received. The placement and rationale of the reclassified position(s) are included in Appendix A.
Enclosed Documents	Appendix A – Reclassifications of Filled or Vacant Non-Faculty Positions with Title Changes, Pay Grade Revisions, Salary Adjustments, FLSA Changes, and/or Organization Changes Appendix B – Policy DEA (Local) & Policy DLC (Local) Appendix C – Job Descriptions and Organizational Charts
Funding	Funds for these modifications are available in the FY 2024 - 2025 salary budget; therefore, no additional funding is requested.
Staff Resource	Mary Del Paz, Vice President for Finance and Administrative Services Alicia Correa, Director of Human Resources - Benefits and Compensation
Recommendation	No action was required from the Committee. This item was presented for information only.



#	Cost Center/Program Name	Title Position #	Current Classification & Pay Grade	Proposed Classification & Pay Grade	Current Budget	Adjustment Amount	New Amount	Less Funding Source	Impact to Budget	Funding Source	Rationale
Vice President for Academic Affairs and Economic Development (1)											
1	Academic Success and Advancement	Title, Pay Grade, and Salary Adjustment for Senior Administrative Assistant to Administrative Assistant Vacant P002233	Administrative Technical Support 4	Administrative Technical Support 3	\$ 42,879	\$ (3,900)	\$ 38,979	\$ 3,900	\$ -	Difference to be transferred to division's pool 720279 CC00006	•After review of the current front office staffing, the AA position is more appropriate until the time the scope of responsibilities may increase. Additionally, reclassifying the position will expand the pool of applicants.
Total for Vice President for Academic Affairs and Economic Development					\$ 42,879	\$ (3,900)	\$ 38,979	\$ 3,900	\$ -		
Vice President for Finance and Administrative Services (4)											
2	Human Resources	Title Change for Title IX and 504 Compliance Manager to Manager - Employee Relations Filled P000748	Executive Administrative Professional 6	(same)	\$ 75,876	\$ -	\$ 75,876	\$ -	\$ -	N/A	•On 3/25/25, the Board approved the addition of the "Manager-Employee Relations" position to the College's approved compensation and staffing plan for FY 24-25. To provide adequate employee relations support to the College, the HR department is requesting a reclassification of this position. This request is consistent with college policies, the DEA Local-Compensation Plan and the DLC Local-Promotion and Demotion.
3	Human Resources	Title, Pay Grade, and Salary Adjustment for Coordinator - Employee Relations to Manager - Employee Relations - Vacant P001085	Executive Administrative Professional 3	Executive Administrative Professional 6	\$ 57,053	\$ 13,321	\$ 70,374	\$ (13,321)	\$ -	DW Staff - Human Resources 840240 CC00047	•On 3/25/25, the Board approved the addition of the "Manager-Employee Relations" position to the College's approved compensation and staffing plan for FY 24-25. To provide adequate employee relations support to the College, the HR department is requesting a reclassification of this position. This request is consistent with college policies, the DEA Local-Compensation Plan and the DLC Local-Promotion and Demotion.
4	Human Resources	Title, Pay Grade, Salary Adjustment, and FLSA Change for Human Resources Information Systems Analyst to Business Systems Analyst Vacant P001904	Technology 3	Technology 5	\$ 54,246	\$ 13,610	\$ 67,856	\$ (13,610)	\$ -	HR Support Specialist P003078	•In order to provide adequate support to the College with the implementation of Workday, the HR department is requesting reclassification of this position. They will assist with analysis, design, payroll, and compensation (Core and Advanced), as well as provide ongoing support.
5	Human Resources	Title, Pay Grade, and Salary Adjustment for Talent Acquisition and Development Officer to Project Manager - FAS Vacant P003080	Executive Administrative Professional 7	Executive Administrative Professional 4	\$ 86,883	\$ (23,905)	\$ 62,978	\$ 23,905	\$ -	Difference to be transferred to dept's pool 840240 CC00047	•The Human Resources department is increasingly tasked with implementing complex, cross-functional initiatives such as employee engagement programs, employee relations matters, benefits restructuring, HRIS upgrades, compliance audits, and talent development strategies. These initiatives require coordinated planning, stakeholder engagement, timelines, risk management, and metrics-driven outcomes—core competencies of a professional Project Manager.
Total for Vice President for Finance and Administrative Services					\$ 274,058	\$ 3,026	\$ 277,084	\$ (3,026)	\$ -		
Vice President for Student Affairs and Enrollment Management (7)											
6	Student Assessment Center to College Connections	Title Change for Testing Specialist to Specialist II - Student Services Filled P001985	Administrative Technical Support 4	(same)	\$ 41,787	\$ -	\$ 41,787	\$ -	\$ -	N/A	•A comprehensive review of operational efficiencies was conducted within the department. The evaluation was conducted in collaboration with departmental leadership, aiming to realign resources to support student recruitment, retention, and completion more effectively. The new roles of this position will support student retention by providing proactive advisement to students who are at risk of not persisting or completing their credentials due to financial aid eligibility challenges.
7	Student Assessment Center to College Connections	Title Change for Testing Specialist to Specialist II - Student Services Filled P000767	Administrative Technical Support 4	(same)	\$ 43,451	\$ -	\$ 43,451	\$ -	\$ -	N/A	•A comprehensive review of operational efficiencies was conducted within the department. The evaluation was conducted in collaboration with departmental leadership, aiming to realign resources to support student recruitment, retention, and completion more effectively. The new roles of this position will support student retention by providing proactive advisement to students who are at risk of not persisting or completing their credentials due to financial aid eligibility challenges.



Filled and Vacant Positions

FY 2024 - 2025

#	Cost Center/Program Name	Title Position #	Current Classification & Pay Grade	Proposed Classification & Pay Grade	Current Budget	Adjustment Amount	New Amount	Less Funding Source	Impact to Budget	Funding Source	Rationale
8	College Connections to Valley Promise	Title Change for Specialist II - Student Services to Specialist - Recruiting Filled P002269	Administrative Technical Support 4	(same)	\$ 40,123	\$ -	\$ 40,123	\$ -	\$ -	N/A	•A comprehensive review of operational efficiencies was conducted within the department. The evaluation was conducted in collaboration with departmental leadership, aiming to realign resources to support student recruitment, retention, and completion more effectively. The new roles of this position will focus on enhancing recruitment efforts for first-time-in-college (FTIC) students.
9	College Connections to Valley Promise	Title Change for Specialist II - Student Services to Specialist - Recruiting Filled P002124	Administrative Technical Support 4	(same)	\$ 40,955	\$ -	\$ 40,955	\$ -	\$ -	N/A	•A comprehensive review of operational efficiencies was conducted within the department. The evaluation was conducted in collaboration with departmental leadership, aiming to realign resources to support student recruitment, retention, and completion more effectively. The new roles of this position will focus on enhancing recruitment efforts for first-time-in-college (FTIC) students.
10	College Connections to Valley Promise	Title Change for Specialist I - Student Services to Specialist - Recruiting Filled P001876	Administrative Technical Support 4	(same)	\$ 36,067		\$ 36,067		\$ -	N/A	•A comprehensive review of operational efficiencies was conducted within the department. The evaluation was conducted in collaboration with departmental leadership, aiming to realign resources to support student recruitment, retention, and completion more effectively. The new roles of this position will focus on enhancing recruitment efforts for first-time-in-college (FTIC) students.
11	College Connections to Admissions and Records	Title Change for Specialist II - Student Services to Specialist - Admissions Filled P002240	Administrative Technical Support 4	(same)	\$ 40,539	\$ -	\$ 40,539	\$ -	\$ -	N/A	•A comprehensive review of operational efficiencies was conducted within the department. The evaluation was conducted in collaboration with departmental leadership, aiming to realign resources to support student recruitment, retention, and completion more effectively. This reallocation will better align enrollment services provided at the Nursing and Allied Health and Technology Campus centers.
12	College Connections to Admissions and Records	Title Change for Specialist II - Student Services to Specialist - Admissions Filled P001965	Administrative Technical Support 4	(same)	\$ 41,371	\$ -	\$ 41,371	\$ -	\$ -	N/A	•A comprehensive review of operational efficiencies was conducted within the department. The evaluation was conducted in collaboration with departmental leadership, aiming to realign resources to support student recruitment, retention, and completion more effectively. This reallocation will better align enrollment services provided at the Nursing and Allied Health and Technology Campus centers.
Total for Vice President for Student Affairs and Enrollment Management					\$ 918,167	\$ -	\$ 916,419	\$ -	\$ -		

Total Request for All Divisions	\$ (874)
Less Funding from Savings of Existing Vacant Positions or Pools	874
Net Salary Budget Increase	\$ -

COMPENSATION AND BENEFITS
COMPENSATION PLAN

DEA
(LOCAL)

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

Pay Administration

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

Pay Increases

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

*Mid-Year Pay
Increases*

Contract
Employees

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

Noncontract
Employees

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

Pay During Closing

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

COMPENSATION AND BENEFITS
COMPENSATION PLAN

DEA
(LOCAL)

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

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

EMPLOYEE PERFORMANCE
PROMOTION AND DEMOTION

DLC
(LOCAL)

It is the intent of the College District to achieve optimum utilization of an employee's skills and talents by filling positions with the best-suited candidate by promoting, reassigning, or demoting a qualified employee to that position.

The promotion, reassignment, or demotion of an employee shall be done on the basis of qualifications and suitability of the candidate, without regard to race, color, national origin, ethnicity, religion, age, sex, sexual orientation, gender, gender identity, gender expression, pregnancy, parental status, disabilities, genetic information, or veteran status and shall be in keeping with federal and state employment laws and regulations and the regulations of the College District.

Definitions

Promotion

"Promotion" is the movement of an employee into a position of increased responsibility or complexity of duties and in a higher salary range.

Reassignment

"Reassignment" is the movement of an employee from one position to another position of the same or substantially similar responsibility or complexity of duties in the same salary range.

Demotion

"Demotion" is the movement of an employee into a position of decreased responsibility or complexity of duties and in a lower salary range.

**Promotion and
Reassignments**

The appropriate vice president shall recommend the promotion or reassignment of a qualified employee under his or her authority to the College President for approval.

Demotions

The appropriate vice president shall recommend to the College President the demotion of an employee to a position where he or she shall be able to meet performance requirements, to apply disciplinary action for misconduct, or for other reasons. Employees under a term contract shall be afforded notice and a hearing regarding their demotion. An employee may request a demotion to start training in another occupation, to continue employment when a layoff is imminent, or for other reasons.

**Salary Rate
Adjustment**

Promotion

An employee who is promoted shall receive a salary adjustment within the salary range of the new position that does not exceed the maximum salary rate established for the new position and as determined by the College President. If no salary range has been predetermined, the appropriate vice president shall make a salary recommendation to the College President for approval.

Reassignment

An employee who is reassigned from one position to another position of the same or substantially similar responsibility or complexity of duties in the same salary range is not eligible for a salary increase.

EMPLOYEE PERFORMANCE
PROMOTION AND DEMOTION

DLC
(LOCAL)

Demotion

Upon demotion, an employee's salary shall be adjusted to an appropriate level within the new salary range as determined by the College President. The new pay rate shall be determined by consideration of the circumstances related to the demotion, the employee's employment record, and job performance.

**Authority and
Approval**

All promotions, reassignments, or demotions must be requested and approved on a form provided by the College District.

**Temporary
Assignments**

Assuming other duties for a temporary period does not constitute a promotion, a reassignment, or a demotion and, generally, would not entitle the employee to additional or less compensation. However, individuals placed in an acting status or who are required to assume significant additional responsibilities for an extended period may be entitled to a temporary salary increase upon approval by the College President.

South Texas College

Classification Description

Title: Administrative Assistant

Dept: Academic Success and Advancement

Reports to: Associate Vice President for Academic Success and Advancement

Pay Grade: Administrative Technical Support- 3

Salary Range: \$35,360- \$49,837

Date: 05/14/2025

FLSA Status: Non-Exempt

General Statement of Job

The Administrative Assistant provides administrative support to the Associate Vice President for Academic Success and Advancement by performing the following essential duties and other duties as assigned.

Specific Duties and Responsibilities

Essential Functions:

1. Provides administrative support and assistance to the Associate Vice President for Academic Success and Advancement and the area's direct reports.
2. Facilitates communications, plans and follows-up on administrative matters.
3. Processes administrative and clerical affairs of the Associate Vice President for Academic Success and Advancement and the area's direct reports.
4. Assists with compiling, typing and tracking reports, as directed.
5. Coordinates projects/reports with the Office of the Provost and other departments and divisions.
6. Manages and/or monitors multiple projects and coordinated tasks, with some weekend and evening work required to meet strict deadlines.
7. Handles inquiries and exercises sound judgment in referral of inquiries to appropriate staff.
8. Assists students with general questions regarding transfers to other institutions.
9. Assists and directs students to appropriate services at South Texas College.
10. Seeks to solve problems, address concerns, and plans ahead with great attention given to customer service, project quality, and exact detail.
11. Assists with annual budget development and subsequent preparation, including but not limited to monitoring budget, tracking of requisitions and purchase orders, and processing reconciliations.
12. Orders and maintains supplies and arranges for equipment maintenance.
13. Coordinates and processes travel arrangements, authorizations/vouchers, mileage reimbursements, and applicable forms.
14. Conducts inventory on all department's assets and office supplies, as needed.
15. Assists with reviewing incoming documents.
16. Assists in reviewing Notice of Employment (NOE) reports.
17. Assists with interdepartmental projects, as assigned.

Administrative Assistant

18. Performs other duties as assigned.

Required Education and Experience

1. Associate's Degree or a minimum of 60 college hours required.
2. At least two (2) years of work experience in a professional work setting required.

Required Knowledge, Skills and Abilities

1. Excellent oral, written and interpersonal communication skills.
2. Strong computer skills with knowledge of Microsoft Office including, but not limited to, Word, Excel, PowerPoint, and Outlook, the Windows environment, and internet research skills.
3. Good critical-thinking and problem-solving skills.
4. Ability to prioritize, organize, and complete multiple tasks with attention to detail, within stated deadlines.
5. Ability to work independently as well as a team player within department and with others.
6. Demonstrated commitment to achieving the vision and mission of South Texas College.
7. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
8. Ability to write routine reports and correspondence.
9. Ability to speak effectively before groups of students, customers or employees of organization.
10. Ability to apply practical understanding to carry out instructions furnished in written, oral, or diagram form.
11. Ability to deal with problems involving several concrete variables in standardized and non-standardized situations.

Checks, Certificates, Licenses, and Registrations

1. All applicants are subject to a criminal background check under South Texas College policy.
2. Security Sensitive position: In addition, subject to federal background check.

Physical Requirements

1. Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.
2. Bending the body downward and forward by bending leg and spine.
3. Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
4. Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
5. Applying pressure to an object with the fingers and palm.
6. Perceiving the nature of sounds at normal speaking levels with or without correction.
7. Ability to receive detailed information through oral communication, and to make the discrimination in sound.

Administrative Assistant

8. Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
9. Ability to make rational decisions through sound logic and deductive processes.
10. Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
11. Standing particularly for sustained periods of time.
12. Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
13. Close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.
14. Mobility to accomplish tasks, particularly for long distances or moving from one work site to another.

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

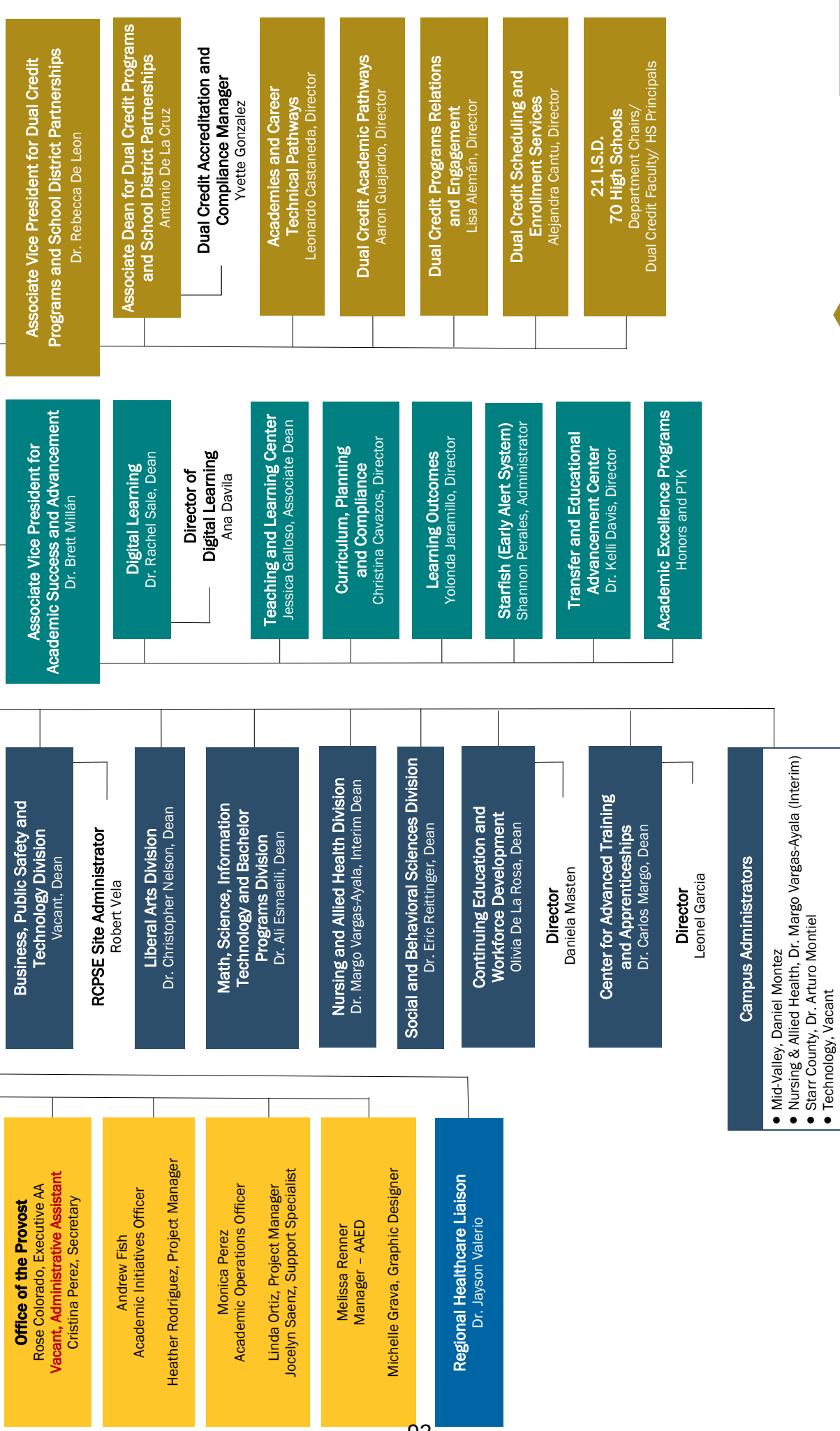
Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

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

Division of Academic Affairs and Economic Development

Dr. Anahid Petrosian, Vice President and Provost

Organizational Chart 2024–2025





South Texas College

Classification Description

Title: Manager, Employee Relations

Dept: Office of Human Resources

Reports To: Human Resources Director - Employee Relations & Title IX

Date: 1/15/25

Pay Grade: Professional/Technical Exempt – EAP 5

Salary Range: \$63,976 - \$93,990

FLSA Status: Exempt

General Statement of Job

The **Manager, Employee Relations** is responsible for the overall operation and implementation of the College's employee relations, personnel policies and procedures, and training regarding employment law. Performs specialized work and exercises considerable independent judgment to ensure the fair and equitable application of employment practices for all employees on a College-wide basis. Supervises assigned staff.

Specific Duties and Responsibilities

Essential Functions:

1. Provides neutral, impartial and thorough investigations of employee disciplinary matters, employee or student grievances, and allegations of discrimination or non-compliance, and makes recommendations in consultation with the Director of Human Resources. Manages the administration of grievance files, disposition records and reports, and other compiled records regarding complaints or inquiries received on a comprehensive case management system.
2. May conduct investigations related to Title IX of the Education Amendments of the 1972 Civil Rights Act, the Violence Against Women Act Reauthorization of 2013 (VAWA)", the Campus Sexual Violence Elimination Act (Campus SaVE"), Clery Act, and Section 504/ADA by promptly responding to formal complaints, preparing an investigative plan and timeline, identifying and interviewing witnesses, and gathering and securing relevant evidence.
3. Develops and conducts workplace trainings related to federal and state laws, rules, and regulations, as well as College policies and procedures, related to employee relations.
4. Provides direct assistance for the formulation and implementation of the College policies and procedures as they affect the human resources area with a focus on employee relations.
5. Consults with administration, campus stakeholder (i.e., faculty, staff, students, etc.) to clarify and analyze problems, focus discussions, and develop mutually satisfactory strategies or processes for resolution of employee relations issues.
6. Formulates procedures for supervisors, according to the College policies, objectives and mission and federal, state, and local laws.
7. Investigates facts and prepares documents to assist the College's legal counsel on litigation issues or personnel matters, as needed.
8. Analyzes employees' perceptions that affect employee morale, motivation, and efficiency and makes recommendations for improvement.
9. Provides college personnel assistance in identifying, evaluating, and resolving human relations and work performance problems to facilitate communication and improve employee relations and work performance. Facilitates group meetings using diplomacy and negotiation skills in order to communicate among parties in conflict.
10. Monitors complaint and grievance process and adheres to timelines; and maintains records of grievance actions, formal investigations, and complaints. Prepares affidavits, maintains document files; and responds to and manages unemployment compensation claims.
11. In partnership with the college's legal counsel, participates in hearings and mediations by performing such tasks as interviewing potential witnesses, hearing preparation, and preparing exhibits.
12. Maintains knowledge of trends, best practices, regulatory changes; and state, federal and local laws related to human resources, Title IX, and 504.
13. Participates in Title IX and/or other committees, as assigned.
14. Travels throughout the College district, as needed.
15. Assists director and/or assistant director with projects and other administrative duties, as needed.
16. May recommend for hire, supervise, train, assign schedules, and evaluate other employee relations staff; provides



guidance concerning professional development.

17. Performs other duties and manages projects as assigned.

Required Education and Experience

1. Bachelor's degree required; Master's degree preferred.
2. At least three (3) years of experience in employee/labor relations or Title IX experience required.

Required Knowledge, Skills and Abilities

1. Excellent oral, written, and presentation skills.
2. Strong computer skills with knowledge of Microsoft Office (Word, Excel, PowerPoint, and Outlook) and internet research skills.
3. Demonstrated knowledge of applicable federal, state, and local laws and overall HR functions.
4. Excellent interpersonal, negotiation, conflict resolution and employee relations skills.
5. Ability to prioritize and manage multiple projects that require demonstrated initiative and leadership ability.
6. Ability to analyze situations quickly and objectively, and to determine proper course of action.
7. Ability to define problems, collect data, establish facts, and draw valid conclusions.
8. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
9. Team player with the ability to collaborate with all college departments, functions, and other support services.
10. Demonstrated ability to interact effectively with a diverse, multi-cultural college population.
11. Ability to adapt to constant change and periods of fast-paced, high-intensity work situations.
12. Demonstrated commitment to achieving the vision and mission of South Texas College.
13. Ability to work evenings and/or weekends as needed; willing to travel throughout the college district using own means of reliable transportation.
14. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, governmental regulations and legal documents.
15. Ability to write reports, business correspondence, and procedure manuals.
16. Ability to effectively present information and respond to inquiries from executive management, faculty, staff, students, public groups, regulatory agencies, and/or Boards of Trustees.
17. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Checks, Certificates, Licenses, and Registrations

1. Security Sensitive position: all applicants are subject to a criminal background check under South Texas College policy.
2. In addition, subject to a federal background check and serves as Campus Security Authority.
3. Must have or qualify for a valid Texas driver's license and proof of liability insurance.
4. SHRM-CP, SHRM-SCP, PHR, SPHR preferred.
5. Title IX Investigator certification, preferred.
6. Mediator certification, preferred.

Physical Requirements

1. Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects.
2. Perceiving the nature of sounds at normal speaking levels with or without correction.
3. Ability to receive detailed information through oral communication, and to make sound discrimination.
4. Ability to make rational decisions through sound logic and deductive processes.
5. Applying pressure to an object with the fingers and palm.
6. Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
7. Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
8. Standing particularly for sustained periods of time.



9. Close visual acuity to perform an activity such as: preparing and analyzing data and figures, transcribing, viewing a computer terminal, and/or extensive reading.
10. Mobility to accomplish tasks, particularly for long distances or moving from one work site to another.

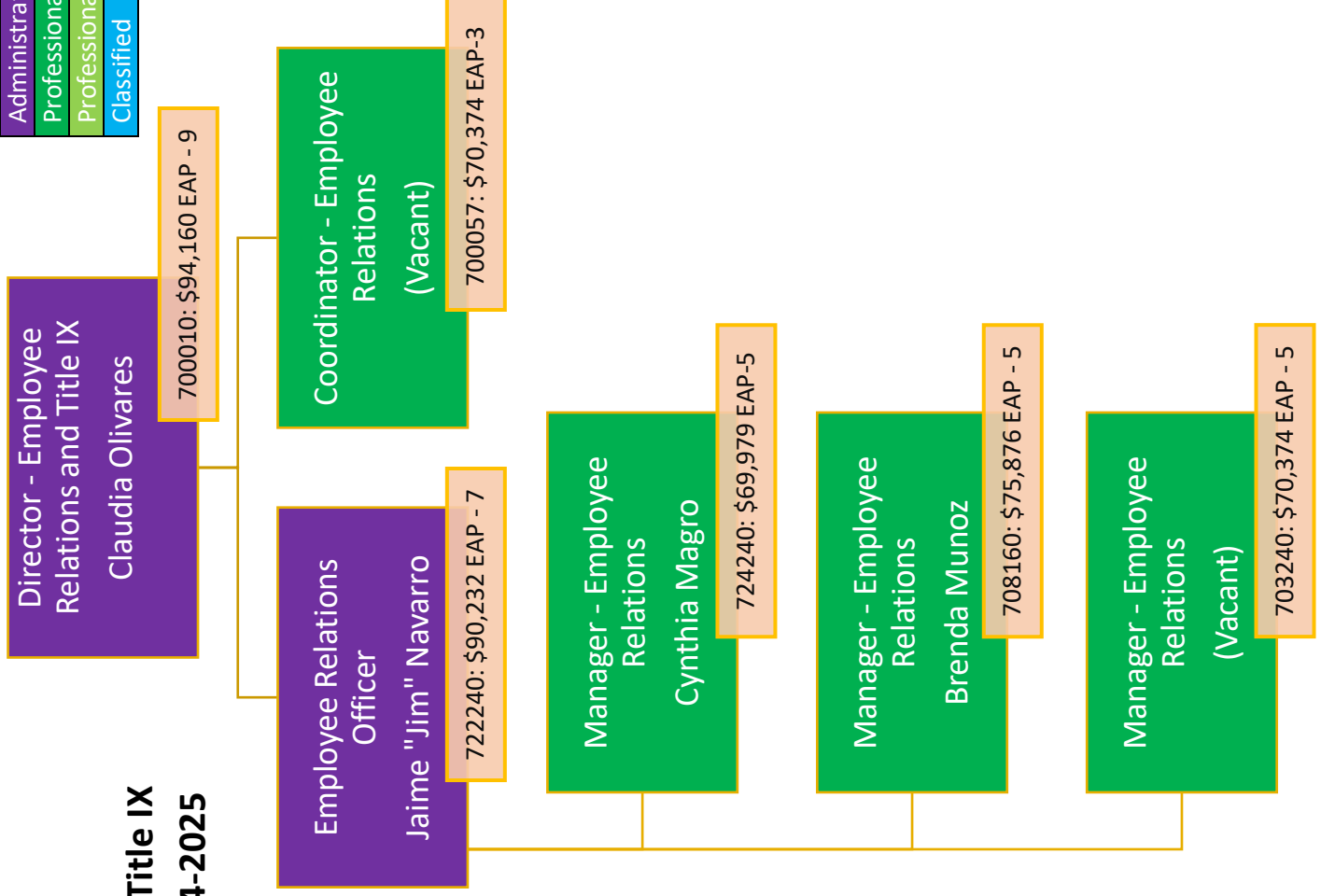
The above job description is not intended as, nor should it be construed as exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodation(s) may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

No person shall be excluded from participation in, denied the benefits of, or be subject to discrimination under any program or activity sponsored or conducted by South Texas College on the basis of race, color, national origin, religion, sex, age, veteran status, or disability.

HR Employee Relations and Title IX Organizational Chart FY 2024-2025

Key:
Administrative
Professional/Technical Exempt
Professional/Technical Non-Exempt
Classified



South Texas College

Classification Description

Title: Business System Analyst (729240)

Dept: Human Resources and Talent Development
Reports to: HR Information System Officer
Date: 10/20/2023

Pay Grade: Technology - 5
Salary Range: \$61,508 - \$92,262
FLSA Status: Exempt

General Statement of Job

The Business Systems Analyst for HR Systems will assist with the ongoing analysis, design, and implementation of Workday HCM, Payroll, and Compensation (Core and Advanced). This includes defining processes, data requirements, configuration, and testing based on defined business requirements. Will also help define ongoing support including documenting operational processes, system administration functions, and troubleshooting issues as needed.

Specific Duties and Responsibilities

Essential Functions:

1. Leverage knowledge across the spectrum of Workday business processes and technical inter-dependencies, utilizing an understanding of foundational design concepts, data conventions, and workflow dependencies
2. Conduct systems analysis, identify enhancement opportunities, and implement complex Workday configuration changes
3. Assist the HRIS Officer as the primary configuration and administration expert for system functionality.
4. Assist the HRIS Officer in evaluating and assimilating evolving Workday functionality, remaining cognizant of complex system inter-dependencies and associated business process implications
5. Analyze business problems and processes to identify functional and non-functional solutions supporting the HR/Payroll needs of the College.
6. Complete identification and implementation of complex Workday configuration changes.
7. Complete periodic Workday update processes, including testing activities.
8. Contribute to related application support activities as required.
9. Collaborate with Integrations and Reporting teams to ensure the functionality of designated Workday features continues as planned, and any new integrations/reports are completed.
10. Adhere to protocols and standards for facilitating configurations and software changes in an accurate, efficient, and compliant manner.
11. Evaluate processes, identify improvement opportunities, and implement required updates/enhancements in the context of a continuous improvement framework.
12. Coordinate closely with resources across the HCM, Compensation, Benefits, and Payroll spectrum.
13. Functioning as an advanced systems expert, supporting the resolution of complex user/stakeholder inquiries as needed.

14. Troubleshoot advanced system issues, identify resolutions, and communicate results.
15. Support Workday transactions as required, including higher volume windows and major processing activities.
16. Maintain productive relationships with designated stakeholders to understand policies, procedures, and established standards.
17. Support HCM knowledge management processes, including identification and verification of additions/changes to the working repository of knowledge content.
18. Support HCM training activities, including the development and verification of relevant content.
19. Support HCM communication of Workday schedules, enhancements/updates, and known issues.
20. Supervise the Training and Document Development Specialists.
21. Responsible for maintaining Workday Prism Analytics HCM Data.
22. Perform other duties as assigned.

Required Education and Experience

1. Bachelor's Degree required. Human Resources, Business Administration, Computer Science, or in a related area preferred . Master's degree preferred.
2. At least one (1) years of experience working with HCM/Payroll systems reporting, configuration, and/or maintenance.
3. At least two (2) years of experience with reporting and analysis.

Required Knowledge, Skills and Abilities

1. Ability to communicate, in writing and verbal presentations, to both technical and non-technical audiences
2. Ability to create and assimilate business process documentation
3. Extensive experience interacting with customers, including resolution of complex inquiries and efficient performance during high-volume timeframes
4. Knowledge of workflow/process flow diagramming and documentation of business processes.
5. Ability to adapt to constant change and periods of fast-paced, high-intensity work situations.
6. Ability to work evenings and/or weekends as needed.
7. Demonstrated commitment to the community college philosophy of education.
8. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, and governmental regulations.
9. Ability to write reports, business correspondence, and procedure manuals.
10. Ability to effectively present information and respond to questions from groups of managers, students, clients, customers, and the general public.
11. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
12. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Checks, Certificates, Licenses, and Registrations

1. Security Sensitive position: All applicants are subject to a criminal background check under South Texas College policy.

2. In addition, subject to a federal background check.

Physical Requirements

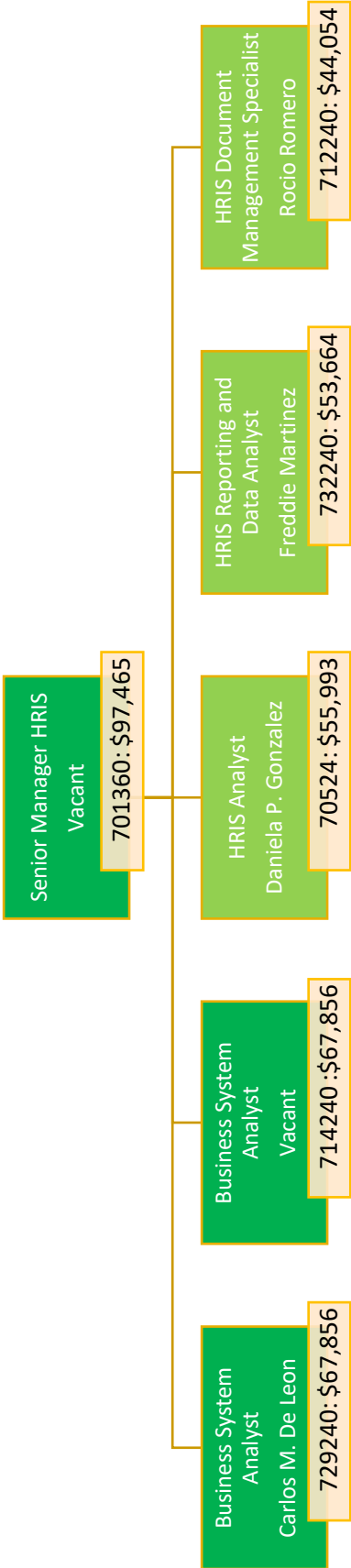
1. Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body.
2. Ability to make rational decisions through sound logic and deductive processes.
3. Extending hand(s) and arm(s) in any direction.
4. Substantial movements (motions) of the wrist, hands, and/or fingers.
5. Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
6. Standing particularly for sustained periods of time.
7. Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
8. Have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.
9. Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

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

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

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

Current HR Information Systems Organizational Chart FY 2025-2026





South Texas College Classification Description

Title: Project Manager - Finance and Administrative Services

Department: Human Resources and Talent Development

Reports to: Executive Director of Human Resources and Talent Development

Pay Grade: Executive Administrative Professional 4

Salary Range: \$56,367.00 - \$82,810.00

Date: 5/14/2025

FLSA Status: Exempt

General Statement of Job

The Project Manager - Finance and Administrative Services within the Human Resources and Talent Development department is responsible for the overall quality of direction, coordination, implementation, preparation and timely completion of projects and ad hoc assignments within the Office of Human Resources and Talent Development in accordance with its mission and goals.

Specific Duties and Responsibilities

Essential Functions:

1. Creates and executes full-scale project work plans and schedules as appropriate for the projects being initiated or managed by the Office of Human Resources and Talent Development.
2. Manages and assists with projects to ensure that implementation and prescribed activities are carried out in accordance with specified objectives.
3. Plans, schedules, manages and evaluates the day-to-day operation and execution of project tasks with a focus on meeting project commitment and target completion date.
4. Monitors and regulates the use of resources and assignment of personnel for the projects.
5. Tracks project deliverables and assures their quality.
6. Provides direction and support to project teams and office staff ensuring high levels of motivation, collaboration, and performance.
7. Prepares and coordinates the preparation of periodic and special reports, including monthly and weekly activity reports, financial reports, Institutional Effectiveness plans and reports, Board/Executive reports, division proposals and other reports as assigned.
8. Facilitates workflow and communication between offices and departments in the division and outside division, including disseminating information, tracking projects and assigned tasks, managing communications, evaluating feedback and coordinating division-wide events.

9. Leads and works in cross-functional project teams and task forces in addressing concerns, formulating solutions, implementing changes, and improving overall quality and service in the department and the college.
10. Develops, implements, and maintains appropriate process concerning project administration.
11. Prepares monthly and annual progress reports and goals.
12. Assists in the maintenance of web pages to describe ongoing projects.
13. Assists internal and external staff with planning meetings, including preparing materials, documentation, monitoring status, and follow up.
14. Schedules and facilitates project team meetings.
15. Continually identifies, prioritizes, and mitigates project risks.
16. Prepares and presents oral and written reports.
17. Performs clerical, accounting, reporting and research duties.
18. Prepares flowcharts, process maps, timelines, trend analysis, and graphs to depict processes, historical data, and projects.
19. Creates informational reports and tasks such as reconciliations, graphs, history trends, and analyzes all the information to interpret the data.
20. Identifies opportunities for business process improvements within project scope.
21. Performs other duties as assigned.

Required Education and Experience

1. Bachelor's Degree required; Master's Degree preferred.
2. At least three (3) years of experience in a related field required.

Required Knowledge, Skills and Abilities

1. Excellent oral, written, presentation, and interpersonal communication skills.
2. Strong background in computers and office automation, including word processing, spreadsheets, database, Excel, PowerPoint and knowledge of the Windows environment.
3. Demonstrated knowledge in handling multiple projects, large budgets, making difficult decisions and implementing action plans in a cooperative yet responsive team environment to achieve desired goals.
4. Proven excellence in planning, decision-making and organization.
5. Ability to prioritize, organize, and complete multiple tasks with attention to detail, within stated deadlines.
6. Ability to work independently as well as a team player within department and with others.
7. Ability to adapt to constant change and periods of fast-paced, high-intensity work situations.
8. Ability to work evenings and/or weekends as needed; willing to travel throughout the college district using own means of reliable transportation.
9. Demonstrated commitment to achieving the vision and mission of South Texas College.
10. Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents.
11. Ability to write speeches and articles for publication that conform to prescribed style and format.

12. Ability to effectively present information and respond to inquiries from executive management, faculty, staff, public groups, regulatory agencies, and/or Board of Trustees.
13. Ability to define problems, collect data, establish facts, and draw valid conclusions.
14. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
15. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Checks, Certificates, Licenses, and Registrations

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

Physical Requirements

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

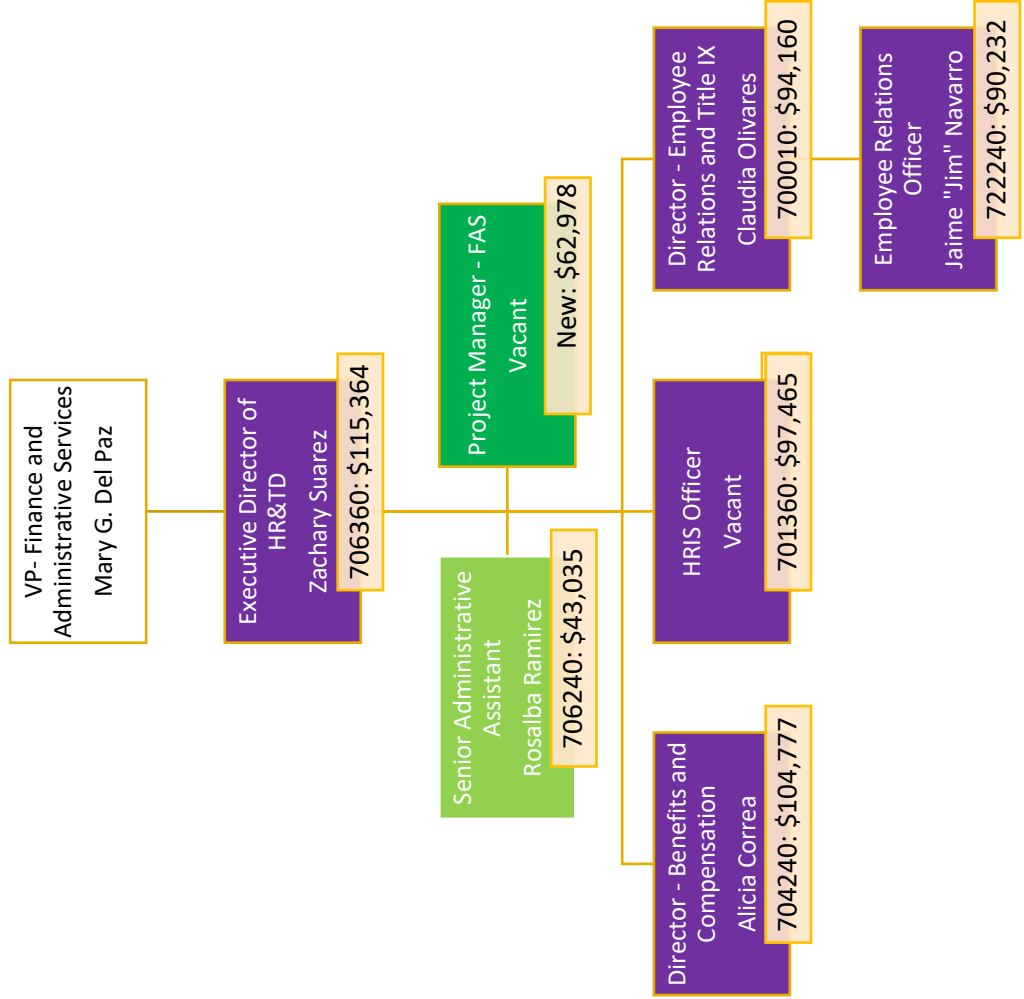
The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

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

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

Key:
Administrative
Professional/Technical Exempt
Professional/Technical Non-Exempt
Classified

Current: Human Resources Administrative Organizational Chart FY 2024-2025





South Texas College Classification Description

Title: Student Services Specialist II

Department: College Connections

Reports to: Coordinator of College Connections

Pay Grade: Administrative Technical Support - 4

Salary Range: \$38,896-\$54,829

Date: 05/24/2022

FLSA Status: Non-Exempt

General Statement of Job

The Student Services Specialist II plays an integral role in promoting a college-going culture for elementary, middle and high school students as well as in the community. The Student Services Specialist II assists students through the enrollment process and serves as the primary point of contact for information about the College.

Specific Duties and Responsibilities

Essential Functions:

1. Provides a positive, friendly and knowledgeable impression of the College utilizing excellent customer service.
2. Performs a wide variety of customer service and office support functions, including responding to inquiries and providing information to student applicants regarding the enrollment process.
3. Provides support, feedback, and recommendations regarding Student Information Centers, Enrollment Centers and the Call Center procedures, processes and initiatives.
4. Provides accurate information and assistance to the public and College employees regarding admissions and enrollment procedures.
5. Coordinates and oversees Student Ambassador Program, including recruitment and programming.
6. Supports recruitment efforts and initiatives.
7. Maintains communication with prospective students to facilitate the enrollment process.
8. Coordinates and oversees the College Bound Elementary Initiative.
9. Leads programming and events with K-12 partner schools.
10. Works with the College Customer Relationship Management (CRM) Tool to communicate and track students through the enrollment life-cycle.
11. Processes admission documents.
12. Tracks enrollment event attendance and activity.
13. Promotes a college-going and college-completion culture.
14. Oversees work study and part-time employees.
15. Assists with online and virtual enrollment services.

16. Assists department during peak registration periods, as needed.
17. Leads college bound and information presentations/sessions for various audiences.
18. Represents the College at events, including college and career fairs, financial aid drives, conferences, and community events.
19. Supports Ventanilla de Orientacion Educativa at the Mexican Consulate.
20. Provides support with the Financial Aid Application.
21. Provides support with the Admission Application.
22. Utilizes DegreeWorks to guide students through degree planning and registration for courses.
23. Provides initial residency information to prospective students.
24. Coordinates and leads campus tours and visits.
25. Coordinates and supports registration events and enrollment orientation.
26. Collaborates with Office of Admissions to streamline processes and procedures.
27. Provides feedback regarding registration and enrollment events and student experience through the enrollment process.
28. Travels throughout the college district, as needed.
29. Assists with campus events and productions.
30. Maintains communication with students in person, via text, email, or phone.
31. Supports virtual lobby and online chat for general information.
32. Coordinates data entry and data management.
33. Assists with email and postal inquiries.
34. Provides call center support with inbound and outbound telemarketing.
35. Maintains familiarity with the College's policies in regards to academic standards.
36. Serves as Campus Security Authority.
37. Performs other duties as assigned.

Required Education and Experience

1. Bachelor's degree required.
2. At least one (1) year of frontline customer service required.
3. Higher education and/or public speaking/communication experience preferred.

Required Knowledge, Skills and Abilities

1. Excellent oral, written, presentation, and interpersonal communication skills.
2. Strong computer skills with knowledge of Microsoft Office including, but not limited to, Word, Excel, PowerPoint, and Outlook, the Windows environment, and internet research skills.
3. Bilingual (English/Spanish).
4. Ability to prioritize, organize, and complete multiple tasks with attention to detail, within stated deadlines.
5. Ability to work independently as well as a team player within department and with others.
6. Ability to adapt to constant change and periods of fast-paced, high-intensity work situations.
7. Ability to work evenings and/or weekends as needed; willing to travel throughout the college district using own means of reliable transportation.
8. Demonstrated commitment to achieving the vision and mission of South Texas College.
9. Ability to read and interpret documents such as safety rules, operating and

- maintenance instructions, and procedure manuals.
10. Ability to write routine reports and correspondence.
 11. Ability to speak effectively before groups of students, parents, general public or employees of organization.
 12. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
 13. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Checks, Certificates, Licenses, and Registrations

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

Physical Requirements

1. Exerting up to 20 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.
2. Bending the body downward and forward by bending leg and spine.
3. Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
4. Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
5. Applying pressure to an object with the fingers and palm.
6. Perceiving the nature of sounds at normal speaking levels with or without correction.
7. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
8. Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
9. Ability to make rational decisions through sound logic and deductive processes.
10. Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
11. Standing particularly for sustained periods of time.
12. Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
13. Close visual acuity to perform an activity such as: preparing and analyzing data and figures, transcribing, viewing a computer terminal, and/or extensive reading.
14. Mobility to accomplish tasks, particularly for long distances or moving from one work site to another.

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

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

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South Texas College Classification Description

Title: Recruiting Specialist

Department: College Connections

Reports to: Coordinator of College Connections

Pay Grade: Administrative Technical Support- 4

Salary Range: \$38,896- \$54,829

Date: 6/05/2023

FLSA Status: Non-Exempt

General Statement of Job

The Recruiting Specialist represents the College at recruitment events to connect with prospective students. The Recruiting Specialist leads recruitment initiatives to reengage students who have not enrolled, or have missed previous semesters, and provides support through the enrollment process.

Specific Duties and Responsibilities

Essential Functions:

1. Provides a positive, friendly and knowledgeable impression of the College utilizing excellent customer service.
2. Identifies and reengages stop out students and high school graduates who have not attended a post-secondary institution.
3. Designs and implements communication plans to connect with, recruit, and reengage prospective students.
4. Serves as the contact person for the coordination of student recruitment and initiatives and events.
5. Provides insight into the development of enrollment management goals and enrollment strategic planning.
6. Develops and maintains collaborative partnerships with school districts, community centers, local agencies and organizations, and employers to promote the college and identify prospective students.
7. Serves as a student advocate through the enrollment process.
8. Is familiar with the admission process and requirements.
9. Is familiar with general financial aid information.
10. Facilitates Apply Texas Application and/or Financial Aid Application drives.
11. Provides preliminary residency and tuition information for prospective students.
12. Represents the College at student orientation, and, college and career fairs.
13. Manages and coordinates community workshops and retreats to build a college going culture.
14. Coordinates and implements recruitment and enrollment events, and marketing strategies, for programs and special events relating to different target populations.
15. Researches and analyzes emerging markets for recruitment and works collaboratively with faculty to develop and execute recruitment plans.
16. Develops reports to track event attendance and activity.

17. Utilizes the College Customer Relationship Management (CRM) tool to facilitate communication plans and track students through the student lifecycle.
18. Provides recruitment and enrollment reports and updates regarding target populations.
19. Communicates with students in-person, via text, telephone, or video conferencing.
20. Collaborates with departments to help resolve and/or direct students to the appropriate resources that impact their ability to enroll/persist.
21. Identifies and tracks data and trends to help identify barriers to enrollment and presents innovative solutions to barriers based upon student input for targeted student populations.
22. Utilizes DegreeWorks to guide students through degree planning and registration for courses.
23. Coordinates and leads campus tours and visits.
24. Provides feedback regarding registration and enrollment initiatives and events.
25. Facilitates Spanish presentations for prospective students and the community.
26. Assists with campus events and productions.
27. Promotes and represents the College through various media outlets, business and committee meetings, and community functions.
28. Maintains familiarity with the College's policies and procedures in regards to the enrollment process.
29. Travels throughout the college district, as needed.
30. Serves as Campus Security Authority.
31. Performs other duties as assigned.

Required Education and Experience

1. Bachelor's degree required.
2. At least one (1) year of front line customer service experience, required.
3. At least one (1) year of higher education in student services, preferred.

Required Knowledge, Skills and Abilities

1. Excellent oral, written, presentation, and interpersonal communication skills.
2. Strong computer skills with knowledge of Microsoft Office including, but not limited to, Word, Excel, PowerPoint, and Outlook, the Windows environment, and internet research skills.
3. Critical thinking and data analysis skills.
4. Knowledge of student information systems.
5. Bilingual (English/Spanish).
6. Ability to prioritize, organize, and complete multiple tasks with attention to detail, within stated deadlines.
7. Ability to work independently as well as a team player within department and with others.
8. Ability to adapt to constant change and periods of fast-paced, high-intensity work situations.
9. Ability to work evenings and/or weekends as needed; willing to travel throughout the college district using own means of reliable transportation.
10. Demonstrated commitment to achieving the vision and mission of South Texas College.
11. Ability to read and interpret documents such as safety rules, operating and

- maintenance instructions, and procedure manuals.
12. Ability to write routine reports and correspondence.
 13. Ability to effectively present information and respond to inquiries from groups of students, faculty, staff, and the general public.
 14. Ability to apply practical understanding to carry out instructions furnished in written, oral, or diagram form.
 15. Ability to deal with problems involving several concrete variables in standardized situations.

Checks, Certificates, Licenses, and Registrations

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

Physical Requirements

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

Work Environment:

While performing the duties of this job, the employee is exposed to indoor and outdoor environments; large crowds; frequent public speaking; work-related travel for recruitment and out of district events. Work hours frequently include evenings and weekends throughout

the year.

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

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

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

South Texas College

Classification Description

Title: Admissions Specialist

Dept: Admissions and Records

Reports to: Director of Student Records and Registrar

Pay Grade: Administrative Technical Support - 4

Salary Range: \$38,896- \$54,829

Date: 04/07/2022

FLSA Status: Non-Exempt

General Statement of Job

The Admissions Specialist provides support with admissions, registration and graduation, including the management of student records and documents, and admissions evaluations.

Specific Duties and Responsibilities

Essential Functions:

1. Provides a positive, friendly and knowledgeable impression of the College.
2. Interprets registration, admission and program policies to faculty, staff, and students.
3. Evaluates transcripts of courses with school entrance or degree requirements and inputs final evaluations into the college student database system with oversight of the Transcript/Graduation Analyst.
4. Studies course prerequisites, degree evaluations, and accreditation of schools, and computes grade point averages to establish students' qualifications for admission, transfer, or graduation.
5. Explains all admissions evaluations to students.
6. Provides accurate information, support and assistance to prospective, new, current and transfer students during the enrollment process.
7. Verifies completion of graduation requirements.
8. Provides Student Information System training.
9. Provides recommendations to the Director of Student Records and Registrar for improvement of processes within the office.
10. Coordinates activities and events pertaining to Enrollment Services.
11. Collaborates with departments to streamline processes.
12. Assists faculty members with online rosters and grade submissions.
13. Provides support to students regarding issues related to schedule changes, changes of major, reinstatements, and special registration requests.
14. Provides support to students through the enrollment process.
15. Assist students to ensure they are on track to graduate.
16. Assists with campus events and productions.
17. Assists other departments during peak registration periods.
18. Coordinates data entry and record management.
19. Serves as Campus Security Authority.

20. Performs other duties as assigned.

Required Education and Experience

1. Bachelor's Degree or related field required.
2. At least two (2) years of experience in a Higher Educational Office of Admissions required.
3. Experience with Ellucian Banner systems and electronic document imaging systems required.
4. Community college experience, preferred.

Required Knowledge, Skills and Abilities

1. Excellent oral, written, and interpersonal communication skills.
2. Strong computer skills with knowledge of Microsoft Office including, but not limited to, Word, Excel, PowerPoint, and Outlook, the Windows environment, and internet research skills.
3. Maintains familiarity with the College's programs, policies, procedures and academic standards, as well as state and federal regulations pertaining to admission standards.
4. Ability to prioritize, organize, and complete multiple tasks with attention to detail, within stated deadlines.
5. Ability to work independently as well as a team player within department and with others.
6. Ability to work evenings and/or weekends as needed; willing to travel throughout the college district using own means of reliable transportation.
7. Demonstrated commitment to achieving the vision and mission of South Texas College.
8. Ability to read, analyze, and interpret professional journals, technical procedures, or governmental regulations.
9. Ability to write reports, business correspondence, and procedure manuals.
10. Ability to effectively present information and respond to questions from groups of students, managers, and the general public.
11. Ability to apply practical understanding to carry out instructions furnished in written, oral, or diagram form.
12. Ability to deal with problems involving several concrete variables in standardized situations.

Checks, Certificates, Licenses, and Registrations

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

Physical Requirements

1. Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects.
2. Bending the body downward and forward by bending leg and spine.

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

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

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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. Review and Action as Necessary on Award of Proposals, Reject Proposal, Purchases, Purchase Renewals, Renewals, Contract Extensions, and Interlocal Agreement at a total cost of \$4,246,983.90
- b. Approval of Proposed FY 2025 – 2026 Request for New Positions and Other Adjustments
- c. Approval to Revise Order #2024-018: Authorizing the Defeasance and Redemption of a Portion of the South Texas College District's Outstanding Limited Tax Bonds, and Approving an Escrow Agreement and All Other Instruments and Procedures Related Thereto
- d. Approval of Depository Bank Contract
- e. Approval of Interlocal Agreement for Transportation Services between South Texas College and the Lower Rio Grande Valley Development Council (LRGVDC) for FY 2025 – 2026
- f. Approval of Use of Previously Approved Valley Promise Matching Funds for FY 2025 – 2026
- g. Approval of Resolution #2025-014 for Use of Unrestricted Fund Balance for Adult Promise Tuition Scholarships
- h. Approval of Proposed Interlocal Agreement for PossAble Dream Foundation
- i. Approval of Memorandum of Understanding (MOU) Between South Texas College (STC) and South Texas College Foundation (STCF)

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- i” 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 of Proposals, Reject Proposal, Purchases, Purchase Renewals, Renewals, Contract Extensions, and Interlocal Agreement a total cost of \$4,246,983.90

Purpose and Justification – Administration requests Board approval of the following purchases, renewals, and interlocal agreements at a total cost of \$4,246,983.90.

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) Advertising Services

Purpose	Award the proposals for advertising services to the vendors listed in Appendix A.
Justification	To increase affinity and brand loyalty in an ever increasingly competitive marketplace, and raise awareness of educational opportunities available to prospective students. The pool of advertisers will help the institution accomplish its marketing plans, district-wide. Advertising includes but is not limited to newspapers, magazines, television, radio, websites, blogs, cinema, billboards, and other out-of-home opportunities. At the time of purchase, the vendor will be selected based on the items provided, pricing, item availability, and delivery timeline.
Funding	Funds for this expenditure are budgeted in the Advertising Services budget for FY 2025 – 2026, pending Board approval of the budget.
Enclosed Documents	Appendix A – Vendors List Appendix B – Project Timeline and Information Other information is included in the Supporting Documentation.
Staff Resource	Dr. Rodney Rodriguez, Vice President - Institutional Advancement and Economic Development Lynda Lopez, Executive Director - Communication and Creative Services
Recommendation	The Committee recommends Board approval to award the proposals for advertising services to the vendors listed in Appendix A for the period beginning September 1, 2025 through August 31, 2026, with two one-year options to renew at an estimated total amount of \$653,400.00.



APPENDIX A

Vendors List

Vendor (City, State)	Vendor (City, State)
Buena Aventura, LLC/ dba Mega Doctor News (McAllen, TX)	Buena Aventura, LLC/ dba Texas Border Business (McAllen, TX)
Chatterbox Ads (Olmito, TX)	Elite Promotions (Brownsville, TX)
Energy Communications Corp. (Chula Vista, CA)	Entravision Communications (McAllen, TX)
GC Publishing, LLC/ dba Edible Rio Grande Valley (Brownsville, TX)	I Heart Media, Inc. (San Antonio, TX)
Image House Media, LLC/ dba ImageHouse (McAllen, TX)	Lamar Advertising (San Benito, TX)
Mobile Video Tapes / KRGV Channel 5 (Weslaco, TX)	National CineMedia, LLC (Centennial, CO)
NBCUniversal, LLC/ Telemundo Rio Grande Valley (McAllen, TX)	Nexstar Media, Inc. (Harlingen, TX)
Progress Times (Mission, TX)	Radio United, LLC (Mission, TX)
RGVision Publications (McAllen, TX)	Starr County Town Crier (Rio Grande City, TX)
Steel Digital Studios, Inc./ dba Steel Advertising (Austin, TX)	VBR Media, LLC (San Juan, TX)

APPENDIX B

Project Timeline and Information

Advertised RFP	May 14, 2025 and May 21, 2025
RFP Responses Due	June 3, 2025
RFP Issued To	Ninety-Four (94) Vendors
Responses Received From	Twenty-Two (22) Vendors, of which two (2) submitted incomplete required documentation; therefore, they were not considered.
Responses Reviewed By	Purchasing Department
Highest-Ranked Vendor	Vendors listed in Appendix A



Award of Proposals – 2) Campus Coffee Shop

Purpose	Award the proposal for campus coffee shop to Commonspace Concept Store, LLC (McAllen, TX) (new).
Justification	To provide a full-service coffee shop that will offer various types of coffee drinks, both hot and cold, hot chocolate, tea drinks, and other related beverages to the students, faculty, staff, and visitors at the Pecan Campus. These services are available Monday through Friday and encompass a selection of coffee classics, matcha menu, and signature drinks, with add-ons available. The vendor will remit a 2% commission of the total sales to the College.
Enclosed Documents	Appendix A – Project Timeline and Information Other information is included in the Supporting Documentation.
Staff Resource	Mary Del Paz, Vice President - Finance and Administrative Services George McCaleb, Executive Director - Facilities Operations and Maintenance
Recommendation	The Committee recommends Board approval to award the proposal for campus coffee shop to Commonspace Concept Store, LLC (McAllen, TX) (new) for the period beginning August 1, 2025 through July 31, 2026, with two one-year options to renew at no cost to the College.

APPENDIX A

Project Timeline and Information

Advertised RFP	May 7, 2025 and May 14, 2025
RFP Responses Due	May 29, 2025
RFP Issued To	Four (4) Vendors
Responses Received From	One (1) Vendor
Responses Reviewed By	Facilities Operations and Maintenance, and Purchasing Department
Highest-Ranked Vendor	Commonspace Concept Store, LLC



Award of Proposals – 3) Childcare Services (Grant Funded)

Purpose	Award the proposals for childcare services to the vendors listed in Appendix A.
Justification	To provide assistance with childcare expenses through the Carl Perkins Grants' available funding for the qualifying students who participate in the Providing Academic Support to Students (PASS) Program. The career and technical education program students must meet the following Carl Perkins Grant requirements: • A cumulative 2.7 GPA or higher, and • full-time status for the Fall, Spring, and Summer semesters (not including online courses). The vendors must submit all the required proposal documents with appropriate signatures and a copy of their current state-issued license to operate a childcare program to qualify.
Funding	Funds for this expenditure are budgeted in the Carl Perkins Grant budget for FY 2025 – 2026, pending Board approval of the budget.
Enclosed Documents	Appendix A – Vendors List Appendix B – Project Timeline and Information Other information is included in the Supporting Documentation.
Staff Resource	Dr. Maricela G. Silva, Manager for Career and Technology Education Pass Samantha B. Uriegas, Director of Project Alignment
Recommendation	The Committee recommends Board approval to award the proposals for childcare services to the vendors listed in Appendix A for the period beginning September 1, 2025 through August 31, 2026, at an estimated total amount of \$105,500.00.

APPENDIX A **Vendors List**

	Vendor	(City, State)
1	Neni's Childcare	(Alamo, TX)
2	Nikodee II, LLC/ dba iKids Academy	(Alamo, TX)
3	Bright Minds Learning Center	(Alton, TX)
4	Kid'z First Child Care Center, Inc.	(Alton, TX)
5	1st Choice Learning Academy	(Donna, TX)
6	Garza's Childcare and Development Center	(Donna, TX)
7	Southern Littles Academy	(Donna, TX)



8	Brighter Future Learning Center	(Edinburg, TX)
9	Childrens Learning Journey	(Edinburg, TX)
10	Genesis Learning Center	(Edinburg, TX)
11	Little Bears Daycare, LLC	(Edinburg, TX)
12	Smart Start Learning Center	(Edinburg, TX)
13	The Apple Tree Daycare, Inc.	(Edinburg, TX)
14	The Apple Tree Daycare, Inc. #3	(Edinburg, TX)
15	The Learning Journey Day School	(Edinburg, TX)
16	V.I.P. Learning Center	(Edinburg, TX)
17	PLCC LLC/ PLCC Child Care Center	(La Joya, TX)
18	Adventureland Academy, LLC	(McAllen, TX)
19	Adventureland Academy #2, LLC	(McAllen, TX)
20	Brackenridge Children's Center	(McAllen, TX)
21	Bright Beginnings	(McAllen, TX)
22	Easter Seals Rio Grande Valley	(McAllen, TX)
23	Kerla Gil De Ortiz	(McAllen, TX)
24	Little Shining Stars Daycare, Inc.	(McAllen, TX)
25	Loving Angels Child Development Center, LLC	(McAllen, TX)
26	Pekes Kidz Learning Center, LLC	(McAllen, TX)
27	The Edutainment Zone 3, LLC	(McAllen, TX)
28	The Giving Tree Learning Center/ Assist Learning Academy	(McAllen, TX)
29	Tony's Playhouse Discovery Center, Inc.	(McAllen, TX)
30	ABC Little Learners Academy, LLC	(Mission, TX)
31	Bright Horizons Learning Center	(Mission, TX)
32	Frontier's Little Academy, LLC	(Mission, TX)
33	Gingerbread House L.C. Montessori LLC	(Mission, TX)
34	Kidz Crusade Academy, LLC	(Mission, TX)
35	DEM Learning Center/ dba Little Angels Learning Center	(Mission, TX)
36	Little Explorers Education Center	(Mission, TX)
37	Little Scholars Daycare, LLC	(Mission, TX)
38	RGV Learning Institute	(Mission, TX)
39	Shine Bright Academy, LLC	(Mission, TX)
40	Shine Bright Academy II, LLC	(Mission, TX)
41	The Edutainment Zone 4, LLC	(Mission, TX)
42	VALEMIS Bilingual Learning Center	(Mission, TX)
43	Children's Garden Daycare and Learning Center	(Palmview, TX)
44	Childrens Imagination Academy, LLC	(Palmview, TX)
45	Gingerbread House Academy	(Palmview, TX)
46	Gingerbread House Learning Center	(Palmview, TX)
47	Lily's Little Kids	(Palmview, TX)
48	Little Texans Learning Academy, LLC	(Palmview, TX)
49	Palmview Academy	(Palmview, TX)
50	Campanitas Day Care, LLC	(Pharr, TX)



51	Belgar Child Care Services, Inc./ dba Children's Education	(Pharr, TX)
52	Futuros Lideres Learning Center	(Pharr, TX)
53	Jolie Childcare & Learning Academy	(Pharr, TX)
54	Kids Academy Daycare	(Pharr, TX)
55	Kids Academy Daycare Center II	(Pharr, TX)
56	Little One's Discovery Center, Inc.	(Pharr, TX)
57	Belgar Child Care Services, Inc./dba My First Step Child Care & Development Center	(Pharr, TX)
58	New Beginnings Learning Academy #1	(Pharr, TX)
59	Royal Education Center, LLC	(Pharr, TX)
60	Learning Zone	(Rio Grande City, TX)
61	Learning Zone II	(Rio Grande City, TX)
62	Little Stars Learning Center, LLC	(Rio Grande City, TX)
63	The Edutainment Zone, LLC	(Rio Grande City, TX)
64	The Edutainment Zone 5, LLC	(Rio Grande City, TX)
65	Bambini Learning Institute, LLC	(Roma, TX)
66	The Edutainment Zone 2, LLC	(Roma, TX)
67	Kids Daycare Academy, LLC	(San Juan, TX)
68	Sullivan ABC Academy	(Sullivan, TX)
69	El Shaddai International Christian Day Care Center	(Weslaco, TX)
70	Little World Academy	(Weslaco, TX)

APPENDIX B

Project Timeline and Information

Advertised RFP	April 30, 2025 and May 7, 2025
RFP Responses Due	June 4, 2025
RFP Issued To	Two Hundred and Thirty-Five (235) Vendors
Responses Received From	Seventy-three (73) Vendors, of which three (3) submitted incomplete required documentation; therefore, they were not considered.
Responses Reviewed By	Purchasing Department
Highest-Ranked Vendor	Vendors listed in Appendix A



Award of Proposals – 4) Digital Advertising Services

Purpose	Award the proposals for digital advertising services to the vendors listed in Appendix A.
Justification	To assist in executing marketing objectives digitally, district-wide, on an as-needed basis. Digital advertising includes but is not limited to social media, YouTube, streaming TV/radio, displays, pay-per-click, geotargeting, and other digital opportunities. At the time of purchase, the vendor will be selected based on the items provided, pricing, item availability, and delivery timeline.
Funding	Funds for this expenditure are budgeted in the Advertising Services budget for FY 2025 – 2026, pending Board approval of the budget.
Enclosed Documents	Appendix A – Vendors List Appendix B – Project Timeline and Information Other information is included in the Supporting Documentation.
Staff Resource	Dr. Rodney Rodriguez, Vice President - Institutional Advancement and Economic Development Lynda Lopez, Executive Director - Communication and Creative Services
Recommendation	The Committee recommends Board approval to award the proposals for digital advertising services to the vendors listed in Appendix A for the period beginning September 1, 2025 through August 31, 2026, with two one-year options to renew at an estimated total amount of \$435,600.00.

APPENDIX A

Vendors List

Primary Vendor:	ReachLocal/ dba LocaliQ (Woodland Hills, CA)
Secondary Vendors:	Entravision Communications (McAllen, TX)
	Mobile Video Tapes / KRGV Channel 5 (Weslaco, TX)
	Radio United, LLC (Mission, TX)
	San Antonio Television, LLC/ dba AMP Sales & Marketing Solutions (Corpus Christi, TX)



APPENDIX B

Project Timeline and Information

Advertised RFP	May 14, 2025 and May 21, 2025
RFP Responses Due	June 3, 2025
RFP Issued To	Ninety-Four (94) Vendors
Responses Received From	Eighteen (18) Vendors, of which nine (9) submitted incomplete required documentation; therefore, they were not considered.
Responses Reviewed By	Communication & Creative Services and Purchasing Department
Highest-Ranked Vendor	Vendors listed in Appendix A



Award of Proposals – 5) Library Materials

Purpose	Award the proposals for library materials to the vendors listed in Appendix A.
Justification	To support instructional programs and other needs of South Texas College students, faculty, staff, and patrons district-wide, by providing library materials. The library materials will consist of books, reference materials, ebooks, and other materials for all the College's academic programs. At the time of purchase, the vendor will be selected based on the items provided, pricing, item availability, and delivery timeline.
Funding	Funds for this expenditure are budgeted in the Library Acquisitions and BAT & Support Materials budgets for FY 2025 – 2026, pending Board approval of the budget.
Enclosed Documents	Appendix A – Vendors List Appendix B – Project Timeline and Information Other information is included in the Supporting Documentation.
Staff Resource	Dr. Jesus Campos, Interim Vice President for Information Services, Planning, Performance, & Strategic Initiatives Elizabeth S. Hollenbeck, Associate Dean of Library Services
Recommendation	The Committee recommends Board approval to award the proposals for library materials to the vendors listed in Appendix A for the period beginning September 1, 2025 through August 31, 2026, with two one-year options to renew at an estimated total amount of \$205,000.00.

APPENDIX A

Vendors List

Vendor (City, State)	Vendor (City, State)
Bound to Stay Bound Books, Inc. (Jacksonville, IL)	Central Programs, Inc./ dba Gumdrop Books (Bethany, MO)
Complete Book & Media Supply, LLC (Cedar Park, TX)	EBSCO Information Services, LLC (Ipswich, MA)
Hertzberg-New Method, Inc./ dba Perma-Bound Books (Jacksonville, IL)	Ingram Library Services, LLC (La Vergne, TN)
Midwest Tape LLC (Holland, OH)	OCLC, Inc. (Dublin, OH)



APPENDIX B

Project Timeline and Information

Advertised RFP	May 28, 2025 and June 4, 2025
RFP Responses Due	June 12, 2025
RFP Issued To	Thirty-Four (34) Vendors
Responses Received From	Eight (8) Vendors
Responses Reviewed By	Library Services and Purchasing Department
Highest-Ranked Vendor	Vendors listed in Appendix A



Award of Proposals – 6) Library Serials

Purpose	Award the proposal for library serials to EBSCO Information Services, LLC (Birmingham, AL).
Justification	To support the instructional programs by providing library serials, on a regular basis, at all libraries district-wide. The approximate one hundred and thirty-nine (139) serials consist of magazines, journals, and newspapers and are available to the College’s students, faculty, staff, and patrons.
Funding	Funds for this expenditure are budgeted in the Library Acquisitions budget for FY 2025 – 2026, pending Board approval of the budget.
Enclosed Documents	Appendix A – Project Timeline and Information Other information is included in the Supporting Documentation.
Staff Resource	Dr. Jesus Campos, Interim Vice President for Information Services, Planning, Performance, & Strategic Initiatives Elizabeth S. Hollenbeck, Associate Dean of Library Services
Recommendation	The Committee recommends Board approval to award the proposal for library serials to EBSCO Information Services, LLC (Birmingham, AL) for the period beginning September 1, 2025 through August 31, 2026, with two one-year options to renew at an estimated total amount of \$59,394.51.

APPENDIX A

Project Timeline and Information

Advertised RFP	May 28, 2025 and June 4, 2025
RFP Responses Due	June 12, 2025
RFP Issued To	Thirteen (13) Vendors
Responses Received From	Two (2) Vendors
Responses Reviewed By	Library Services and the Purchasing Department
Highest-Ranked Vendor	EBSCO Information Services, LLC

Award of Proposals – 7) Network Infrastructure Upgrade - Starr County Campus

Purpose	Award the proposal for network infrastructure upgrade - Starr County Campus to JSJ Rodriguez, Inc./ dba Tele-Pro Communications (Mission, TX).
Justification	To upgrade network cabling and related equipment to current standards at the Starr County Campus. Upgrading the network cabling infrastructure dramatically increases data transfer speeds and bandwidth, essential for supporting demanding applications like video conferencing, large file transfers, and streaming high-definition content. Modern cabling system reduces vulnerabilities that can be exploited by cyber threats, and are more resilient to interference and degradation, leading to fewer network disruptions, outages, and connection issues
Funding	Funds for this expenditure are budgeted in the Replacement and Renewals Starr County Campus Data Cabling Infrastructure Replacement budget for FY 2024 – 2025. Funds for subsequent fiscal years will be included in future proposed budgets.
Enclosed Documents	Appendix A – Project Timeline and Information 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 Mary Del Paz, Vice President - Finance and Administrative Services Ricardo De La Garza, Executive Director - Facilities Planning and Construction
Recommendation	The Committee recommends Board approval to award the proposal for network infrastructure upgrade - Starr County Campus to JSJ Rodriguez, Inc./ dba Tele-Pro Communications (Mission, TX) at a total amount of \$62,610.00.



APPENDIX A

Project Timeline and Information

Advertised RFP	May 7, 2025 and May 14, 2025
RFP Responses Due	June 12, 2025
RFP Issued To	Eight (8) Vendors
Responses Received From	Three (3) Vendors
Responses Reviewed By	Facilities Planning and Construction, Systems and Networking, and the Purchasing Department
Highest-Ranked Vendor	JSJ Rodriguez, Inc./ dba Tele-Pro Communications



Award of Proposals – 8) Rebid - Non-Credit Course Registration and Management Software

Purpose	Award the proposal for rebid - non-credit course registration and management software to Modern Campus USA, Inc. (Camarillo, CA) (new).
Justification	To acquire an online registration and management system for the non-credit courses offered through the Continuing Education and Workforce Development Department. The system offers an efficient management solution to register, track, and support short-term and non-credit educational offerings.
Funding	<i>Funds for this expenditure are budgeted in the Continuing Education and Workforce Development budget for FY 2024 – 2025. Funds for subsequent fiscal years will be included in future proposed budgets.</i>
Enclosed Documents	Appendix A – Project Timeline and Information Other information is included in the Supporting Documentation.
Staff Resource	Dr. Anahid Petrosian, Vice President and Provost for Academic Affairs and Economic Development Olivia D. De La Rosa, Dean - Continuing Education and Workforce Development
Recommendation	The Committee recommends Board approval to award the proposal for rebid- non-credit course registration and management software to Modern Campus USA, Inc. (Camarillo, CA) (new) for the period beginning August 15, 2025 through August 14, 2028 at a total amount of \$227,700.00.

APPENDIX A

Project Timeline and Information

Advertised RFP	June 4, 2025 and June 11, 2025
RFP Responses Due	June 24, 2025
RFP Issued To	Six (6) Vendors
Responses Received From	Two (2) Vendors
Responses Reviewed By	Admissions and Records, Continuing Education and Workforce Development, Information Technology, Technology Support and Purchasing Department
Highest-Ranked Vendor	Modern Campus USA, Inc.

Reject Proposal – 9) Campus Dining and Food Truck Services – Pecan Campus

Purpose	Reject the one (1) proposal received for the Campus Dining and Food Truck Services – Pecan Campus.
Justification	Administration determined that the one (1) proposal received was incomplete and therefore not considered. A new request for proposals for these services will be solicited.
Staff Resource	Mary Del Paz, Vice President - Finance and Administrative Services George McCaleb, Executive Director of Facilities Operations and Maintenance
Recommendation	The Committee recommends Board approval to reject the one (1) proposal received for the Campus Dining and Food Truck Services – Pecan Campus.

Purchases – 10) Admission Assessment Exams

Purpose	Purchase admission assessment exams from Elsevier, Inc. (Philadelphia, PA) a sole-source vendor.
Justification	To acquire two thousand nine hundred (2,900) Registered Nurse Admission Assessment Exams, in anticipation of the Fall 2025, Spring 2026, and Summer 2026 semesters. These assessments and preparation products improve student performance, promote clinical judgment, and help students achieve higher levels of success.
Funding	Funds for this expenditure are budgeted in the Testing Center budget for FY 2025 – 2026, pending Board approval of the budget.
Enclosed Documents	Other information is included in the Supporting Documentation.
Staff Resource	Dr. Matthew S. Hebbard, Vice President - Student Affairs and Enrollment Management Otoniel Matamoros, Dean-Enrollment Services
Recommendation	The Committee recommends Board approval to purchase admission assessment exams from Elsevier, Inc. (Philadelphia, PA), a sole-source vendor, for the period beginning September 1, 2025 through August 31, 2026, at an estimated total amount of \$150,000.00. The cost is paid by the students when they register for this exam.



Purchases – 11) Air Conditioning Filters and Installation

Purpose Purchase air conditioning filters and installation from **JF Filtration Inc./ dba Joe W. Fly Company, Inc.** (Dallas, TX/Harlingen, TX), a Texas Association of School Boards – Buyboard approved vendor.

Justification

To procure, install, and remove air conditioning filters for various types of equipment, in order to maintain the systems and keep a clean air quality.

Three thousand one hundred sixty-nine (3,169) air condition filters are replaced bi-monthly, quarterly, and semi-annually in fifty-three (53) buildings and fifty-two (52) portable buildings throughout the district.

Equipment	Service Frequency	Amount Per Service	Annual Amount
Air Handlers	Bi-Monthly	\$19,582.91	\$117,497.46
Portable Building AC Units	Quarterly	\$1,280.14	\$5,120.56
Variable Air Volume Boxes	Semi-Annually	\$5,710.68	\$11,421.36
Total Amount:			\$134,039.38

Funding Funds for this expenditure are budgeted in the Facilities Maintenance budget for FY 2025 – 2026, pending Board approval of the budget.

Enclosed Documents Other information is included in the Supporting Documentation.

Staff Resource Mary Del Paz, Vice President - Finance and Administrative Services
George McCaleb, Executive Director of Facilities Operations and Maintenance

Recommendation The Committee recommends Board approval to purchase air conditioning filters and installation from **JF Filtration Inc./ dba Joe W. Fly Company, Inc.** (Dallas, TX/Harlingen, TX), a Texas Association of School Boards – Buyboard approved vendor, for the period beginning September 1, 2025, through August 31, 2026, at an estimated total amount of \$134,039.38.



Purchases – 12) Building Automation Control Equipment, Parts, and Equipment Maintenance

Purpose	Purchase building automation control equipment, parts, and equipment maintenance from Siemens Industry, Inc. (Alpharetta, GA/La Feria, TX), a Sourcewell and The Interlocal Purchasing System (TIPS) purchasing cooperatives approved vendor.
Justification	To provide, on an as-needed basis, building automation control equipment, parts, and maintenance, including replacement parts and services for all the buildings throughout the College district. The primary function of the building automation system is to control overheating, cooling, ventilation, lighting, and other critical building systems at all campuses. These parts and services are necessary to replace components for the air conditioning building control systems for the chillers to operate efficiently and at full capacity.
Funding	Funds for this expenditure are budgeted in the Facilities Maintenance and Districtwide Renewals and Replacements budgets for FY 2025 – 2026, pending Board approval of the budget.
Enclosed Documents	Other information is included in the Supporting Documentation.
Staff Resource	Mary Del Paz, Vice President - Finance and Administrative Services George McCaleb, Executive Director of Facilities Operations and Maintenance
Recommendation	The Committee recommends Board approval to purchase building automation control equipment, parts, and equipment maintenance from Siemens Industry, Inc. (Alpharetta, GA/La Feria, TX), a Sourcewell and The Interlocal Purchasing System (TIPS) purchasing cooperatives approved vendor, for the period beginning September 1, 2025 through August 31, 2026, at an estimated total amount of \$170,000.00.



Purchases – 13) Chiller Chemicals and Maintenance

Purpose	Purchase chiller chemicals and maintenance from Kurita America, Inc. (Minneapolis, MN), a State of Texas Term contract approved vendor.
Justification	To provide chiller chemicals and maintenance for all nineteen (19) chillers throughout the district as needed. The chiller chemicals and maintenance are required for all the chillers to operate properly and efficiently.
Funding	Funds for this expenditure are budgeted in the Facilities Maintenance budget for FY 2025 – 2026, pending Board approval of the budget.
Enclosed Documents	Other information is included in the Supporting Documentation.
Staff Resource	Mary Del Paz, Vice President - Finance and Administrative Services George McCaleb, Executive Director of Facilities Operations and Maintenance
Recommendation	The Committee recommends Board approval to purchase chiller chemicals and maintenance from Kurita America, Inc. (Minneapolis, MN), a State of Texas Term contract approved vendor, for the period beginning September 1, 2025 through August 31, 2026, at an estimated total amount of \$93,000.00.

Purchases – 14) Coaching Services

Purpose	Purchase coaching services from Achieving the Dream, Inc. (ATD) (Silver Spring, MD), a sole-source vendor.
Justification	To provide coaching services to improve the college's enrollment persistence, completion objectives, and strategic planning. Coaching services will focus on two functions: the Teaching and Learning Center and the development of holistic (cross-functional, wrap-around) student support services. These two initiatives are of strategic value in that one will strengthen college processes for delivering timely and appropriate professional development for faculty, and the other will help guide college staff involved in planning and providing holistic student support to advance student persistence. The engagement with ATD also provides access to data resources, professional training, and networking opportunities to help improve student success outcomes.
Funding	Funds for this expenditure are budgeted in the Strategic Initiatives budget for FY 2024 – 2025 and FY 2025 – 2026, pending Board approval of the budget.
Enclosed Documents	Other information is included in the Supporting Documentation.
Staff Resource	Dr. Jesús Campos, Interim Vice President of Information Services, Planning, Performance, & Strategic Initiatives and Dean of Library & Learning Support Services.
Recommendation	The Committee recommends Board approval to purchase coaching services from Achieving the Dream, Inc. (ATD) (Silver Spring, MD), a sole-source vendor for the period beginning July 1, 2024 through June 31, 2026, at a total amount of \$68,800.00.



Purchases – 15) Computers, Laptops, Tablets, and Monitors

Purpose	Purchase computers, laptops, tablets, and monitors from the vendors listed in Appendix A.
Justification	To provide new systems, replace out-of-warranty systems (over five years old), and meet software requirements for those systems that exceed the capacity for students, faculty, and staff based on the Information Technology criteria. The requested systems meet the College's standard configurations.
Funding	Funds for these expenditures are budgeted in the requesting department budgets for FY 2024 – 2025 as follows: Learning Commons and Open Labs, Library Automation Program, Student Financial Services, Division of Business Public Safety and Technology, Patient Care Technician Program, Mid Valley Student Union Building F Multipurpose Room Upgrade, Centers for Learning Excellence, Educational Technologies, Facility Maintenance, Human Resources, Vocational Nursing, Division Nursing and Allied Health, Curriculum, Technology Support, Applications Development, Finance and Administrative Services, Admission and Records, and Career and Employer Services.
Enclosed Documents	Appendix A – Vendors List Appendix B – District-Wide Technology Request Summary Other information is included in the Finance Supplemental Booklet
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 recommends Board approval to purchase computers, laptops, tablets, and monitors from the vendors listed in Appendix A at a total amount of \$115,277.22.



APPENDIX A

Vendors List

Vendor (City, State)	Purchasing Cooperative	Amount
Apple, Inc. (Dallas, TX)	Choice Partners Cooperative	\$2,292.00
Dell Marketing, LP (Dallas, TX)	State of Texas Department of Information Resources (DIR), OMNIA Partners	\$101,629.22
zSpace Inc. (San Jose, CA)	The Interlocal Purchasing System Cooperative (TIPS)	\$11,356.00
Total Amount:		\$115,277.22

APPENDIX B

District-Wide Technology Request Summary

Student Computers	
2	Learning Commons and Open Labs
5	Library Automation Program
Student Tablets	
1	Student Financial Services
3	Library Automation Program
Student Laptops	
2	Division of Business Public Safety and Technology
Faculty Laptops	
3	Patient Care Technician Program
Staff Computers	
1	Mid Valley Student Union Building F Multipurpose Room Upgrade
1	Centers for Learning Excellence
1	Educational Technologies

Staff Laptops	
1	Facility Maintenance
2	Human Resources
2	Vocational Nursing
1	Division Nursing and Allied Health
1	Curriculum
15	Technology Support / Applications Development
1	Finance and Administrative Services
6	Library Automation Program
1	Admission and Records
1	Career and Employer Services
Staff Monitors	
11	Finance and Administrative Services



Purchases – 16) Fitness Equipment – Nursing and Allied Health Campus

Purpose	Purchase fitness equipment – Nursing and Allied Health Campus from Johnson Health Tech North America Inc./ dba Matrix Fitness (Cottage Grove, WI) (New), a Texas Association of School Boards (TASB) – Buyboard approved vendor.
Justification	To promote physical health, mental well-being, and academic performance. The addition of a Wellness Center at the Nursing and Allied Health Campus, Building A, will encourage a healthy lifestyle and enhance the college's appeal to prospective students. Moreover, it supports Nursing programs and provides inclusive fitness opportunities for all students, making it a valuable asset for holistic student development.
Funding	Funds for this expenditure are budgeted in the District Wide Renovations & Contingencies - NAHC Wellness Center budget for FY 2024 – 2025.
Enclosed Documents	Other information is included in the Supporting Documentation.
Staff Resource	Mary Del Paz, Vice President - Finance and Administrative Services Ricardo De La Garza, Executive Director - Facilities Planning and Construction Dr. Anahid Petrosian, Vice President and Provost for Academic Affairs and Economic Development Dr. Margo A. Vargas-Ayala, Interim NAH Division Dean
Recommendation	The Committee recommends Board approval to purchase fitness equipment – Nursing and Allied Health Campus from Johnson Health Tech North America Inc./ dba Matrix Fitness (Cottage Grove, WI) (New), a Texas Association of School Boards (TASB) – Buyboard approved vendor, at a total amount of \$140,730.79.



Purchases – 17) Heating, Ventilation, Air Conditioning, Refrigeration Parts and Supplies

Purpose	Purchase heating, ventilation, air conditioning, refrigeration parts and supplies from Johnson Controls, Inc. (Milwaukee, WI/Corpus Christi, TX), The Interlocal Purchasing System (TIPS) approved vendor.
Justification	To provide heating, ventilation, air conditioning, refrigeration supplies, and parts for the maintenance and repair of air-cooled and water-cooled chillers districtwide. The necessary HVACR components and parts are used during scheduled maintenance and repair of chiller units across the district, helping ensure reliable and efficient operation.
Funding	Funds for this expenditure are budgeted in the Facilities Maintenance budget for FY 2024 – 2025.
Enclosed Documents	Other information is included in the Supporting Documentation.
Staff Resource	Mary Del Paz, Vice President - Finance and Administrative Services George McCaleb, Executive Director of Facilities Operations and Maintenance
Recommendation	The Committee recommends Board approval to purchase heating, ventilation, air conditioning, refrigeration parts and supplies from Johnson Controls, Inc. (Milwaukee, WI/Corpus Christi, TX), The Interlocal Purchasing System (TIPS) approved vendor for the period beginning September 1, 2024, through August 31, 2025, at an estimated total amount of \$85,000.



Purchases – 18) Maintenance Parts and Lab Supplies

Purpose	Purchase maintenance parts and lab supplies from the vendors listed in Appendix A.
Justification	To provide lab supplies for the Heating, Ventilation, Air Conditioning, and Refrigeration (HVACR) Program, serving an instructional purpose and allowing technicians and students to gain hands-on experience in troubleshooting, installation, and maintenance practices. Also, providing the Maintenance Department with parts and supplies for districtwide daily requests for repairs, and improvements in the areas of plumbing, painting, irrigation, electrical, door locks, vehicle and equipment batteries, lumber, heating, ventilation, air conditioning, and refrigeration.
Funding	Funds for this expenditure are budgeted in the Facilities Maintenance and HVACR budgets for FY 2025 – 2026, pending Board approval of the budget.
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 Jose Jasso, Heating, Ventilations, Air Conditioning, and Refrigeration Program Chair Mary Del Paz, Vice President - Finance and Administrative Services George McCaleb, Executive Director of Facilities Operations and Maintenance
Recommendation	The Committee recommends Board approval to purchase maintenance parts and lab supplies from the vendors listed in Appendix A for the period beginning September 1, 2025 through August 31, 2026, at an estimated total amount of \$260,000.00.



APPENDIX A

Vendors List

Vendor (City, State)	Purchasing Cooperative	Amount
Johnson Supply & Equipment Corporation (Houston, TX/Pharr, TX)	Texas Association of School Boards – Buyboard	\$100,000.00
McCoy's Building Supply (San Marcos, TX/Pharr, TX)	Texas Association of School Boards (TASB) – Buyboard	\$50,000.00
W. W. Grainger, Inc./ dba Grainger (Austin, TX/McAllen, TX)	State of Texas Multiple Award Schedule (TXMAS), E&I Cooperative Services, Sourcewell, Texas Association of School Boards – Buyboard	\$110,000.00
Total Amount:		\$260,000.00



Purchases – 19) Testing Materials

Purpose	Purchase testing materials from The College Board (New York, NY), a sole-source vendor.
Justification	To acquire approximately thirty-five thousand (35,000) Texas Success Initiative (TSI) assessments, through the Accuplacer Platform, in anticipation of the Fall 2025, Spring 2026, and Summer 2026 semesters. These assessments are used by all South Texas College students to obtain results in reading, writing, and math in order to complete their admissions and registration.
Funding	Funds for this expenditure are budgeted in the TSI Examination budget for FY 2025 – 2026, pending Board approval of the budget.
Enclosed Documents	Other information is included in the Supporting Documentation.
Staff Resource	Dr. Matthew S. Hebbard, Vice President - Student Affairs and Enrollment Management Otoniel Matamoros, Dean-Enrollment Services
Recommendation	The Committee recommends Board approval to purchase testing materials from The College Board (New York, NY), a sole-source vendor, for the period beginning September 1, 2025, through August 31, 2026, at an estimated total amount of \$50,000.00. The cost is paid by the students when they register for this exam.



Purchase Renewals – 20) Commercial Card Services (Accounts Payable Card)

Purpose Renew the commercial card services (Accounts Payable card) with **PNC Bank** (McAllen, TX).

Justification To serve as a payment solution by enabling access to process payments on invoices for the vendors who do not accept purchase orders (registrations, subscriptions, software, etc.). It expedites payments and reduces the College's payment processing and statement reconciliation costs and time.

In addition, the program offers the College the potential to earn a revenue share on payments made using the card, based on the rebate schedule.

The total rebate for Fiscal Year 2024 – 2025 as of May 2025 is \$58,047.80.

Enclosed Documents Appendix A – Rebate Schedule

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

Recommendation The Committee recommends Board approval to renew the commercial card services (Accounts Payable card) with **PNC Bank** (McAllen, TX), for the period beginning September 1, 2025 through August 31, 2026, at no cost to the College.



APPENDIX A
Rebate Schedule

Monthly Charge Volume		Rebate Percentage
Low	High	
\$1	\$250,000	1.00%
\$250,001	\$500,000	1.30%
\$500,001	\$750,000	1.40%
\$750,001	\$1,000,000	1.50%
\$1,000,001+		1.60%
Large Ticket/Reduced Interchange Transaction Rebate 0.70%		



Purchase Renewals – 21) Elevator Maintenance Agreement

Purpose	Renew the elevator maintenance agreement with Otis Elevator Company (Dallas, TX/McAllen, TX), a Texas Association of School Boards – Buyboard and OMNIA Partners approved vendor.
Justification	To provide regular examinations and repairs of all thirty-one (31) elevators located at all campuses. The services will be requested from the vendor by the Facilities Maintenance Department as needed.
Funding	Funds for this expenditure are budgeted in the Mechanical Systems Maintenance budgets for FY 2025 – 2026, pending Board approval of the budget.
Enclosed Documents	Other information is included in the Supporting Documentation.
Staff Resource	Mary Del Paz, Vice President - Finance and Administrative Services George McCaleb, Executive Director of Facilities Operations and Maintenance
Recommendation	The Committee recommends Board approval to renew the elevator maintenance agreement with Otis Elevator Company (Dallas, TX/McAllen, TX), a Texas Association of School Boards – Buyboard and OMNIA Partners approved vendor, for the period beginning September 1, 2025, through August 31, 2026, at an estimated total amount of \$110,000.00.



Renewals – 22) Campus Dining and Food Trucks – Starr County Campus

Purpose	Renew the campus dining and food trucks – Starr County Campus contract with D.A. Restaurant Group, Inc. (Mission, TX).
Justification	To provide several food options for faculty, staff, and students throughout their time on campus. These options are available Monday through Friday and encompass a selection of sandwiches, chicken biscuits, nuggets, iced coffees, juice, desserts, salads, fruit, chips, and various other culinary offerings.
Enclosed Documents	Appendix A – Renewal Terms
Staff Resource	Mary Del Paz, Vice President - Finance and Administrative Services George E. McCaleb, Executive Director - Facilities Operations and Maintenance
Recommendation	The Committee recommends Board approval to renew the campus dining and food trucks – Starr County Campus contract with D.A. Restaurant Group, Inc. (Mission, TX), for the period beginning September 1, 2025, through August 31, 2026, at no commission to the College.



APPENDIX A
Renewal Terms

The Board awarded the contract as follows:

Term: August 27, 2024 – one year with two (2) one-year annual renewals			
Award	Board Meeting Date	Original Term	Renewal Term
Original	8/27/2024	9/1/2024 – 8/31/2025	
First Renewal	7/22/2025		9/1/2025 – 8/31/2026

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



Renewals – 23) Custodial Supplies

Purpose	Renew the custodial supplies contracts with the vendors listed in Appendix A.
Justification	To provide custodial supplies necessary for the day-to-day cleaning, disinfecting, and maintenance of all South Texas College facilities. They are essential for the health and safety of all students, faculty, staff, and visitors. These supplies will include cleaning solutions, disinfecting sprays, disinfecting liquid solutions, hand towels, tissue paper, mops, brooms, gloves, trash bags, and other miscellaneous supplies. At the time of purchase, the vendor will be selected based on the items provided, pricing, item availability, and delivery timeline.
Funding	Funds for this expenditure are budgeted in the Custodial budget for FY 2024 – 2025 and FY 2025 – 2026, pending Board approval of the budget.
Enclosed Documents	Appendix A – Vendors List Appendix B – Renewal Terms
Staff Resource	Mary Del Paz, Vice President - Finance and Administrative Services George E. McCaleb, Executive Director - Facilities Operations and Maintenance
Recommendation	The Committee recommends Board approval to renew the custodial supplies contracts with the vendors listed in Appendix A for the period beginning August 18, 2025 through August 17, 2026, at an estimated total amount of \$300,000.00.



APPENDIX A

Vendors List

Primary Vendor:	Gulf Coast Paper, Co. (Brownsville, TX)
Secondary Vendors:	Brady Plus (San Antonio, TX)
	CC Distributors, Inc. (Corpus Christi, TX)
	Rio Paper & Supply, LLC (Pharr, TX)

APPENDIX B

Renewal Terms

The Board awarded the contract as follows:

Term: July 16, 2024 – one year with two (2) one-year annual renewals			
Award	Board Meeting Date	Original Term	Renewal Term
Original	7/16/2024	8/18/2024 – 8/17/2025	
First Renewal	7/22/2025		8/18/2025 – 8/17/2026

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



Renewals – 24) General Purpose Printing

Purpose	Renew the general purpose printing contracts with the vendors listed in Appendix A.
Justification	To provide printing services that are needed for various projects, in which information related to upcoming events, past events, registration, and course schedules is provided to the students, faculty, staff, and the community.
Funding	Funds for this expenditure are budgeted in the Public Relations and Marketing and various departments' budgets for FY 2025 – 2026, pending Board approval of the budget.
Enclosed Documents	Appendix A – Vendors List Appendix B – Renewal Terms
Staff Resource	Dr. Rodney Rodriguez, Vice President - Institutional Advancement and Economic Development Lynda Lopez, Executive Director - Communication and Creative Services
Recommendation	The Committee recommends Board approval to renew the general purpose printing contracts with the vendors listed in Appendix A for the period beginning September 1, 2025 through August 31, 2026, at an estimated total amount of \$120,000.00.

APPENDIX A

Vendors List

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



APPENDIX B
Renewal Terms

The Board awarded the contract as follows:

Term: July 25, 2023 – one year with two (2) one-year annual renewals			
Award	Board Meeting Date	Original Term	Renewal Term
Original	7/25/2023	9/01/2023 – 8/31/2024	
First Renewal	6/25/2024		9/01/2024 – 8/31/2025
Final Renewal	7/22/2025		9/01/2025 – 8/31/2026

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



Renewals – 25) Internet Service for South Texas College Sites

Purpose	Renew the internet service for South Texas College sites contract with Smartcom Telephone, LLC (McAllen, TX).
Justification	To provide direct and point-to-point internet services for several South Texas College sites. The Internet services are necessary to support student instruction and the college's day-to-day operation.
Funding	Funds for this expenditure are budgeted in the Information Technology Systems and Networking budgets for FY 2025 – 2026, pending Board approval of the budget.
Enclosed Documents	Appendix A – Service Locations Appendix B – Renewal Terms
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 recommends Board approval to renew the internet service for South Texas College sites contract with Smartcom Telephone, LLC (McAllen, TX), for the period beginning September 1, 2025 through August 31, 2026, at an estimated total amount of \$40,932.00.

APPENDIX A

Service Locations

Direct Internet Connections from Provider to Location	Point-to-Point Connections from Pecan Campus to:
Pecan Campus Cybersecurity Lab	Regional Center for Public Safety Excellence
Regional Center for Public Safety Excellence Cybersecurity Lab	Pecan Plaza – Human Resources
Starr County Campus – Building E South Academic	Pecan Plaza – Department of Public Safety
	Pharr Campus – PSJA Elvis J. Ballew College, Career & Technology Academy (CCTA)
	Nursing and Allied Health Campus – Building E District Office



Direct Internet Connections from Provider to Location	Point-to-Point Connections from Pecan Campus to:
	Starr County Campus- Building E South Academic

APPENDIX B
Renewal Terms

The Board awarded the contract as follows:

Term: July 16, 2024 – one year with two (2) one-year annual renewals			
Award	Board Meeting Date	Original Term	Renewal Term
Original	7/16/2024	9/01/2024 – 8/31/2025	
First Renewal	7/22/2025		9/01/2025 – 8/31/2026

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



Renewals – 26) Mail Services

Purpose	Renew the mail services with Upper Valley Mail Services, LLC (McAllen, TX).
Justification	To provide mail services for postage on all outgoing South Texas College envelopes and packages, including the intelligent mail barcode, pre-sorting all outgoing mail, and picking up and delivering outgoing mail to the McAllen post office. The service provider can group mail with the same zip code and bundle it with other entities, allowing the College to receive reduced postage rates for all USPS outgoing mail.
Funding	Funds for this expenditure are budgeted in the Postage budget for FY 2025 – 2026, pending Board approval of the budget.
Enclosed Documents	Appendix A – Renewal Terms
Staff Resource	Mary Del Paz, Vice President - Finance and Administrative Services Deyadira Leal, Director of Purchasing
Recommendation	The Committee recommends Board approval to renew the mail services with Upper Valley Mail Services, LLC (McAllen, TX) for the period beginning September 1, 2025 through August 31, 2026, at an estimated total amount of \$45,000.00.

APPENDIX B

Renewal Terms

The Board awarded the contract as follows:

Term: July 16, 2024 – one year with two (2) one-year annual renewals			
Award	Board Meeting Date	Original Term	Renewal Term
Original	7/16/2024	9/01/2024 – 8/31/2025	
First Renewal	7/22/2025		9/01/2025 – 8/31/2026

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



Renewals – 27) Promotional Items for Student Outreach

Purpose Renew the promotional items for student outreach contracts with the vendors listed in Appendix A.

Justification To aid enrollment goals and maintain brand awareness by increasing community engagement. The items are used for campus tours, student events, recruitment events, orientations, etc. Some promotional items purchased include pens, pencils, keychains, erasers, rulers, pouches, stress relievers, water bottles, cups, bags, lanyards, totes, etc.

At the time of purchase, the vendor will be selected based on the items provided, pricing, item availability, and delivery timeline.

Funding Funds for this expenditure are budgeted in the Valley Promise, Communication and Creative Services, and Office of Student Re-Engagement budgets for FY 2025 – 2026, pending Board approval of the budget.

Department	Amount
Valley Promise	\$35,000.00
Communication and Creative Services	\$100,000.00
Office of Student Re-Engagement	\$15,000.00

Enclosed Documents Appendix A – Vendors List
Appendix B – Renewal Terms

Staff Resource Dr. Rodney Rodriguez, Vice President - Institutional Advancement and External Affairs
Lynda Lopez, Executive Director - Communication and Creative Services
Dr. Matthew S. Hebbard, Vice President - Student Affairs and Enrollment Management
Otoniel Matamoros, Dean-Enrollment Services

Recommendation The Committee recommends Board approval to renew the promotional items for student outreach contracts with the vendors listed in Appendix A for the period beginning September 1, 2025 through August 31, 2026, at an estimated total amount of \$150,000.00.



APPENDIX A

Vendors List

Vendor (City, State)	Vendor (City, State)
4imprint, Inc. (Oshkosh, WI)	Authentic Promotions.com (Carmichael, CA)
Gateway Printing (Edinburg, TX)	Imprezos Pro Uniforms, LLC (Pharr, TX)
Promo Universal, LLC (Corpus Christi, TX)	

APPENDIX B

Renewal Terms

The Board awarded the contract as follows:

Term: July 16, 2024 – one year with two (2) one-year annual renewals			
Award	Board Meeting Date	Original Term	Renewal Term
Original	7/16/2024	9/01/2024 – 8/31/2025	
First Renewal	7/22/2025		9/01/2025 – 8/31/2026

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



Renewals – 28) Promotional T-Shirts for Student Outreach

Purpose Renew the promotional t-shirts for student outreach contracts with the vendors listed in Appendix A.

Justification To raise awareness of South Texas College and instill college pride in our community. The t-shirts serve as incentives during registration, career fairs, special programs, general marketing projects, and student activities such as Student Intramural Sports Teams, Student Leadership Academy, Community College Day, Early College High Schools Sports Tournaments, and other Student-College-related events.

At the time of purchase, the vendor will be selected based on the items provided, pricing, item availability, and delivery timeline.

Funding Funds for this expenditure are budgeted in the Valley Promise, Communication and Creative Services, Office of Student Re-Engagement, and Student Activities and Wellness budgets for FY 2025 – 2026, pending Board approval of the budget.

Department	Amount
Valley Promise	\$20,000.00
Communication and Creative Services	\$100,000.00
Office of Student Re-Engagement	\$20,000.00
Student Activities and Wellness	\$25,000.00

Enclosed Documents Appendix A – Vendors List
Appendix B – Renewal Terms

Staff Resource Dr. Rodney Rodriguez, Vice President - Institutional Advancement and Economic Development
Lynda Lopez, Executive Director - Communication and Creative Services
Dr. Matthew S. Hebbard, Vice President - Student Affairs and Enrollment Management
Otoniel Matamoros, Dean-Enrollment Services

Recommendation The Committee recommends Board approval to renew the promotional t-shirts for student outreach contracts with the vendors listed in Appendix A for the period beginning September 1, 2025 through August 31, 2026, at an estimated total amount of \$165,000.00.



APPENDIX A

Vendors List

Vendor (City, State)	Vendor (City, State)
1,2,3 Screen Printing, LLC (Mission, TX)	All Valley Screenprinting (McAllen, TX)
Authentic Promotions.com (Carmichael, CA)	Imprezos Pro Uniforms, LLC (Pharr, TX)
Promo Universal, LLC (Corpus Christi, TX)	

APPENDIX B

Renewal Terms

The Board awarded the contract as follows:

Term: July 16, 2024 – one year with two (2) one-year annual renewals			
Award	Board Meeting Date	Original Term	Renewal Term
Original	7/16/2024	9/01/2024 – 8/31/2025	
First Renewal	7/22/2025		9/01/2025 – 8/31/2026

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



Renewals – 29) Science Laboratory Supplies

Purpose	Renew the science laboratory supplies contracts with the vendors listed in Appendix A.
Justification	To provide lab supplies for the instruction labs required for science courses. The science laboratory supplies are used for student instruction in the Division of Math and Science by Biology, Chemistry, Physics, Geology, and Geography programs. The programs require labs for students to conduct experiments and testing. Some supply items include specimens, instruments, models, chemicals, glassware, soil, test kits, materials, etc. At the time of purchase, the vendor will be selected based on the items provided, pricing, item availability, and delivery timeline.
Funding	Funds for this expenditure are budgeted in the Science Programs budgets for FY 2025 – 2026, pending Board approval of the budget.
Enclosed Documents	Appendix A – Vendors List Appendix B – Renewal Terms
Staff Resource	Dr. Anahid Petrosian, Vice President and Provost for Academic Affairs and Economic Development Dr. Ghanbar A. Esmaili, Dean - Math, Science, Information Technology and Bachelor Programs
Recommendation	The Committee recommends Board approval to renew science laboratory supplies for the period beginning September 1, 2025 through August 31, 2026, at an estimated total amount of \$300,000.00.



APPENDIX A

Vendors List

Vendor (City, State)	Vendor (City, State)
Anatomical Worldwide, LLC/ dba Anatomy Warehouse (Skokie, IL)	ASI Associates, Inc./ dba Arbor Scientific (Saline, MI)
Bio Corporation (Alexandria, MN)	Bio-Rad Laboratories, Inc. (Hercules, CA)
Carolina Biological Supply Company (Burlington, NC)	Chemglass Life Sciences (Vineland, NJ)
Fisher Scientific Company, LLC (Fisher Science Education Business Unit) (Pittsburgh, PA)	Flinn Scientific, Inc. (Batavia, IL)
Midwest Scientific, Inc. (Fenton, MO)	PASCO Scientific (Roseville, CA)
VWR International, LLC (Radnor, PA)	

APPENDIX B

Renewal Terms

The Board awarded the contract as follows:

Term: July 16, 2024 – one year with two (2) one-year annual renewals			
Award	Board Meeting Date	Original Term	Renewal Term
Original	7/16/2024	9/01/2024 – 8/31/2025	
First Renewal	7/22/2025		9/01/2025 – 8/31/2026

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



Renewals – 30) Student Insurance

Purpose Renew the student insurance contracts with the vendors listed in Appendix A.

Justification To provide the following coverage:

A	Student / Faculty Medical Professional Liability Insurance	Provides coverage for those students enrolled in the Nursing and Allied Health and Child Development programs, as well as the associated Faculty.
B	Voluntary Student Accident Insurance	Provides students with a low-cost option for accident insurance.
C	Workforce Training Programs Student Accident Insurance	Provides coverage for those students enrolled in certain Continuing Education Training programs.
D	Business, Public Safety, and Technology Student Accident Insurance	Provides coverage for those students enrolled in the Business, Public Safety & Technology programs.

Enclosed Documents Appendix A – Insurance Premiums Summary
Appendix B – Renewal Terms

Staff Resource Mary Del Paz, Vice President - Finance and Administrative Services
Ken Lyons, Risk Manager

Recommendation The Committee recommends Board approval to renew the student insurance contracts with the vendors listed in Appendix A for the period beginning August 26, 2025 through August 25, 2026, at no cost to the College.

APPENDIX A

Insurance Premiums Summary

Student / Faculty Medical Professional Liability Insurance		
A	Vendor	Affinity Insurance Services, Inc.
	Carrier	American Casualty Company of Reading, PA
	Premium	\$18,376.00
	Cost Per Student*	\$10.00 (approximately 1,837 students)
	Limits	\$1,000,000.00 per occurrence \$5,000,000.00 aggregate



	<i>*The cost is paid by the students enrolled in the Nursing and Allied Health and Child Development programs. The College and Faculty are insured parties at no additional cost to the student or to the College.</i>	
B	Voluntary Student Accident Insurance	
	Vendor	Student Assurance Services, Inc.
	Carrier	Ameritas Life Insurance Corp.
	Limit	\$25,000.00
	Coverage	School Time: \$45.00 Full-Time Coverage (24 hours): \$90.00 Dental Coverage: \$8.00
	<i>This is a voluntary coverage, and the cost is paid by the students who elect to purchase this coverage.</i>	
C	Workforce Training Programs Student Accident Insurance	
	Vendor	Student Assurance Services, Inc.
	Carrier	Ameritas Life Insurance Corp.
	Premium*	\$750.00 (based on an estimated 478 participants)
	Limit	\$25,000.00
	<i>*The cost is paid by the students. Participants in non-credit Continuing Education Training Programs are automatically enrolled for this coverage.</i>	
D	Business, Public Safety, and Technology Student Accident Insurance	
	Vendor	Student Assurance Services, Inc.
	Carrier	Ameritas Life Insurance Corp.
	Premium*	\$750.00 (based on an estimated 1,953 participants)
	Limit	\$25,000.00
	<i>*The cost is paid by the students. Participants are enrolled in Business, Public Safety & Technology programs.</i>	

APPENDIX B

Renewal Terms

The Board awarded the contract as follows:

Term: July 16, 2024 – one year with two (2) one-year annual renewals			
Award	Board Meeting Date	Original Term	Renewal Term
Original	7/16/2024	8/26/2024 – 8/25/2025	
First Renewal	7/22/2025		8/26/2025 – 8/25/2026

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



Contract Extension – 31) Campus Dining and Food Truck Service at Pecan Campus

Purpose Contract Extension for Campus Dining and Food Truck Service at Pecan Campus with **Zaycor Management Company** and **Laredo Comidas LLC/ dba Taco Palenque**.

Justification The contract extension is necessary due to the lack of responses on May 22, 2025 to the request for proposals that was solicited. The Purchasing Department did receive one (1) response which was incomplete and will be rejected.

The current contracts will expire as follows:

- Zaycor Management Company (Steak n Shake) - July 24, 2025
- Laredo Comidas LLC/ dba Taco Palenque - August 31, 2025

The contract extension request is for both vendors and would be extended through September 30, 2025. This would allow enough time to re-solicit the services and to allow for a transition, if applicable.

Staff Resource Mary Del Paz, Vice President - Finance and Administrative Services
George E. McCaleb, Executive Director - Facilities Operations and Maintenance

Recommendation The Committee recommends Board approval on contract extension of the Campus Dining and Food Truck Services at Pecan Campus with **Zaycor Management Company** and **Laredo Comidas LLC/ dba Taco Palenque** through September 30, 2025.



Contract Extension – 32) Campus Dining and Food Truck Service at Technology Campus

Purpose Contract Extension for Campus Dining and Food Truck Service at the Technology Campus with **Atencion Selecta, LLC**.

Justification The contract extension is necessary to allow adequate time for the solicitation and evaluation of new proposals.

The current contract will expire on August 21, 2025.

The contract extension request would be extended through September 30, 2025. This would allow enough time to avoid a lapse in services and to allow for a transition, if applicable.

Staff Resource Mary Del Paz, Vice President - Finance and Administrative Services
George E. McCaleb, Executive Director - Facilities Operations and Maintenance

Recommendation The Committee recommends Board approval on contract extension of the Campus Dining and Food Truck Services at the Technology Campus with **Atencion Selecta, LLC** through September 30, 2025.



Interlocal Agreement – 33) Industry Training Agreement

Purpose	Renew the industry training agreement with the McAllen Independent School District (McAllen ISD) (McAllen, TX) for the MISD Parent and Family Engagement Program.
Justification	To supply training and educational services since the College has the expertise, resources, and personnel required to provide such services. McAllen ISD administers the MISD Parent and Family Engagement Program, which offers McAllen ISD students' parents skill programs that could lead to employment or entrepreneurship. Under the proposed Interlocal Agreement, McAllen ISD would engage South Texas College to provide Basic Cake Decorating, Intermediate Cake Decorating, Advanced Cake Decorating, GED Spanish Review, GED Spanish Review II, Intro to Welding, Structural Welding, Food Safety and Sanitation, Basic Spanish, and Basic Mechanics training to McAllen ISD participants. Participants will receive Continuing Education Units (CEU) and a certificate of completion upon successful completion of each course.
Funding	The McAllen Independent School District shall pay South Texas College for the Services in accordance with the terms and conditions set forth in Appendix A.
Enclosed Documents	Appendix A – Services and Costs
Staff Resource	Dr. Anahid Petrosian, Vice President and Provost for Academic Affairs and Economic Development Olivia De La Rosa, Dean - Continuing Education and Workforce Development
Recommendation	The Committee recommends Board approval to renew the industry training agreement with the McAllen Independent School District (McAllen ISD) (McAllen, TX) for the MISD Parent and Family Engagement Program for the period of September 1, 2025 through June 30, 2026, at no cost to the college.



APPENDIX A
Services and Costs

Program	# of Sessions	Min # of Students	Tuition	Supplies	Total Per Student	Total Per Session	Total For All Sessions
Basic Cake Decorating	1	15	\$37.20	\$60.00	\$97.20	\$1,458.00	\$1,458.00
Basic Cake Decorating	4	15	\$37.20		\$37.20	\$558.00	\$2,232.00
Intermediate Cake Decorating	1	15	\$37.20	\$60.00	\$97.20	\$1,458.00	\$1,458.00
Intermediate Cake Decorating	4	15	\$37.20		\$37.20	\$558.00	\$2,232.00
Advanced Cake Decorating	1	15	\$37.20	\$90.00	\$127.20	\$1,908.00	\$1,908.00
Advanced Cake Decorating	4	15	\$37.20		\$37.20	\$558.00	\$2,232.00
GED Spanish Review	1	15	\$186.00		\$186.00	\$2,790.00	\$2,790.00
GED Spanish Review II	1	15	\$186.00		\$186.00	\$2,790.00	\$2,790.00
Introduction to Welding	2	15	\$264.60	\$420.00	\$684.60	\$10,269.00	\$20,538.00
Introduction to Welding	2	15	\$264.60	\$420.00	\$684.60	\$10,269.00	\$20,538.00
Basic Mechanics	1	15	\$100.00		\$1,500.00	\$1,500.00	\$1,500.00
Basic Mechanics	1	15	\$100.00		\$1,500.00	\$1,500.00	\$1,500.00
Business Class	1	15	\$100.00		\$1,500.00	\$1,500.00	\$1,500.00
Total Amount:						\$62,676.00	



Recommendation: It is requested that the Committee recommend for Board approval of the award of proposals, reject proposal, purchases, purchase renewals, renewals, contract extensions, and interlocal agreement at a total cost of \$4,246,983.90, as listed below:

Award of 1) Advertising Services: award the proposals for advertising services to the vendors listed in Appendix A for the period beginning September 1, 2025 through August 31, 2026, with two one-year options to renew at an estimated total amount of \$653,400.00

APPENDIX A

Vendors List

Vendor (City, State)	Vendor (City, State)
Buena Aventura, LLC/ dba Mega Doctor News (McAllen, TX)	Buena Aventura, LLC/ dba Texas Border Business (McAllen, TX)
Chatterbox Ads (Olmito, TX)	Elite Promotions (Brownsville, TX)
Energy Communications Corp. (Chula Vista, CA)	Entravision Communications (McAllen, TX)
GC Publishing, LLC/ dba Edible Rio Grande Valley (Brownsville, TX)	I Heart Media, Inc. (San Antonio, TX)
Image House Media, LLC/ dba ImageHouse (McAllen, TX)	Lamar Advertising (San Benito, TX)
Mobile Video Tapes / KRGV Channel 5 (Weslaco, TX)	National CineMedia, LLC (Centennial, CO)
NBCUniversal, LLC/ Telemundo Rio Grande Valley (McAllen, TX)	Nexstar Media, Inc. (Harlingen, TX)
Progress Times (Mission, TX)	Radio United, LLC (Mission, TX)
RGVision Publications (McAllen, TX)	Starr County Town Crier (Rio Grande City, TX)
Steel Digital Studios, Inc./ dba Steel Advertising (Austin, TX)	VBR Media, LLC (San Juan, TX)

- 2) **Campus Coffee Shop:** award the proposal for campus coffee shop to **Commonspace Concept Store, LLC** (McAllen, TX) (new) for the period beginning August 1, 2025 through July 31, 2026, with two one-year options to renew at no cost to the College;
- 3) **Childcare Services (Grant Funded):** award the proposals for childcare services to the vendors listed in Appendix A for the period beginning September 1, 2025 through August 31, 2026, at an estimated total amount of \$105,500.00;



APPENDIX A
Vendors List

Vendor		(City, State)
1	Neni's Childcare	(Alamo, TX)
2	Nikodee II, LLC/ dba iKids Academy	(Alamo, TX)
3	Bright Minds Learning Center	(Alton, TX)
4	Kid'z First Child Care Center, Inc.	(Alton, TX)
5	1st Choice Learning Academy	(Donna, TX)
6	Garza's Childcare and Development Center	(Donna, TX)
7	Southern Littles Academy	(Donna, TX)
8	Brighter Future Learning Center	(Edinburg, TX)
9	Childrens Learning Journey	(Edinburg, TX)
10	Genesis Learning Center	(Edinburg, TX)
11	Little Bears Daycare, LLC	(Edinburg, TX)
12	Smart Start Learning Center	(Edinburg, TX)
13	The Apple Tree Daycare, Inc.	(Edinburg, TX)
14	The Apple Tree Daycare, Inc. #3	(Edinburg, TX)
15	The Learning Journey Day School	(Edinburg, TX)
16	V.I.P. Learning Center	(Edinburg, TX)
17	PLCC LLC/ PLCC Child Care Center	(La Joya, TX)
18	Adventureland Academy, LLC	(McAllen, TX)
19	Adventureland Academy #2, LLC	(McAllen, TX)
20	Brackenridge Children's Center	(McAllen, TX)
21	Bright Beginnings	(McAllen, TX)
22	Easter Seals Rio Grande Valley	(McAllen, TX)
23	Kerla Gil De Ortiz	(McAllen, TX)
24	Little Shining Stars Daycare, Inc.	(McAllen, TX)
25	Loving Angels Child Development Center, LLC	(McAllen, TX)
26	Pekes Kidz Learning Center, LLC	(McAllen, TX)
27	The Edutainment Zone 3, LLC	(McAllen, TX)
28	The Giving Tree Learning Center/ Assist Learning Academy	(McAllen, TX)
29	Tony's Playhouse Discovery Center, Inc.	(McAllen, TX)
30	ABC Little Learners Academy, LLC	(Mission, TX)
31	Bright Horizons Learning Center	(Mission, TX)
32	Frontier's Little Academy, LLC	(Mission, TX)
33	Gingerbread House L.C. Montessori LLC	(Mission, TX)
34	Kidz Crusade Academy, LLC	(Mission, TX)
35	DEM Learning Center/ dba Little Angels Learning Center	(Mission, TX)
36	Little Explorers Education Center	(Mission, TX)
37	Little Scholars Daycare, LLC	(Mission, TX)
38	RGV Learning Institute	(Mission, TX)
39	Shine Bright Academy, LLC	(Mission, TX)
40	Shine Bright Academy II, LLC	(Mission, TX)
41	The Edutainment Zone 4, LLC	(Mission, TX)
42	VALEMIS Bilingual Learning Center	(Mission, TX)



43	Children's Garden Daycare and Learning Center	(Palmview, TX)
44	Childrens Imagination Academy, LLC	(Palmview, TX)
45	Gingerbread House Academy	(Palmview, TX)
46	Gingerbread House Learning Center	(Palmview, TX)
47	Lily's Little Kids	(Palmview, TX)
48	Little Texans Learning Academy, LLC	(Palmview, TX)
49	Palmview Academy	(Palmview, TX)
50	Campanitas Day Care, LLC	(Pharr, TX)
51	Belgar Child Care Services, Inc./ dba Children's Education	(Pharr, TX)
52	Futuros Lideres Learning Center	(Pharr, TX)
53	Jolie Childcare & Learning Academy	(Pharr, TX)
54	Kids Academy Daycare	(Pharr, TX)
55	Kids Academy Daycare Center II	(Pharr, TX)
56	Little One's Discovery Center, Inc.	(Pharr, TX)
57	Belgar Child Care Services, Inc./dba My First Step Child Care & Development Center	(Pharr, TX)
58	New Beginnings Learning Academy #1	(Pharr, TX)
59	Royal Education Center, LLC	(Pharr, TX)
60	Learning Zone	(Rio Grande City, TX)
61	Learning Zone II	(Rio Grande City, TX)
62	Little Stars Learning Center, LLC	(Rio Grande City, TX)
63	The Edutainment Zone, LLC	(Rio Grande City, TX)
64	The Edutainment Zone 5, LLC	(Rio Grande City, TX)
65	Bambini Learning Institute, LLC	(Roma, TX)
66	The Edutainment Zone 2, LLC	(Roma, TX)
67	Kids Daycare Academy, LLC	(San Juan, TX)
68	Sullivan ABC Academy	(Sullivan, TX)
69	El Shaddai International Christian Day Care Center	(Weslaco, TX)
70	Little World Academy	(Weslaco, TX)

- 4) **Digital Advertising Services:** award the proposals for digital advertising services to the vendors listed in Appendix A for the period beginning September 1, 2025 through August 31, 2026, with two one-year options to renew at an estimated total amount of \$435,600.00;

APPENDIX A

Vendors List

Primary Vendor:	ReachLocal/ dba LocaliQ (Woodland Hills, CA)
Secondary Vendors:	Entravision Communications (McAllen, TX) Mobile Video Tapes / KRGV Channel 5 (Weslaco, TX)



	Radio United, LLC (Mission, TX)
	San Antonio Television, LLC/ dba AMP Sales & Marketing Solutions (Corpus Christi, TX)

- 5) **Library Materials:** award the proposals for library materials to the vendors listed in Appendix A for the period beginning September 1, 2025 through August 31, 2026, with two one-year options to renew at an estimated total amount of \$205,000.00;

APPENDIX A

Vendors List

Vendor (City, State)	Vendor (City, State)
Bound to Stay Bound Books, Inc. (Jacksonville, IL)	Central Programs, Inc./ dba Gumdrops Books (Bethany, MO)
Complete Book & Media Supply, LLC (Cedar Park, TX)	EBSCO Information Services, LLC (Ipswich, MA)
Hertzberg-New Method, Inc./ dba Perma-Bound Books (Jacksonville, IL)	Ingram Library Services, LLC (La Vergne, TN)
Midwest Tape LLC (Holland, OH)	OCLC, Inc. (Dublin, OH)

- 6) **Library Serials:** award the proposal for library serials to **EBSCO Information Services, LLC** (Birmingham, AL) for the period beginning September 1, 2025 through August 31, 2026, with two one-year options to renew at an estimated total amount of \$59,394.51;
- 7) **Network Infrastructure Upgrade – Starr County Campus:** award the proposal for network infrastructure upgrade - Starr County Campus to **JSJ Rodriguez, Inc./ dba Tele-Pro Communications** (Mission, TX) at a total amount of \$62,610.00;
- 8) **Rebid - Non-Credit Course Registration and Management Software:** award the proposal for rebid- non-credit course registration and management software to **Modern Campus USA, Inc.** (Camarillo, CA) (new) for the period beginning August 15, 2025 through August 14, 2028 at a total amount of \$227,700.00;

**Reject
Proposal**

- 9) **Campus Dining and Food Truck Services – Pecan Campus:** reject the one (1) proposal received for the Campus Dining and Food Truck Services – Pecan Campus.

Purchases

- 10) **Admission Assessment Exams:** purchase admission assessment exams from **Elsevier, Inc.** (Philadelphia, PA), a sole-source vendor, for the period beginning September 1, 2025 through August 31, 2026, at



an estimated total amount of \$150,000.00. The cost is paid by the students when they register for this exam;

- 11) Air Conditioning Filters and Installation:** purchase air conditioning filters and installation from **JF Filtration Inc./ dba Joe W. Fly Company, Inc.** (Dallas, TX/Harlingen, TX), a Texas Association of School Boards – Buyboard approved vendor, for the period beginning September 1, 2025, through August 31, 2026, at an estimated total amount of \$134,039.38;
- 12) Building Automation Control Equipment, Parts, and Equipment Maintenance:** purchase building automation control equipment, parts, and equipment maintenance from **Siemens Industry, Inc.** (Alpharetta, GA/La Feria, TX), a Sourcwell and The Interlocal Purchasing System (TIPS) purchasing cooperatives approved vendor, for the period beginning September 1, 2025 through August 31, 2026, at an estimated total amount of \$170,000.00;
- 13) Chiller Chemicals and Maintenance:** purchase chiller chemicals and maintenance from **Kurita America, Inc.** (Minneapolis, MN), a State of Texas Term contract approved vendor, for the period beginning September 1, 2025 through August 31, 2026, at an estimated total amount of \$93,000.00;
- 14) Coaching Services:** purchase coaching services from **Achieving the Dream (ATD), Inc.** (Silver Spring, MD), a sole-source vendor for the period beginning July 1, 2024 through June 31, 2026, at a total amount of \$68,800.00;
- 15) Computers, Laptops, Tablets, and Monitors:** purchase computers, laptops, tablets, and monitors from the vendors listed in Appendix A at a total amount of \$115,277.22;

APPENDIX A

Vendors List

Vendor (City, State)	Purchasing Cooperative	Amount
Apple, Inc. (Dallas, TX)	Choice Partners Cooperative	\$2,292.00
Dell Marketing, LP (Dallas, TX)	State of Texas Department of Information Resources (DIR), OMNIA Partners	\$101,629.22
zSpace Inc. (San Jose, CA)	The Interlocal Purchasing System Cooperative (TIPS)	\$11,356.00
Total Amount:		\$115,277.22

- 16) Fitness Equipment – Nursing And Allied Health Campus:** purchase fitness equipment – Nursing and Allied Health Campus



from **Johnson Health Tech North America Inc./ dba Matrix Fitness** (Cottage Grove, WI) (New), a Texas Association of School Boards (TASB) – Buyboard approved vendor, at a total amount of \$140,730.79;

17) Heating, Ventilation, Air Conditioning, Refrigeration Parts and Supplies: purchase heating, ventilation, air conditioning, refrigeration parts and supplies from **Johnson Controls, Inc.** (Milwaukee, WI/Corpus Christi, TX), The Interlocal Purchasing System (TIPS) approved vendor for the period beginning September 1, 2024, through August 31, 2025, at an estimated total amount of \$85,000;

18) Maintenance Parts and Lab Supplies: purchase maintenance parts and lab supplies from the vendors listed in Appendix A for the period beginning September 1, 2025 through August 31, 2026, at an estimated total amount of \$260,000.00;

APPENDIX A

Vendors List

Vendor (City, State)	Purchasing Cooperative	Amount
Johnson Supply & Equipment Corporation (Houston, TX/Pharr, TX)	Texas Association of School Boards – Buyboard	\$100,000.00
McCoy's Building Supply (San Marcos, TX/Pharr, TX)	Texas Association of School Boards (TASB) – Buyboard	\$50,000.00
W. W. Grainger, Inc./ dba Grainger (Austin, TX/McAllen, TX)	State of Texas Multiple Award Schedule (TXMAS), E&I Cooperative Services, Sourcewell, Texas Association of School Boards – Buyboard	\$110,000.00
Total Amount:		\$260,000.00

19) Testing Materials: purchase testing materials from **The College Board** (New York, NY), a sole-source vendor, for the period beginning September 1, 2025, through August 31, 2026, at an



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

**Purchase
Renewals**

- 20) Commercial Card Services (Accounts Payable card):** renew the commercial card services (Accounts Payable card) with **PNC Bank** (McAllen, TX), for the period beginning September 1, 2025 through August 31, 2026, at no cost to the College;
- 21) Elevator Maintenance Agreement:** renew the elevator maintenance agreement with **Otis Elevator Company** (Dallas, TX/McAllen, TX), a Texas Association of School Boards – Buyboard and OMNIA Partners approved vendor, for the period beginning September 1, 2025, through August 31, 2026, at an estimated total amount of \$110,000.00;

Renewals

- 22) Campus Dining And Food Trucks – Starr County Campus:** renew the campus dining and food trucks – Starr County Campus contract with **D.A. Restaurant Group, Inc.** (Mission, TX), for the period beginning September 1, 2025, through August 31, 2026, at no commission to the College;
- 23) Custodial Supplies:** renew the custodial supplies contracts with the vendors listed in Appendix A for the period beginning August 18, 2025 through August 17, 2026, at an estimated total amount of \$300,000.00;

APPENDIX A

Vendors List

Primary Vendor:	Gulf Coast Paper, Co. (Brownsville, TX)
Secondary Vendors:	Brady Plus (San Antonio, TX)
	CC Distributors, Inc. (Corpus Christi, TX)
	Rio Paper & Supply, LLC (Pharr, TX)

- 24) General Purpose Printing:** renew the general purpose printing contracts with the vendors listed in Appendix A for the period beginning September 1, 2025 through August 31, 2026, at an estimated total amount of \$120,000.00;

APPENDIX A

Vendors List

Vendor (City, State)	Vendor (City, State)
Brand It (McAllen, TX)	Capital Spectrum/ dba Communications Specialists, Inc. (Buda, TX)
Copy Plus (McAllen, TX)	CW Print Services, Inc. (Austin, TX)
FedEx Office and Print Services, Inc. (Plano, TX)	Gateway Printing (Edinburg, TX)



Huntington Sky Production, LTD/ dba Fastsigns (McAllen, TX)	NJ Color Graphics and Printing (Mission, TX)
San Antonio Printing (McAllen, TX)	Slate Group (Lubbock, TX)
Sombrero Advertising & Marketing (McAllen, TX)	UBEO, LLC/ dba Copy Zone (McAllen, TX)

- 25) **Internet Service For South Texas College Sites:** renew the internet service for South Texas College sites contract with **Smartcom Telephone, LLC** (McAllen, TX), for the period beginning September 1, 2025 through August 31, 2026, at an estimated total amount of \$40,932.00;
- 26) **Mail Services:** renew the mail services with **Upper Valley Mail Services, LLC** (McAllen, TX) for the period beginning September 1, 2025 through August 31, 2026, at an estimated total amount of \$45,000.00;
- 27) **Promotional Items For Student Outreach:** renew the promotional items for student outreach contracts with the vendors listed in Appendix A for the period beginning September 1, 2025 through August 31, 2026, at an estimated total amount of \$150,000.00;

APPENDIX A

Vendors List

Vendor (City, State)	Vendor (City, State)
4imprint, Inc. (Oshkosh, WI)	Authentic Promotions.com (Carmichael, CA)
Gateway Printing (Edinburg, TX)	Imprezos Pro Uniforms, LLC (Pharr, TX)
Promo Universal, LLC (Corpus Christi, TX)	

- 28) **Promotional T-Shirts For Student Outreach:** renew the promotional t-shirts for student outreach contracts with the vendors listed in Appendix A for the period beginning September 1, 2025 through August 31, 2026, at an estimated total amount of \$165,000.00;

APPENDIX A

Vendors List



Vendor (City, State)	Vendor (City, State)
1,2,3 Screen Printing, LLC (Mission, TX)	All Valley Screenprinting (McAllen, TX)
Authentic Promotions.com (Carmichael, CA)	Imprezos Pro Uniforms, LLC (Pharr, TX)
Promo Universal, LLC (Corpus Christi, TX)	

- 29) Science Laboratory Supplies:** renew science laboratory supplies for the period beginning September 1, 2025 through August 31, 2026, at an estimated total amount of \$300,000.00;

APPENDIX A
Vendors List

Vendor (City, State)	Vendor (City, State)
Anatomical Worldwide, LLC/ dba Anatomy Warehouse (Skokie, IL)	ASI Associates, Inc./ dba Arbor Scientific (Saline, MI)
Bio Corporation (Alexandria, MN)	Bio-Rad Laboratories, Inc. (Hercules, CA)
Carolina Biological Supply Company (Burlington, NC)	Chemglass Life Sciences (Vineland, NJ)
Fisher Scientific Company, LLC (Fisher Science Education Business Unit) (Pittsburgh, PA)	Flinn Scientific, Inc. (Batavia, IL)
Midwest Scientific, Inc. (Fenton, MO)	PASCO Scientific (Roseville, CA)
VWR International, LLC (Radnor, PA)	

***Information not available will be provided at the Committee Meeting.*

- 30) Student Insurance:** renew the student insurance contracts with the vendors listed in Appendix A for the period beginning August 26, 2025 through August 25, 2026, at no cost to the College;

APPENDIX A
Insurance Premiums Summary

A	Student / Faculty Medical Professional Liability Insurance	
	Vendor	Affinity Insurance Services, Inc.
	Carrier	American Casualty Company of Reading, PA

	Premium	\$18,376.00
	Cost Per Student*	\$10.00 (approximately 1,837 students)
	Limits	\$1,000,000.00 per occurrence \$5,000,000.00 aggregate
	<i>*The cost is paid by the students enrolled in the Nursing and Allied Health and Child Development programs. The College and Faculty are insured parties at no additional cost to the student or to the College.</i>	
B	Voluntary Student Accident Insurance	
	Vendor	Student Assurance Services, Inc.
	Carrier	Ameritas Life Insurance Corp.
	Limit	\$25,000.00
	Coverage	School Time: \$45.00 Full-Time Coverage (24 hours): \$90.00 Dental Coverage: \$8.00
	<i>This is a voluntary coverage, and the cost is paid by the students who elect to purchase this coverage.</i>	
C	Workforce Training Programs Student Accident Insurance	
	Vendor	Student Assurance Services, Inc.
	Carrier	Ameritas Life Insurance Corp.
	Premium*	\$750.00 (based on an estimated 478 participants)
	Limit	\$25,000.00
	<i>*The cost is paid by the students. Participants in non-credit Continuing Education Training Programs are automatically enrolled for this coverage.</i>	
D	Business, Public Safety, and Technology Student Accident Insurance	
	Vendor	Student Assurance Services, Inc.
	Carrier	Ameritas Life Insurance Corp.
	Premium*	\$750.00 (based on an estimated 1,953 participants)
	Limit	\$25,000.00
	<i>*The cost is paid by the students. Participants are enrolled in Business, Public Safety & Technology programs.</i>	

Contract Extensions

- 31) Campus Dining and Food Truck Service at Pecan Campus:** approve contract extension of the Campus Dining and Food Truck Services at Pecan Campus with **Zaycor Management Company** and **Laredo Comidas LLC/ dba Taco Palenque** through September 30, 2025;
- 32) Campus Dining and Food Truck Service at Technology Campus:** approve contract extension of the Campus Dining and Food Truck



Services at the Technology Campus contract with **Atencion Selecta, LLC** through September 30, 2025;

**Interlocal
Agreement**

33) Industry Training Agreement: renew the industry training agreement with the **McAllen Independent School District** (McAllen ISD) (McAllen, TX) for the MISD Parent and Family Engagement Program for the period of September 1, 2025 through June 30, 2026, at no cost to the college.

Consent Agenda:

b. Approval of Proposed FY 2025 – 2026 Request for New Positions and Other Adjustments

Purpose To approve the proposed FY 2025 – 2026 request for new positions and other adjustments that require additional funding.

Justification The staffing requests have been reviewed and are being proposed by Administration. The Texas Association of School Boards (TASB) has also reviewed the requests as part of the annual compensation maintenance program. Projected salaries are based on FY 2024 - 2025 pay grade scales with no annual increases. Salaries are subject to change if the Board approves new FY 2025 - 2026 pay grade scales with an annual salary increase.

Additional modifications, including reductions, may be necessary prior to final approval by the Board due to revised revenue and expenditure projections or reallocation of resources, as necessary.

These requests include new non-faculty positions, previously frozen positions, salary adjustments for vacant positions, reclassification of filled non-faculty positions, and pool adjustments to Instructional Direct Wage Pools and Faculty/Non-Faculty Temporary Pools.

Additionally, a request for an ERP pool is required for the Workday Student Implementation to cover stipends.

The staffing requests are for the Unrestricted and Auxiliary Funds as presented.

Enclosed Documents

- Appendix A – Summary of Proposed New Positions and Other Adjustments (Unrestricted Fund)
- Appendix B – Institutional Advancement and External Affairs Division
- Appendix C – Academic Affairs & Economic Development Division
- Appendix D – Finance and Administrative Services Division
- Appendix E – Information Services, Planning, Performance and Strategic Initiatives Division
- Appendix F – Student Affairs and Enrollment Management Division
- Appendix G – ERP Stipends Pool for Workday Student Implementation
- Appendix H – Finance and Administrative Services Division (Auxiliary Fund)

Funding The divisions' budgetary allocation serves as a source of funding for this request pending Board approval of the Unrestricted and Auxiliary Fund budgets for FY 2025–2026.



Staff Resource Mary Del Paz, Vice President for Finance and Administrative Services
Alicia Correa, Director of Human Resources - Benefits and Compensation

Recommendation The Committee recommends that the Board approve the proposed FY 2025–2026 request for new positions and other adjustments as presented.

Appendix A

Summary of Proposed College's New Positions and Other Adjustments

Unrestricted Fund

B. Institutional Advancement and External Affairs (3)	\$25,008	0	\$25,008
C. Academic Affairs and Economic Development (29)	526,382	0	526,382
D. Finance and Administrative Services (11)	548,999	0	548,999
E. Information Services, Planning, Performance and Strategic Initiatives (10)	414,728	0	414,728
F. Student Affairs and Enrollment Management (4)	171,516	0	171,516
G. ERP Stipends Pool for Workday Student Implementation (1)	223,200	0	223,200
Total	\$1,909,833	0	\$1,909,833

Summary of Proposed College's New Position

Auxiliary Fund

Division	Amount Requested	Less Funding Available	Impact on FY 25 – 26 Budget
H. Finance and Administrative Services (1)	\$58,313	0	\$58,313
Total	\$58,313	0	\$58,313



#	Cost Center/Program Name	Title Position/Pool #	Current Classification & Pay Grade	Proposed Classification & Pay Grade	Current Budget	Adjustment Amount	New Amount	Less Funding Source	Impact to Budget	Rationale
Reclassifications of Filled Positions with Salary Adjustments (3)										
1	Public Relations and Marketing	Graphic Designer I to Graphic Designer II Filled P002028	Administrative Technical Support 4	Administrative Technical Support 5	\$ 40,539	\$ 3,952	\$ 44,491	\$ -	\$ 3,952	• While the employee was hired under an existing Graphic Designer I position, they have consistently been performing Graphic Designer II work, and they have proven repeatedly that their skill set is above the designated job title. For the sake of fairness, it is only justified that the employee be upgraded to a Graphic Designer II and their salary be brought more in line with that of their coworkers.
2	Office of Sponsored Initiatives	Grant and Contract Compliance Specialist to Manager - Grant and Contract Compliance Filled P000825	Administrative Technical Support 5	Executive Administrative Professional 4	\$ 46,239	\$ 11,666	\$ 57,905	\$ -	\$ 11,666	• This position manages an average of 28 grants totalling \$7M from local, state and federal agencies. The role provides assistance to Principal Investigators and Grant Managers across the college. Adjustment to the title and function is necessary because the position requires critical thinking skills and professional/independent judgment to ensure internal stakeholders remain in fiscal and programmatic compliance.
3	Office of Sponsored Initiatives	Grant and Contract Compliance Specialist to Manager - Grant and Contract Compliance Filled P002168	Administrative Technical Support 5	Executive Administrative Professional 4	\$ 43,619	\$ 9,390	\$ 53,009	\$ -	\$ 9,390	• This position manages an average of 27 grants totalling \$10M from local, state and federal agencies. The role provides assistance to Principal Investigators and Grant Managers across the college. Adjustment to the title and function is necessary because the position requires critical thinking skills and professional/independent judgment to ensure internal stakeholders remain in fiscal and programmatic compliance.
Total for Vice President for Institutional Advancement and External Affairs					\$ 130,397	\$ 25,008	\$ 155,405	\$ -	\$ 25,008	

Total for Institutional Advancement and External Affairs (IAEA) Division	\$ 25,008
Less Funding from Savings of Existing Vacant Positions or Pools	0
Net Salary Budget Increase	\$ 25,008

*Projected salaries are based on FY 2024 - 2025 pay grade scales with no annual increases. Salaries are subject to change if the Board approves new FY 2025 - 2026 pay grade scales with an annual salary increase.



#	Cost Center/Program Name	Title Position/Pool #	Current Classification & Pay Grade	Proposed Classification & Pay Grade	Current Budget	Adjustment Amount	New Amount	Less Funding Source	Impact to Budget	Rationale
New Positions (4)										
1	BAS Organizational Leadership BASOL	Academic Coach	N/A	Executive Administrative Professional 3	\$ -	\$ 58,313	\$ 58,313	\$ -	\$ 58,313	•Currently a full-time temp position. This position has been funded through the DHSI grant for the past 4 years and provides academic support and guidance to students enrolled in the Organizational Leadership program. This position ensures continued support for student success and program sustainability.
2	Associate Degree Nursing	Advisor	N/A	Executive Administrative Professional 2	\$ -	\$ 51,604	\$ 51,604	\$ -	\$ 51,604	•Currently a full-time temp position. This position has been funded through the NSRP grant and has provided direct academic guidance to over 5,500 students, ensuring they remain on track for program completion. This position has enhanced student success through personalized academic planning, early intervention, and retention strategies. This position supports program growth by ensuring students receive timely, accurate, and individualized advising.
3	Curriculum	Curriculum Specialist	N/A	Administrative Technical Support 4	\$ -	\$ 45,396	\$ 45,396	\$ -	\$ 45,396	•Currently a full-time temp position. This position will support the primary functions of the Curriculum department (program development, curriculum, and scheduling) and assist with research and data gathering for credential development proposals, oversee the data loads and merged course syllabi creation related to the syllabi management application, and support with Workday scheduling functions for all of the instructional divisions.
4	Associate Degree Nursing	Advisor	N/A	Executive Administrative Professional 2	\$ -	\$ 51,604	\$ 51,604	\$ -	\$ 51,604	•Currently a full-time temp position. This position has been funded through the NSRP grant and has provided direct academic guidance to over 5,500 students, ensuring they remain on track for program completion. This position has enhanced student success through personalized academic planning, early intervention, and retention strategies. This position supports program growth by ensuring students receive timely, accurate, and individualized advising.
Vacant Positions - Request for Salary Adjustment (3)										
5	Dual Credit Academic Pathways	Coordinator - Dual Credit Academic Pathways to Dual Credit Success Coach P001134	Executive Administrative Professional 3	Executive Administrative Professional 4	\$ 56,272	\$ 6,706	\$ 62,978	\$ -	\$ 6,706	•Reclassification of position is needed to align with current job duties and responsibilities. The position provides leadership and direction to the Dual Credit Programs by developing and implementing successful initiatives at 70 high school sites across 21 partnering school districts. This position oversees instructional planning, collaborates with faculty and staff on academic and student support, leads professional development, including workshops for school district stakeholders, conducts degree audits, and manages training and Summer Bridge Programs.
6	Dual Credit Scheduling and Enrollment Services	Dual Credit Enrollment Specialist to Specialist - Dual Credit Enrollment P001390	Administrative Technical Support 4	Executive Administrative Professional 2	\$ 40,955	\$ 10,619	\$ 51,574	\$ -	\$ 10,619	•Reclassification of position is needed to align with current job duties and responsibilities. This position is responsible for promoting, recruiting, enrolling, and supporting dual credit students. The specialist hosts onboarding events and programs at 70 high school sites to connect the students to the College. This position is responsible for building a network with assigned campus principals and counselors from our 21 partnering school districts.
7	Academies and Career Technical Programs	Specialist - Academic and Career Technical Pathways to Specialist - Academies and Career Technical Pathways P002138	Administrative Technical Support 4	Executive Administrative Professional 2	\$ 40,539	\$ 11,065	\$ 51,604	\$ -	\$ 11,065	•Align title to reflect department name. Reclassification of the position is needed to align with current job duties and responsibilities. This position is responsible for recruitment, registration, academic advisement, degree planning, case management, workshops, college transition and support for dual credit students. This position is responsible for promoting, recruiting, and supporting students in the Dual Enrollment Academy Programs offered to 21 partnering school districts for a selected cohort of students. This position involves expanding responsibilities in supporting the Career and Technical Program, including knowledge, advisement, and support for partnering school districts.
Reclassifications of Filled Positions with Salary Adjustments (20)										
8	Dual Credit Academic Pathways	Coordinator - Dual Credit Academic Pathways to Dual Credit Success Coach P000946	Executive Administrative Professional 3	Executive Administrative Professional 4	\$ 56,272	\$ 4,502	\$ 60,774	\$ -	\$ 4,502	• Reclassification of position is needed to align with current job duties and responsibilities. The position provides leadership and direction to the Dual Credit Programs by developing and implementing successful initiatives at 70 high school sites across 21 partnering school districts. This position oversees instructional planning, collaborates with faculty and staff on academic and student support, leads professional development, including workshops for school district stakeholders, conducts degree audits, and manages training and Summer Bridge Programs.



#	Cost Center/Program Name	Title Position/Pool #	Current Classification & Pay Grade	Proposed Classification & Pay Grade	Current Budget	Adjustment Amount	New Amount	Less Funding Source	Impact to Budget	Rationale
9	Dual Credit Academic Pathways	Coordinator - Dual Credit Academic Pathways to Dual Credit Success Coach P001183	Executive Administrative Professional 3	Executive Administrative Professional 4	\$ 57,053	\$ 3,721	\$ 60,774	\$ -	\$ 3,721	• Reclassification of position is needed to align with current job duties and responsibilities. The position provides leadership and direction to the Dual Credit Programs by developing and implementing successful initiatives at 70 high school sites across 21 partnering school districts. This position oversees instructional planning, collaborates with faculty and staff on academic and student support, leads professional development, including workshops for school district stakeholders, conducts degree audits, and manages training and Summer Bridge Programs.
10	Dual Credit Academic Pathways	Coordinator - Dual Credit Academic Pathways to Dual Credit Success Coach P001584	Executive Administrative Professional 3	Executive Administrative Professional 4	\$ 59,536	\$ 3,000	\$ 62,536	\$ -	\$ 3,000	• Reclassification of position is needed to align with current job duties and responsibilities. The position provides leadership and direction to the Dual Credit Programs by developing and implementing successful initiatives at 70 high school sites across 21 partnering school districts. This position oversees instructional planning, collaborates with faculty and staff on academic and student support, leads professional development, including workshops for school district stakeholders, conducts degree audits, and manages training and Summer Bridge Programs.
11	Dual Credit Academic Pathways	Coordinator - Dual Credit Academic Pathways to Dual Credit Success Coach P000307	Executive Administrative Professional 3	Executive Administrative Professional 4	\$ 64,433	\$ 3,392	\$ 67,825	\$ -	\$ 3,392	• Reclassification of position is needed to align with current job duties and responsibilities. The position provides leadership and direction to the Dual Credit Programs by developing and implementing successful initiatives at 70 high school sites across 21 partnering school districts. This position oversees instructional planning, collaborates with faculty and staff on academic and student support, leads professional development, including workshops for school district stakeholders, conducts degree audits, and manages training and Summer Bridge Programs.
12	Dual Credit Academic Pathways	Specialist - Dual Credit Academic Pathways to Dual Credit Advisor P001510	Administrative Technical Support 4	Executive Administrative Professional 2	\$ 39,291	\$ 7,618	\$ 46,909	\$ -	\$ 7,618	• Reclassification of position is needed to align with current job duties and responsibilities. This position is responsible for providing academic advisement, degree planning, case management, college transition support, and assistance to dual credit students. This position is responsible for building a network with assigned campus principals and counselors from our 21 partnering school districts.
13	Dual Credit Academic Pathways	Specialist - Dual Credit Academic Pathways to Dual Credit Advisor P001780	Administrative Technical Support 4	Executive Administrative Professional 2	\$ 40,539	\$ 7,092	\$ 47,631	\$ -	\$ 7,092	• Reclassification of position is needed to align with current job duties and responsibilities. This position is responsible for providing academic advisement, degree planning, case management, college transition support, and assistance to dual credit students. This position is responsible for building a network with assigned campus principals and counselors from our 21 partnering school districts.
14	Dual Credit Academic Pathways	Specialist - Dual Credit Academic Pathways to Dual Credit Advisor P000425	Administrative Technical Support 4	Executive Administrative Professional 2	\$ 38,896	\$ 7,291	\$ 46,187	\$ -	\$ 7,291	• Reclassification of position is needed to align with current job duties and responsibilities. This position is responsible for providing academic advisement, degree planning, case management, college transition support, and assistance to dual credit students. This position is responsible for building a network with assigned campus principals and counselors from our 21 partnering school districts.
15	Dual Credit Academic Pathways	Specialist - Dual Credit Academic Pathways to Dual Credit Advisor P002257	Administrative Technical Support 4	Executive Administrative Professional 2	\$ 40,539	\$ 7,815	\$ 48,354	\$ -	\$ 7,815	• Reclassification of position is needed to align with current job duties and responsibilities. This position is responsible for providing academic advisement, degree planning, case management, college transition support, and assistance to dual credit students. This position is responsible for building a network with assigned campus principals and counselors from our 21 partnering school districts.
16	Dual Credit Academic Pathways	Specialist - Dual Credit Academic Pathways to Dual Credit Advisor P003128	Administrative Technical Support 4	Executive Administrative Professional 2	\$ 39,291	\$ 7,618	\$ 46,909	\$ -	\$ 7,618	• Reclassification of position is needed to align with current job duties and responsibilities. This position is responsible for providing academic advisement, degree planning, case management, college transition support, and assistance to dual credit students. This position is responsible for building a network with assigned campus principals and counselors from our 21 partnering school districts.
17	Dual Credit Academic Pathways	Specialist - Dual Credit Academic Pathways to Dual Credit Advisor P002128	Administrative Technical Support 4	Executive Administrative Professional 2	\$ 40,123	\$ 7,508	\$ 47,631	\$ -	\$ 7,508	• Reclassification of position is needed to align with current job duties and responsibilities. This position is responsible for providing academic advisement, degree planning, case management, college transition support, and assistance to dual credit students. This position is responsible for building a network with assigned campus principals and counselors from our 21 partnering school districts.



#	Cost Center/Program Name	Title Position/Pool #	Current Classification & Pay Grade	Proposed Classification & Pay Grade	Current Budget	Adjustment Amount	New Amount	Less Funding Source	Impact to Budget	Rationale
18	Dual Credit Scheduling and Enrollment Services	Coordinator - Dual Credit Enrollment Services to Dual Credit Enrollment Coach P001318	Executive Administrative Professional 3	Executive Administrative Professional 4	\$ 57,935	\$ 3,720	\$ 61,655	\$ -	\$ 3,720	• Reclassification of position is needed to align with current job duties and responsibilities. The position provides leadership, oversight, and direction to the Dual Enrollment Programs Enrollment and Registration for 21 partnering school districts at 70 high school sites. This position oversees the community outreach promotion, recruitment, and enrollment for dual credit students. The coordinator oversees collaboration with partnering school districts, including enrollment timelines, reporting, training, orientations, recruitment events for middle and high school students, and year-round coordination of the enrollment process.
19	Dual Credit Scheduling and Enrollment Services	Coordinator - Enrollment Services for Dual Credit to Dual Credit Enrollment Coach P001128	Executive Administrative Professional 3	Executive Administrative Professional 4	\$ 57,913	\$ 2,861	\$ 60,774	\$ -	\$ 2,861	• Reclassification of position is needed to align with current job duties and responsibilities. The position provides leadership, oversight, and direction to the Dual Enrollment Programs Enrollment and Registration for 21 partnering school districts at 70 high school sites. This position oversees the community outreach promotion, recruitment, and enrollment for dual credit students. The coordinator oversees collaboration with partnering school districts, including enrollment timelines, reporting, training, orientations, recruitment events for middle and high school students, and year-round coordination of the enrollment process.
20	Dual Credit Scheduling and Enrollment Services	Dual Credit Enrollment Specialist to Specialist - Dual Credit Enrollment P001875	Administrative Technical Support 4	Executive Administrative Professional 2	\$ 40,539	\$ 7,092	\$ 47,631	\$ -	\$ 7,092	• Reclassification of position is needed to align with current job duties and responsibilities. This position is responsible for providing academic advisement, degree planning, case management, college transition support, and assistance to dual credit students. This position is responsible for building a network with assigned campus principals and counselors from our 21 partnering school districts.
21	Dual Credit Scheduling and Enrollment Services	Dual Credit Enrollment Specialist to Specialist - Dual Credit Enrollment P001948	Administrative Technical Support 4	Executive Administrative Professional 2	\$ 40,123	\$ 7,508	\$ 47,631	\$ -	\$ 7,508	• Reclassification of position is needed to align with current job duties and responsibilities. This position is responsible for providing academic advisement, degree planning, case management, college transition support, and assistance to dual credit students. This position is responsible for building a network with assigned campus principals and counselors from our 21 partnering school districts.
22	Dual Credit Scheduling and Enrollment Services	Dual Credit Enrollment Specialist to Specialist - Dual Credit Enrollment P001414	Administrative Technical Support 4	Executive Administrative Professional 2	\$ 41,371	\$ 7,705	\$ 49,076	\$ -	\$ 7,705	• Reclassification of position is needed to align with current job duties and responsibilities. This position is responsible for providing academic advisement, degree planning, case management, college transition support, and assistance to dual credit students. This position is responsible for building a network with assigned campus principals and counselors from our 21 partnering school districts.
23	Dual Credit Scheduling and Enrollment Services	Dual Credit Enrollment Specialist to Specialist - Dual Credit Enrollment P002009	Administrative Technical Support 4	Executive Administrative Professional 2	\$ 40,955	\$ 8,121	\$ 49,076	\$ -	\$ 8,121	• Reclassification of position is needed to align with current job duties and responsibilities. This position is responsible for providing academic advisement, degree planning, case management, college transition support, and assistance to dual credit students. This position is responsible for building a network with assigned campus principals and counselors from our 21 partnering school districts.
24	Dual Credit Scheduling and Enrollment Services	Dual Credit Enrollment Specialist to Specialist - Dual Credit Enrollment P002399	Administrative Technical Support 4	Executive Administrative Professional 2	\$ 39,686	\$ 8,668	\$ 48,354	\$ -	\$ 8,668	• Reclassification of position is needed to align with current job duties and responsibilities. This position is responsible for providing academic advisement, degree planning, case management, college transition support, and assistance to dual credit students. This position is responsible for building a network with assigned campus principals and counselors from our 21 partnering school districts.
25	Academies and Career Technical Programs	Coordinator - Academic and Career Technical Pathways to Academies and Career Technical Coach P000683	Executive Administrative Professional 3	Executive Administrative Professional 4	\$ 54,640	\$ 4,371	\$ 59,011	\$ -	\$ 4,371	• Align title to reflect department name. Reclassification of the position is needed to align with current job duties and responsibilities. The position provides leadership and direction to the Dual Enrollment Academy Programs by overseeing recruitment and cohort selection for prospective students from 21 partnering school districts. This position will oversee Recruitment and Academy Program Cohort selection, collaborate with faculty and staff on academic and student support, lead professional development workshops for students, conduct degree audits, and facilitate college transition. This position involves expanding responsibilities in supporting the Career and Technical Programs course offering, including knowledge, advisement, events, and support for partnering school districts.



#	Cost Center/Program Name	Title Position/Pool #	Current Classification & Pay Grade	Proposed Classification & Pay Grade	Current Budget	Adjustment Amount	New Amount	Less Funding Source	Impact to Budget	Rationale
26	Academies and Career Technical Programs	Coordinator - Academic and Career Technical Pathways to Academies and Career Technical Coach P001766	Executive Administrative Professional 3	Executive Administrative Professional 4	\$ 57,088	\$ 2,804	\$ 59,892	\$ -	\$ 2,804	• Align title to reflect department name. Reclassification of the position is needed to align with current job duties and responsibilities. The position provides leadership and direction to the Dual Enrollment Academy Programs by overseeing recruitment and cohort selection for prospective students from 21 partnering school districts. This position will oversee Recruitment and Academy Program Cohort selection, collaborate with faculty and staff on academic and student support, lead professional development workshops for students, conduct degree audits, and facilitate college transition. This position involves expanding responsibilities in supporting the Career and Technical Programs course offering, including knowledge, advisement, events, and support for partnering school districts.
27	Academies and Career Technical Programs	Specialist - Academic and Career Technical Pathways to Specialist - Academies and Career Technical Pathways P002100	Administrative Technical Support 4	Executive Administrative Professional 2	\$ 39,686	\$ 8,668	\$ 48,354	\$ -	\$ 8,668	• Align title to reflect department name. Reclassification of the position is needed to align with current job duties and responsibilities. This position is responsible for recruitment, registration, academic advisement, degree planning, case management, workshops, college transition and support for dual credit students. This position is responsible for promoting, recruiting, and supporting students in the Dual Enrollment Academy Programs offered to 21 partnering school districts for a selected cohort of students. This position involves expanding responsibilities in supporting the Career and Technical Program, including knowledge, advisement, and support for partnering school districts.
Pool Adjustments to Instructional Direct Wage Pools, Faculty & Non-Faculty Temp Pools (2)										
28	Academic Advancement Reserve	VPAA Reserve Pool 210200 PG00269	Faculty - Special Assignment Pool	N/A	\$ 4,145,469	\$ 100,000	\$ 4,245,469	\$ -	\$ 100,000	•Increase the VPAA Reserve Pool to cover faculty overloads.
29	Academic Affairs _ VP Admin	Academic Affairs Non-Faculty Temp Pool 720279 CC00006	Pool - Temp Pool	N/A	\$ 239,166	\$ 70,000	\$ 309,166	\$ -	\$ 70,000	•The increase in funding for this pool is necessary to support the staff positions needed for instructional divisions.
Total for Vice President for Academic Affairs and Economic Development					\$ 5,468,310	\$ 526,382	\$ 5,994,692	\$ -	\$ 526,382	

Total for Academic Affairs and Economic Development (AAED) Division	\$ 526,382
Less Funding from Savings of Existing Vacant Positions or Pools	0
Net Salary Budget Increase	\$ 526,382

*Projected salaries are based on FY 2024 - 2025 pay grade scales with no annual increases. Salaries are subject to change if the Board approves new FY 2025 - 2026 pay grade scales with an annual salary increase.



#	Cost Center/Program Name	Title Position/Pool #	Current Classification & Pay Grade	Proposed Classification & Pay Grade	Current Budget	Adjustment Amount	New Amount	Less Funding Source	Impact to Budget	Rationale
New Positions (4)										
1	Campus Police	Police Lieutenant	N/A	Executive Administrative Professional 6	\$ -	\$ 78,628	\$ 78,628	\$ -	\$ 78,628	•A new Police Lieutenant position is needed to manage increasing operational demands, ensure proper supervision, and perform specialized administrative work.
2	Facilities Operations & Maintenance	Director - Risk, Environmental, Health, Safety and Sustainability	N/A	Executive Administrative Professional 9	\$ -	\$ 94,933	\$ 94,933	\$ -	\$ 94,933	•The position will strengthen controls and procedures which includes but it not limited to the requirements of the Hazard Communication Act (Chapter 502 of the Texas Health and Safety Code) as adopted by The Texas Hazard Communication Act Ch. 502009(b), the International Fire Code (IFC), and other codes and standards to achieve the highest level of safety. In addition, the Director will assist in managing college-wide sustainability programs and/or projects in distinct areas of specialty, such as, but not limited to: environmentally preferable procurement; resource conservation, and recycling; waste reduction; green building; sustainable transportation; and energy efficiency.
3	Human Resources	Human Resources Talent and Learning Coach	N/A	Executive Administrative Professional 4	\$ -	\$ 62,977	\$ 62,977	\$ -	\$ 62,977	•Based on the overall needs of the department, a coach would provide additional support to the department due to the number of events, trainings and yearly convocation. This new role will reinforce the college's focus on strategic human capital management by augmenting the Talent Development unit's current staff resources (2 employees) that focus on specialized training programs for staff, succession planning, retention initiatives, retiree association, etc.
4	Human Resources	Business System Analyst	N/A	Technology 5	\$ -	\$ 72,533	\$ 72,533	\$ -	\$ 72,533	•This position would bring value to the HR Department by assisting with Workday Extend and Prism implementations. This dedicated System Analyst (currently a full-time temporary position) brings specialized knowledge and skills needed to effectively optimize Human Resource Workday system processes and functions.
Frozen Positions - Request to Unfreeze (3)										
5	Facilities, Planning, and Construction	Technical Facilities Specialist to Senior Administrative Assistant P003187	Administrative Technical Support 5	Administrative Technical Support 4	\$ 1	\$ 42,878	\$ 42,879	\$ -	\$ 42,878	•The department does not have a senior administrative assistant to provide administrative support to the Executive Director and the Facilities Planning & Construction department. This staff member would provide assistance and support in all administrative assistant duties required on a daily basis. Assist in facilitating communications, administrative and clerical matters, reports, office schedules, etc.
6	Facility Maintenance	Secretary to Coordinator of Facilities Operations & Maintenance Accounts P003184	Administrative Technical Support 1	Operations Support 8	\$ 1	\$ 59,612	\$ 59,613	\$ -	\$ 59,612	• This role will be essential in assisting the Executive Director and department Directors in managing, developing, and tracking all departmental operations, budgets and contracts. This position will coordinate the development and tracking of annual budgets, requisitions, expenses, account balances, and purchase orders in coordination with department Secretaries, the Business Office, and the Purchasing department. More importantly, this position will conduct research, compile data, type statistical reports and prepare projections for account expenditures.
7	Facilities, Planning, and Construction	Senior Facilities Project Manager P003186	Executive Administrative Professional 6	Executive Administrative Professional 6	\$ 2	\$ 78,625	\$ 78,627	\$ -	\$ 78,625	•The department needs a senior project manager to oversee the project management team. This staff member will provide leadership in assigning projects and managing the project management team to ensure adherence to proper department protocols and processes. This person will oversee the development, updating, and maintenance of project schedules and budgets on a regular basis.
Vacant Positions - Request for Salary Adjustment (3)										
8	Business Office	Accounting Assistant to Accountant II P002977	Administrative Technical Support 3	Executive Administrative Professional 3	\$ 38,355	\$ 19,958	\$ 58,313	\$ -	\$ 19,958	•To enhance the efficiency of the Cashier's Office, we are adding an accountant to support contingency planning and internal collection efforts.
9	Business Office	Payroll Assistant to Accountant II P001960	Administrative Technical Support 3	Executive Administrative Professional 3	\$ 37,960	\$ 20,353	\$ 58,313	\$ -	\$ 20,353	•For accurate and timely grant management, as well as to maintain compliance with institutional and regulatory requirements, the addition of a new position is essential within the grant accounting office.



#	Cost Center/Program Name	Title Position/Pool #	Current Classification & Pay Grade	Proposed Classification & Pay Grade	Current Budget	Adjustment Amount	New Amount	Less Funding Source	Impact to Budget	Rationale
10	Facilities Operations & Maintenance	Project Manager - FOM to Fire and Life Safety Manager P003189	Executive Administrative Professional 4	Executive Administrative Professional 5	\$ 58,312	\$ 13,168	\$ 71,480	\$ -	\$ 13,168	•This position will collaborate with the Director - Risk, Environmental, Health, Safety & Sustainability to ensure that the design, construction, repair and maintenance of all fire and life safety systems meet compliance with all standards set by the International Fire Code (IFC) and the National Fire Protection Association (NFPA). The Fire and Life Safety Manager is responsible for the College’s Fire and Life Safety Plan and ensures that policies and procedures are implemented and enforced.
Reclassifications of Filled Positions with Salary Adjustments (1)										
11	Human Resources	Director - Employee Relations and Title IX to Director - Employee Relations and Talent Development P000896	Executive Administrative Professional 9	Executive Administrative Professional 10	\$ 94,160	\$ 5,334	\$ 99,494	\$ -	\$ 5,334	•The new title emphasizes a broader focus on not just employee relations but also the professional growth and development of college employees. Accordingly, the pay grade reclassification reflects the increase in responsibilities related to employee training, mentorship, and the development program. In addition to the added supervision of applicable staff.
Total for Vice President for Finance and Administrative Services					\$ 228,791	\$ 548,999	\$ 777,790	\$ -	\$ 548,999	

Total for Finance and Administrative Services (FAS) Division	\$ 548,999
Less Funding from Savings of Existing Vacant Positions or Pools	0
Net Salary Budget Increase	\$ 548,999

*Projected salaries are based on FY 2024 - 2025 pay grade scales with no annual increases. Salaries are subject to change if the Board approves new FY 2025 - 2026 pay grade scales with an annual salary increase.



#	Cost Center/Program Name	Title Position/Pool #	Current Classification & Pay Grade	Proposed Classification & Pay Grade	Current Budget	Adjustment Amount	New Amount	Less Funding Source	Impact to Budget	Rationale
New Positions (2)										
1	Library Public Services	Library Public Services Technician	N/A	Administrative Technical Support 1	\$ -	\$ 34,840	\$ 34,840	\$ -	\$ 34,840	•The Library Public Services Technician FTT position has been providing critical support to the NTIA-CMC Grant hotspot and laptop semester technology loans overseen by library operations. Until 2/28/2025, this position was partially grant funded by the NTIA-CMC grant. The services provided under the grant-funded trial have proven valuable to the student body, and we seek to institutionalize this position in order to maintain services in light of the recent discontinuation of grant funding. It is recommended that this position be added to the staffing plan.
2	Centers for Learning Excellence	Learning Excellence Specialist	N/A	Administrative Technical Support 4	\$ -	\$ 42,879	\$ 42,879	\$ -	\$ 42,879	•This position has been Perkins grant-funded since its inception. It has proven to be vital in meeting the growing demand for student support at RCPSE, and it is recommended that this mission-critical position be institutionalized in order to maintain service. Timing is also critical, as changes in permissible uses of Perkins funding have limited the scope of this role. Institutionalization will free this position to serve all students at RCPSE instead of constraining it through grant priorities.
Frozen Positions - Request to Unfreeze (1)										
3	Institutional Effectiveness and Assessment	Institutional Effectiveness Analyst to Manager - Institutional Effectiveness P003165	Executive Administrative Professional 3	Executive Administrative Professional 4	\$ 2	\$ 71,478	\$ 71,480	\$ -	\$ 71,478	•Under the framework for the new Strategic Plan, Institutional Effectiveness and Assessment will have expanding responsibilities for supporting task forces that provide the collaborative commitments made by multiple departments in achieving institutional priorities affecting all STC KPIs. This position will ensure that task force agreements are articulated into the individual departments' Comprehensive Operational Plans and Institutional Effectiveness Plans.
Vacant Positions - Request for Salary Adjustment (1)										
4	Office of Strategic Initiatives	Assistant VP for Strategic Initiatives to Associate VP - Institutional Research and Planning P002907	Executive Administrative Professional 13	(same)	\$ 125	\$ 138,936	\$ 139,061	\$ -	\$ 138,936	•Funding and reclassifying this position is a strategic decision that enhances the institution's ability to achieve its mission and long-term goals. This leadership position is crucial for ensuring institutional accreditation by maintaining rigorous data integrity, compliance, and continuous improvement processes. The position will bring expertise in strategic planning, research, and institutional effectiveness and will lead efforts to align the college's mission with key performance indicators that drive student success, increase enrollment, and optimize performance-based funding. This change ensures seamless integration of planning, assessment, and accreditation efforts, reinforcing the college's commitment to student achievement and institutional excellence. This position will provide oversight of RAS, IEA, and Strategic Planning, SACS Accreditation compliance, and Strategic Initiatives.
Pool Adjustments to Instructional Direct Wage Pools, and Non-Faculty Temp Pools (6)										
5	Institutional Effectiveness and Assessment	DW Staff - IEA 840171 CC00058	Pool - Direct Wage	N/A	\$ 9,835	\$ 4,595	\$ 14,430	\$ -	\$ 4,595	•This increase in the DW pool is to pay for the increases in the hourly wage for all direct wage employees, which occurred without an automatic increase in the dollars in the DW pool. The amount listed is equivalent to the number of weeks anticipated in a fiscal year (49) multiplied by 19 hours and the current hourly rate of \$15.50. If that rate should increase for FY 2026, please adjust this request to use the newly approved amount in the calculation.
6	Center for Learning Excellence_Pecan	DW - Customer Svc Clerk 848427 PG00263	Pool - Direct Wage	N/A	\$ 46,452	\$ 35,000	\$ 81,452	\$ -	\$ 35,000	•The currently funded complement of PCN clerks cannot provide coverage during all open hours. Other job classes have been filling the gaps, which reduces the number of tutoring hours available and general oversight by specialists. Additionally, this pool is currently subsidized through transfers from the Learning Excellence Specialist pool (849426), further reducing LES availability. This request will end the intradepartmental subsidy, return tutors and specialists to the floor, and allow for filling a current vacancy for one front desk customer service clerk.
7	Center for Learning Excellence_Starr	DW - Customer Svc Clerk 845426 PG00267	Pool - Direct Wage	N/A	\$ 11,220	\$ 17,000	\$ 28,220	\$ -	\$ 17,000	•The requested increase is to hire two additional front desk technicians to support the day-to-day operation of the center. Currently, having only one technician makes it difficult to support competing activities, such as assisting students with setting appointments, supporting tutors, answering the phone, and attending to walk-in inquiries. Current gaps in coverage are being met by pulling tutors from the floor, which reduces available tutoring hours. This additional position will also provide some support at the second CLE location in Bldg. E.



#	Cost Center/Program Name	Title Position/Pool #	Current Classification & Pay Grade	Proposed Classification & Pay Grade	Current Budget	Adjustment Amount	New Amount	Less Funding Source	Impact to Budget	Rationale
8	Center for Learning Excellence_MV	DW - Customer Svc Clerk 841428 PG00264	Pool - Direct Wage	N/A	\$ 20,367	\$ 7,000	\$ 27,367	\$ -	\$ 7,000	•The Mid-Valley CLE has a gap in customer service coverage at the front desk that is currently being met by pulling tutors from the floor, which reduces available tutoring hours. This request allows for the hire of a single technician to fill that gap and return tutors to the floor.
9	Center for Learning Excellence_NAH	DW - Customer Svc Clerk 841426 PG00265	Pool - Direct Wage	N/A	\$ 13,793	\$ 28,000	\$ 41,793	\$ -	\$ 28,000	•The NAH has grown to be the most-trafficked CLE. Correspondingly, the burden on the front desk has grown beyond current capacity, and the overflow is currently met by pulling tutors from the floor to fill the gaps. This makes precious tutoring expertise periodically unavailable to students and is an inefficient use of resources. This request will address that deficiency.
10	CLE - Online Services	DW - SLA/SI Leader 840444 PG00138	Pool - Direct Wage	N/A	\$ 146,364	\$ 35,000	\$ 181,364	\$ -	\$ 35,000	•Online tutoring services have remained in demand after being introduced as a primary service during the pandemic closures of 2020. All CLE tutors meet students both in centers and online, and writing tutors additionally staff an asynchronous paper review service. Demand for this service continues to increase, especially among the dual credit constituency. The current capacity allows CLE tutors to manage approximately 25% of the submitted papers, with a third-party vendor relied upon for the remaining balance. While it will not enable us to reach 100%, this funding will increase the number of papers that local tutors can review and also enhance access to other online tutoring services.
Total for Vice President for Information Services, Planning, Performance and Strategic Initiatives					\$ 248,158	\$ 414,728	\$ 662,886	\$ -	\$ 414,728	

Total for Information Services, Planning, Performance and Strategic Initiatives (ISPPSI) Division	\$ 414,728
Less Funding from Savings of Existing Vacant Positions or Pools	0
Net Salary Budget Increase	\$ 414,728

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#	Cost Center/Program Name	Title Position/Pool #	Current Classification & Pay Grade	Proposed Classification & Pay Grade	Current Budget	Adjustment Amount	New Amount	Less Funding Source	Impact to Budget	Rationale
New Positions (4)										
1	Office of Enrollment Services	Specialist - Recruiting	N/A	Administrative Technical Support 4	\$ -	\$ 42,879	\$ 42,879	\$ -	\$ 42,879	• Implementation of the Valley Promise Program necessitates additional recruitment staff to assist high school seniors with enrollment and financial aid processes.
2	Office of Enrollment Services	Specialist - Recruiting	N/A	Administrative Technical Support 4	\$ -	\$ 42,879	\$ 42,879	\$ -	\$ 42,879	• Implementation of the Valley Promise Program necessitates additional recruitment staff to assist high school seniors with enrollment and financial aid processes.
3	Office of Enrollment Services	Specialist - Recruiting	N/A	Administrative Technical Support 4	\$ -	\$ 42,879	\$ 42,879	\$ -	\$ 42,879	• Implementation of the Valley Promise Program necessitates additional recruitment staff to assist high school seniors with enrollment and financial aid processes.
4	Office of Enrollment Services	Specialist - Recruiting	N/A	Administrative Technical Support 4	\$ -	\$ 42,879	\$ 42,879	\$ -	\$ 42,879	• Implementation of the Valley Promise Program necessitates additional recruitment staff to assist high school seniors with enrollment and financial aid processes.
Total for Vice President for Student Affairs and Enrollment Management					\$ -	\$ 171,516	\$ 171,516	\$ -	\$ 171,516	

Total for Student Affairs and Enrollment Management (SAEM) Division	\$ 171,516
Less Funding from Savings of Existing Vacant Positions or Pools	0
Net Salary Budget Increase	\$ 171,516

*Projected salaries are based on FY 2024 - 2025 pay grade scales with no annual increases. Salaries are subject to change if the Board approves new FY 2025 - 2026 pay grade scales with an annual salary increase.



#	Cost Center/Program Name	Title Position/Pool #	Current Classification & Pay Grade	Proposed Classification & Pay Grade	Current Budget	Adjustment Amount	New Amount	Less Funding Source	Impact to Budget	Rationale
New ERP Pool (1)										
1	Student Affairs & Enrollment Mgt	ERP Implementation Internal Support - Stipends *New	N/A	N/A	\$ -	\$ 223,200	\$ 223,200	\$ -	\$ 223,200	•Pool is required for the Workday Student Implementation to cover stipends.
Total for Vice President for Student Affairs and Enrollment Management					\$ -	\$ 223,200	\$ 223,200	\$ -	\$ 223,200	

Total for Student Affairs and Enrollment Management (SAEM) Division	\$ 223,200
Less Funding from Savings of Existing Vacant Positions or Pools	0
Net Salary Budget Increase	\$ 223,200

*Projected salaries are based on FY 2024 - 2025 pay grade scales with no annual increases. Salaries are subject to change if the Board approves new FY 2025 - 2026 pay grade scales with an annual salary increase.



#	Cost Center/Program Name	Title Position #	Current Classification & Pay Grade	Proposed Classification & Pay Grade	Current Budget	Adjustment Amount	New Amount	Less Funding Source	Impact to Budget	Rationale
New Auxiliary Position (1)										
1	Facilities Operations & Maintenance	Auxiliary Enterprise Manager	N/A	Executive Administrative Professional 3	\$ -	\$ 58,313	\$ 58,313	\$ -	\$ 58,313	•The Auxiliary Enterprise Manager will coordinate with outsourced auxiliary service vendors and conferences district-wide. These services include, but not limited to, soda and snack vending, bookstore services, and cafeteria service vendors district-wide. This position will advise the Director - Risk, Environmental, Health, Safety and Sustainability on the coordination and evaluation of all auxiliary service contracts at all campuses.
Total for Vice President for Finance and Administrative Services					\$ -	\$ 58,313	\$ 58,313	\$ -	\$ 58,313	

Total for Finance and Administrative Services (FAS) Division	\$ 58,313
Less Funding from Savings of Existing Vacant Positions or Pools	0
Net Salary Budget Increase	\$ 58,313

*Projected salaries are based on FY 2024 - 2025 pay grade scales with no annual increases. Salaries are subject to change if the Board approves new FY 2025 - 2026 pay grade scales with an annual salary increase.



Consent Agenda:

c. Approval to Revise Order #2024-018: Authorizing the Defeasance and Redemption of a Portion of the South Texas College District's Outstanding Limited Tax Bonds, and Approving an Escrow Agreement and All Other Instruments and Procedures Related Thereto

Purpose To approve the revised Order #2024-018: Authorizing the Defeasance and Redemption of a Portion of the South Texas College District's Outstanding Limited Tax Bonds, and Approving an Escrow Agreement and All Other Instruments and Procedures Related Thereto, with the revised date of August 31, 2025.

Justification On August 27, 2024, the Board of Trustees approved Order #2024-018 for the defeasance of the South Texas College Limited Taxable Refunding Bonds, Series 2020, which reduces the payment of interest thereon, the District's aggregate debt service requirements, and the District's legal debt outstanding.

Perez Law Firm, bond counsel, advised the College that the approved Order had an incorrect date. This revision is necessary to change the date from February 24, 2025 to August 31, 2025.

The corrected language should be as follows:

SECTION 2: Authorized Officers; Timing of Redemption. The Chair, Vice Chair, and Secretary of the Board (the "Officers") are each, individually and collectively, authorized and instructed to take all actions necessary to redeem the Redeemed Bonds. Such Officers shall redeem the Redeemed Bonds as soon as reasonably practicable after funds of the District become available for such purpose, but in no event later than August 31, 2025. The Officers, or the designees thereof, are authorized to evidence adoption of this order (the "Order") and to do any and all things necessary or convenient to effect the redemption described herein and otherwise give effect to the intent hereof.

Enclosed Documents Appendix A – Signed Order #2024-018
Appendix B - Revised Order #2024-018 provided by Perez Law Firm, Bond Counsel

Funding No funds are required.

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

Recommendation The Committee recommends that the Board approve the revised Order #2014-018. Authorizing the defeasance and redemption of a portion of the South Texas College District's outstanding limited tax bonds, and approving an escrow agreement and all other



instruments and procedures related thereto, with the revised date of August 31, 2025, as presented.

SECTION 4: Escrow Agreement. The discharge and defeasance of the Redeemed Bonds shall be effectuated pursuant to the terms and provisions of an escrow agreement (the “Escrow Agreement”) with BOKF, N.A., (the “Escrow Agent”), in substantially the form attached hereto as Exhibit B, the terms and provisions of which are hereby approved in order to comply with all applicable laws and regulations relating to the redemption of the Redeemed Bonds and to carry out the other intents and purposes of this Order, including the execution of the Escrow Agreement. The President or Vice President of the Board is hereby authorized, as soon as is practicable, to take such actions as are necessary to effectuate the deposit with the Escrow Agent and the redemption of the of the Redeemed Bonds.

SECTION 5: Purchase of Escrow Securities. The Board hereby authorizes and directs the deposit of funds with the Escrow Agent to effectuate the defeasance of the Redeemed Bonds, and if applicable, directs the District’s consultants and the Escrow Agent to subscribe for, agree to purchase and purchase obligations of the United States of America or other securities authorized by law, in such amounts and maturities and bearing interest at such rates as may be provided for in the Escrow Agreement, and to execute any and all subscriptions, agreements, commitments, letters of authorization and other documents necessary to effectuate the foregoing. Any actions heretofore taken for such purpose are hereby ratified and approved.

SECTION 6: Notice of Redemption. The President and Secretary of the Board are authorized and instructed to give notice of redemption described herein to the paying agent/registrar for these Redeemed Bonds called for early redemption as provided in the Original Order.

SECTION 7: Further Actions Authorized. The President and Secretary of the Board, or the designees thereof, are authorized to evidence adoption of this Order and to do any and all things necessary or convenient to effect the redemption described herein and otherwise give effect to the intent hereof, including the retention of a verification agent to provide the Report (as defined in the Escrow Agreement).

SECTION 8: Recitals Incorporated. The recitals contained in the preamble hereof are hereby found to be true, and such recitals are hereby made a part of this Order for all purposes and are adopted as a part of the judgment and findings of the Board.

SECTION 9: Repealer. All orders and resolutions, or parts thereof, which are in conflict or inconsistent with any provision of this Order are hereby repealed to the extent of such conflict, and the provisions of this Order shall be and remain controlling as to the matters resolved herein.

SECTION 10: Choice of Law. This Order shall be construed and enforced in accordance with the laws of the State of Texas and the United States of America.

SECTION 11: Severability. If any provision of this Order or the application thereof to any person or circumstance shall be held to be invalid, the remainder of this Order and the application of such provision to other persons and circumstances shall nevertheless be valid, and the Board hereby declares that this Order would have been enacted without such invalid provision.

SECTION 12: Open Meeting. It is officially found, determined, and declared that the meeting at which this Order is adopted was open to the public and public notice of the time, place,

and subject matter of the public business to be considered at such meeting, including this Order, was given, all as required by Chapter 551, as amended, Texas Government Code.

SECTION 13: Headings. The titles and headings of the sections are for convenience of reference only and are not to be considered a part hereof and shall not in any way modify or restrict any of the terms and provisions hereof.

SECTION 14: Effective Date. This Order shall be in force and effect from and after its final passage, and it is so resolved.

[The remainder of this page intentionally left blank.]

PASSED AND APPROVED, this the 27th day of August 2024.

SOUTH TEXAS COLLEGE

Chair, Board of Trustees

ATTEST:

Secretary, Board of Trustees

EXHIBIT A



NOTICE OF PARTIAL REDEMPTION

Notice is hereby given that the South Texas College, acting through its Board of Trustees (the "Board"), has called for redemption the following outstanding obligations:

"South Texas College District Limited Tax Refunding Bonds, Taxable Series 2020," dated July 1, 2020 (the "Bonds"), bearing interest, and stated to mature on August 15 in the year(s) as follows:

<u>Maturity Date</u> *	<u>Principal Amount Outstanding (\$)</u> *	<u>Amount Being Redeemed (\$)</u> *	<u>Interest Rate (%)</u> *

The date fixed for redemption of the Bonds is _____ as authorized by the order authorizing the issuance of the Bonds and as directed by the Board pursuant to an order adopted on August 27, 2024. You are hereby notified that the Bonds should be presented for redemption on or before the Redemption Date and that interest shall cease to accrue from and after that date, and that on such date there shall become due and payable on each of the Bonds the redemption price equal to the principal amount thereof, without premium, plus unpaid accrued interest to the Redemption Date.

Notice is further given that the Bonds will be payable at and should be submitted either in person or by certified or registered mail to _____, at the following address:

Attn: Corporate Trust Services

This notice is issued and given pursuant to the option of redemption reserved to the Board in the order authorizing the issuance of the Bonds.

WITNESS MY OFFICIAL SIGNATURE this _____, 20__.

SOUTH TEXAS COLLEGE

Chair, Board of Trustees

* Complete with final redemption information.

EXHIBIT B

FORM OF ESCROW AGREEMENT

ESCROW AGREEMENT

THIS ESCROW AGREEMENT (this “Escrow Agreement”), dated for convenience as of August 27, 2024, but effective on the Escrow Funding Date described herein, is made and entered into by and between the SOUTH TEXAS COLLEGE, a college district duly created, organized and existing under the Constitution and laws of the State of Texas (together with any successor to its duties and functions, the “District”), and BOKF, N.A., as escrow agent (together with any successor or assign in such capacity, the “Escrow Agent”).

WHEREAS, the District has heretofore issued certain bonds (hereinafter defined as the “Redeemed Bonds”) that it desires to refund in advance of their maturities;

WHEREAS, Chapter 1207, Texas Government Code, as amended, authorizes and empowers the District to deposit with a paying agent for any of the Redeemed Bonds, or a trust company or commercial bank that does not act as a depository for the District, from available funds from any source, an amount sufficient to provide for the payment or redemption of the Redeemed Bonds;

WHEREAS, the governing body of the District has adopted a redemption order authorizing the defeasance and redemption of certain of its Limited Tax Refunding Bonds, Taxable Series 2020 as further described in Exhibit B hereto (the “Redeemed Bonds”), for the purpose, among other purposes, of providing the funds necessary to defease and redeem the Redeemed Bonds to reduce the payment of interest thereon and to reduce the District’s aggregate debt service requirements and legal debt outstanding;

WHEREAS, to provide for the payment of the Redeemed Bonds, the District has provided for the transfer to the Escrow Agent pursuant to this Escrow Agreement of money lawfully available for such purpose; and

WHEREAS, the governing body of the District has further determined to effectuate the defeasance and redemption pursuant to this Escrow Agreement, under which provision is made for the safekeeping, investment, reinvestment, administration and disposition of funds necessary to defease and redeem the Redeemed Bonds so as to provide firm banking and financial arrangements for the discharge and final payment of the Redeemed Bonds;

NOW, THEREFORE, in consideration of the mutual undertakings, promises and agreements herein contained, and other good and valuable consideration, the receipt and sufficiency of which hereby are acknowledged, and in order to secure the full and timely payment of the principal of and interest on the Redeemed Bonds, the District and the Escrow Agent contract and agree as follows:

ARTICLE ONE DEFINITIONS AND INTERPRETATIONS

Section 1.1 Definitions.

Unless otherwise expressly provided or unless the context clearly requires otherwise, the following terms shall have the respective meanings specified below for all purposes of this Escrow Agreement:

“Board” shall mean the District’s Board of Trustees.

“Code” shall mean the Internal Revenue Code of 1986, as amended, and the applicable regulations thereunder and under the Internal Revenue Code of 1954.

“District” shall mean the South Texas College, and any successor to its duties and functions.

“Escrow Agent” shall mean BOKF, N.A., in its capacity as escrow agent hereunder, and any successor or assign in such capacity.

“Escrow Agreement” shall mean this escrow agreement.

“Escrow Deposit” shall mean the initial deposit into the Escrow Fund, as more particularly described in Section 2.1.

“Escrow Fund” shall mean the fund created in Section 3.1 of this Escrow Agreement to be administered by the Escrow Agent pursuant to the provisions of this Escrow Agreement.

“Escrow Funding Date” shall mean the date on which the District deposits with the Escrow Agent the Escrow Deposit described in Section 2.1 which date shall be no later than _____.

“Escrowed Securities” shall mean the Limited Yield Securities and the Open Market Securities.

“Limited Yield Securities” shall mean the non-callable United States Treasury Obligations-State and Local Government Series to be initially purchased with lawfully available funds of the District, together with all reinvestments of the proceeds thereof as may be directed in Section 4.2 or permitted in Section 4.3(b).

“Open Market Securities” shall mean the United States Treasury securities (or other direct non-callable obligations of the United States, including obligations that are unconditionally guaranteed by the United States) and any non-callable obligations of an agency or instrumentality of the United States, including obligations that are unconditionally guaranteed or insured by the agency or instrumentality and that, on the date the governing body of the issuer adopts or approves the proceedings authorizing the redemption of the Redeemed Bonds, are rated as to investment quality by a nationally recognized investment rating firm not less than AAA or its equivalent, to be purchased in the open market with cash, together with all reinvestments thereof as may be directed in Section 4.2 or permitted in Section 4.3(b), or cash or obligations substituted therefor pursuant to Section 4.3(a).

“Paying Agent for the Redeemed Bonds” shall mean BOKF, N.A., Dallas, Texas.

“Redeemed Bond Order” shall mean the District’s order authorizing the issuance, sale and delivery of the Redeemed Bonds.

“Redeemed Bonds” shall mean the outstanding bonds of the District as shown on Exhibit B hereto.

“Report” shall mean the verification report relating to the advance refunding of the Refunded Bonds, a copy of which is attached hereto as Exhibit C, and any subsequent verification report required by Section 4.3.

Section 1.1 Interpretations.

The titles and headings of the articles and sections of this Escrow Agreement have been inserted for convenience of reference only and are not to be considered a part hereof and shall not in any way modify or restrict the terms hereof. This Escrow Agreement and all of the terms and provisions hereof shall be liberally construed to effectuate the purposes set forth herein and to achieve the intended purpose of providing for the redemption of the Redeemed Bonds in accordance with applicable law.

ARTICLE TWO
DEPOSIT OF FUNDS AND ESCROWED SECURITIES

Section 2.1 Deposits to Escrow Fund.

On the Escrow Funding Date, the District shall deposit, or cause to be deposited, into the Escrow Fund the Escrow Deposit, consisting of the following:

- (a) As the beginning cash balance for the Escrow Fund, \$ _____ from available funds of the District;
- (b) the initial Limited Yield Securities with a purchase price of \$ _____ from available funds of the District; and
- (c) the initial Open Market Securities with a purchase price of \$ _____ from available funds of the District.

ARTICLE THREE
CREATION AND OPERATION OF ESCROW FUND

Section 3.1 Escrow Fund.

On the Escrow Funding Date the Escrow Agent will create in its books a special fund and irrevocable escrow to be known as the “South Texas College 2024-2025 Cash Defeasance Escrow Fund” (the “Escrow Fund”). On the Escrow Funding Date, the Escrow Deposit described in Section 2.1 will be deposited to the credit of the Escrow Fund, The Escrow Deposit and all proceeds therefrom shall be the property of the Escrow Fund and shall be applied only in strict conformity with the terms and conditions hereof. All Escrowed Securities, all proceeds therefrom and all cash balances from time to time on deposit in the Escrow Fund are hereby irrevocably pledged to the payment of the principal of, redemption premium, if any; and interest on the

Redeemed Bonds, which payment shall be made by timely transfers to the Paying Agent for the Redeemed Bonds of such amounts at such times as are provided in Section 3.2. When the final transfers have been made to the Paying Agent for the Redeemed Bonds for the payment of such principal of, redemption premium, if any, and interest on the Redeemed Bonds, any balance then remaining in the Escrow Fund shall be transferred to the District, and the Escrow Agent shall thereupon be discharged from any further duties hereunder.

Section 3.2 Payment of Principal, Redemption Premium, if any, and Interest; Redemption of Certain Redeemed Bonds.

(a) The Escrow Agent is hereby irrevocably instructed to transfer to the Paying Agent for the Redeemed Bonds from the cash balance from time to time on deposit in the Escrow Fund the amounts required to pay the principal of, redemption premium, if any, and interest on the Redeemed Bonds in the amounts and at the times shown in the Report.

(b) Except for amounts transferred to the Paying Agent for the Redeemed Bonds pursuant to Section 3.2(a) and to the District pursuant to Section 4.2, the Escrow Agent agrees that it shall never make any withdrawals from the Escrow Fund or assert any claims, liens or charges against the Escrow Fund.

Section 3.3 Sufficiency of Escrow Fund.

The District represents (based upon the Report) that the successive receipts of the principal of and interest on the Escrowed Securities will assure that the cash balance on deposit from time to time in the Escrow Fund will be at all times sufficient to provide money for transfer to the Paying Agent for the Redeemed Bonds at the times and in the amounts required to pay the interest on the Redeemed Bonds as such interest comes due and to pay the principal of, redemption premium, if any, and interest on the Redeemed Bonds as the Redeemed Bonds mature or are called for redemption, all as more fully set forth in the Report. If, for any reason, at any time, the cash balances on deposit or scheduled to be on deposit in the Escrow Fund shall be insufficient to transfer the amounts required by the Paying Agent for the Redeemed Bonds to make the payments set forth in Section 3.2, the District shall timely deposit into the Escrow Fund, from lawfully available funds, additional funds in the amounts required to make such payments. Notice of any such insufficiency shall be given promptly by the Escrow Agent to the District as hereinafter provided, but the Escrow Agent shall not in any manner be responsible for any insufficiency of funds in the Escrow Fund or the District's failure to make additional deposits thereto.

Section 3.4 Trust Fund.

The Escrow Agent at all times shall hold the Escrow Fund, the Escrowed Securities and all other assets of the Escrow Fund wholly segregated from all other funds and securities on deposit with the Escrow Agent; it shall never allow the Escrowed Securities or any other assets of the Escrow Fund to be commingled with any other funds or securities of the Escrow Agent; and it shall hold and dispose of the assets of the Escrow Fund only as set forth herein. The Escrowed Securities and other assets of the Escrow Fund always shall be maintained by the Escrow Agent for the benefit of the holders of the Redeemed Bonds; and a special account evidencing such fact shall be maintained at all times on the books of the Escrow Agent. The holders of the Redeemed Bonds shall be entitled to the same preferred claim and first lien upon the Escrowed Securities, the proceeds thereof and all other assets of the Escrow Fund to which they are entitled as holders of

the Redeemed Bonds. The amounts received by the Escrow Agent under this Escrow Agreement shall not be considered as a banking deposit by the District, and the Escrow Agent shall have no right or title with respect thereto except as escrow agent under the terms hereof. The amounts received by the Escrow Agent hereunder shall not be subject to warrants, drafts or checks drawn by the District or, except to the extent expressly herein provided, by the Paying Agent for the Redeemed Bonds.

Section 3.5 Security for Cash Balances.

Cash balances from time to time on deposit in the Escrow Fund, to the extent not insured by the Federal Deposit Insurance Corporation or its successor, shall be continuously secured by a pledge of direct obligations of, or obligations unconditionally guaranteed by, the United States of America, having a market value at least equal to such cash balances.

ARTICLE FOUR
LIMITATION ON INVESTMENTS

Section 4.1 General.

Except as herein otherwise expressly provided, the Escrow Agent shall not have any power or duty to invest any money held hereunder, to make substitutions of the Escrowed Securities or to sell, transfer or otherwise dispose of the Escrowed Securities.

Section 4.2 Reinvestment of Proceeds of Escrowed Securities.

The Escrow Agent is hereby authorized and directed to reinvest proceeds of the Escrowed Securities which are attributable to amounts received as principal of or interest on the Escrowed Securities and which are not immediately needed to pay the Redeemed Bonds in direct obligations of the United States of America, i.e., United States Treasury Bonds, Bills and Notes, in the amounts, and maturing and bearing interest, all as set out in the Report. The District hereby designates and appoints the Escrow Agent as its agent and duly authorized representative for purposes of subscribing for and purchasing such obligations, all of which shall constitute Escrowed Securities. Any income or increment earned from such reinvestment remaining after final payment of the Redeemed Bonds shall be promptly transferred to the District.

Section 4.3 Substitution of Securities.

(a) The District may, upon compliance with the conditions stated in subsection (c) of this Section 4.3, at its option, substitute cash or non-interest bearing obligations of the United States Treasury (i.e., Treasury obligations which mature and are payable in a stated amount on the maturity date thereof and for which there are no payments other than the payment made on the maturity date) for non-interest bearing Open Market Securities listed in the Report, but only if such cash and/or substituted non-interest bearing direct obligations of the United States Treasury:

- (i) are in an amount, and/or mature in an amount, which, together with any cash substituted for such obligations, is equal to or greater than the amount payable on the maturity date of the obligation listed in the Report for which such obligation is substituted, and

- (ii) mature on or before the maturity date of the obligation listed in the Report for which such obligation is substituted.

The District may at any time substitute any Open Market Securities which, as permitted by the preceding sentence, were not deposited to the credit of the Escrow Fund, for the cash and/or obligations that were substituted for such Open Market Securities.

(b) At the written request of the District, and upon compliance with the conditions hereinafter stated in subsection (c) of this Section 4.3, the Escrow Agent shall sell, transfer, otherwise dispose of or request the redemption of all or any portion of the Escrowed Securities and apply the proceeds therefrom to purchase Redeemed Bonds or direct obligations of, or obligations the principal of and interest on which are unconditionally guaranteed by, the United States of America which do not permit the redemption thereof at the option of the obligor.

(c) Any such transaction described in subsections (a) and (b) of this Section 4.3 may be effected by the Escrow Agent only if (1) the Escrow Agent shall have received a written opinion from a recognized firm of certified public accountants that such transaction will not cause the amount of money and securities in the Escrow Fund to be reduced below an amount which will be sufficient, when added to the interest to accrue thereon, to provide for the payment of principal of, redemption premium, if any, and interest on the remaining Redeemed Bonds as they become due, and (2) the Escrow Agent shall have received the unqualified written legal opinion of nationally recognized bond counsel or tax counsel acceptable to the District and the Escrow Agent to the effect that (a) such transaction will not cause any of the Redeemed Bonds to be an “arbitrage bond” within the meaning of the Code and (b) that such transaction complies with the Constitution and laws of the State of Texas and with all relevant documents relating to the issuance of the Redeemed Bonds.

Section 4.4 Arbitrage.

The District hereby covenants and agrees that it shall never request the Escrow Agent to exercise any power hereunder or permit any part of the money in the Escrow Fund or proceeds from the sale of Escrowed Securities to be used directly or indirectly to acquire any securities or obligations if the exercise of such power or the acquisition of such securities or obligations would cause any Defeased Bond to be an “arbitrage bond” within the meaning of the Code.

ARTICLE FIVE RECORDS AND REPORTS

Section 5.1 Records.

The Escrow Agent shall keep books of record and account in which complete and correct entries shall be made of all transactions relating to the receipt, disbursement, allocation and application of the money and Escrowed Securities deposited to the Escrow Fund and all proceeds thereof, and such books shall be available for inspection at reasonable hours and under reasonable conditions by the District and the holders of the Redeemed Bonds.

Section 5.2 Reports.

For the period beginning on the Escrow Funding Date and ending on December 31, 2022, and for each twelve (12) month period thereafter while this Agreement remains in effect, the Escrow Agent shall prepare and send to the District within thirty (30) days following the end of such period a written report summarizing all transactions relating to the Escrow Fund during such period, including, without limitation, credits to the Escrow Fund as a result of interest payments on or maturities of the Escrowed Securities and transfers from the Escrow Fund to the Paying Agent for the Redeemed Bonds or otherwise, together with a detailed statement of all Escrowed Securities and the cash balance on deposit in the Escrow Fund as of the end, of such period.

ARTICLE SIX CONCERNING THE ESCROW AGENT

Section 6.1 Representations of Escrow Agent.

The Escrow Agent hereby represents (a) that it is either a (i) Paying Agent for the Redeemed Bonds or (ii) trust company or commercial bank that does not act as a depository for the District and (b) that it has all necessary power and authority to enter into this Escrow Agreement and undertake the obligations and responsibilities imposed upon it herein and that it will carry out all of its obligations hereunder.

Section 6.2 Limitation on Liability.

The liability of the Escrow Agent to transfer funds to the Paying Agent for the Redeemed Bonds for the payments of the principal of, redemption premium, if any, and interest on the Redeemed Bonds shall be limited to the proceeds of the Escrowed Securities and the cash balances from time to time on deposit in the Escrow Fund. Notwithstanding any provision contained herein to the contrary, the Escrow Agent shall have no liability whatsoever for the insufficiency of funds from time to time in the Escrow Fund or any failure of the obligor of the Escrowed Securities to make timely payment thereon, except for its obligation to notify the District promptly of any such occurrence.

The recitals herein and in the proceedings authorizing the Redeemed Bonds shall be taken as the statements of the District and shall not be considered as made by, or imposing any obligation or liability upon, the Escrow Agent. The Escrow Agent is not a party to the Redeemed Bond Orders and in its capacity as Escrow Agent is not responsible for or bound by any of the provisions thereof. In its capacity as Escrow Agent, it is agreed that the Escrow Agent need look only to the terms and provisions of this Escrow Agreement.

The Escrow Agent makes no representation as to the value, condition or sufficiency of the Escrow Fund, or any part thereof, or as to the title of the District thereto, or as to the security afforded thereby or hereby, and the Escrow Agent shall incur no liability or responsibility with respect to any of such matters.

It is the intention of the District and the Escrow Agent that the Escrow Agent shall never be required to use or advance its own funds or otherwise incur personal financial liability in the performance of any of its duties or the exercise of any of its rights and powers hereunder.

The Escrow Agent shall not be liable for the performance of any duties, except such duties as are specifically set forth in this Escrow Agreement, and no implied covenants or obligations shall be read into this Escrow Agreement. Nothing herein contained shall relieve the Escrow Agent from liability for its own negligent action, negligent failure to act or willful misconduct, except that this sentence shall not be construed to limit the effect of the immediately preceding sentence. The Escrow Agent shall not incur any liability for any error of judgment made in good faith by a responsible officer thereof, unless it shall be proved that it was negligent in ascertaining the pertinent facts. The Escrow Agent shall be protected in acting upon any notice, resolution, request, consent, order, certificate, report, opinion, bond or other paper or document believed by it to be genuine, and to have been signed or presented by the proper party or parties. The Escrow Agent may consult with counsel, and the opinion of such counsel shall be full and complete authorization and protection in respect of any action taken or suffered by it in good faith and in accordance therewith. The Escrow Agent may execute any of the trusts or powers hereunder or perform any duties hereunder either directly or by or through agents, attorneys, custodians or nominees appointed with due care, and shall not be responsible for any willful misconduct on the part of any agent, attorney, custodian or nominee so appointed.

Unless it is specifically provided otherwise herein, the Escrow Agent has no duty to determine or inquire into the happening or occurrence of any event or contingency or the performance or failure of performance of the District with respect to arrangements or contracts with others, with the Escrow Agent's sole duty hereunder being to safeguard the Escrow Fund and to dispose of and deliver the same in accordance with this Escrow Agreement. If, however, the Escrow Agent is called upon by the terms of this Escrow Agreement to determine the occurrence of any event or contingency, the Escrow Agent shall be obligated, in making such determination, only to exercise reasonable care and diligence, and in the event of error in making such determination the Escrow Agent shall be liable only for its own negligence or willful misconduct. In determining the occurrence of any such event or contingency the Escrow Agent may request from the District or any other person such reasonable additional evidence as the Escrow Agent in its discretion may deem necessary to determine any fact relating to the occurrence of such event or contingency, and in this connection may make inquiries of, and consult with, the District, among others, at any time.

The Escrow Agent shall not be liable for any action taken or neglected to be taken by it in good faith in the exercise of reasonable care and believed by it to be within the discretion or power conferred upon it by this Escrow Agreement, nor shall the Escrow Agent be responsible for the consequences of any error of judgment; nor shall the Escrow Agent be answerable, except for its own neglect or fault, for any loss unless the same shall have been through its negligence or willful misconduct.

In the absence of bad faith, the Escrow Agent may rely conclusively upon the truth, completeness and accuracy of the statements, certificates, opinions, resolutions and other documents conforming to the requirements of this Escrow Agreement, and shall not be obligated to make any independent investigation with respect thereto.

To the full extent permitted by law, the District agrees to indemnify, defend and hold the Escrow Agent harmless from and against any and all loss, damage, tax, liability and expense that may be incurred by the Escrow Agent arising out of or in connection with its acceptance or appointment as Escrow Agent hereunder, including attorneys' fees and expenses of defending

itself against any claim or liability in connection with, its performance hereunder except that the Escrow Agent shall not be indemnified for any loss, damage, tax, liability, or expense resulting from its own negligence or willful misconduct. The foregoing indemnification shall survive the termination of this Escrow Agreement or the resignation or removal of the Escrow Agent for any reason.

Section 6.3 Compensation.

On the Escrow Funding Date, the District will pay _____ for performing its services as Escrow Agent hereunder and for all expenses incurred or to be incurred by the Escrow Agent in the administration of this Escrow Agreement, the fees set out in Exhibit A. If the Escrow Agent is requested to perform any extraordinary services hereunder, the District hereby agrees to pay reasonable fees to the Escrow Agent for such extraordinary services and to reimburse the Escrow Agent for all expenses incurred by the Escrow Agent in performing such extraordinary services. It is expressly provided that the Escrow Agent shall look only to the District for the payment of such additional fees and reimbursement of such additional expenses. The Escrow Agent hereby agrees that in no event shall it ever assert any claim or lien against the Escrow Fund for any fees for its services, whether regular, additional or extraordinary, as Escrow Agent, or in any other capacity, or for reimbursement for any of its expenses.

The Escrow Agent, in its capacity as the Paying Agent for the Redeemed Bonds, agrees to continue to act as paying agent for the Redeemed Bonds for the life of such bonds, under the fee schedule currently in effect for such bonds, with the remedy for nonpayment being solely an action against the District for amounts owing under the Paying Agent Agreement. The fees will continue to be paid by the District, and in no instance will the proceeds of the Escrow Fund be used to pay the fees of the Paying Agent for the Redeemed Bonds.

Section 6.4 Successor Escrow Agents.

If at any time the Escrow Agent or its legal successor or successors should become unable, through operation of law or otherwise, to act as escrow agent hereunder, or if its property and affairs shall be taken under the control of any state or federal court or administrative body because of insolvency or bankruptcy or for any other reason, a vacancy shall forthwith exist in the office of Escrow Agent hereunder. In such event the District, by appropriate action, shall promptly appoint a successor Escrow Agent to fill such vacancy. If no successor Escrow Agent shall have been appointed by the District within sixty (60) days of such vacancy, a successor may be appointed by the holders of a majority in aggregate principal amount of the Redeemed Bonds then outstanding by an instrument or instruments in writing filed with the District, signed by such holders or by their duly authorized attorneys. If, in a proper case, no appointment of a successor Escrow Agent shall be made pursuant to the foregoing provisions of this section within three months after a vacancy shall have occurred, the holder of any Redeemed Bond then outstanding may apply to any court of competent jurisdiction to appoint a successor Escrow Agent. Such court may thereupon, after such notice, if any, as it may deem proper, prescribe and appoint a successor Escrow Agent.

Any successor Escrow Agent shall be qualified to act in such capacity under Chapter 1207, Texas Government Code, as amended, and shall be a corporation organized and doing business under the laws of the United States or the State of Texas, authorized under such laws to exercise

corporate trust powers, having a combined capital and surplus of at least \$50,000,000 and subject to supervision or examination by federal or state authority.

Any successor Escrow Agent shall execute, acknowledge and deliver to the District and the Escrow Agent an instrument accepting such appointment hereunder, and the Escrow Agent shall execute and deliver an instrument transferring to such successor Escrow Agent, subject to the terms of this Agreement, all the rights, powers and trusts of the Escrow Agent hereunder. Upon the request of any such successor Escrow Agent, the District shall execute any and all instruments in writing for more fully and certainly vesting in and confirming to such successor Escrow Agent all such rights, powers and duties. The Escrow Agent shall pay over to its successor Escrow Agent a proportional part of the Escrow Agent's fee paid hereunder.

The Escrow Agent at the time acting hereunder may at any time resign and be discharged from the escrow hereby created by giving not less than sixty (60) days' written notice to the District specifying the date when such resignation will take effect. No such resignation shall take effect unless a successor Escrow Agent shall have been appointed by the holders of the Redeemed Bonds or by the District as herein provided and such successor Escrow Agent shall have accepted such appointment, in which event such resignation shall take effect immediately upon the appointment and acceptance of a successor Escrow Agent. If an instrument of acceptance by a successor Escrow Agent shall not have been delivered to the Escrow Agent within 60 days after the giving of such notice of resignation, the resigning Escrow Agent may petition any court of competent jurisdiction for the appointment of a successor Escrow Agent.

The Escrow Agent may be removed at any time with thirty (30) days' prior notice by an instrument or concurrent instruments in writing delivered to the Escrow Agent and to the District and signed by the holders of a majority in aggregate principal amount of the Redeemed Bonds then outstanding.

ARTICLE SEVEN MISCELLANEOUS

Section 7.1 Notices.

Any notice, authorization, request or demand required or permitted to be given hereunder shall be made or given in writing and shall be deemed to have been duly given when mailed by registered or certified mail, postage prepaid, addressed as follows:

To the Escrow Agent:

Attention:

To the District:

South Texas College
3201 W. Pecan Blvd.
McAllen, Texas 78501
Attention: Vice President for Finance and Administrative Services

The United States Post Office registered or certified mail receipt showing delivery of the aforesaid shall be conclusive evidence of the date and fact of delivery. Either party hereto may change the address to which notices are to be delivered by giving to the other party not less than ten (10) days' prior written notice thereof.

Section 7.2 Termination of Responsibilities.

Upon the taking by the Escrow Agent of all the actions as described herein, the Escrow Agent shall have no further obligations or responsibilities hereunder to the District, the holders of the Redeemed Bonds or to any other person or persons in connection with this. Escrow Agreement.

Section 7.3 Binding Agreement; Amendment.

This Escrow Agreement shall be binding upon the District and the Escrow Agent and their respective successors and legal representatives and shall inure solely to the benefit of the holders of the Redeemed Bonds, the District, the Escrow Agent and their respective successors and legal representatives. This Escrow Agreement shall not be subject to amendment without the written consent of the holders of all Redeemed Bonds then outstanding.

Section 7.4 Severability.

If any one or more of the provisions contained in this Escrow Agreement shall for any reason be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect any other provision of this Escrow Agreement, but this Escrow Agreement shall be construed as if such invalid or illegal or unenforceable provision had never been contained herein.

Section 7.5 Governing Law.

This Escrow Agreement shall be governed exclusively by the provisions hereof and by the applicable laws of the State of Texas.

Section 7.6 Time of Essence.

Time shall be of the essence in the performance of obligations from time to time imposed upon the Escrow Agent by this Escrow Agreement.

Section 7.7 Iran, Sudan, and Foreign Terrorist Organizations. The Escrow Agent represents that neither it nor any of its parent company, wholly- or majority-owned subsidiaries, and other affiliates is a company identified on a list prepared and maintained by the Texas Comptroller of Public Accounts under Section 2252.153 or Section 2270.0201, Texas Government Code, and posted on any of the following pages of such officer's internet website:

<https://comptroller.texas.gov/purchasing/docs/sudan-list.pdf>,
<https://comptroller.texas.gov/purchasing/docs/iran-list.pdf>, or
<https://comptroller.texas.gov/purchasing/docs/fto-list.pdf>.

The foregoing representation is made solely to comply with Section 2252.152, Texas Government Code, and neither the Escrow Agent nor any wholly- or majority-owned subsidiaries,

and other affiliates, if any, that the United States government has affirmatively declared to be excluded from its federal sanctions regime relating to Sudan or Iran or any federal sanctions regime relating to a foreign terrorist organization. The Escrow Agent understands “affiliate” to mean any entity that controls, is controlled by, or is under common control with the Escrow Agent and exists to make a profit. Notwithstanding anything contained herein, the representations and covenants contained in this section shall survive termination of the agreement until the statute of limitations has run.

Section 7.9 Contract Value. The Escrow Agent hereby verifies that this Agreement has a value of less than \$100,000 and shall not exceed the dollar limitations set forth in Sections 2271.002, 2274.002, and 2276.002 of the Texas Government Code.

[Execution Page Follows]



IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year first above written.

SOUTH TEXAS COLLEGE

By: _____
Chair, Board of Trustees

ATTEST:

By: _____
Secretary, Board of Trustees

_____, as Escrow Agent

By: _____

Name: _____

Title: _____

Address: As listed in Section 7.1 hereof

ATTEST:

By: _____

Name: _____

Title: _____

Exhibit A

Fee Schedule

Exhibit B

Schedule of Redeemed Bonds

South Texas College District Limited Tax Refunding Bonds, Taxable Series 2020,”
dated July 1, 2020 (the “Bonds”), bearing interest, and stated to mature as follows:

<u>Maturity Date</u> *	<u>Principal Amount Outstanding (\$)</u> *	<u>Amount Being Redeemed (\$)</u> *	<u>Interest Rate (%)</u> *

* Complete with final redemption information.



Consent Agenda:

d. Approval of Depository Bank Contract

Purpose

To discuss the primary depository bank services contract with PNC Bank.

Justification

To discuss the primary depository bank services contract.

The contract was awarded on October 27, 2020, for two years with three (3) two-year annual renewals.

On November 19, 2024, the Board approved the second renewal of the depository bank services with PNC Bank, for a two-year term, beginning February 1, 2025, and ending January 31, 2027, at an estimated total amount of \$105,000.

Enclosed Documents

Appendix A – Renewal Terms

Staff Resource

Mary Del Paz, Vice President for Finance and Administrative Services

Myriam Lopez, Associate Vice President for Finance and Management

Recommendation

The Finance, Audit, and Human Resources Committee is asked to make a recommendation to the Board on the bank depository services contract.

Appendix A

Renewal Terms

The Board awarded the contracts as follows:

Term: October 27, 2020 – two years with three (3) two-year annual renewals			
Award	Board Meeting Date	Original Term	Renewal Term
Original	10/27/20	02/01/21 – 01/31/23	3 – two year options
First Renewal	10/18/22		02/01/23 – 01/31/25
Second Renewal	11/19/24		02/01/25 – 01/31/27



Consent Agenda:

e. Approval of Interlocal Agreement for Transportation Services between South Texas College and the Lower Rio Grande Valley Development Council (LRGVDC) for FY 2025 – 2026

Purpose	To approve the Interlocal Agreement for Transportation Services between South Texas College and the Lower Rio Grande Valley Development Council (LRGVDC) for FY 2025 - 2026 for a one-year period of September 1, 2025 through August 31, 2026.
Justification	The Interlocal Agreement establishes intercampus bus routes to serve all the South Texas College (STC) campuses and to provide students with transportation services. The bus routes will benefit students, faculty, and staff and thereby serve the goals of both organizations by facilitating access to the College and its educational programs and increasing the use of public transportation in the area. The Interlocal Agreement was reviewed by the Director of Valley Metro at the LRGVDC, and the College's Legal Counsel and is still pending final approval by the LRGVDC. Contributions have been solicited from the City of Weslaco and Weslaco Economic Development Corporation, and discussions are in progress.
Enclosed Documents	Appendix A – Draft Interlocal Agreement Appendix B - PowerPoint presentation
Funding	Funds for this expenditure will be budgeted in the Student Transportation Services budget for FY 2025 - 2026.
Staff Resource	Mary Del Paz, Vice President for Finance and Administrative Services Ruben Suarez, Chief of Police for the Department of Public Safety Alina O. Cantu, Public Safety & Transportation Services Manager
Recommendation	The Committee recommended that the Board approve the Interlocal Agreement for Transportation Services between South Texas College and the Lower Rio Grande Valley Development Council (LRGVDC) for FY 2025 - 2026 for a one-year period of September 1, 2025 through August 31, 2026.

**INTERLOCAL AGREEMENT FOR TRANSPORTATION SERVICES
BETWEEN SOUTH TEXAS COLLEGE AND
THE LOWER RIO GRANDE VALLEY DEVELOPMENT COUNCIL**

I. INTRODUCTION

This Interlocal Agreement for Transportation Services (“Agreement”) entered into to be effective as of September 1, 2025 2024, is between South Texas College, a political subdivision of the State of Texas (“College”), and the Lower Rio Grande Valley Development Council, a voluntary association of local governments in Cameron, Hidalgo, Starr, and Willacy Counties (“LRGVDC”). This Agreement is made pursuant to chapter 791 of the Texas Government Code (the “Interlocal Cooperation Act”), as amended.

RECITALS

WHEREAS, the College currently owns five (5) ~~six (6)~~ transportation buses to serve its students’ transportation needs to and from College campuses through the Circulator (Yellow) transportation routes;

WHEREAS, LRGVDC owns and operates a regional public transportation system;

WHEREAS, the College and LRGVDC wish to join efforts to establish a more efficient and economical bus transportation service which will connect the campuses of the College for the benefit of College students, staff and faculty; and

WHEREAS, the transportation service will advance the objective of improving access to the College’s educational programs by increasing public transportation use in the Lower Rio Grande Valley;

NOW THEREFORE, in consideration of the promises and of the mutual covenants contained herein, the parties agree as follows:

II. ROLE OF THE LRGVDC for the Starr (Green) and Mid-Valley (Purple) transportation routes

LRGVDC shall have the following responsibilities:

1. Provide bus routes to serve the Starr County and Mid - Valley campuses during the College’s business days and hours of service according to the attached schedule on Exhibit A;
2. Operate and maintain its public transit system in compliance with regulations and guidelines of the LRGVDC, the Texas Department of Transportation (“TxDOT”) and the Federal Transit Administration (“FTA”) as referenced in the attached LRGVDC Federal Transit Administration Certification and Assurances on Exhibit B;
3. Comply with Title VI (Circular 4702.1B “Title VI Requirements and Guidelines) of the Civil Rights Act of 1964 in accordance with Federal Transit Administration (FTA) grant recipient requirements;
4. Provide certifications and assurances that it will abide by all federal rules and regulations when using FTA funds in connection with this Agreement;
5. Ensure that College students, faculty and staff have access to bus transportation services provided hereunder free of charge upon presentation of an official identification card upon boarding; The Fast Ride micro-transit service and RGV Metro Express is not included in fare-free boarding.
6. Track all trips by College students, faculty and staff;
7. Provide College with monthly ridership participation reports within ten (10) working days after the last day of the month for which ridership participation is being reported;
8. Develop initiatives in coordination with the College to ensure that all reasonable efforts are undertaken to increase use of the transportation services;
9. Lease two (2) buses to the College which will be operated and maintained by the College to perform

its obligations under this Agreement;

10. Each Party shall maintain at its sole cost the following minimum insurance for any bus operated under this Agreement: (i) Automobile Liability – not less than \$1,000,000 per occurrence combined single limit; (ii) Property (physical damage) – actual cash value; and (iii) Workers’ Compensation as required by law. Each Party shall cause the other Party to be named as an additional insured (except for workers’ compensation) and shall furnish certificates of insurance evidencing the foregoing
~~10. coverages upon execution and, thereafter, within ten (10) days of any renewal. Maintain primary liability (within the limits of the Texas Tort Claims Act) and property insurance coverage on all its buses operating Green Line and Purple Line routes, in compliance with TxDOT and FTA requirements, and upon request, supply evidence of insurance coverage to the College; and~~
11. Calculate and provide the College with a good faith estimate of the total operating costs and the total maintenance expenses for the operation of the Green Line (Route 1), the Green Line (Route 60) and the Purple Line for the Fall ~~2025~~ 2024, Spring ~~2026~~ 2025 and Summer ~~2026~~ 2025 semesters.

III. ROLE OF COLLEGE

The College shall have the following responsibilities:

1. Operate and maintain ~~five (5)~~ ~~six (6)~~ buses owned by the College and two (2) buses leased from LRGVDC, as listed on Exhibit C, for the Circulator (Yellow) transportation routes during the College’s business days and hours of service according to the attached schedule on Exhibit A;
2. Promote ridership by College students, faculty and staff (promotion efforts will include publicizing the service through newsletters, email notifications, signage at special events and semester registration, and other means the College determines would be effective at increasing participation and raising awareness of the service);
3. Designate boarding locations at each campus with appropriate signage at each of its campus stop locations;
4. Each Party shall maintain at its sole cost the following minimum insurance for any bus operated under this Agreement: (i) Automobile Liability – not less than \$1,000,000 per occurrence combined single limit; (ii) Property (physical damage) – actual cash value; and (iii) Workers’ Compensation as required by law. Each Party shall cause the other Party to be named as an additional insured (except for workers’ compensation) and shall furnish certificates of insurance evidencing the foregoing
~~4. coverages upon execution and, thereafter, within ten (10) days of any renewal. Maintain primary liability (within the limits of the Texas Tort Claims Act) and property insurance coverage on all its buses, including buses being leased to the College, in compliance with TxDOT and FTA requirements, and upon request, supply evidence of such insurance coverage to LRGVDC; and~~
5. Operate and maintain its public transit system in compliance with regulations and guidelines of the LRGVDC and the Texas Department of Transportation (“TxDOT”);
6. Report transportation data to the National Transit Database (NTD) as required; and
7. Pay LRGVDC an amount equal to fifty (50) percent of the total operating costs and twenty (20) percent of the total maintenance expenses, as estimated by LRGVDC, for the operation of the Green Line (Route 1), the Green Line (Route 60) and the Purple Line for the Fall ~~2025~~ 2024, Spring ~~2026~~ 2025 and Summer ~~2026~~ 2025 semesters (“Local Match Payment”).

IV. CONTRACT AMOUNT AND COMPENSATION

A. Expense Reimbursement and Payment

On a monthly basis during the term of this Agreement, the College will submit to LRGVDC reimbursement vouchers with supporting documentation showing its operating costs, and maintenance expenses arising from the operation of the Circulator (Yellow) transportation routes. LRGVDC shall remit payment to the College for fifty (50) percent of the total operating costs and eighty (80) percent of the total maintenance expenses incurred by the College in the operation of the Circulator (Yellow) transportation routes. LRGVDC acknowledges that the total amount of the reimbursement payments to the College pursuant to

this Agreement for the operations and maintenance of the Circulator (Yellow) transportation routes is estimated to be ~~\$189,217~~ ~~\$204,143~~. Each monthly report will be on College letterhead and approved and signed by an individual with the authority to request payment.

As consideration for the services to be provided by LRGVDC under this Agreement, STC shall remit the Local Match Payment to LRGVDC within thirty (30) days after receipt of a complete, itemized invoice supported by ridership data for the applicable semester. ~~the College will remit the Local Match Payment to LRGVDC in the amount of \$103,397 \$97,132 for the Fall 2025 2024 semester, \$110,678 102,605 for the Spring 2026 2025 semester and \$71,358 \$65,667 for the Summer 2026 2025 semester.~~

V. TERM

The term of this Agreement begins on **September 1, 2025** ~~2024~~ and expires on **August 31, 2026** ~~2025~~.

VI. TERMINATION

In the event of a material breach of this Agreement by one of the parties, the non-breaching party, without waiving any other remedy, may terminate this Agreement upon ten (10) days advance written notice of termination to the breaching party setting forth the nature of the material breach. The termination will not be effective if the material breach is fully cured prior to the ten (10) day period.

The Agreement may be terminated with or without cause by the College or LRGVDC upon the giving of at least thirty (30) days' prior written notice to the other party of its intention to terminate, specifying in such notice the effective date of such termination. In the event of such termination, it is understood and agreed that only the amounts due to the College for transportation services provided and expenses incurred to the date of termination will be due and payable. No penalty will be assessed for termination of this Agreement.

VII. AMENDMENT

Written amendments, signed by both parties, will be required for any revisions, deletions and/or additions to the Agreement.

Neither party hereto will be liable or responsible to the other for any loss or damage or for any delays or failure to perform due to causes beyond its reasonable control including acts of God, strikes, epidemics, war, riots, flood, fire, sabotage, or any other circumstances of like character ("Force Majeure Event"). If a Force Majeure Event occurs that will delay either party in the performance of its obligations under this Agreement, such party shall promptly notify the other party in writing of such condition and cause thereof no later than ten (10) days after the Force Majeure Event. Provided, however, that if a Force Majeure Event occurs, each party agrees to use its best efforts to mitigate the impact of the occurrence so that the party may continue to carry out its obligations hereunder during the occurrence.

VIII. COOPERATION

The parties understand and agree that the services described in this Agreement depend upon timely and open communications between the parties. In this regard, communication of issues, changes, or problems that arise should occur as early as possible. Each party agrees to work cooperatively and in good faith in a manner that ensures timely resolution of issues.

IX. NOTICES

Except as otherwise specifically provided in this Agreement, all notices, consents, approvals, demands, requests or other communications provided for or permitted under this Agreement will be in writing and will be deemed to have been duly given or served when delivered by hand delivery, email or fax or deposited in the U.S. Mail by registered or certified mail, return receipt requested, postage prepaid, and addressed as follows:

If to College: South Texas College
3201 W. Pecan Blvd.
McAllen, TX 78501
Attention: Ruben Suarez, Chief of Police
Phone: 956-872-2330
Email: rsuarez8@southtexascollege.edu

With copy to: South Texas College
3201 W. Pecan Blvd.
McAllen, TX 78501
Attention: Mary G. Del Paz, VP for Finance & Administrative Services
Phone: 956-872-3559
Email: marye@southtexascollege.edu

If to LRGVDC: Lower Rio Grande Valley Development Council
301 W. Railroad
Weslaco, TX 78596
Attention: Manuel Cruz, Executive Director for LRGVDC
Phone: 956-682-3481
Email: mcruz@lrgvdc.org

With copy to: Lower Rio Grande Valley Development Council
510 S Pleasantview Dr.
Weslaco, TX 78596
Attention: Tom Logan, Director for Valley Metro
Phone: 956-969-5761
Email: tlogan@lrgvdc.org

X. GENERAL PROVISIONS

A. Additional Obligations and Rights

1. LRGVDC shall be responsible for and provide, at its sole expense, adequate equipment inspections, preventative maintenance, and fuel for the Starr (Green) and Mid-Valley (Purple) shuttle buses.
2. The College shall be responsible for and provide preventative maintenance with respect to the Circulator (Yellow) shuttle buses, and the College shall provide preventative maintenance reports to LRGVDC.
3. The College may place advertising wraps on buses subject to their removal upon termination of the Agreement.
4. The Valley Metro logo and the LRGVDC name will be included on the exterior of buses used in service and owned by Valley Metro and operated by the College for the Circulator (Yellow) transportation routes.
5. At the College's request, Valley Metro shall provide, at its expense, training to the College's staff regarding FTA and TxDOT requirements and expectations under this Agreement.
6. The College will designate a person as its lead representative in connection with this Agreement as well

as an additional person who will serve as the backup to the lead representative. Designated representatives will meet periodically for the purpose of exchanging updates, requesting information, providing technical assistance, and engaging in oversight of compliance with the terms and conditions of this Agreement.

7. LRGVDC will perform all grant management activities regarding this Agreement, including submission of a grant application to FTA for project funds, fiscal management, periodic reporting to FTA and triennial review reporting.
8. LRGVDC will perform periodic oversight and compliance of College activities for Circulator (Yellow) Line transportation route to ensure that the service is operated as public transportation and that all elements of this Agreement are followed. This will include, without limitation, inspections of buses, inspections of facilities, safety and security reviews, drug and alcohol reviews, annual reviews, report generation, and similar activities.
9. LRGVDC will claim the College's ridership, mileage, hours, and other statistical numbers in its reports and will publicize, market, and otherwise include the College's services as part of its public transportation network. LRGVDC shall furnish STC copies of all such reports and underlying data upon request, and nothing in this Section transfers ownership of College-generated data.
10. LRGVDC will institute a complaint process to record and address customer complaints, including discrimination complaints.
11. The College will record and submit any complaints to an LRGVDC representative within 24 hours from the receipt of such complaint.
12. For the duration of this Agreement, LRGVDC shall, at no additional cost to the College, lease two buses to the College to be operated in the Circulator (Yellow) transportation routes. The responsibility for the maintenance and operation costs thereof are elsewhere provided for in this Agreement
13. -Confidentiality and FERPA. LRGVDC acknowledges that ridership data may contain personally identifiable information protected under the Family Educational Rights and Privacy Act (20 U.S.C. §1232g). LRGVDC shall not disclose such information except as permitted by law and shall implement commercially reasonable safeguards to protect the confidentiality and security of the data.
- ~~12.~~ 14. Neither Party shall use the other Party's name, seals, logos, or trademarks in advertising or publicity without the prior written consent of the other Party, except for the Valley Metro logo placement expressly permitted in § X A (4).

B. Circulator (Yellow) Transportation Route

1. The College will operate the Circulator (Yellow) transportation routes as public transportation for the benefit of the College community. In this regard, it is acknowledged that if space is available, a person who is not a College student, faculty or staff, may be provided ridership, but only from and to an official College campus location, consistent with 49 United States Code (USC), Chapter 53, as described in Exhibit A.
2. The College will use its own staff and **five (5)** ~~six (6)~~ buses owned by the College and two (2) buses leased from LRGVDC, to provide public transportation services for the Circulator (Yellow) transportation routes. College staff will at all times remain employees of the College.
3. Buses must be parked in a safe and secure location. LRGVDC maintenance staff will have access to the buses to ensure that buses are properly maintained and operating in good conditions.
4. The College will provide service reports for Circulator (Yellow) shuttles.
5. The College will maintain auto primary liability on all College-owned buses and leased buses within the limits of the Texas Tort Claims Act.

C. Maintenance - Starr (Green Line) and Mid Valley (Purple Line) Transportation Route

1. LRGVDC will provide maintenance services with its own staff for buses used in connection with this Agreement. These maintenance activities will adhere to the *LRGVDC Vehicle Maintenance Plan* and will include:
 - a. Responding to road calls;
 - b. Providing routine preventive maintenance according to the manufacturer's specified

- maintenance schedule and FTA standards;
- c. Detailing/cleaning buses once a week;
- d. Providing tire replacement service according to the manufacturer's schedule;
- e. Providing brake maintenance according to the manufacturer's schedule;
- f. Providing out-of-cycle repairs as necessary;
- g. Coordinating warranty work according to manufacturer guidelines;
- h. Keeping an inventory of all tools, equipment, parts, materials, and supplies;
- i. Keeping maintenance records of all activities, including work orders;
- j. Ensuring that all maintenance activities are safe and secure; and
- k. Adhering to the maintenance plan.

If a major repair or other repair is needed in connection with any equipment used to provide services for the Starr (Green Line) or Mid-Valley (Purple Line) bus lines that will exceed the established maintenance budget, LRGVDC will present the College a plan of action to address the repair, including the cost and timeline for repair.

2. LRGVDC will perform periodic oversight of the College activities to ensure that the service is operated as public transportation and that all elements of this Agreement are followed. This includes, without limitation, inspections of buses, inspections of facilities, safety and security reviews, annual reviews, report generation, and similar activities.

D. Warranties

1. The College warrants that (a) the transportation services are necessary and authorized for activities that are properly within its statutory functions and programs; (b) it has the authority to contract for the services under authority granted in § 130.022, 130.010, and 130.084, *Texas Education Code*, and Chapter 791, *Texas Government Code*; (3) it has all necessary legal authority and has received all necessary approvals to execute and deliver this Agreement; and (4) the officer signing this Agreement on its behalf is authorized by its governing body to sign this Agreement.
2. LRGVDC warrants that (1) it has authority to perform the services under authority granted in Chapter 791, *Texas Government Code*; (2) it has all necessary legal authority and has received all necessary approvals to execute and deliver this Agreement; and (3) the officer signing this Agreement on its behalf is authorized by its governing body to sign this Agreement.

E. Capital

1. LRGVDC will initiate the process of procuring capital improvements under this Agreement upon request of the College.

F. Miscellaneous

1. This Agreement shall be interpreted, construed and enforced in accordance with the laws of the State of Texas. Venue for any action under this Agreement shall be Hidalgo County, Texas.
2. This Agreement may not be assigned except upon written approval by LRGVDC and College.
3. In case any provision in this Agreement shall, for any reason, be held invalid or unenforceable in any respect, such invalidity or unenforceability shall not affect any other provision hereof, and this Agreement shall be construed as if such invalid or unenforceable provision had not been included herein.
4. No joint venture or partnership is formed as a result of this Agreement. No employees, agents, or subcontractors of one party shall be deemed, or represent themselves to be, employees or agents of the other party. All transportation services provided by LRGVDC are on an independent contractor basis.
5. This Agreement may be amended or modified only by a written instrument executed by both parties.
6. This Agreement constitutes the entire agreement and understanding between the parties with respect to

the subject matter hereof.

7. The College will maintain records of all documents and materials related to the performance of its obligations under this Agreement. The College agrees to allow LRGVDC to inspect and evaluate the work performed and any records under this Agreement.
- ~~7.8.~~ -This Agreement is contingent upon the availability of appropriated funds. If STC's governing body fails to appropriate sufficient funds for the continuation of this Agreement, STC may terminate upon thirty (30) days' written notice with no further liability.

XI. INDEMNITY AND LIABILITY

- A. To the extent permitted by the Texas Constitution and the Texas Tort Claims Act, each Party shall be solely responsible for and shall defend, indemnify, and hold harmless the other Party, its officers, agents, and employees from and against any and all claims, demands, damages, liabilities, suits, and causes of action arising out of or resulting from the negligent acts or omissions of the indemnifying Party, its officers, agents, employees, invitees, or subcontractors in the performance of this Agreement.
- B. Nothing in this Agreement shall be deemed or construed as a waiver of any immunity or defense to which either Party is entitled under Texas law. This Section shall survive termination or expiration of the Agreement.

XII. DISPUTE RESOLUTION

The Parties agree to attempt in good faith to resolve any dispute arising under this Agreement first by negotiation between senior administrators. If not resolved within thirty (30) days, the Parties shall submit the matter to non-binding mediation before a mutually agreed mediator in Hidalgo County, Texas, prior to seeking judicial relief.

The undersigned acknowledge that they have read and understand this Agreement and agree to be bound by its terms and conditions.

South Texas College

**Lower Rio Grande Valley Development
Council**

Dr. Ricardo J. Solis
President

Manuel Cruz
Executive Director

Date

Date

Exhibit A

Fiscal Year 2025 - 2026 Transportation Schedule

Fall 2025 Semester

Limited Service - Begins August 18, 2025
Full Service - Begins August 25, 2025
Full Service - Ends December 12, 2025

Spring 2026 Semester

Full Service - Begins January 20, 2026
Full Service - Ends May 15, 2026

Summer 2026 Semesters

Limited Service – Begins June 1, 2026
Limited Service – Ends August 6, 2026

Breaks In Service

September 1, 2025 - Labor Day
September 12, 2025 – Fall Convocation
November 27 – 30, 2025 – Thanksgiving Holiday
December 15, 2025 - January 20, 2026 - Winter Break
February 13, 2026 – College - Wide Professional Development Day
March 16 - 22, 2026 - Spring Break
April 2 - 5, 2026 - Semester Break
June 19, 2026 – Juneteenth
July 3, 2026 - Independence Day

Green Line Route

The Valley Metro-operated Green Line operates Monday – Friday, it stops at various locations throughout the Valley including HEB, Stripes and Border Town. The stops for this route for the FY 2025 - 2026 are as follows:

STC Starr County	Bus Station	Alto Bonito Stripes	Sullivan Stripes	Higher Ed Center-La Joya	HEB Mission	STC Pecan Campus	La Placita Mission	Higher Ed Center-La Joya	Jesse's Meat Market	Border Town	Bus Station	STC Starr County	NAH
6:00am													7:15am
9:05am	9:20am	9:35am	9:45am	9:55am	10:20am	10:35am	10:50am	8:10am	8:20am	8:30am	8:45am	9:00am	
1:00pm	1:15pm	1:30pm	1:40pm	1:50pm	2:15pm	2:30pm	2:45pm	3:10pm	3:20pm	3:30pm	3:45pm	4:00pm	
4:05pm	4:20pm	4:35pm	4:45pm	4:55pm	5:20pm	5:35pm	5:50pm	6:15pm	6:25pm	6:35pm	6:50pm	7:05pm	

Green Line - Route 60

The Valley Metro-operated Green Line – Route 60 operates Monday – Friday. The stops for this route for the FY 2025 - 2026 are as follows:

RGC Bus Station	STC Starr Campus	Escobares Bus. 83	Roma Transit Station	Escobares Bus. 83	STC Starr Campus	RGC Bus Station
6:40 a.m.		7:05 a.m.	7:20 a.m.	7:35 a.m.	7:50 a.m.	8:15 a.m.
8:15 a.m.	8:40 a.m.	8:55 a.m.	9:10 a.m.	9:25 a.m.	9:40 a.m.	10:05 a.m.
10:05 a.m.	10:30 a.m.	10:45 a.m.	11:00 a.m.	11:15 a.m.	11:30 a.m.	11:55 a.m.
12:55 p.m.	1:20 p.m.	1:35 p.m.	1:50 p.m.	2:05 p.m.	2:20 p.m.	2:45 p.m.
2:45 p.m.	3:10 p.m.	3:25 p.m.	3:40 p.m.	3:55 p.m.	4:10 p.m.	4:35 p.m.
4:35 p.m.	5:00 p.m.	5:15 p.m.	5:30 p.m.	5:45 p.m.	6:00 p.m.	6:25 p.m.

Purple Line Route

The Valley Metro-operated Purple Line operates Monday – Friday. The stops for this route for the FY 2025 - 2026 are as follows:

STC Mid Valley Campus	Pharr Memorial Library	NAH Campus	Pharr Memorial Library	STC Mid Valley Campus
6:40 a.m.	7:15 a.m.	7:30 a.m.	7:45 a.m.	8:15 a.m.
8:20 a.m.	8:55 a.m.	9:10 a.m.	9:25 a.m.	9:55 a.m.
10:00 a.m.	10:35 p.m.	10:50 a.m.	11:05 a.m.	11:35 a.m.
11:40 a.m.	12:15 p.m.	12:30 p.m.	12:45 p.m.	1:15 p.m.
2:20 p.m.	2:55 p.m.	3:10 p.m.	3:25 p.m.	3:55 p.m.
4:00 p.m.	4:35 p.m.	4:50 p.m.	5:05 p.m.	5:35 p.m.
5:40 p.m.	6:15 p.m.	6:30 p.m.	6:45 p.m.	7:15 p.m.
7:20 p.m.	7:55 p.m.	8:10 p.m.	8:25 p.m.	8:55 p.m.

Yellow Line

The Yellow Line is completely operated by South Texas College. Two buses operate from Monday through Thursday and only one bus operates on Friday. This route travels between the Pecan Campus, Technology Campus and Nursing and Allied Health Campus.

Route 1

<u>Pecan</u>	<u>NAH</u>	<u>Tech</u>	<u>NAH</u>	<u>Pecan</u>
7:00 AM		7:20 AM	7:40 AM	8:00 AM
8:00 AM		8:20 AM	8:40 AM	9:00 AM
9:00 AM		9:20 AM	9:40 AM	10:00 AM
10:00 AM		10:20 AM	10:40 AM	11:00 AM
Lunch				
12:20PM		12:40PM	1:00PM	1:20PM
1:20PM		1:40PM	2:00PM	2:20PM
2:20PM		2:40PM	3:00PM	3:20PM
3:20PM		3:40PM	4:00PM	4:20PM
4:20PM		4:40PM	5:00PM	5:20PM
5:20PM		5:40PM	6:00PM	6:20PM
6:20PM		6:40PM	7:00PM	7:20PM

Friday Schedule

<u>Pecan</u>	<u>NAH</u>	<u>Tech</u>	<u>NAH</u>	<u>Pecan</u>
7:00 AM		7:20 AM	7:40 AM	8:00 AM
8:00 AM		8:20 AM	8:40 AM	9:00 AM
9:00 AM		9:20 AM	9:40 AM	10:00 AM
10:00 AM		10:20 AM	10:40 AM	11:00 AM
11:00 AM		11:20 AM	11:40 AM	12:00 PM
Lunch				
1:00PM		1:20PM	1:40PM	2:00PM
2:00PM		2:20PM	2:40PM	3:00PM

Route 2

<u>Pecan</u>	<u>NAH</u>	<u>Tech</u>	<u>NAH</u>	<u>Pecan</u>
7:20AM	7:40AM	8:00AM		8:20AM
8:20AM	8:40AM	9:00AM		9:20AM
9:20AM	9:40AM	10:00AM		10:20AM
10:20AM	10:40AM	11:00AM		11:20AM
11:20PM	11:40PM	12:00PM		12:20PM
Lunch				
1:50PM	2:10PM	2:30PM		2:50PM
2:50PM	3:10PM	3:30PM		3:50PM
3:50PM	4:10PM	4:30PM		4:50PM

Certifications and Assurances

Fiscal Year 2025

**FEDERAL FISCAL YEAR 2025 CERTIFICATIONS AND ASSURANCES FOR FTA
ASSISTANCE PROGRAMS**

(Signature pages alternate to providing Certifications and Assurances in TrAMS.)

Name of Applicant: Lower Rio Grande Valley Development Council (LRGVDC)

The Applicant certifies to the applicable provisions of all categories: (*check here*) ☒ .

Or,

The Applicant certifies to the applicable provisions of the categories it has selected:

Category	Certification
01 Certifications and Assurances Required of Every Applicant	
02 Public Transportation Agency Safety Plans	
03 Tax Liability and Felony Convictions	
04 Private Sector Protections	
05 Transit Asset Management Plan	
06 Rolling Stock Buy America Reviews and Bus Testing	
07 Urbanized Area Formula Grants Program	
08 Formula Grants for Rural Areas	
09 Fixed Guideway Capital Investment Grants and the Expedited Project Delivery for Capital Investment Grants Pilot Program	
10 Grants for Buses and Bus Facilities and Low or No Emission Vehicle Deployment Grant Programs	
11 Enhanced Mobility of Seniors and Individuals with Disabilities Programs	

Certifications and Assurances

Fiscal Year 2025

12	State of Good Repair Grants	
13	Infrastructure Finance Programs	
14	Alcohol and Controlled Substances Testing	
15	Rail Safety Training and Oversight	
16	Demand Responsive Service	
17	Interest and Financing Costs	
18	Cybersecurity Certification for Rail Rolling Stock and Operations	
19	Tribal Transit Programs	
20	Emergency Relief Program	

CERTIFICATIONS AND ASSURANCES SIGNATURE PAGE
AFFIRMATION OF APPLICANT

Name of the Applicant: Lower Rio Grande Valley Development Council (LRGVDC)

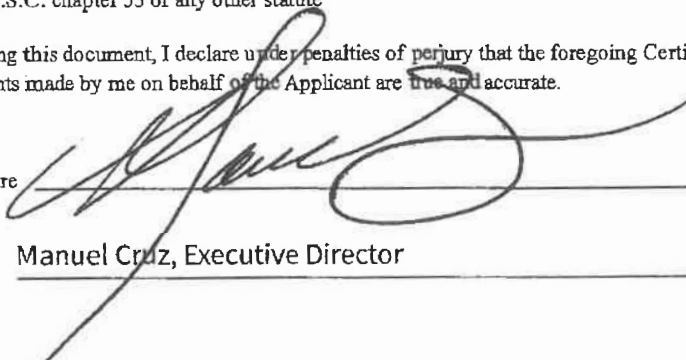
BY SIGNING BELOW, on behalf of the Applicant, I declare that it has duly authorized me to make these Certifications and Assurances and bind its compliance. Thus, it agrees to comply with all federal laws, regulations, and requirements, follow applicable federal guidance, and comply with the Certifications and Assurances as indicated on the foregoing page applicable to each application its Authorized Representative makes to the Federal Transit Administration (FTA) in the federal fiscal year, irrespective of whether the individual that acted on his or her Applicant's behalf continues to represent it.

The Certifications and Assurances the Applicant selects apply to each Award for which it now seeks, or may seek in the future, of federal assistance to be awarded by FTA during the federal fiscal year.

The Applicant affirms the truthfulness and accuracy of the Certifications and Assurances it has selected in the statements submitted with this document and any other submission made to FTA, and acknowledges that the Program Fraud Civil Remedies Act of 1986, 31 U.S.C. § 3801 *et seq.*, and implementing U.S. DOT regulations, "Program Fraud Civil Remedies," 49 CFR part 31, apply to any certification, assurance or submission made to FTA. The criminal provisions of 18 U.S.C. § 1001 apply to any certification, assurance, or submission made in connection with a federal public transportation program authorized by 49 U.S.C. chapter 53 or any other statute

In signing this document, I declare under penalties of perjury that the foregoing Certifications and Assurances, and any other statements made by me on behalf of the Applicant are true and accurate.

Signature



Date:



 Name Manuel Cruz, Executive Director

Authorized Representative of Applicant

Exhibit C Vehicle Listing

STC Shuttle Buses								
Bus #	Year	Make	MODEL	VIN	Fuel	License Plate #	Owner	UNIT #
5	2015	Chevrolet	4500	1GB6G5BG1F1209980	Gas	1190618	VM	1512
6	2015	Chevrolet	4500	1GB6G5BG2F1224861	Gas	1190619	VM	1513
7	2017	Freightliner	Glaval Concorde II	4UZADRDU7HCHZ3848	Diesel	1366988	STC	89
8	2017	Freightliner	Glaval Concorde II	4UZADRDU3HCJA0881	Diesel	1337711	STC	90
9	2016	Ford	E-450	1FDFE4FSXHDC01285	Gas	1337712	STC	91
10	2018	Ford	E-450	1FDFE4F57JDC22651	Gas	1387939	STC	146
11	2018	Ford	E-450	1FDFE4FS6JDC31311	Gas	1411958	STC	171

Jag Express Operation Recommendation for FY 2025 - 2026

- Finance Committee Meeting
- July 8, 2024

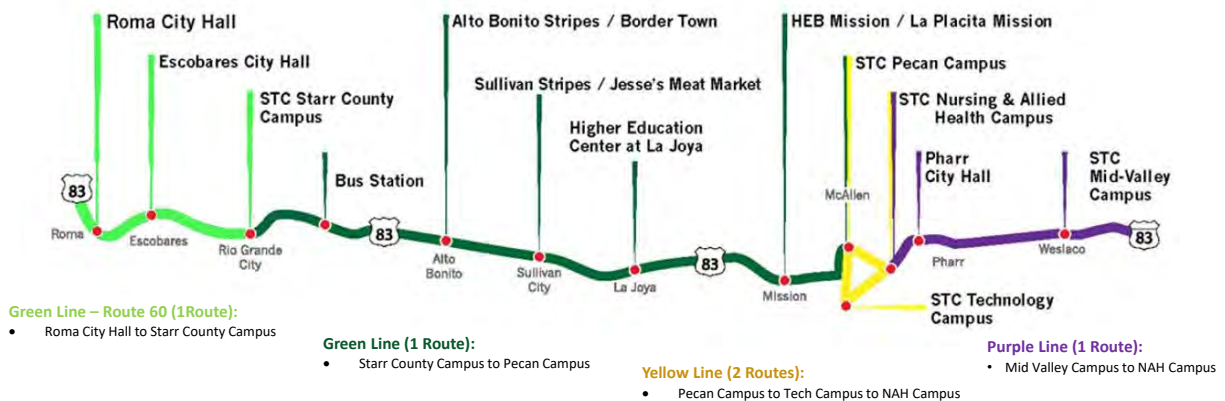
PRESENTED BY:

MARY DEL PAZ, MBA, CPA, CFE, CGMA

Vice President for Finance and Administrative Services



Service Map





Ridership History

The table below reflects the ridership count provided by the LRGVDC for the Purple Line and Green Lines and the College's ridership for the Yellow Line for FY 2020, FY 2021 FY 2022, FY 2023, FY 2024 and FY 2025:

	Transportation Route	FY 2020 (Service Ended March 22, 2020)	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025 (as of May 2024)
STC							
	Circulator (Yellow Line)	13,289	595	1,483	2,030	3,118	4,544
	Park & Ride	18,070	No Service	No Service	No Service	No Service	No Service
LRGVDC							
	Starr (Green Line 1 & 2)	7,379	831	2,114	2,117	2,540	2,824
	Starr (Green Line Route 60/Roma)	4,278	90	1,376	2,301	2,230	4,864
	Mid Valley (Purple Line)	4,267	38	No Service	No Service	No Service	711
	Total Ridership	47,283	1,554	4,973	6,448	7,888	12,943

Proposed Agreement for Fiscal Year 2025 - 2026

- Maintain the Green Line Route 60 (Roma) and the Green Line I Route (Starr County Campus to Pecan Campus) to continue operating Monday – Friday.
- Continue the Interlocal Agreement with LRGVDC for the Yellow Line transportation routes, Monday – Friday.
- Maintain the Purple Line Route (Mid-Valley Campus to Nursing and Allied Health Campus) to continue operating Monday – Friday.
- The total estimated STC net cost will increase by \$11,164 from the current year.



STC Net Cost for JagExpress Routes for FY 2025 – 2026

FY 2024 - 2025	Amount
Total Operating Cost for Services	\$1,064,382
Less Contributions:	
State/Federal Operating	\$625,147
Total Net Cost to STC	\$439,235
STC Direct Expenditures – Yellow Line	\$153,801
STC Payment to LRGVDC – Green Line I	113,913
STC Payment to LRGVDC – Green Line Route 60 (Roma)	87,036
STC Payment to LRGVDC – Purple Line (Mid-Valley)	84,485
Total Net Cost to South Texas College	\$439,235

Cost Comparison for Current Year and FY 2025 - 2026

Below is a summary of the costs for the current Interlocal Agreement and the proposed Interlocal Agreement.

	FY 2025 Current Agreement	FY 2026 Proposed Agreement
	Total Operating Cost	Total Operating Cost
Total Cost	\$1,027,578	\$1,064,382
Grant Reimbursement	599,507	625,147
Net STC Cost	\$428,071	\$439,235





Consent Agenda:

f. Approval of Use of Previously Approved Valley Promise Matching Funds for FY 2025 – 2026

Purpose	Administration seeks authorization to carry forward and expend previously approved matching funds for the South Texas College Valley Promise initiative in Fiscal Year 2025 – 2026.
Justification	In September 2024, the Board of Trustees approved \$156,500 in institutional funds to meet the matching requirement for the Rio South Texas Education Foundation's (RSTEF) \$250,000 grant award supporting the South Texas College Valley Promise initiative. The scholarships will be awarded for Fall 2025, and the associated expenditures will occur in Fiscal Year 2025 – 2026.
Enclosed Documents	None
Funding	No funds are required.
Staff Resource	Dr. Matthew S. Hebbard, Vice President for Student Affairs and Enrollment Management
Recommendation	The Committee recommended Board approval on the use of the previously approved \$156,500 in institutional matching funds for the Valley Promise initiative to support student scholarships awarded in Summer 2025 and expended during Fiscal Year 2025 – 2026.

Consent Agenda:

g. Approval of Resolution #2025-014 for Use of Unrestricted Fund Balance for Adult Promise Student Tuition Scholarships

Purpose Administration requests the Committee recommend Board approval on Resolution #2025-014 authorizing the use of Unrestricted Fund Balance for tuition scholarships supporting the Adult Promise (JagReconnect) Program for FY 2025 - 2026.

Justification In a written legal opinion from O'Hanlon, Demerath & Castillo, South Texas College, through its Board of Trustees, may institute a program which utilizes local revenues (including tuition, fees, and property tax revenue) for student scholarship awards. This should be done in conjunction with the adoption of a resolution which recites the public purpose to be achieved. A scholarship program using public funds, to be compliant with the Texas Constitution, must (1) ensure the expenditure is to accomplish a public purpose of the College, not to solely benefit private parties; (2) retain sufficient control over the public funds to ensure the public purpose is accomplished; and (3) ensures the College receives a return benefit.

The South Texas College Adult Promise Program (JagReconnect) initiative focuses on providing scholarships and personalized supports to returning students (stop-outs) to encourage them to complete their education. The proposal awarded to STC by the Rio South Texas Education and Community Development Foundation (RSTEF) in January 2025 includes a commitment from STC to match the approved \$125,000 contribution toward these scholarships.

Approval of this request will enable the College to meet matching fund requirements, offer scholarships, and provide financial relief to students, aligning with our strategic goals and mission.

To ensure that the proposed scholarship program using public funds adheres to the Texas Constitution, South Texas College (STC) has structured the program in a manner that fulfills the three critical requirements: accomplishing a public purpose of the College, retaining sufficient control over the public funds, and ensuring the College receives a return benefit.

1. Accomplishing a Public Purpose:

The primary objective of this scholarship program is to directly support student success and reengagement, which aligns with South Texas College's mission to provide accessible, affordable, and high-quality education. The funds will be allocated exclusively to provide financial support to students, thereby assisting them in completing their educational goals. This expenditure is fundamentally aimed at advancing the public purpose of the College by enhancing educational attainment and contributing to the development of a skilled workforce. The benefits derived from this program are not for the sole advantage of



private parties but are intended to serve the broader public interest by increasing the number of graduates and reducing barriers to education.

2. Retention of Sufficient Control Over Public Funds:

To ensure the public purpose is accomplished, the funds will be monitored by the South Texas College Finance & Administrative Staff, and they will provide rigorous oversight of the scholarship funds. This oversight mechanism ensures that the allocation and use of public funds are carefully monitored and managed, thereby safeguarding the integrity and intended purpose of the scholarship program. By retaining control over these funds, STC can guarantee that they are utilized effectively to achieve the desired public outcomes.

3. Ensuring the College Receives a Return Benefit:

The scholarship program is designed to generate significant return benefits for South Texas College. By facilitating student success and reengagement, the program is expected to increase student retention and graduation rates. This, in turn, enhances the College's reputation and standing within the community and beyond. Moreover, by investing in student success, the College is contributing to the creation of a well educated and capable workforce, which aligns with its broader educational mission and public service goals. The program also fosters stronger community ties and reinforces STC's role as a pivotal institution in the region, thereby yielding long-term benefits that extend beyond the immediate financial investment.

Enclosed Documents

Appendix A – Board of Trustees for South Texas College Resolution #2025-014 Regarding Use of Funds for Adult Promise Student Tuition Scholarships

Funding

Funds for this expenditure will be allocated in the Unrestricted Fund Balance budget for FY 2025 – 2026, pending Board approval of the budget.

Recommendation

The Committee recommended Board approval on Resolution #2025-014 authorizing the use of Unrestricted Fund Balance in the amount of \$125,000 for tuition scholarships supporting the Adult Promise (JagReconnect) Program for FY 2025 - 2026.

**BOARD OF TRUSTEES FOR SOUTH TEXAS COLLEGE
RESOLUTION #2025-014 REGARDING USE OF FUNDS
FOR ADULT PROMISE STUDENT TUITION SCHOLARSHIPS**

THE STATE OF TEXAS)
)
COUNTY OF HIDALGO)

On this the 22nd day of July 2025, the Board of Trustees of South Texas College convened at a lawfully called and posted meeting, and with sufficient members present to constitute a quorum, and the Board of Trustees resolved as follows:

WHEREAS, the Board of Trustees of South Texas College recognizes the critical importance of providing accessible and affordable higher education to its students; and

WHEREAS, the Board of Trustees understands that financial challenges can hinder students' ability to pursue and achieve their academic goals; and;

WHEREAS, student tuition scholarships can play a vital role in supporting students' educational endeavors and enabling them to achieve their full potential; and

WHEREAS, the Board of Trustees of the South Texas College is committed to responsible and transparent management of district funds and is dedicated to ensuring that all expenditures ensure a public purpose; and

WHEREAS, the Board of Trustees of South Texas College desires to authorize the expenditure of funds from the unrestricted fund balance to support its educational mission; and

WHEREAS, the Board of Trustees desires to ensure that funds allocated for student scholarships are used for a clearly defined public purpose.

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of South Texas College hereby authorizes and approves the following:

1. The Board finds that an expenditure by South Texas College in funding the Adult Promise (JagReconnect) is calculated to accomplish a public purpose, to wit:
 - a. Increasing access to higher education for qualified students;
 - b. Promoting student success, retention and reengagement;
 - c. Cultivating a skilled workforce within the community;

- d. Maximizing access to matching scholarship funds;
 - e. Encouraging economic development and growth;
 - f. Contributing to the overall well-being of the community.
2. The Board of Trustees directs that clear and transparent eligibility criteria for student scholarships be established, ensuring that funds are awarded to students who demonstrate financial need, academic merit, and a commitment to their educational pursuits.
3. The Board of Trustees authorizes staff to implement procedures for the timely and efficient disbursement of scholarship funds, ensuring that they are used directly to support students' tuition expenses.
4. The Board of Trustees shall require regular reporting on the use of scholarship funds, including the number of recipients, the amount of awards, and the impact of scholarships on student success.
5. The Board of Trustees declares that the primary objective of this scholarship initiative is to directly support student success and reengagement, which aligns with South Texas College's mission to provide accessible, affordable, and high-quality education. The Board further declares that the Adult Promise (JagReconnect) initiative serves the broader public interest by increasing the number of graduates and reducing barriers to education.
6. The Board of Trustees of South Texas College directs that the South Texas College Finance & Administrative Staff will conduct rigorous oversight of the scholarship funds. The South Texas College Finance & Administrative Staff will maintain accounting standards and compliance with all procedural requirements.
7. The scholarship initiative is designed to generate significant return benefits for South Texas College. By facilitating student success and reengagement, the program is expected to increase student retention and graduation rates. By enhancing educational attainment and contributing to the development of a skilled workforce, the broader community and state will benefit. This will further enhance the College's reputation and standing within the community and beyond. The initiative is also calculated to foster stronger community ties and reinforce STC's role as a pivotal institution in the region, thereby yielding long-term benefits that extend beyond the immediate financial investment.
8. The Board finds that the College shall retain sufficient control over the public funds to be expended for this purpose to ensure the public purposes are accomplished and further finds adequate controls are in place to ensure that South Texas College receives benefit related to this expenditure.
9. The Board hereby authorizes the funding of the Adult Promise (JagReconnect) Scholarship for 2025-2026 as presented.
10. This resolution shall take effect immediately upon its adoption and shall remain in effect until modified, amended or rescinded by the Board of Trustees.

Members of the Board voted, PASSED, APPROVED AND ADOPTED this the 22nd day of July 2025.

South Texas College

By: _____
Dr. Alejo Salinas, Jr.
Chair
Board of Trustees

ATTEST:

By: _____
Danny Guzman
Secretary
Board of Trustees



Consent Agenda:

h. Approval of Proposed Interlocal Agreement for PossAble Dream Foundation

Purpose To approve the proposed Interlocal Agreement to support Dual Credit and Continuing Education partnership opportunities with the PossAble Dream Foundation.

Justification On June 24, 2025, the South Texas College Board of Trustees approved a facilities usage agreement permitting the PossAble Dream Foundation to utilize designated spaces at the Pecan Campus and Pecan Plaza for the launch of its adult high school program.

At this time, Administration seeks approval of an Interlocal Agreement between South Texas College and the PossAble Dream Adult High School. This agreement would support the development of dual credit and continuing education pathways for eligible PossAble Dream students. It formally establishes the partnership and outlines the policies and procedures necessary to serve these students in alignment with the College's legal, accreditation, and institutional requirements.

Enclosed Document None

Staff Resource Dr. Rebecca De Leon, Associate Vice President for Dual Credit Programs & School District Partnerships

Recommendation The Committee recommended Board approval and authorization of the proposed Interlocal Agreement with the PossAble Dream Adult High School, as presented.



Interlocal Agreement **South Texas College** **Dual Credit Programs & Continuing Education**

SOUTH TEXAS COLLEGE (herein called the “College”) and **POSSABLE DREAM ADULT HIGH SCHOOL** (herein called the “High School”) enter into the following Interlocal Agreement (IA), and for the terms of which WITNESS THE FOLLOWING:

TERM

This IA shall be in effect from August 18, 2025 to August 18, 2026, and posted during this term on the College’s and High School’s respective internet websites.

OVERVIEW

The College is committed to serving the students and communities of South Texas through collaborative work with school districts in the College’s service area. A major initiative promoting a college-going and college graduation culture is the **South Texas College Dual Credit Programs**, which complies with the rules set forth by the State of Texas (TAC Title:19 Chapter 4, Subchapter D, Rule § 4.84) for dual credit partnerships between secondary schools and Texas public colleges to offer dual credit to qualified students; therefore,

1) IA PURPOSE

The purpose of this IA is to outline the roles and responsibilities of the College and the High School that participate in the Dual Credit Programs and Continuing Education. This IA is the agreement that encompasses all programs and initiatives under the Dual Credit Programs as required by the Texas Higher Education Coordinating Board (THECB).

2) RECOGNITION OF HIGHER EDUCATION PARTNER

The High School, when reporting and publicizing students’ participation in the program, completion of **courses, degrees, or certificates**, will recognize South Texas College. Furthermore, when the High School advertises and/or publicizes, including but not limited to, designations, awards received, tuition saved, and articles written in social media, television commercials and print ads, the High School will recognize South Texas College as its Higher Education partner.

In addition, the High School shall adhere to the format and style of all advertising, marketing, reporting, and publicity materials, which includes billboards, print ads, and television commercials, as set forth in the College’s ***Branding, Marketing, and Advertising Guidelines for South Texas College Dual Credit Programs*** at <https://admin.southtexascollege.edu/pr/dual-credit-marketing.html>.

3) ACADEMIC POLICIES & PROCEDURES

Academic policies and procedures that apply to regular college courses and students also apply to non-credit and dual credit courses. A plan of study with a defined sequence of courses will be available through Degree Works for all dual credit students.

The High School acknowledges that the College is in the process of replacing its existing Board Policies. As the existing Policies are retired and replaced, the College shall notify the High School and provide a copy of the replacement policy. If necessary, the College and the High School will modify this IA to incorporate the new policies.

a) Eligible Courses

Academic courses offered by the College for dual credit are developed based on the guidelines published in the Academic Course Guide Manual. Workforce courses are developed based on the guidelines published in the Workforce Education Course Manual. The College does not offer kinesiology, guided studies, competency-based or developmental courses for dual credit.

b) Faculty Qualification, Selection, Supervision, and Evaluation

The College has established a hiring process for approved College Faculty to teach dual credit and continuing education course(s). Each approved College Faculty will be supervised by the College's respective department chair or designee and be evaluated and monitored to ensure the quality of instruction and compliance with the College's policies and procedures in accordance with the standards established by the State of Texas and the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). For a comprehensive view of the Faculty Credentials and Qualification, Selection, Supervision, and Evaluation process, refer to the ***Dual Credit Programs Instructional and Quality Standards Manual***.

- i. The College will ensure that College Faculty requested to teach dual credit courses at the School District sites have met acceptable national criminal background checks.
- ii. College Faculty teaching dual credit courses are required to check their class rosters during the first week of classes by accessing Starfish through JagNet to make sure that all students attending the class are enrolled in the dual credit course and are required to refer any students not on the roster to the appropriate High School counselor and the Dual Credit Scheduling and Enrollment Services Department. Any student not listed on the roster by the 12th day of class (Census Day) will not be enrolled in the dual credit course.
- iii. College Faculty teaching college-level courses are expected to communicate with students who need academic assistance and direct them to the appropriate College or School District support services. The College provides students access to college resources and support services at no cost.
- iv. The High School will forward any concerns regarding College Faculty teaching the college-level course to the College Department Chair for investigation. To address and resolve the concerns, a meeting shall take place between the College Department Chair (and/or designee) and the High School Principal (and/or other designated high school administrator) to discuss the issues and reach a decision that is mutually agreeable.
- v. The College Faculty assigned to teach a dual credit course is charged with the duties and responsibilities as the instructor of record. In cases where the course is a Distance Learning course taught at the partner school, as stated in ***Board TASB Policy EBA — Alternate Methods of Instruction: Distance Education***, an instructor is an individual responsible for delivering course content and who meets the qualifications for instruction established by an institution's accrediting agency. Online students shall be informed that they are able to access the online course at any time, not only during a designated time at the high school.
- vi. Texas House Bill 3979 and Senate Bill 3 (87th Legislature), **which relate to civic instruction and instruction policies in public schools in the state**, do not apply to community colleges or to dual credit students, as long as the curriculum being taught is the College's curriculum.

c) Continuing Education Courses

Continuing Education courses are non-credit offerings designed to provide workforce development, personal enrichment, or professional training. These courses are not eligible for dual credit and do not apply toward academic credit or degree requirements, except as outline in the College's Stackable Credential Pathways or Prior Learning Assessments.

d) Location, Facilities, Teaching Environment, and College Courses

Dual credit and Continuing Education courses will be held at South Texas College Campuses which are approved instructional sites in accordance with SACSCOC standards and College policies. Continuing Education courses are conducted in accordance with institutional policies on facilities and instructional quality; however, they are not governed by SACSCOC standards for credit-bearing courses.

i. Access

The High School will work with the College to ensure the following:

- High School will ensure that students have appropriate access to all required instructional facilities, resources, and essential technology;
- High School offering Career and Technical courses will obtain all material required to meet such standards prior to the first-class day.

e) Course Curriculum, Instruction, and Grading

High School will comply with procedures and guidelines as published in the **Dual Credit Programs Instructional and Quality Standards Manual**, including the following:

i. Academic Instructional Calendar

Dual credit classes will follow the College Academic Calendar. Exceptions may be arranged through collaboration between the College and the High School. When the requested exception involves the Final Exam Schedule for full semester classes, the College Department Chair and Division Dean will be involved in any decision. The College requires that the Division Dean approve any exception. Notification of conflicts between mandatory State testing and final exams must be made well in advance of final exams. College courses and exams should take reasonable priority over High School activities.

ii. Monitoring Instruction

The High School will work with the College so College personnel will have the opportunity to monitor the quality of instruction in compliance with the College course syllabus and the standards established by the State of Texas, SACSCOC, and the High School.

iii. Books and Supplemental Materials

The High School will provide textbooks for each registered student, along with equipment, and supplemental materials required for the enrolled classes. The College will consider the use of free open educational resources or low-cost educational resources in courses offered under the program for the High School. Required textbooks and materials shall be available to each registered student on the first-class day. Exceptions must be discussed with the Associate Vice President of Dual Credit Programs and the Department Chair.

iv. Transportation

The High School will provide transportation to students in accordance with State law and High School rules and procedures. Students enrolled in dual credit courses at the College Campuses may be transported by the High School.

v. Submission of College Grade

The primary responsibility for assigning College grades in a dual credit course belongs to the faculty member. Therefore, and in the absence of compelling evidence of discrimination, differential treatment, or procedural irregularities, the judgment of the faculty member responsible for the course must remain determinant. College and High School officials will not unreasonably interfere with the faculty member's authority to assign College grades. The final course grade submitted for the College will be a letter grade. A numeric grade based on a standard 100-point scale will be provided by STC Faculty, upon the High School's request. Such request must be submitted by the High School to the STC Faculty by the Friday before the beginning of the College's final exams week. The final course grade recorded for the College will be a letter grade and for the high school a numeric grade that may differ from the College letter grade.

vi. Reporting Required: Critical Student Performance Information

The College has developed guidelines for sharing critical student performance information when needed for high school reporting.

STC Faculty

- Will only provide the High School with final course numeric grades, based on a standard 100-point scale upon the High School's request. Such requests must be submitted by the High School to the STC Faculty by the Friday before the beginning of the College's finals exams week.
- Will not be required to submit a midterm course grade.
- Will provide the following Starfish Early Alert Surveys:
 - Fall 2025 and Spring 2026: First Week Attendance Verification, and two Progress Surveys (Weeks 5-6 & Weeks 11-12)
 - Summer 2026: First Week Attendance Verification, and one Progress Survey (Week 3)

vii. Dual Credit Policies

This IA is subject to the following policies:

- i. ***Board Policy #3230: Dual Credit Programs with Partnering School Districts***
- ii. ***Board Policy #3232: Dual Credit Student Eligibility Requirements***
- iii. ***Board TASB Policy EGA: Academic Achievement – Grading and Credit***
- iv. ***Board TASB FEA (Local) Financing Education – Financial Aid and Scholarships***

4) **STUDENT ENROLLMENT & SUPPORT SERVICES**

a) Student Eligibility

The College requires the High School to follow all College enrollment procedures and guidelines for dual credit students. All procedures and guidelines are outlined in the College's ***Dual Credit Programs Enrollment and Support Services Manual***.

All students must meet dual credit admissions and eligibility requirements as outlined by the THECB laws and regulations, the Texas Administrative Code, Title 19, Part 1, Chapter 4, Subchapter D, Rule § 4.85, and as stated in the College's ***Board TASB Policy FB: Admissions***. The High School will work with the College to make certain that all dual credit students are enrolled by the first day of class to help ensure student success and to comply with the College

Dual Credit Programs Admission and Registration Timeline.

High school students are eligible to participate in the Dual Credit Programs upon meeting the Texas Success Initiative (TSI) Assessment benchmark score requirements established by the THECB and the College dual credit course pre-requisites as published in the College's ***Dual Credit Programs Enrollment and Support Services Manual*** or enrolling as non-degree seeking students until they have earned 15 credit hours.

Dual credit students must comply with the College's Academic Progress Standards as outlined in ***Board TASB Policy EGA: Academic Achievement – Grading and Credit*** and ***Board TASB FEA (Local) Financing Education – Financial Aid and Scholarships***.

b) Non-Degree Seeking

For the academic year, participating districts may choose to pilot the non-degree seeking option at high school sites. Dual credit students selecting the non-degree seeking major may enroll in up to 15 credit hours of dual credit courses without fulfilling Texas Success Initiative (TSI) standards. Non-degree seeking students may not enroll in more than two dual credit courses per semester. Additionally, non-degree seeking dual credit students are not eligible to enroll in Regular (Non-S) sections. Non-Degree seeking students are eligible for Continuing Education courses.

Districts are encouraged to establish and implement internal screening requirements, while also recommending courses from the designated instructional plan. Additionally, Dual Credit Programs advisors are required to meet with non-degree seeking students before they complete the maximum of 15 credit hours.

c) Degree seeking Course Load

Degree seeking dual credit students may not enroll in college-level courses until the Spring semester of their 9th grade, and are then limited to no more than two (2) dual credit courses for that semester from an approved list of recommended courses. All 10th grade students will be limited to two (2) dual credit courses per Fall and Spring semester. All 11th and 12th grade students should not exceed four (4) dual credit courses per Fall and Spring semesters. Summer session enrollment is limited to two (2) dual credit courses for Summer Term I/III and two (2) dual credit courses for Summer Term II.

Dual credit students shall be limited to courses within their declared major and corresponding degree plan. Students who declare a major leading to a Career Technical Education (CTE) certificate or Associate degree, may also enroll in academic dual credit courses, limited to English 1301, Mathematics/Natural Science Electives, Humanities Electives, Social and Behavioral Electives, and other Associate of Applied Science (AAS) Electives needed to complete their Certificate and/or AAS degree, while not exceeding the limitation on dual credit courses per semester described below. Students may attempt a maximum of 68 credit hours, with the exception of students pursuing the Associate of Science in Mathematics, Associate of Science in Engineering and Associate of Science in Pre-Pharmacy. Course loads in excess of 68 credit hour maximum shall require approval by the Academic Affairs and Economic Development Division Designee. The Dual Credit Programs is subject to all applicable College policies and procedures.

d) Non-S Section Enrollment

Students who want to enroll in non-dual credit section(s) must be approved by the Academic Affairs and Economic Development Division Designee. Students can only be enrolled into courses within their current declared major. Any student approved to enroll in a non-dual credit section(s) will not

be assessed the independent student tuition and fee rates based on the Board Approved Tuition & Fee Schedule. Dual credit students who do not receive approval to enroll in a non-dual credit section(s), may still enroll, but will be assessed the independent student tuition and fee based on the Board Approved Tuition & Fee table.

Non-S section requests for 10 or more students in the same course type during the same semester will require an “S” section to be created by the College. Criteria for “Non-S” section designation are available on the Dual Credit Programs website, which includes the eligibility of enrollment of only 11th and 12th graders.

e) Dual Credit Sections

Dual credit sections assigned to an STC Faculty must have a minimum of ten (10) students enrolled in Academic sections and seven (7) in Career Technical Education sections. Dual credit sections with fewer than the minimum enrollment will be canceled by the advertised semester deadline.

f) Advising

The College and the High School collaborate to provide college advising services for dual credit students. The High School is responsible for conducting initial and ongoing advising to ensure students are appropriately placed in dual credit or continuing education courses aligned with their academic and career goals.

The College offers advising services for dual credit students regarding transferability and applicability to baccalaureate degree plans of all college credits offered and earned.

In active collaboration with the College, the High School shall take whatever actions deemed reasonably necessary by the College to fully comply with the advising mandates delineated in TX SB 25 (2019) and TX SB 1324 (2019), which collectively address measures public institutions of higher education must take to facilitate successful transfer, academic progress, and timely graduation through, among other things, the filing of degree plans at certain milestones and the publication of course sequences. The College and the High School shall also take necessary actions to ensure compliance with any and all advising requirements of TX SB 1277 (2021), including but not limited to designating at least one employee from either institution to provide academic advising to any student who enrolls in a dual credit course before beginning the course.

g) Student Composition of Class

As outlined in the Texas Administrative Code, Title 19, Part 1, Chapter 4, Subchapter D, Rule 4.85, the High School may not enroll both dual credit and non-dual credit students in the same section unless the development of a high school credit-only class is not financially viable for the high school and only under one of the following conditions:

- i. If the course is required for completion under State Board of Education High School graduation requirements, and the High School is otherwise unable to offer such a course.
- ii. If the high school credit-only students are College Board Advanced Placement or International Baccalaureate students.
- iii. If the course is a career and technology/college workforce education course and the high school credit-only students are eligible to earn articulated college credits.

h) Pathways Alignment

The College provides a comprehensive guide to the alignment of High School endorsements, dual

credit courses, post-secondary pathways, credentials at the institution, and industry certifications.

h) *Counseling and Student Accommodations*

The College and the High School will adhere to Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990 (ADA), and the ADA Amendments Act of 2008.

The High School will be responsible for implementing policies and procedures to enable students to identify disability needs and to provide academic accommodations for dual credit students. For classes taught by South Texas College faculty at one of our campuses, accommodations can be requested from Counseling and Student Accessibility Services. All procedures and guidelines are outlined in the College ***Dual Credit Programs Enrollment and Support Services Manual***.

i) *Student Complaints*

The College's Grievance and/or Complaint procedures for handling student complaints regarding college courses are applicable to all students, including those enrolled in dual credit courses. Dual credit students who would like to submit reports or complaints shall adhere to **Board TASB Policy FLD — Student Rights and Responsibilities: Student Complaints** and follow the relevant processes and procedures detailed in the College's ***Student Handbook*** and/or ***Employee Handbook***, depending on whether the report or complaint relates to another College student or a College employee.

Generally, students should report complaints relating to a Dual Credit course to the College. If the student chooses to report to the High School, the High School shall promptly report the matter to the College. The College shall be responsible for implementing the College's Grievance and/or Complaint procedures only if the College has jurisdiction to do so, including, but not limited to, jurisdiction over the educational program or activity, the complainant, and the respondent.

Student reports and complaints alleging sex-based discrimination, harassment, domestic violence, dating violence, stalking, or other sexual misconduct which targets a student in a Dual Credit course will be handled by the College in accordance with the policy and procedures outlined in **Board TASB Policy FFDA — Freedom from Discrimination, Harassment, and Retaliation: Sex and Sexual Violence**. A student may report a grievance or complaint at the following link:

<https://www.southtexascollege.edu/report/index.html>.

j) *Student Conduct*

All students, including dual credit students, are subject to discipline and appropriate sanctions ranging from verbal or written warning to suspension and expulsion from the College and all related programming, under the College's Student Handbook and Code of Student Conduct. The Code of Student Conduct is an articulation of the College's commitment to maintaining an environment that recognizes and supports the rights of its students, while providing a guide for defining behaviors the College considers inappropriate. Procedures, including a list of violations, potential sanctions, and a list of individual rights for each student, are listed in the College's Student Handbook, Chapter 2, Code of Student Conduct. Dual credit students who receive a sanction of suspension or expulsion from the College must be removed from the college course and placed in a high school credit course or a traditional high school setting by the High School and, in accordance with Texas State law, shall have a transcript notation of suspension or expulsion placed on their official record. On request by the student, the College may remove the notation from the official transcript. Further, the College reserves the right to refer cases to the Behavioral Intervention Team for review and threat assessment. An electronic copy of this Student Handbook and Code of Conduct may be accessed on following link: https://www.southtexascollege.edu/pdf/student_code_of_conduct.pdf

k) *Transcription of Credit*

The College and the High School will enter and record into their respective transcripts all credits earned for dual credit courses for both college credit and high school credit upon the student

completion of the requirements each course.

5) **FINANCIAL SUPPORT SERVICES**

a) Dual Credit Tuition & Fees

The High School will be charged tuition and fees as outlined in *Exhibit A: Board Approved Dual Credit Students Sponsored by Partnering School Districts Tuition and Fees FY 2025-2026*. The College's Board of Trustees reserves the right to adjust tuition and fees as deemed necessary during the year.

b) Dual Credit Programs Invoicing

The College will invoice the High School that sponsors the student for the applicable charges, in accordance with the *Board Approved Dual Credit Students Sponsored by Partnering School Districts Tuition and Fees FY 2025-2026*, as approved by the College Board of Trustees (see Exhibit A).

c) Continuing Education Invoicing

For each training program, the College will prepare an Industry Training Agreement (ITA) that specifies the applicable tuition and fees for the program.

d) Facilities

The College will provide designated instructional space at no cost to the High School for one year to support the delivery of dual credit courses, continuing education programs, and the High School's own course offerings. Scheduling and access to facilities will be coordinated in advance between the College and the High School to ensure efficient use of space and resources. The College will maintain the facilities in accordance with institutional standards to provide a safe and conducive learning environment for all students.

e) Faculty Charges

When the College provides the faculty for a dual credit course, including courses given via distance learning, the High School is responsible for the faculty cost as stipulated in the Dual Credit Course Agreement (DCCA). If the High School cancels a dual credit course with an assigned College Faculty after August 8, 2025 (Fall semester), January 9, 2026 (Spring semester), May 22, 2026 (Summer I/III semester), and June 19, 2026 (Summer II semester), a Late Dual Credit Section Cancellation Fee will be assessed.

This agreement is outlined in the *Dual Credit Programs Instructional and Quality Standards Manual*. An electronic copy of this document may be accessed on the Dual Credit Programs webpage at the following link: <https://www.southtexascollege.edu/dual/manuals.html>.

6) **DATA SHARING**

FERPA allows protected student data to be exchanged between the College and High School for students that are dually enrolled without requiring the consent of either the parents or the student under § 99.34. If the student is under 18, the parents still retain the right under FERPA to inspect and review any education records maintained by the High School, including records that the College disclosed. The College and the High School are expected to meet FERPA requirements to maintain the privacy of student data.

The High School agrees to provide directory information for all students enrolled in the district for recruitment purposes. The High School will provide an electronic secure file to the Director of Promise Program by the end of September. The file will include student names, school emails, home

phone numbers, and home addresses.

The College will provide data reports to the High School via standard reports as per identified timelines. These reports have been developed in an effort to provide the required data in a timely manner to our partners with a signed IA.

The High School shall provide a primary and secondary contact, at the District and at each high school, to receive data via a secure process from the College. These contacts will be responsible for distributing data securely within their assigned area and within FERPA guidelines. Any data received from the College shall not be shared outside the High School without prior authorization from the College.

The High School may request data outside of the scheduled report distribution schedule provided:

- An IA has been executed and is active between the High School and the College. The data request is submitted, at minimum, three (3) business days prior to the requested delivery date.

PLEASE NOTE: Requests are **NOT** guaranteed to be delivered by the requested delivery date and may be delayed depending on the data team's existing request volume. Requests will be prioritized depending on identified need.

The High School may submit an e-mail request for reports to: dcdatarequest@southtexascollege.edu.

7) **HUMAN RESOURCES DEPARTMENT. DATA PRIVACY & SHARING AGREEMENT**

Any non-academic incidents or complaints against High School staff housed at College facilities must be reported to the College's Office of Human Resources to the attention of the Director and/or Employee Relations Officers for investigation.

8) **TITLE IX OF THE EDUCATION AMENDMENTS 1972**

The High School will comply with Title IX of the Education Amendments 1972 (20 U.S.C. § 1681 et seq.) and its implementing regulations as stated in the ***Board TASB Policy FFDA — Freedom from Discrimination, Harassment, and Retaliation: Sex and Sexual Violence*** and the High School Title IX policy in resolving incidents and complaints.

Title IX of the Education Amendments of 1972 (20 U.S.C. §1681 et. seq.), and its implementing regulations, 34 C.F.R. Part 107 (Title IX) state: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

Title IX resources, policies, and procedures, including the names and contact information of the Title IX Coordinator and any Title IX Deputy Coordinators for the College are located at the following link: <https://www.southtexascollege.edu/about/notices/title-ix.html>.

Together with the execution of this IA, the High School will, by completing Exhibit C hereto, designate a specific High School official **who is trained to investigate and address matters relating to Title IX and civil rights issues including, but not limited to, Title VI and Title VII of the Civil Rights Act** to serve as the authorized liaison with the College's Title IX Coordinator.

Pursuant to the following protocol, the High School official and the College representative(s) will work in a collaborative and timely manner to share any and all information necessary in the event of an claims, complaints, reports or investigations arising under Section 8 of this IA (see Exhibit B).

Title IX Protocol

- a) The College and the High School acknowledge that jurisdiction over incidents falling within Title IX can be difficult to determine with respect to Dual Credit Programs, and sometimes jurisdiction is shared by both parties. This protocol is agreed to by the College and the High School to establish clarity and coordination with a set of consistent guidelines for each to follow. The general principle is one of establishing a nexus, and determining which party has the strongest nexus to the alleged misconduct, or whether a nexus reasonably exists with respect to the jurisdiction of both parties, in which case jurisdiction exists for both and in most cases will result in collaborative investigations and separate resolutions in accordance with the policies of each party. In all collaborative processes, the parties agree to share investigation-related information with each other to the extent permitted by law.
- b) In any complaint where the law permits, the College and the High School agree to share information about the outcome of the complaint with the other party to the extent the outcome impacts the other party or its students/employees.
- c) In any circumstance where the parties agree to do so, or where the respondent dual credit student or employee is arguably under the jurisdiction of both parties (regardless of who controls the venue), investigations can be conducted jointly with (at least) one representative from each party. The results of the investigation (one joint investigation report encompassing the policies of both parties) will be made available to both parties, with appropriate redactions as necessary. The parties may then each use the results of the investigation to pursue their own independent resolutions of the complaint. Where investigation procedures of the parties differ substantially, it may be impossible for a collaborative investigation to comply with both, in which case separate investigations should be conducted.
- d) Where one party controls the venue of the alleged misconduct and the respondent is a student or employee of that same party, that party shall normally have primary jurisdiction over the complaint.
- e) Where a party controls the venue in which the complainant is its student/employee and the respondent is the student or employee of another party, the complainant will have the right to file a complaint within the other party's grievance process. The party in which the complainant is enrolled is responsible for providing supportive measures to the complainant.
- f) Where a party provides only instruction/credit for a course, and is not otherwise involved in any way in an act of misconduct, that party shall have no responsibility under this protocol except as policy otherwise requires (e.g., mandated reporting responsibilities)g) Where a party controls only the venue of a course, and is not otherwise involved in any way in an act of misconduct, that party will review any needed remedial measures related to the safety of the venue and implement them accordingly.
- g) Control:
 - i. A party who controls the venue and the instruction, provides an employee for instruction, and provides credit for the course controls that course.
 - ii. A party who provides instruction in the venue of the other party does not control that venue.
- h) Each party's employees are expected/encouraged to participate as witnesses in any resolution process, as necessary.

- i) Student:
 - iii. A student enrolled in a non-credit or dual-credit course is a student of both parties, regardless of which party has the primary relationship with the student.
 - iv. Any party's policies and procedures will explicitly be made applicable to its students, including those who are dual-enrolled/participating in early college.
- j) Imposing consequences on a respondent by two parties is appropriate when the student is enrolled within the educational program of both parties, though the parties can agree that only one party will enforce its policies and procedures in a given situation. In such situations, the parties may agree that the party with the primary relationship to the student will take the lead and/or enforce its policies and procedures, or that the party in whose program the incident took place will normally have primary jurisdiction.
- k) Each course should clearly designate which party's educational program the course is part of, and/or whether more than one party is the sponsor/provider of a course.

9) **NON-DISCRIMINATION**

The College prohibits discrimination, including harassment and sexual misconduct, against any employee, applicant for employment, student, or applicant for admission on the basis of any protected class or any other basis prohibited by law. Protected classes at the College include race, color, national origin, religion, age, sex, sexual orientation, gender, gender identity, physical or mental disability, genetic information, veteran status, or any other basis prohibited by law.

Discrimination is defined as prohibited conduct directed at an employee or student on the basis of race, color, national origin, religion, age, sex, including pregnancy and parental status, sexual orientation, gender, gender identity, physical or mental disability, genetic information, veteran status, or any other basis prohibited by law, that adversely affects the employee's employment or that adversely affects the student.

For more information, please visit ***Board TASB Policy FFDA — Freedom from Discrimination, Harassment, and Retaliation: Sex and Sexual Violence.***

10) **PREGNANT AND PARENTING SERVICES**

The College is committed to creating and maintaining an inclusive and accessible learning environment for all students. Title IX prohibits discrimination on the basis of sex – including pregnancy, parenting and all related conditions – in educational programs and activities that receive federal funding. In addition, pregnant and parenting students who are enrolled at public institutions of higher education are entitled to the protections set forth in the Texas Education Code including Sections 51.982 & 51.983.

For detailed information please visit the Pregnant and Parenting website at:

<https://studentservices.southtexascollege.edu/disability/parenting.html>

The South Texas College Pregnant and Parenting Liaison Officer is as follows:

Santa Elisa Peña, M. Ed., LPC-S

Director of Counseling and Student Accessibility Services

Pecan Campus, K 2.900

McAllen, TX 78501

Phone: 956-872-2140

Email: santaep@southtexascollege.edu

For more information, please visit ***Board TASB Policy FAA (Local) — Equal Educational Opportunity: Pregnant and Parenting Students.***

11) INTERLOCAL AGREEMENT (IA)

This IA may be amended by mutual written agreement of both parties.

The College and the High School reserve the right to terminate this IA by notice from either party in accordance with this IA or by operation of law. The College or the High School may terminate the IA no fewer than ninety (90) days prior to the end of the semester during which notice was given. To be effective, notice must be submitted in writing, signed by the College President or the Superintendent and personally delivered to the other party to this IA.

NOTIFICATION OF NON—COMPLIANCE AND TERMINATION OF AGREEMENT

If a party fails to comply with any provision of this IA, the other party may issue a Notification of Non-Compliance (Notice). The Notice shall be in writing and shall describe in detail the nature of the alleged non-compliance. The Notice will be provided to the College President or to the Superintendent for review and action. Failure to correct any condition of non-compliance within ten (10) business days following receipt of the Notice may, at the option of the party which sent the Notice, result in termination of this IA at the end of the semester during which the Notice was sent. Any provision in this IA which requires performance by either party after the termination of this IA including, without limitation, confidentiality obligations, limitations of liability, and exclusions of damages, and any other provision or partial provision that by its nature would reasonably extend beyond the termination of this IA, shall be and remain enforceable after such termination of this IA for any reason whatsoever.

EXECUTED IN TWO (2) Original counterparts on this _____ day of _____ 20____.



Dr. Ricardo J. Solis
President
South Texas College

Superintendent
PossiAble Dream Adult High School

Chairman, Board of Trustees
South Texas College

Board President
The Possible Dream Foundation

EXHIBIT A
DUAL CREDIT STUDENTS
SPONSORED BY PARTNERING SCHOOL DISTRICTS
Tuition and Fees
FOR FY 2025-2026



	Board Approved FY 2023-2024	Board Approved FY 2024-2025	Board Approved FY 2025-2026
DUAL CREDIT TUITION:			
Per credit hour tuition for in-district dual credit students sponsored by partnering school districts	0.00	0.00	0.00
DIFFERENTIAL TUITION PER CREDIT HOUR FOR COURSES OFFERED ON A SOUTH TEXAS COLLEGE CAMPUS OR FACULTY:			
Associate Degree Nursing	0.00	0.00	0.00
Emergency Medical Technology	0.00	0.00	0.00
Occupational Therapy Assistant	0.00	0.00	0.00
Patient Care Assistant	0.00	0.00	0.00
Pharmacy Tech	0.00	0.00	0.00
Physical Therapist Assistant	0.00	0.00	0.00
Radiologic Technology/Sonography	0.00	0.00	0.00
Respiratory Therapy	0.00	0.00	0.00
Vocational Nursing	0.00	0.00	0.00
COURSE FEES:			
Electronic Distance Learning/VCT Course Fee per credit hour (Summer 2020 Sessions - Fee waived) (Fall 2020 Session - Fee waived)	0.00	0.00	0.00
Hybrid Course Fee per credit hour	0.00	0.00	0.00
NAH and Other Course Fees: <i>Liability Insurance/Exams/Booklets/Badges/Special Program ID/Certificates/Pinning Ceremony/Other Activities</i>	Recovery of costs and processing fees	Recovery of costs and processing fees	Recovery of costs and processing fees
INCIDENTAL FEES:			
Fee per credit hour for dual credit students attempting a course three or more Times	125.00	125.00	125.00
Dual Credit Late Processing Fee per course per student after Census Day	200.00	200.00	200.00
DUAL CREDIT ACADEMIES:			
Dual Credit Academies Participation Fee - Fall and Spring, per Student per Semester (Charged to School District)	600.00	600.00	600.00
Dual Credit Academies Participation Fee - Summer, per Student per Credit Hour (Charged to School District)	50.00	50.00	50.00

Board Approved_DualCreditTuitionandFees FY 2025-2024_March 25

EXHIBIT B

School District Title IX Investigator/Coordinator

As stated in Section 8, the High School hereby designate the Liaison listed below who, the High School certifies, is trained to investigate and address matters relating to Title IX and alleged civil rights violations, including but not limited to claims arising under Title VI and Title VII of the Civil Rights Act, to serve as the authorized liaison to the South Texas College Title IX Coordinator.

The High School Liaison contact information is as follows:

School District Name: _____

High School Name: _____

Liaison's Name: _____

Position Title: _____

Contact Phone Number: _____

Email: _____

This form must be completed in its entirety and submitted to:

Todd C. Nelson, J.D.
Contract and Regulatory Resources Officer
Title IX & 504 Coordinator
3201 West Pecan Blvd., N150
956-872-4664
TitleIX@southtexascollege.edu



Consent Agenda:

i. Approval on Memorandum of Understanding (MOU) Between South Texas College (STC) and South Texas College Foundation (STCF)

Purpose	To approve the MOU between South Texas College and the South Texas College Foundation.
Justification	The MOU outlines roles and responsibilities of each entity in managing funds, supporting specific initiatives, allocating donations, and ensuring the foundation's activities align with the college's overall mission and goals.
Enclosed Documents	Appendix () – MOU between South Texas College and South Texas College Foundation.
Funding	No funds are required.
Staff Resource	Dr. Rodney Rodriguez, Vice President for Institutional Advancement and External Affairs
Recommendation	The Committee recommended Board approval on Memorandum of Understanding (MOU) between South Texas College (STC) and the South Texas College Foundation (STCF).

Memorandum of Understanding between South Texas College and the South Texas College Foundation

This Memorandum of Understanding is entered into as of _____ (the “Effective Date”) by and between the South Texas College Foundation, which will henceforth be referred to as the “Foundation”, and South Texas College, which will henceforth be referred to as the “College”. The Foundation and the College are sometimes referred to herein as a “Party” or as the “Parties”.

WHEREAS the College was created on September 1, 1993 and currently serves thousands of students and offers hundreds of educational programs;

AND WHEREAS the College Board of Trustees is responsible for overseeing the mission, leadership, and operations of the College and for setting the priorities and long-range plans of the College;

AND WHEREAS the Foundation is a nonprofit corporation organized exclusively for charitable, literary, and educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, including the making of distributions of Foundation funds to or for the benefit and support of or for the tax-exempt purposes of the College;

AND WHEREAS the Foundation’s Board of Directors is responsible for overseeing the mission, leadership, and operation of the Foundation and for setting the priorities and long-range plans of the Foundation;

AND WHEREAS, the Board of Trustees of the College has identified and asserted the educational public purposes for the College’s support of the Foundation (the “Public Purposes”);

AND WHEREAS, the College and the Foundation desire to define the fund-raising and fund distribution activities of the Foundation in a formal, written manner, and to assure that those activities further the mission of the College;

AND WHEREAS, the College desires to provide and make available certain services to the Foundation, in order to facilitate the Foundation’s fund-raising and fund distribution activities in support of the College;

NOW THEREFORE, in consideration of the covenants, promises, terms, and provisions herein contained, the Parties mutually agree to the following.

1. Unrestricted Gifts to the Foundation for the Benefit or Support of the College. Subject to the provisions of any Gift Acceptance Policy adopted by the Foundation, the Foundation shall use its best efforts to solicit and administer funds for the general support or benefit

of the College. From time to time, the College may request a distribution from such otherwise unrestricted funds. The Foundation's Board of Directors shall have the sole authority and discretion to determine whether a distribution will be made in accordance with such a request.

2. Time-Restricted Gifts to the Foundation for the Benefit or Support of the College. Subject the provisions of any Gift Acceptance Policy adopted by the Foundation, the Foundation may solicit and administer funds for the general support or benefit of the college and that are not wholly expendable on a current basis. The Foundation's Board of Directors shall administer these funds in accordance with the Texas Uniform Management of Institutional Funds Act ("TUPMIFA"). From time to time, the College may request a distribution from these time-restricted funds. Subject to TUPMIFA, the Foundation's Board of Directors shall have the sole authority and discretion to determine whether a distribution will be made in accordance with such request.
3. Purpose-Restricted Gifts to the Foundation for the Benefit or Support of the College. In addition to abiding by the restrictions in any Gift Acceptance Policy adopted by the Foundation, the Foundation shall not raise purpose-restricted gifts for the benefit or use of the College without the authorization of the Board of Trustees of the College or if the restriction requires the gift to be used for a purpose outside of the activities in the College's current operating budget and current strategic plan. From time to time, the College may request a distribution from these time-restricted funds. Subject to TUPMIFA, the Foundation's Board of Directors shall have the sole authority and discretion to determine whether a distribution will be made in accordance with such request.
4. Non-Interference. To avoid any unintended interference with the College's strategic fundraising efforts, the Foundation will not solicit any donor or potential donor that the College has designated, in writing to the Foundation, as a donor or potential donor of significance to the College.
5. Foundation Executive Director and Support Staff Furnished by the College. Subject to the College Board of Trustees appropriating sufficient funds in the College's annual budget, the College shall furnish an employee of the College to serve as the Executive Director of the Foundation ("Foundation Executive Director"). The Foundation Executive Director's will render service to the Foundation on a full-time, salaried basis in accordance with a job description provided by the Board of Directors of the College and the South Texas College Foundation. The College shall establish the salary for the Foundation Executive Director. The Foundation Executive Director shall be responsible for the Foundation's operations and shall report to the Foundation's Board of Directors. The College shall provide the Foundation Executive Director reasonable access to other staff employed by the College to support the Foundation Executive Director (the "Support Staff"). The College, with input from and consultation with the Foundation Board, shall have the authority to employ and terminate College personnel who provide services to the Foundation under this Memorandum of Understanding.

6. Facilities Furnished by the College. Subject to the College Board of Trustees appropriating sufficient funds in the College's annual budget, the College shall furnish (i) reasonable office space for the Foundation Executive Director; (ii) the utilities, telephone service, computer hardware and software, networking, internet access, and other technology resources reasonably needed by the Foundation to carry out its activities under this Memorandum of Understanding.
7. Reasonable Expenses of the Foundation. Subject to the College Board of Trustees appropriating sufficient funds in the College's annual budget, the College shall furnish the Foundation's reasonable in-kind services and shall pay the Foundation's reasonable expenses needed (excluding alcoholic beverages), but including, without limitation, meals that are ordinary and necessary expenses in conducting the Foundation's operations and that are not lavish or extravagant, travel, marketing, advertising, and supply expenses as necessary in the Foundation's conduct of its operations for the benefit of the College.
8. Use of College Name and Logo. The Foundation may use the College's name, logo, trademarks, tradename, and any other identifying marks of the College in furtherance of the Foundation's conduct of its operations for the benefit of the College.
9. No Agency or Partnership. This Memorandum of Understanding does not constitute a partnership or joint venture, and neither Party shall be considered or shall hold itself out as an agent of the other Party. Neither Party assumes responsibility for the actions of the other party, and neither Party assumes any liability for the actions of the other Party's directors, trustees, officers, or agents.
10. Compliance with Applicable Law. The Parties shall work together as necessary to ensure that the Foundation's activities comply with applicable law. For the avoidance of doubt, but without limitation, the College and the Foundation shall work together to ensure that the Foundation's administration of its scholarship program complies with the Family Educational Rights and Privacy Act.
11. Continued Cooperation. The Parties shall maintain open communication regarding the priorities and needs of the College and the identified funding priorities of the Foundation's donor base to maximize the Foundation's fundraising for the benefit of the College in alignment with the College's goals. To this end, the Board of Trustees of the College shall have the right to appoint a liaison to the Foundation's Board of Directors (the "College Liaison") with the right to attend all meetings of the Foundation's Board of Directors with the exception of "executive sessions" and meetings of the Foundation's Board of Directors with its attorneys. The College Liaison shall not be a member of the Foundation's Board of Directors and accordingly has no right to vote at the meetings of the Foundation's Board of Directors or any other power of a member of the Foundation's Board of Directors.
12. Changes to Governing Documents. The Foundation President shall immediately notify the College President and the Chair of the College's Board of Trustees of any amendment to the Certificate of Formation or Bylaws of the Foundation.

13. Annual Reports by Foundation. Within a reasonable time following the end of its fiscal year, the Foundation shall provide an annual report of its revenue and activities to the College Board of Trustees of the College. Once per year, the Foundation shall provide a report of its activities at a public meeting of the College Board of Trustees. The Foundation shall provide a copy of its annual Form 990 (not including Schedule B to Form 990) to the College within thirty (30) days of filing the Form 990 with the Internal Revenue Service.
14. Term. This Memorandum of Understanding shall remain in effect for a period of twelve (12) months from the effective date hereof. At the end of each twelve (12) month period, this Memorandum of Understanding shall renew for a successive twelve (12) month period. Notwithstanding the foregoing, either Party may terminate this Memorandum of Understanding for any reason and at any time by giving thirty (30) days advance written notice to the other Party.
15. Entire Agreement. This Memorandum of Understanding reflects the entire and integrated agreement between the Parties and supersedes all prior negotiations, representations, and agreements, whether written or oral.
16. Amendment. This Memorandum of Understanding may be amended only in a writing authorized by and signed on behalf of each of the Parties.
17. Notice. Any notice required or contemplated by this Memorandum of Understanding shall be deemed to be provided upon the date it is mailed via certified mail, return receipt requested, or sent by email to the respective addresses to be provided.
18. Multiple Counterparts and Signatures. This Memorandum of Understanding and any amendments hereto may be signed in multiple counterparts, and a facsimile or electronic signature shall constitute an original signature.

Executed effective as of the Effective Date.

South Texas College

South Texas College Foundation

Board Chair
Dr. Alejo Salinas

Board Vice-President
Mr. Gary Gurwitz



Discussion and Action as Necessary on Proposed Annual Salary Increases for Regular and Full-Time Temporary Faculty and Non-Faculty Personnel for FY 2025 – 2026

Purpose Administration requests the Committee recommend Board approval on proposed annual salary increases for faculty and non-faculty personnel for FY 2025 – 2026 as reviewed by the Texas Association of School Boards (TASB).

Justification After the Board approved an agreement with TASB for a compensation study on October 26, 2021, the College undergoes a TASB maintenance review on an annual basis in order to ensure that the College's Employee Compensation Plan continues to align with industry practices and standards and to maintain internally equitable and externally competitive salaries. A 3% General Pay Increase (GPI), a 4% GPI, and a 7% GPI were approved and applied in FY 2023, FY 2024, and FY 2025, respectively, based on market median analysis.

TASB Summary of Cost Estimates Model 1 at 3% GPI, Model 2 at 3.5%, and Model 3 at 4% GPI are shown in Appendix B.

The proposed Regular and Full-Time Temporary Faculty and Non-Faculty personnel preliminary salary increase, including benefits, for FY 2025 - 2026 is approximately as follows:

Proposed Salary Increase			
Pay Group	3% GPI	3.5% GPI	4% GPI
Faculty	\$1,555,136	\$1,761,617	\$1,968,502
Non-Faculty	\$2,299,626	\$2,604,724	\$2,920,739
Total	\$3,854,762	\$4,366,341	\$4,889,241
Benefits	\$963,691	\$1,091,585	\$1,222,310
Total Cost	\$4,818,453	\$5,457,926	\$6,111,551

Erin Kolecki, TASB Senior Human Resources and Compensation Consultant, will also present on the TASB Salary increases and will be available via Zoom to address any questions.

Enclosed Documents Appendix A – TASB Cost Models Summaries (Salaries and Benefits)
Appendix B – TASB Summary of Cost Estimates: Model 1 at 3% GPI, Model 2 at 3.5% GPI, and Model 3 at 4% GPI
Appendix C – TASB Presentation

Funding The proposed annual salary increases for FY 2025 - 2026 are subject to the availability of funding and Board approval of the final budget. Additional modifications including reductions may be necessary prior to final approval by the Board and based on revised revenue



projections, funding availability, and Board approval of the final budget.

Staff Resource Mary Del Paz, Vice President for Finance and Administrative Services
Alicia Correa, Director of Human Resources – Benefits and Compensation

Recommendation The Committee recommends Board approval on the proposed annual salary increases for faculty and non-faculty personnel for FY 2025 – 2026 as reviewed by the Texas Association of School Boards (TASB) and as presented.

Appendix A TASB Cost Models Summaries (Salaries and Benefits)

3% GPI Cost Model			
Pay Group	GPI	Adjustments	Estimated Total Increase
Faculty	\$1,245,391	\$309,745	\$1,555,136
Executive Administrative Professional	\$ 927,945	\$114,686	\$1,042,631
Technology	\$156,176	\$91,218	\$247,394
Administrative Technical Support	\$645,368	\$13,026	\$658,394
Operations Support	\$343,678	\$7,529	\$351,207
Total	\$3,318,558	\$536,204	\$3,854,762
Benefits			\$963,691
Total Cost			\$4,818,453

3.5% GPI Cost Model			
Pay Group	GPI	Adjustments	Estimated Total Increase
Faculty	\$1,452,954	\$308,663	\$1,761,617
Executive Administrative Professional	\$1,082,602	\$100,434	\$1,183,036
Technology	\$182,205	\$77,391	\$259,596
Administrative Technical Support	\$752,206	\$7,739	\$759,945
Operations Support	\$400,961	\$1,186	\$402,147
Total	\$3,870,928	\$495,413	\$4,366,341
Benefits			\$1,091,585
Total Cost			\$5,457,926



4% GPI Cost Model			
Pay Group	GPI	Adjustments	Estimated Total Increase
Faculty	\$1,660,517	\$307,985	\$1,968,502
Executive Administrative Professional	\$1,237,260	\$88,385	\$1,325,645
Technology	\$208,379	\$66,069	\$274,448
Administrative Technical Support	\$859,989	\$3,016	\$863,005
Operations Support	\$457,641	\$0	\$457,641
Total	\$4,423,786	\$465,455	\$4,889,241
Benefits			\$1,222,310
Total Cost			\$6,111,551

South Texas College

Summary of Cost Estimates, 2025-2026

	Total Staff	Count of Increases	Cost Increase	Percent of Current Costs	2024-2025 Current Costs
Faculty					
\$54,100 starting salary	565		\$1,555,136		\$39,467,391
^{1c} General pay increase - 3.0% > of market or salary		564	\$1,244,706	3.2%	
Full increase to employees paid over range maximum		1	\$685	0.0%	
Adjustments to years 9-20		412	\$309,745	0.8%	
Executive Administrative Professional	389		\$1,042,631		\$28,542,338
^{1c} General pay increase - 3.0% > of midpoint or salary		384	\$911,640	3.2%	
General pay increase - 3.0% to employees over range max		5	\$16,305	0.1%	
Adjustments - 1.0% above pay range minimum		9	\$9,969	0.0%	
Adjustments - placement scale		39	\$104,717	0.4%	
Technology	70		\$247,394		\$4,515,110
^{1c} General pay increase - 3.0% > of midpoint or salary		70	\$156,176	3.5%	
Adjustments - 1.0% above pay range minimum		9	\$13,354	0.3%	
Adjustments - placement scale		40	\$77,864	1.7%	
Administrative Technical Support	470		\$658,394		\$19,423,973
^{1c} General pay increase - 3.0% > of midpoint or salary		464	\$635,571	3.3%	
General pay increase - 3.0% to employees over range max		6	\$9,797	0.1%	
Adjustments - 1.0% above pay range minimum		10	\$3,640	0.0%	
Adjustments - placement scale		20	\$9,386	0.0%	
Operations Support	247		\$351,207		\$10,538,632
^{1c} General pay increase - 3.0% > of midpoint or salary		242	\$335,608	3.2%	
General pay increase - 3.0% to employees over range max		5	\$8,070	0.1%	
Adjustments - 1.0% above pay range minimum		2	\$291	0.0%	
Adjustments - placement scale		35	\$7,238	0.1%	
Subtotal - General Pay Increase	1,741	1,741	\$3,318,558	3.2%	
Subtotal - Implementation/Equity Adjustments		576	\$536,204	0.5%	
Total Cost Estimate			\$3,854,762	3.8%	\$102,487,444

Footnotes:

^{1c} Pay increases were applied to all employees and itemized separately for employees at or above the maximum rate.

	Total Staff	Count of Increases	Cost Increase	Percent of Current Costs	2024-2025 Current Costs
Faculty					
\$54,450 starting salary	565		\$1,761,617		\$39,467,391
^{1c} General pay increase - 3.5% > of market or salary		564	1,452,199	3.7%	
Full increase to employees paid over range maximum		1	755	0.0%	
Adjustments to years 9-20		412	308,663	0.8%	
Executive Administrative Professional	389		\$1,183,036		\$28,542,338
^{1c} General pay increase - 3.5% > of midpoint or salary		382	\$1,062,866	3.7%	
General pay increase - 3.5% to employees over range max		7	\$19,736	0.1%	
Adjustments - 1.0% above pay range minimum		3	\$7,643	0.0%	
Adjustments - placement scale		31	\$92,791	0.3%	
Technology	70		\$259,596		\$4,515,110
^{1c} General pay increase - 3.5% > of midpoint or salary		70	\$182,205	4.0%	
Adjustments - 1.0% above pay range minimum		7	\$10,629	0.2%	
Adjustments - placement scale		27	\$66,762	1.5%	
Administrative Technical Support	470		\$759,945		\$19,423,973
^{1c} General pay increase - 3.5% > of midpoint or salary		464	\$740,662	3.8%	
General pay increase - 3.5% to employees over range max		6	\$11,544	0.1%	
Adjustments - 1.0% above pay range minimum		10	\$1,373	0.0%	
Adjustments - placement scale		20	\$6,366	0.0%	
Operations Support	247		\$402,147		\$10,538,632
^{1c} General pay increase - 3.5% > of midpoint or salary		242	\$391,310	3.7%	
General pay increase - 3.5% to employees over range max		5	\$9,651	0.1%	
Adjustments - placement scale		8	\$1,186	0.0%	
Subtotal - General Pay Increase	1,741	1,741	\$3,870,928	3.8%	
Subtotal - Implementation/Equity Adjustments		518	\$495,413	0.5%	
Total Cost Estimate			\$4,366,341	4.3%	\$102,487,444

Footnotes:

^{1c} Pay increases were applied to all employees and itemized separately for employees at or above the maximum rate.

	Total Staff	Count of Increases	Cost Increase	Percent of Current Costs	2024-2025 Current Costs
Faculty					
\$54,800 starting salary	565		\$1,968,502		\$39,467,391
^{1c} General pay increase - 4.0% > of market or salary		564	\$1,659,592	4.2%	
Full increase to employees paid over range maximum		1	\$925	0.0%	
Adjustments to years 9-20		364	\$307,985	0.8%	
Executive Administrative Professional	389		\$1,325,645		\$28,542,338
^{1c} General pay increase - 4.0% > of midpoint or salary		382	\$1,213,714	4.3%	
General pay increase - 4.0% to employees over range max		7	\$23,546	0.1%	
Adjustments - 1.0% above pay range minimum		2	\$6,674	0.0%	
Adjustments - placement scale		28	\$81,711	0.3%	
Technology	70		\$274,448		\$4,515,110
^{1c} General pay increase - 4.0% > of midpoint or salary		70	\$208,379	4.6%	
Adjustments - 1.0% above pay range minimum		4	\$8,070	0.2%	
Adjustments - placement scale		27	\$57,999	1.3%	
Administrative Technical Support	470		\$863,005		\$19,423,973
^{1c} General pay increase - 4.0% > of midpoint or salary		464	\$846,656	4.4%	
General pay increase - 4.0% to employees over range max		6	\$13,333	0.1%	
Adjustments - 1.0% above pay range minimum		3	\$437	0.0%	
Adjustments - placement scale		13	\$2,579	0.0%	
Operations Support	247		\$457,641		\$10,538,632
^{1c} General pay increase - 4.0% > of midpoint or salary		241	\$446,326	4.2%	
General pay increase - 4.0% to employees over range max		6	\$11,315	0.1%	
Subtotal - General Pay Increase	1,741	1,741	\$4,423,786	4.3%	
Subtotal - Implementation/Equity Adjustments		441	\$465,455	0.5%	
Total Cost Estimate			\$4,889,241	4.8%	\$102,487,444

Footnotes:

^{1c} Pay increases were applied to all employees and itemized separately for employees at or above the maximum rate.

South Texas College

Pay Systems Maintenance

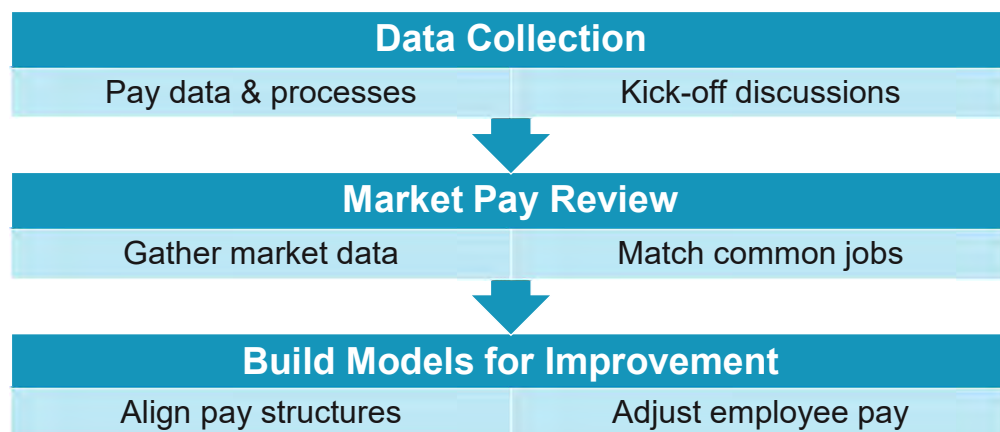
Erin Kolecki
July 8, 2025



This information is provided for educational purposes only to facilitate a general understanding of the law or other regulatory matter. This information is neither an exhaustive treatment on the subject nor is this intended to substitute for the advice of an attorney or other professional advisor. Consult with your attorney or professional advisor to apply these principles to specific fact situations.

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TASB Pay Study Process



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Market Colleges/Districts

	College / District	Student Enrollment	Number of FTE	Exempt & Nonexempt	Faculty
1	Alamo Colleges	77,339	4,448	X	X
2	Austin Community College	39,903	2,808	X	X
3	Collin College	39,479	3,938	X	X
4	Dallas College	11,111	4,581	X	X
5	Del Mar College	10,257	1,279	X	X
6	Edinburg CISD	33,911	4,820	X	
7	El Paso County Community College District	24,790	1,154	X	X
8	Houston Community College	52,295	5,742	X	X
9	Laredo College	10,953	739	X	X
10	Lone Star College System	87,250	7,291	X	X
11	McAllen ISD	19,916	3,275	X	
12	Mission CISD	14,350	2,313	X	
13	Pharr-San Juan-Alamo ISD	29,397	4,531	X	
14	Rio Grande City Grulla ISD	9,244	1,917	X	
15	San Jacinto College	31,328	2,718	X	X
16	Sharyland ISD	9,732	1,350	X	
17	Tarrant County College	47,354	4,800	X	X
18	Texas Southmost College	8,838	337	X	X
19	Weslaco ISD	16,268	2,221	X	

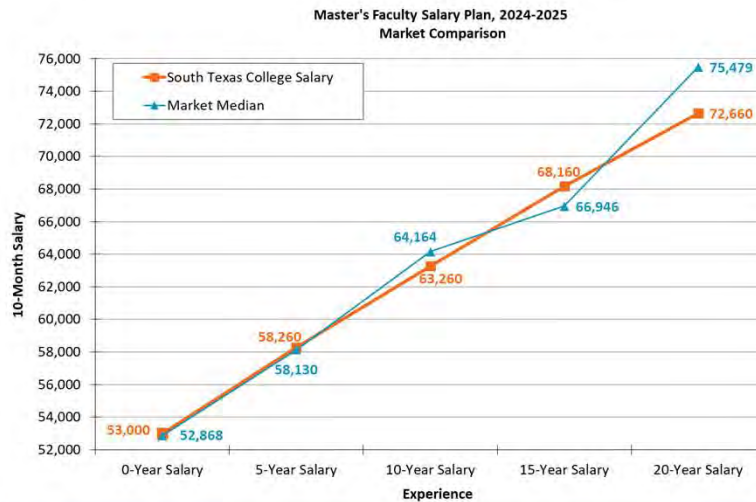
3

Other Market Sources

- CompAnalyst
- Payfactors by Payscale

4

Faculty – Market Graph – Master’s Degree



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Master’s Degree – Market Comparison

College	Student Enrollment	Number of Faculty	0-Year Salary	5-Year Salary	10-Year Salary	15-Year Salary	20-Year Salary
1 Tarrant County College	47,354	333	\$64,118	\$66,071	\$68,026	\$69,981	
2 Collin College	39,479	194	\$61,128	\$62,656	\$64,184		
3 Del Mar College	10,257	108	\$60,281	\$65,610	\$79,536	\$81,354	\$90,381
4 Dallas College	61,536	295	\$60,000				
5 Austin Community College	39,903	194	\$59,817	\$64,227	\$69,355	\$74,974	\$81,082
6 Alamo Colleges	77,339	224	\$53,737	\$58,439			
7 Laredo College	10,953	83	\$52,000	\$53,900	\$56,938	\$62,389	\$68,237
8 San Jacinto College	31,328	208	\$50,234	\$58,130	\$64,164	\$71,630	\$80,397
9 Lone Star College System	87,250	468	\$48,672	\$53,738			
10 Houston Community College	52,295	134	\$48,436	\$52,428	\$57,884	\$63,910	\$70,562
11 El Paso County Community College District	24,790	140	\$46,412	\$50,239	\$55,466	\$61,239	\$67,615
12 Texas Southmost College	8,838	62	\$41,690	\$47,168	\$52,847	\$58,062	
South Texas College	27,644	243	\$53,000	\$58,260	\$63,260	\$68,160	\$72,660
25th Percentile			\$48,613	\$53,083	\$56,938	\$62,102	\$68,818
Median			\$52,868	\$58,130	\$64,164	\$66,946	\$75,479
75th Percentile			\$60,070	\$63,442	\$68,026	\$72,466	\$80,911
Comparison to Median Dollar Difference			100%	100%	99%	102%	96%
			\$132	\$130	(\$904)	\$1,215	(\$2,819)

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Exempt Pay Groups – Market Salaries

Pay Group	Employee Pay to Market	Pay Grade Midpoint to Market	Number of Benchmarks
Administration	99%	100%	24
Professional - Academic	93%	99%	14
Professional - Business	97%	100%	21
Technology	87%	95%	16

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Nonexempt Pay Groups – Market Salaries

Pay Group	Employee Pay to Market	Pay Grade Midpoint to Market	Pay Grade Minimum to Market	Number of Benchmarks
Office Support	92%	98%	95%	17
Education Support	95%	102%	108%	8
Maintenance and Operations	92%	96%	101%	18

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Recommendation 1

Implement pay structure adjustments to align with market

- Strong starting salaries
- Midpoints aligned with market
- Adjust pay grade placement of identified jobs
- Add a new EAP pay grade – senior manager

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Recommendation 2

Adopt a general pay increase (GPI)

- Three models – 3%, 3.5%, and 4%
- For faculty, GPI calculated as the greater of a percentage of market median master's salary or employee salary
- For other pay groups, GPI calculated as the greater of a percentage of employee's pay grade midpoint or employee salary

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Recommendation 2 (cont)

- Pay increase for faculty with associate's, certificate, bachelor's, and doctorate calculated as a weighted factor based on master's degree increase

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Recommendation 3

Provide adjustments to address market differences and maintain equity

- Additional adjustments for faculty
- Increase to 1 percent above minimum
- Placement scale adjustments

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Cost – Model 1 (3.0%)

Pay Group	General Pay Increase	Adjustments	Estimated Total Increase
Faculty	\$1,245,391	\$309,745	\$1,555,136
Executive Administrative Professional	\$927,945	\$114,686	\$1,042,631
Technology	\$156,176	\$91,218	\$247,394
Administrative Technical Support	\$645,368	\$13,026	\$658,394
Operations Support	\$343,678	\$7,529	\$351,207
Total	\$3,318,558	\$536,204	\$3,854,762
% of Current Costs	3.2%	0.5%	3.8%

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Cost – Model 2 (3.5%)

Pay Group	General Pay Increase	Adjustments	Estimated Total Increase
Faculty	\$1,452,954	\$308,663	\$1,761,617
Executive Administrative Professional	\$1,082,602	\$100,434	\$1,183,036
Technology	\$182,205	\$77,391	\$259,596
Administrative Technical Support	\$752,206	\$7,739	\$759,945
Operations Support	\$400,961	\$1,186	\$402,147
Total	\$3,870,928	\$495,413	\$4,366,341
% of Current Costs	3.8%	0.5%	4.3%

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Cost – Model 3 (4.0%)

Pay Group	General Pay Increase	Adjustments	Estimated Total Increase
Faculty	\$1,660,517	\$307,985	\$1,968,502
Executive Administrative Professional	\$1,237,260	\$88,385	\$1,325,645
Technology	\$208,379	\$66,069	\$274,448
Administrative Technical Support	\$859,989	\$3,016	\$863,005
Operations Support	\$457,641	\$0	\$457,641
Total	\$4,423,786	\$465,455	\$4,889,241
% of Current Costs	4.3%	0.5%	4.8%

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Discussion and Action as Necessary to Renew Property and Casualty Insurance

Purpose To renew the property and casualty insurance contracts with the vendors listed in Appendix A.

Justification To anticipate catastrophic losses that could financially impair South Texas College, the insurance allows the College to minimize the risk of loss from circumstances beyond its control.

The property and casualty insurance includes the Property, Inland Marine, and Boiler and Machinery, Crime, Cyber Liability, School Leaders Errors & Omissions, General Liability, Law Enforcement Liability, and Automobile, and Workers Compensation.

Funding Funds for this expenditure are budgeted in the Insurance and Benefits budgets for FY 2025 – 2026, pending approval of the budget.

Enclosed Documents Appendix A – Insurance Premiums Summary
Appendix B – Renewal Terms

Staff Resource Mary Del Paz, Vice President - Finance and Administrative Services
Ken Lyons, Risk Manager

Additional Information Information for this item was not available at the time of the July 8, 2025 Finance, Audit, and Human Resources Committee meeting, and is presented to the Board without a Committee recommendation.

At the time of the publication of the July 22, 2025, Board packet, pricing information had not been received for the Property, Inland Marine, and Boiler and Machinery insurance. Administration will provide the information at the Board meeting.

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 property and casualty insurance contracts with the vendors listed in Appendix A, for the period beginning September 1, 2025 through August 31, 2026.

Approval Recommended:

Dr. Ricardo J. Solis
President



APPENDIX A

Insurance Premiums Summary

Property, Inland Marine, and Boiler and Machinery	
Vendor	Montalvo Insurance Agency
Carrier	The Hartford Fire Insurance Company
Premium	**Information not available and will be provided at the Board Meeting
Premium Increase / Decrease	
Crime	
Vendor	Montalvo Insurance Agency
Carrier	The Hartford Fire Insurance Company
Premium	\$8,446.00
Premium Increase / Decrease	Increase of 4% (\$8,122 to \$8,446)
Cyber Liability	
Vendor	Montalvo Insurance Agency
Carrier	AIG Specialty Insurance Company
Premium	\$43,910.11
Premium Increase / Decrease	No increase/decrease. Same as previous year.
School Leaders Errors & Omissions, General Liability, Law Enforcement Liability, and Automobile	
Vendor	Texas Association of School Boards (TASB)
Carrier	TASB Risk Management Fund
Premium	\$247,421.00
Premium Increase / Decrease	Increase of 1% (\$244,612 to \$247,421)
Workers Compensation	
Vendor	Texas Association of School Boards (TASB)
Carrier	TASB Risk Management Fund
Premium	\$328,491.00
Premium Increase / Decrease	Decrease of 7% (\$351,670 to \$328,491)
Premiums Sub-Total Amount: \$628,268.11	
Premiums Total Amount: \$_____	

APPENDIX B

Renewal Terms

The Board awarded the contract as follows:

Term: August 22, 2023 – one year with two (2) one-year annual renewals			
Award	Board Meeting Date	Original Term	Renewal Term
Original	8/22/2023	9/1/2023 – 8/31/2024	
First Renewal	7/16/2024		9/1/2024 – 8/31/2025
Final Renewal	7/22/2025		9/1/2025 – 8/31/2026

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



Review and Recommend Action to Revise Local Policy

Purpose	To revise the local policy listed in Appendix A and retire the current policy to align with College operations.
Justification	The local policy was revised to reflect the updates to the College's internal operations. Below is a justification for the revised local policy.
Enclosed Documents	Appendix A – Revised and Retired Policies Appendix B – Policy
Staff Resource	Anahid Petrosian, Vice President and Provost for Academic Affairs and Economic Development Brett Millan, Associate Vice President of Academic Success and Advancement Mary Del Paz, Vice President for Finance and Administrative Services Myriam Lopez, Associate Vice President for Finance and Management
Recommendation	<i>It is recommended that the Board of Trustees of South Texas College approve and authorize the following Minute Order proposed for consideration:</i> The Board of Trustees of South Texas College approves and authorizes to revise Policy DBA (LOCAL) – Employment Requirements and Restrictions: Credentials and Records and retire the current policy, as presented, and which supersedes any previously adopted Board policy. Approval Recommended: Dr. Ricardo J. Solis President



Appendix A

Revised and Retired Policies

Revised Policy	Retired Policy	Justification
Policy DBA (LOCAL) – Employment Requirements and Restrictions: Credentials and Records	Policy #3813: Academic Classification for Faculty	All of the content from the retired policy is included in the revised policy DBA (LOCAL).

Appendix B

Policies follow in the packet.

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 telecommunicators.

**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.

The College District is committed to serving the students and communities of the College District by recruiting and retaining faculty who are committed to academic excellence, integrity, and scholarship.

**Academic
Classifications**

The college grants four titles to convey faculty classification to active faculty members. In ascending order these are:

EMPLOYMENT REQUIREMENTS AND RESTRICTIONS
CREDENTIALS AND RECORDS

DBA
(LOCAL)

1. Faculty
2. Assistant professor
3. Associate professor
4. Full professor

As “professor” is often used colloquially to refer to any ranked faculty member, the title of full professor designates the highest academic classification that the college bestows on a faculty member.

Criteria

Criteria for the designation of academic classification for faculty shall include:

1. Education;
2. Years of service;
3. Teaching effectiveness;
4. Service to college;
5. Service to community;
6. Professional activities; and
7. Scholarly pursuit.

Definitions

General definitions for criteria include, but are not limited to the following:

1. Education: Degrees completed through a regionally accredited institution.
2. Years of service: Length of employment as a full-time regular faculty member at a regionally accredited institution of higher education as determined by the STC Office of Human Resources.
3. Department/program standards: Leadership or active participation in the strategic plan of the department or program.
4. Teaching effectiveness: Successful student learning outcomes in relation to the academic discipline.
5. Service to college: Leadership or active participation in projects related to the vision and mission of the College District.

EMPLOYMENT REQUIREMENTS AND RESTRICTIONS
CREDENTIALS AND RECORDS

DBA
(LOCAL)

6. **Service to community:** Leadership or active participation on external initiatives or projects positively impacting the region of south Texas.
7. **Professional activities:** Leadership or active participation in professional development conferences, seminars or workshops that enhance the contribution to the students and communities of the College District.
8. **Scholarly pursuit:** Leadership or active participation in regional, state or national councils, committees, task forces, accrediting/licensing/registry agencies or through the presentation of proposals, abstracts, or papers in journals or publications.

**Academic
Classification
Requirements**

Faculty

Full-time regular faculty are referred to as “faculty,” prior to being awarded classification. A faculty member must hold full-time regular status as defined by Human Resources prior to classification eligibility and then meet the educational requirements and years of service for each classification level.

**Assistant
Professor**

Minimum eligibility includes:

1. Educational requirement;
2. Years of service;
3. Compliance with departmental/program standards; and
4. Leadership/participation in criteria for assistant professor.

Education

To be eligible for classification as an assistant professor, a candidate must have an associate’s degree, a baccalaureate degree, a master’s degree, or a doctorate.

***Minimum Years
of Service***

A candidate for assistant professor must have served a minimum of two years with the College District.

***Criteria
Documentation***

A candidate for assistant professor must have a portfolio documenting the candidate’s teaching effectiveness and one of the four categories:

1. Service to College District;
2. Service to community;
3. Professional activity; and

EMPLOYMENT REQUIREMENTS AND RESTRICTIONS
CREDENTIALS AND RECORDS

DBA
(LOCAL)

4. Scholarly pursuit.

**Associate
Professor**

Minimum eligibility includes:

1. Educational requirement;
2. Years of service;
3. Compliance with departmental/program standards; and
4. Leadership/participation in criteria for associate professor.

Education

To be eligible for classification as an associate professor, a candidate must have a master's degree or a doctorate.

Years of Service

A candidate for associate professor must have served a minimum of five years with the College District and a minimum of two years since being awarded the classification of assistant professor.

*Criteria
Documentation*

A candidate for associate professor must have a portfolio documenting the candidate's teaching effectiveness and two of the four categories:

1. Service to College District;
2. Service to community;
3. Professional activity; and
4. Scholarly pursuit.

Full Professor

Minimum eligibility includes:

1. Educational requirement;
2. Years of service; minimum two years of service since being awarded classification of Associate Professor,
3. Leadership with departmental/program standards; and
4. Leadership in criteria for full professor.

Education

To be eligible for classification as a full professor, a candidate must have a doctorate.

Years of Service

A candidate for full professor must have served a minimum of 10 years with the College District and a minimum of two years since being awarded the classification of associate professor.

EMPLOYMENT REQUIREMENTS AND RESTRICTIONS
CREDENTIALS AND RECORDS

DBA
(LOCAL)

Criteria Documentation	A candidate for full professor must have a portfolio documenting the candidate's teaching effectiveness and three of the four categories: 1. Service to College District; 2. Service to community; 3. Professional activity; and 4. Scholarly pursuit.
Credit for Prior Experience	Faculty with full-time regular teaching experience at other regionally accredited colleges or universities will be credited with two years of service for every three years' experience towards the years of service requirement for academic classification, with a maximum of eight years credited upon employment with STC. Any such credited years must comply with the criteria of teaching effectiveness and additional categories for the appropriate classification level by providing supporting documentation. Faculty with teaching experience as a lecturer and/or full-time temporary faculty member at STC before becoming a full-time regular faculty will be credited with two years of service for every three years' experience towards the service requirement for academic classification, with a maximum of eight years credited. Any such credited years must comply with the criteria of teaching effectiveness and additional categories for the appropriate classification level by providing supporting documentation. No credit will be awarded for part-time college teaching experience or full- or part-time elementary or secondary school teaching experience.
Eligibility on Hire	A faculty member may be hired at the classification of assistant professor or associate professor during their first semester of employment at the College District under the following conditions: 1. The faculty member meets the educational requirement. 2. The credited years of service meet the service requirements for assistant or associate professor as listed in Faculty Classifications, above.

EMPLOYMENT REQUIREMENTS AND RESTRICTIONS
CREDENTIALS AND RECORDS

DBA
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3. The faculty member complies with the criteria of teaching effectiveness and additional categories for the appropriate level by providing supporting documentation during their time as a lecturer at South Texas College or from a full-time teaching position from a previous institution.
4. The faculty member receives departmental recommendation from the hiring department at South Texas College.

The search committee must submit a recommendation to the department/program chair for consideration. The department/program chair will route a recommendation to the College-wide Academic Classification Committee (CWACC), who will provide a recommendation to the vice president for academic affairs for final approval.

Please refer to the CWACC bylaws and the faculty handbook for current deadlines to submit items for CWACC consideration.

Expectations

Academic classification is not used for salary placement or salary determination. This policy does not negate Policy DC(LOCAL), DCA(LOCAL), or administrative regulations regarding disciplinary documentation located in the employee handbook.

Expectations for faculty with academic classification will include leadership with achieving departmental/program goals, leadership/participation in criteria for the respective classification, and compliance with Board-approved policies.

The evaluation of faculty with academic classification will include faculty evaluations by their department/program chair or respective division dean and student evaluations.

Professor Emeritus

The additional classification of professor emeritus may be granted, according to established procedures, to a faculty member who has been awarded academic classification (assistant professor, associate professor, or full professor) by the College-wide Academic Classification Committee (CWACC) one semester prior to, but no later than one semester after, his or her retirement.

Limitations

In any given year, the number of emeritus awards to eligible retiring faculty or recently retired faculty shall not exceed one percent (1%) of the number of full-time regular faculty on record for the spring semester of the academic year in which any retiring or retired candidate is nominated for professor emeritus classification.

Title	Academic Classification for Faculty	
Legal Authority	Approval of the Board of Trustees	Page 1 of 4
Date Approved by Board	Board Minute Order dated November 17, 2005 As Amended by Board Minute Order Dated February 23, 2016 As Amended by Board Minute Order Dated June 27, 2017	

South Texas College is committed to serving the students and communities of south Texas by recruiting and retaining faculty who are committed to academic excellence, integrity, and scholarship.

The college grants four titles to convey faculty classification to active faculty members. In ascending order these are:

1. Instructor
2. Assistant Professor
3. Associate Professor
4. (Full) Professor*

Criteria for the designation of academic classification for faculty shall include: Education, Years of Service, Teaching Effectiveness, Service to College, Service to Community, Professional Activities, and Scholarly Pursuit.

General definitions for criteria include, but are not limited to the following:

- Education: Degrees completed through a regionally accredited institution.
- Years of Service: Length of employment as a full time regular faculty member at a regionally accredited institution of higher education as determined by the STC Office of Human Resources.
- Department/Program Standards: Leadership or active participation in the strategic plan of the department or program.
- Teaching Effectiveness: Successful student learning outcomes in relation to the academic discipline.
- Service to College: Leadership or active participation in projects related to the Vision and Mission of the College.
- Service to Community: Leadership or active participation on external initiatives or projects positively impacting the region of south Texas.
- Professional Activities: Leadership or active participation in professional development conferences, seminars or workshops that enhance the contribution to the students and communities of the College.
- Scholarly Pursuit: Leadership or active participation in regional, state or national councils, committees, task forces, accrediting/licensing/registry agencies or through the presentation of proposals, abstracts, or papers in journals or publications.

* As “Professor” is often used colloquially to refer to any ranked faculty member, the title of “(Full) Professor” designates the highest academic classification that the college bestows on a faculty member.

Title Academic Classification for Faculty**Legal Authority Approval of the Board of Trustees****Page 2 of 4**

Faculty Classifications:

Instructor

Full-time regular faculty prior to classification eligibility and selection.

Assistant Professor

Minimum Eligibility includes: Educational requirement, years of service, compliance with departmental/program standards and leadership/participation in criteria for Assistant Professor.

Education	Minimum Years of Service	Criteria Documentation (Portfolio) in Teaching Effectiveness and one of the three categories.
Doctorate or Master's Degree	2	• Service to College • Service to Community • Professional Activity
Baccalaureate Degree	3	
Associate Degree	4	

Associate Professor

Minimum Eligibility includes: Educational requirement, years of service, minimum one year of service since being awarded classification of Assistant Professor, compliance with departmental/program standards and leadership/participation in criteria for Associate Professor.

Education	Minimum Years of Service	Criteria Documentation (Portfolio) in Teaching Effectiveness and one of the four categories.
Doctorate Degree	5	• Service to College • Service to Community • Professional Activity • Scholarly Pursuit
Master's Degree	10	

Legal Authority Approval of the Board of Trustees Page 3 of 4

Minimum Eligibility includes: Educational requirement, years of service, minimum two years of service since being awarded classification of Associate Professor, leadership with departmental/program standards and leadership in criteria for (Full) Professor.

Education	Minimum Years of Service	Criteria Documentation (Portfolio) in Teaching Effectiveness and two of the four categories.
Doctorate Degree	10	• Service to College • Service to Community • Professional Activity • Scholarly Pursuit

Faculty with full time regular teaching experience at other regionally accredited colleges or universities will be credited with two years for every three years towards the years of service requirement for academic classification, with a maximum of eight years upon employment with STC.

1. Meets the educational requirement.
2. Meets the following years of service.
 - a. For Assistant Professor, a minimum of four (4) years as a full time regular faculty member from a regionally accredited institution of higher education.
 - b. For Associate Professor, a minimum of eight (8) years as a full time regular faculty member from a regionally accredited institution of higher education.
3. Complies with the criteria of teaching effectiveness and additional categories for the appropriate level by providing support documentation.
4. Receives departmental recommendation.
5. The search committee must submit a recommendation to the Department/Program Chair for consideration. The Department/Program chair will route a recommendation to the Academic Classification Committee, who will provide a recommendation to the Vice President for Academic Affairs for final approval.

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Title Academic Classification for Faculty**Legal Authority****Approval of the Board of Trustees****Page 4 of 4**

Academic classifications are not used for salary placement or salary determination. This policy does not negate Policy 4115 (Personnel Appointments) or Policies 4911 (Disciplinary Documentation Procedures for Non-Annual Employees and Non-Renewal of Annual Employees) or 4921 (Termination of Annual Employees During the Term of Their Letter of Appointment).

Expectations for faculty with Academic Classification will include leadership with achieving departmental/program goals, leadership/participation in criteria for the respective classification, and compliance with Board approved policies.

The evaluation of faculty with Academic Classification will include faculty evaluations by department/program Chair or respective Division Dean and student evaluations.

Emeritus Status:

The additional classification of Professor Emeritus may be granted, according to established procedures, to a faculty member who has been awarded academic classification (Assistant Professor, Associate Professor or Full Professor) by the College-wide Academic Classification Committee (CWACC) one semester prior to, but no later than one semester after his or her retirement. The emeritus status is limited however. In any given year, the number of emeritus awards to eligible retiring faculty or recently retired faculty shall not exceed one percent (1%) of the number of full-time regular faculty on record for the Spring semester of the academic year in which any retiring or retired candidate is nominated for Professor Emeritus classification.



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

Purpose	To adopt the new Instruction Policy and retire the current policy to align with the Texas Association of School Boards (TASB) policy manual.
Justification	To provide the new policy in the TASB standardized format. In addition to the policy and, as applicable, internal procedures are currently in place and will continue to be enhanced. The new policy has been reviewed by staff, administrators, TASB staff, STC Legal Counsel, and the Vice President and Provost for Academic Affairs and Economic Development.
Enclosed Documents	Appendix A – List of New and Retired Policies Appendix B – New Policy
Staff Resource	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	<i>It is recommended that the Board of Trustees of South Texas College approve and authorize the following Minute Order proposed for consideration:</i> The Board of Trustees of South Texas College approves and authorizes to adopt new Instruction Policy and retire current policy 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. EFA (LOCAL) Curriculum Design – Instructional Programs and Courses	A-2. Policy #3337: Program Standards for Student Participation in Nursing and Allied Health Clinical Programs	All of the content from the retired policy is included in the new local policy.

Appendix B

Policies follow in the packet.

CURRICULUM DESIGN
INSTRUCTIONAL PROGRAMS AND COURSES

EFA
(LOCAL)

The College District shall offer healthcare programs that meet established program standards for professional practice in accordance with:

- Applicable law;
- State education and licensing agencies;
- College District policies and procedures; and
- Institutional and programmatic accreditor standards.

Program Standards

The vice president for academic affairs and the dean supervising healthcare programs shall develop specific guidelines, program standards, and procedures, including guidelines and procedures for the immediate removal of students from a clinical course or program, when in their professional opinion, the student is not in compliance with established program standards or continued participation puts a clinical affiliate and/or its clientele at risk. [See FM and FMA]

MANUAL OF POLICY

Title **Program Standards for Student Participation** **3337**
in Nursing and Allied Health Clinical Programs

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

Date Approved by Board **Board Minute Order dated July 15, 2004**

It is the policy of the College that students participating in any Nursing and Allied Health clinical program meet established program standards for professional practice established by the Dean of Nursing and Allied Health. These standards include safe clinical practice, professional appearance established by hospital and clinic settings, professional behavior, confidentiality, negative drug screening and criminal background check, physical health and ability to perform technical standards of professions, and ethical and legal issues consistent with the rules, regulations, and standards required by state and/or national licensure, certification, and accreditation organizations.

The Dean of Nursing and Allied Health is authorized to establish program standards and procedures for implementation of this policy. The Dean or designated program chair may immediately remove students from a clinical course or program, when, in their professional opinion, the student is not in compliance with established program standards and or continued participation puts clinical affiliate and/or its clientele at risk.



Review and Recommend Action to Adopt Community and Governmental Relations Policies and Retire Current Policies

Purpose	To adopt new Community and Governmental Relations 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 and Provost for Academic Affairs and Economic Development.
Enclosed Documents	Appendix A – List of New and Retired Policies Appendix B – New Policy Appendix C - Complaint Form and Appeal Form
Staff Resource	Venisa Earhart, Board Relations Administrator 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	<i>It is recommended that the Board of Trustees of South Texas College approve and authorize the following Minute Order proposed for consideration:</i> The Board of Trustees of South Texas College approves and authorizes to adopt new Community and Governmental Relations Policies and retire 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. GB (LOCAL) Public Complaints and Hearings	N/A	N/A
B-1. GH (LOCAL) Relations with Schools and Districts	B-2. Policy #3230: Dual Credit Programs with Partnering School Districts B-3. Policy #3232: Dual Credit Student Eligibility Requirements	Some of the content from the retired policy is included in the new local policy.

Appendix B

New Policies follow in the packet.

Appendix C

Complaint Form and Appeal Form follow in the packet for additional information

PUBLIC COMPLAINTS AND HEARINGS

GB
(LOCAL)

Guiding Principles

Informal Process

The Board encourages the public to discuss concerns with an appropriate administrator who has the authority to address the concerns.

Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level.

Informal resolution shall be encouraged but shall not extend any deadlines in this policy, except by mutual written consent.

Formal Process

An individual may initiate the formal process described below by timely filing a written complaint form.

Even after initiating the formal complaint process, individuals are encouraged to seek informal resolution of their concerns. An individual whose concerns are resolved may withdraw a formal complaint at any time.

The process described in this policy shall not be construed to create new or additional rights beyond those granted by law or Board policy, nor to require a full evidentiary hearing or “mini-trial” at any level.

Freedom from Retaliation

Neither the Board nor any College District employee shall retaliate against any individual for bringing a concern or complaint.

Complaints

In this policy, the terms “complaint” and “grievance” shall have the same meaning.

Other Complaint Processes

Complaints from the public shall be filed in accordance with this policy, except as required by the policies listed below. Some of these policies require appeals to be submitted in accordance with GB after the relevant complaint process:

1. Complaints concerning a commissioned peace officer who is an employee of the College District. [See CHA]
2. Complaints concerning the withdrawal of consent to remain on campus. [See GDA]

General Provisions

Filing

Complaint forms and appeal notices may be filed by hand-delivery, by electronic communication, including email and fax, or by U.S. Mail. Hand-delivered filings shall be timely filed if received by the appropriate administrator or designee by the close of business on the deadline. Filings submitted by electronic communication shall be timely filed if they are received by the close of business on the deadline, as indicated by the date/time shown on the electronic communication. Mail filings shall be timely filed if they are post-marked by U.S. Mail on or before the deadline and received by the appropriate administrator or designated representative no more than three days after the deadline.

PUBLIC COMPLAINTS AND HEARINGS

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Scheduling Conferences	The College District shall make reasonable attempts to schedule conferences at a mutually agreeable time. If the individual fails to appear at a scheduled conference, the College District may hold the conference and issue a decision in the individual's absence.
Response	At Levels One and Two, "response" shall mean a written communication to the individual from the appropriate administrator. Responses may be hand-delivered, sent by electronic communication to the individual's email address of record, or sent by U.S. Mail to the individual's mailing address of record. Mailed responses shall be timely if they are postmarked by U.S. Mail on or before the deadline.
Days	"Days" shall mean College District business days. In calculating time lines under this policy, the day a document is filed is "day zero." The following day is "day one."
Representative	"Representative" shall mean any person who or organization that is designated by an individual to represent the individual in the complaint process. The individual may designate a representative through written notice to the College District at any level of this process. If the individual designates a representative with fewer than three days' notice to the College District before a scheduled conference or hearing, the College District may reschedule the conference or hearing to a later date, if desired, in order to include the College District's counsel. The College District may be represented by counsel at any level of the process.
Consolidating Complaints	Complaints arising out of an event or a series of related events shall be addressed in one complaint. An individual shall not file separate or serial complaints arising from any event or series of events that have been or could have been addressed in a previous complaint.
Untimely Filings	All time limits shall be strictly followed unless modified by mutual written consent. If a complaint form or appeal notice is not timely filed, the complaint may be dismissed, on written notice to the individual, at any point during the complaint process. The individual may appeal the dismissal by seeking review in writing within ten days from the date of the written dismissal notice, starting at the level at which the complaint was dismissed. Such appeal shall be limited to the issue of timeliness.
Costs Incurred	Each party shall pay its own costs incurred in the course of the complaint.

PUBLIC COMPLAINTS AND HEARINGS

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(LOCAL)

Complaint and Appeal Forms

Complaints and appeals under this policy shall be submitted in writing on a form provided by the College District.

Copies of any documents that support the complaint should be attached to the complaint form. If the individual does not have copies of these documents, they may be presented at the Level One conference. After the Level One conference, no new documents may be submitted by the individual unless the individual did not know the documents existed before the Level One conference.

A complaint or appeal form that is incomplete in any material aspect may be dismissed but may be refiled with all the required information if the refile is within the designated time for filing.

Level One

Complaint forms must be filed:

1. Within 15 days of the date the individual first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance; and
2. With the lowest level administrator who has the authority to remedy the alleged problem.

If the only administrator who has authority to remedy the alleged problem is the College President or designee, the complaint may begin at Level Two following the procedure, including deadlines, for filing the complaint form at Level One.

The appropriate administrator shall investigate as necessary and schedule a conference with the individual within ten days after receipt of the written complaint. The administrator may set reasonable time limits for the conference.

Absent extenuating circumstances, the administrator shall provide the individual a written response within ten days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the administrator may consider information provided at the Level One conference and any relevant documents or information.

Level Two

If the individual did not receive the relief requested at Level One or if the time for a response has expired, he or she may request a conference with the College President or designee to appeal the Level One decision.

The appeal notice must be filed in writing, on a form provided by the College District, within ten days of the date of the written Level One response or, if no response was received, within ten days of the Level One response deadline.

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After receiving notice of the appeal, the Level One administrator shall prepare and forward a record of the Level One complaint to the Level Two administrator. The individual may request a copy of the Level One record.

The Level One record shall include:

1. The original complaint form and any attachments.
2. All other documents submitted by the individual at Level One.
3. The written response issued at Level One and any attachments.
4. All other documents relied upon by the Level One administrator in reaching the Level One decision.

The Level Two administrator shall schedule a conference within ten days after the appeal notice is filed. The conference shall be limited to the issues and documents considered at Level One. At the conference, the individual may provide information concerning any documents or information relied upon by the administration for the Level One decision. The Level Two administrator may set reasonable time limits for the conference.

The Level Two administrator shall provide the individual a written response within ten days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the Level Two administrator may consider the Level One record, information provided at the Level Two conference, and any other relevant documents or information the Level Two administrator believes will help resolve the complaint.

Recordings of the Level One and Level Two conferences, if any, shall be maintained with the Level One and Level Two records.

Level Three

If the individual did not receive the relief requested at Level Two or if the time for a response has expired, he or she may appeal the decision to the Board.

The appeal notice must be filed in writing, on a form provided by the College District, within ten days of the date of the written Level Two response or, if no response was received, within ten days of the Level Two response deadline. The College President or designee shall inform the individual of the date, time, and place of the Board meeting at which the complaint will be on the agenda for presentation to the Board.

The College President or designee shall provide the Board with the record of the Level Two complaint. The individual may request a copy of the Level Two record.

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The Level Two record shall include:

1. The Level One record.
2. The written response issued at Level Two and any attachments.
3. All other documents relied upon by the administration in reaching the Level Two decision.

The appeal shall be limited to the issues and documents considered at Level Two, except that if at the Level Three hearing the administration intends to rely on evidence not included in the Level Two record, the administration shall provide the individual notice of the nature of the evidence at least three days before the hearing.

The College District shall determine whether the complaint will be presented in open or closed meeting in accordance with the Texas Open Meetings Act and other applicable law. [See BD]

The presiding officer may set reasonable time limits and guidelines for the presentation including an opportunity for the individual and administration to each make a presentation and provide rebuttal and an opportunity for questioning by the Board. The Board shall hear the complaint and may request that the administration provide an explanation for the decisions at the preceding levels.

In addition to any other record of the Board meeting required by law, the Board shall prepare a separate record of the Level Three presentation. The Level Three presentation, including the presentation by the individual or his or her representative, any presentation from the administration, and questions from the Board with responses, shall be recorded by audio recording, video/audio recording, or court reporter.

The Board shall then consider the complaint. It may give notice of its decision orally or in writing at any time up to and including the next regularly scheduled Board meeting. If the Board does not make a decision regarding the complaint by the end of the next regularly scheduled meeting, the lack of a response by the Board upholds the administrative decision at Level Two.

RELATIONS WITH SCHOOLS AND DISTRICTS

GH
(LOCAL)

Definitions

Dual Credit: The Texas Higher Education Coordinating Board (THECB) defines dual credit as a system in which an eligible high school student enrolls in college course(s) and receives credit for the course(s) from both the college and high school.

Dual Credit Course Agreement (DCCA): Document that indicates program or course recover fees and mileage to a partnering school district and/or high school site.

Partnering School Districts: District within the two service counties that enters an Interlocal Agreement to provide at a minimum, one dual credit cohort-based course that can be held at the high school site or College Campus, virtually or in-person.

Authority

South Texas College, through the authority of the Board of Trustees, may enter into agreements with school districts, for the dual enrollment of high school students for dual credit.

Tuition and Fees

Tuition and fees for Dual Credit students sponsored by partnering school districts will be charged as approved by the Board of Trustees.

The partnering school district must comply with the following:

1) The school district agrees to pay applicable tuition and fees as approved by the Board of Trustees;

2) The school district agrees to pay the Flat Rate Cost Reimbursement for STC Faculty teaching dual credit courses as delineated on the Dual Credit Course Agreement, in cases where a college faculty member is required. The school district agrees to pay mileage if the college faculty member travels to the school district;

Additional conditions may be included in agreements as applicable.

Eligibility

High school students who may benefit from taking college-level courses to satisfy high school graduation requirements or who wish to begin their post-secondary education prior to graduation from secondary school are eligible to participate in the College's dual credit program.

Students who participate in dual credit programs must meet state requirements for eligibility. In addition, within the scope of Texas Education Code, students must meet the College's regular prerequisite requirements for the courses in which they enroll.

Dual credit students shall be limited to courses within a cohesive course of study that can lead to a certificate or associate degree. Students who complete a credential may declare a major leading to an additional credential, while not exceeding the limitation on

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	dual credit courses per semester of the maximum number of credit hours. Courses offered for dual credit are limited to academic courses in the current edition of the Lower Division Academic Course Guide Manual and college-level workforce education courses in the current edition of the Workforce Education Course Manual as prescribed by the Texas Higher Education Coordinating Board.
Credit Hour Limitation	Dual Credit Students may attempt a maximum of 68 credit hours, with the exception of students pursuing the Associate of Science in Mathematics, Associate of Science in Engineering and Associate of Science in PrePharmacy. Course loads for Dual Credit Students in excess of 68 credit hour maximum shall require approval by the Academic Affairs and Economic Development Division Designee.
Course Load	Dual credit students may not enroll in a course load until the spring semester of their 9th grade, and then limited to no more than two (2) dual credit course load for no more than 6 hours that semester from an approved list of recommended courses. All 10th grade students will be limited to only two (2) dual credit courses for no more than 7 hours per Fall and Spring semester. The normal course load for 11th and 12th grade students in the fall or spring semester shall be four (4) dual credit courses for no more than 14 hours. Summer sessions after 10th grade are limited to two (2) dual credit courses for no more than 8 hours in Summer Term I/III and two dual credit courses (2) for no more than 8 hours in Summer Term II. Non-degree seeking dual credit students may be limited to fewer credit hours per semester, as stated in an interlocal agreement between the district and the college. Course loads in excess of grade level maximum semester hours per term shall require approval by the Academic Affairs and Economic Development Division Designee. Nevertheless, no excess course loads will be approved that do not adhere with policy ECC(LOCAL).
Academic Standing	Dual credit students must comply with federal law standards. Dual credit student academic standing is calculated on a semester basis to confirm their eligibility for continuation within the dual credit program. The dual credit student academic status will determine enrollment eligibility for the future academic semester.
Enrollment in Non-Dual Credit Sections	Students who want to enroll in non-dual credit section(s) must be approved by the Academic Affairs and Economic Development Division Designee. Students can only be enrolled into courses within

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(LOCAL)

their current declared major. Any student approved to enroll in a non-dual credit section(s) will not be assessed the independent student tuition and fee rates based on the Board Approved Tuition & Fee Schedule. Dual credit students who do not receive approval to enroll in a non-dual credit section(s), may still enroll, but will be assessed the independent student tuition and fee based on the Board Approved Tuition & Fee table.

The dual credit program is subject to all rules and regulations of the Texas Higher Education Coordinating Board (THECB), other state and federal regulations, and College policies and procedures as applicable.

Dual Credit Faculty

Dual Credit Faculty (DCF): A currently employed high school teacher with a partnering school district who meets the minimum credentials to teach college-level courses, recommended by the college's department/program chair, and approved by the college's Office of Human Resources.

Based on the College's procedures, dual credit faculty will be held to the same standards used to assess any faculty hired by South Texas College to teach college-level courses. The Academic Affairs and Economic Development division will establish procedures aligned with the approval and periodic evaluation of dual credit faculty.

MANUAL OF POLICY

Title	Dual Credit Programs with Partnering School Districts	3230
Legal Authority	Approval of the Board of Trustees	Page 1 of 1
Date Approved by Board	Board Minute Order dated November 9, 1995 As Amended by Board Minute Order dated March 11, 1999 As Amended by Board Minute Order dated May 6, 2004 As Amended by Board Minute Order dated July 28, 2005 As Amended by Board Minute Order dated June 28, 2016	

South Texas College, through the authority of the President, may enter into agreements with school districts, for the dual enrollment of high school students for dual credit.

Tuition, differential tuition, and fees for Dual Credit students sponsored by partnering school districts will be charged as approved by the Board of Trustees.

The partnering school district must comply with the following:

- 1) The school district agrees to pay applicable tuition, differential tuition, and fees as approved by the Board of Trustees;
- 2) The school district agrees to pay the cost of a college faculty member, as delineated on the Dual Credit Course Agreement, in cases where a college faculty member is required. The school district agrees to pay mileage if the college faculty member travels to the school district;
- 3) The school district agrees to follow all course curriculum, procedures, and to provide required textbooks as specified by the College; and
- 4) The school district agrees to provide the appropriate classroom, equipment, and materials, as applicable, and permit access to the College's electronic learning resources when the course is taught at the school district.

Additional conditions may be included in agreements as applicable.

South Texas College has the option to hire a high school instructor who meets the College's credential requirements and who has been approved by the South Texas College department/program chair and the Office of Human Resources as a Dual Credit Faculty member.

Enrollment of students in the College's Dual Credit Program, Academies, and Early College High Schools will be subject to all rules and regulations of the Texas Higher Education Coordinating Board, other state and federal regulations, and College policies and procedures as applicable.

MANUAL OF POLICY

Title	Dual Credit Student Eligibility Requirements	3232
Legal Authority	Approval of the Board of Trustees	Page 1 of 2
Date Approved by Board	Board Minute Order Dated January 21, 1999 As Amended by Board Minute Order dated August 19, 2004 As Amended by Board Minute Order dated July 28, 2005 As Amended by Board Minute Order dated June 28, 2016 As Amended by Board Minute Order dated July 26, 2016 As Amended by Board Minute Order dated December 13, 2016 As Amended by Board Minute Order dated May 29, 2018 As Amended by Board Minute Order dated December 13, 2018 As Amended by Board Minute Order dated March 26, 2019	

High school students who may benefit from taking college-level courses to satisfy high school graduation requirements or who wish to begin their post-secondary education prior to graduation from secondary school are eligible to participate in the College's dual credit program.

College-level courses are limited to those leading to a certificate or associate degree. Courses offered for dual credit are limited to academic courses in the current edition of the Lower Division Academic Course Guide Manual and college-level workforce education courses in the current edition of the Workforce Education Course Manual as outlined in Texas Higher Education Coordinating Board Rule Title 19, Part I, Chapter 4, Subchapter D, Rule 4.85.

Dual credit students shall be limited to courses within their declared major and corresponding degree plan. Students who declare a major leading to Career Technical Education (CTE) certificate or Associate degree, may also enroll in academic dual credit courses, limited to English 1301, Mathematics/Natural Science Electives, Humanities Electives, Social and Behavioral Electives, and other Associate of Applied Science (AAS) Electives needed to complete their Certificate and/or AAS degree, while not exceeding the limitation on dual credit courses per semester described below. Students may attempt a maximum of 68 credit hours, with the exception of students pursuing the Associate of Science in Engineering and Associate of Science in Pre-Pharmacy. In addition, dual credit students must comply with the College's Academic Progress Standards as outlined in Board Policy #3320 and the Financial Aid Satisfactory Academic Progress (SAP) Policy. Federal Financial Aid SAP requirements measure all students' GPA and progression regardless if they are receiving aid or not, and are applicable to dual credit students who are still in high school.

Students who participate in the dual credit program must meet the Texas Success Initiative (TSI) college readiness standards as established by the Texas Higher Education Coordinating Board and the College, or meet the applicable student eligibility criteria outlined in Texas Higher Education Coordinating Board Rule Title 19, Part I, Chapter 4, Subchapter D, Rule 4.85. Students must meet the College's regular prerequisite requirements for the courses in which they enroll.

Dual credit students may not enroll in college level courses until the spring semester of their 9th grade, and then limited to no more than two (2) dual credit courses for that semester from an approved list of recommended courses. All 10th grade students will be limited to only two (2) dual credit courses per Fall and Spring semester. All 11th and 12th grade students should not exceed four (4) dual credit courses per Fall and Spring semesters. Summer session is limited to two (2) dual credit courses for Summer Term I/III and two dual credit courses (2) for Summer Term II.

MANUAL OF POLICY**Title****Dual Credit Student Eligibility Requirements****3232****Legal Authority****Approval of the Board of Trustees****Page 2 of 2**

Students who want to enroll in regular (non-S) section(s) must be approved by the Dean of Dual Credit Programs and School District Partnerships. Students can only be enrolled into courses within their declared major. Any student approved to enroll in a regular (non-S) section(s) will not be assessed the independent student tuition and fee rates based on the Board Approved Tuition & Fee Schedule. Dual credit students who do not receive approval to enroll in a regular (non-S) section(s), may still enroll, but will be assessed the independent student tuition and fee based on the Board Approved Tuition & Fee table.

The dual credit program is subject to all rules and regulations of the Texas Higher Education Coordinating Board (THECB), other state and federal regulations, and College policies and procedures as applicable.

THECB guidelines can be found at <http://www.thecb.state.tx.us/apps/Laws/default.cfm>.

Federal guidelines for Satisfactory Academic Progress (SAP) can be found at <http://www.ecfr.gov/cgi-bin/text-idx?rgn=div8&node=34:3.1.3.1.34.3.39.4>.

South Texas College's Satisfactory Academic Progress (SAP) can be found at http://studentservices.southtexascollege.edu/finaid/pdf/satisfactory_academic_progress.pdf.



Section 3: Desired Outcome

Provide a description of the outcome or resolution you are seeking.

Section 4: Representation

Will you be designating a representative to represent you during the complaint process?

☐ Yes ☐ No If yes, please provide the representative's contact information.

Name: _____

Position/Title: _____

Phone: _____

Email: _____

Section 5: Declaration

☐ I declare that the information provided in this complaint is true and accurate to the best of my knowledge.

Signature: _____

Date Submitted: _____

For Office Use Only

Received by: *(Print Name and Signature)*: _____ Date Received: _____

Title of Recipient: _____

Appeal Form

Policy GB (Local) Public Complaints

To file an appeal of a decision in accordance with Board Policy GB (LOCAL), please fill out this form completely and submit via email to president@southtexascollege.edu or by hand delivery to the Office of the President, 3201 W. Pecan Blvd. McAllen, TX 78501. All formal complaints/grievances from members of the public will be heard in accordance with GB (LEGAL) and GB (LOCAL).

Section 1: Complainant Information

Name: _____ Date: _____

Address: _____ Phone: _____

Email: _____ Date of Appeal: _____

Section 2: Original Complaint Details

Date of Original Complaint: _____

Summary of Original Complaint: _____

Section 3: Original Complaint Decision

Date of Decision/Response: _____

Person or Department that Issued the Decision: _____

Summary of the Response or Action Taken: _____

Section 4: Reason for Appeal

Explain why you are not satisfied with the decision or response. Include any information to clarify why you believe the decision was incorrect or unfair.

Section 5: Preferred Outcome or Resolution

What do you hope will happen as a result of this appeal? _____

Section 6: Supporting Documentation

Attach a copy of the following:

- a. Complaint/Grievance submitted documentation
- b. Response/Decision Received

Section 7: Declaration

☐ I declare that the information provided in this complaint is true and accurate to the best of my knowledge.

Signature: _____ Date Submitted: _____

Submit this form to:

Department: The Office of the President

Email: president@southtexascollege.edu

Mailing Address: 3201 W. Pecan Blvd. McAllen, TX 78501

For Office Use Only

Received by: *(Print Name and Signature)*: _____ Date Received: _____

Title of Recipient: _____



Review and Recommend Action to Retire Current Policy

- Purpose** To retire the current policy to align with the Texas Association of School Boards (TASB) policy manual.
- Justification** Based on internal operations and functions, content from the retired policy may transition to a procedure, handbook, or operations manual as deemed appropriate by College staff.
- The retired policy has been reviewed by staff and administrators.
- Enclosed Documents** Appendix A – List of Retired Policy
Appendix B –Retired Policy
- Staff Resource** Dr. Anahid Petrosian, Vice President and Provost for Academic Affairs and Economic Development
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 to retire current policy as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President

Appendix A

List of Retired Policy

Retired Policy(ies)	Retired Policy Content Transition
A. Policy #3804: Career Program and Academic Department Chair Compensation and Responsibility	All of the content from the retired policy is included in either a procedure, handbook, manual, etc.

Appendix B

Policies follow 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 of Schematic Design and Authorization to Solicit Construction Services for the Pecan Campus Building K Cashiers Renovations
- b. Approval on Substantial Completion of Pecan Campus Reseeding and Regrading of Athletic Fields
- c. Approval on Substantial Completion of Advanced Technical Careers Building B Atrium Ceiling Repairs
- d. Approval on Substantial Completion of the District Wide Flooring Replacements Phase IV at Pecan Campus Student Activities Building H
- e. Approval on Substantial Completion of the District Wide Stucco Repainting at Mid Valley Campus Buildings A, B, D, and H
- f. Approval of Unexpended Plant Fund – Construction Proposed Projects and Preliminary Budgets for Fiscal Year 2025 – 2026
- g. Approval of Renewals & Replacements Plant Fund Proposed Projects and Preliminary Budgets for Fiscal Year 2025 – 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 approve and authorize items a – g of the Facilities Committee Consent Agenda as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President



Consent Agenda:

a. Approval on Schematic Design and Authorization to Solicit Construction Services for the Pecan Campus Student Services Building K Cashiers Renovations

Purpose To approve the schematic design and solicitation of construction services for the 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 January 28, 2025, the Board of Trustees approved contracting architectural services with Sam Garcia Architect, LLC. The architect has worked with College staff to develop a schematic design to meet the needs of the program.

Design and construction of the renovation to include:

- Cashiers Area Renovation at 1st Floor – 4,714 s.f.
- Accounts Receivable Area Renovation at 2nd Floor - 1,572 s.f.
- Total Renovation Space - 6,286 sq. ft

Spaces to include:

- Cashiers Area
- Payment Lab
- Spirit Office
- Staff Offices
- Counting Room
- Conference Room
- Break Room

The estimated construction cost for the project is \$1,868,400.

Enclosed Documents Appendix A – Schematic Design
Appendix B – 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.



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

Recommendation Administration requested the Facilities Committee recommend Board approval of the schematic design and authorization to proceed with the solicitation of construction services for the Pecan Campus Student Services Building K Cashiers Renovations project as presented.

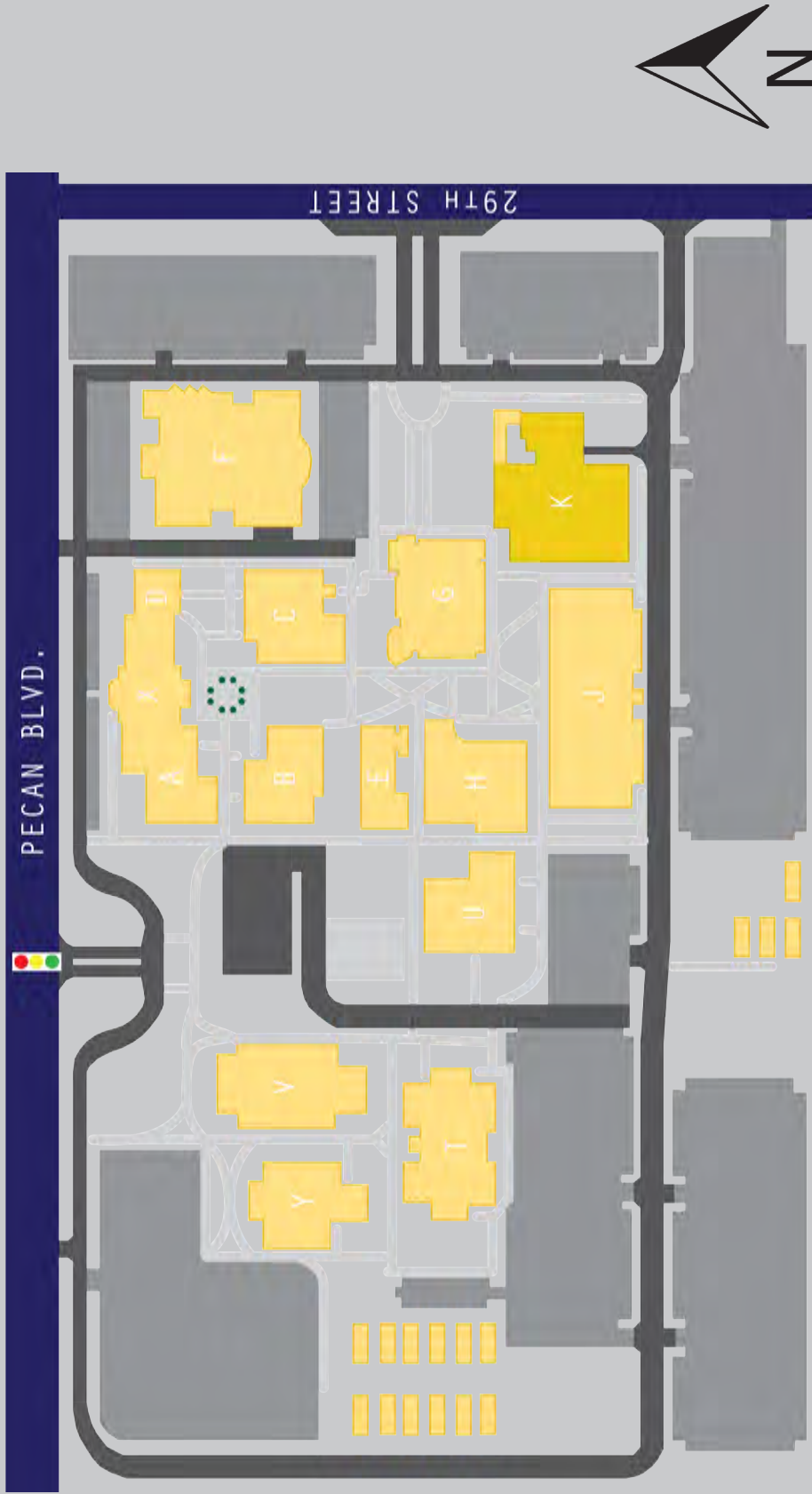
Appendix A

Schematic Design follows in the packet.

Appendix B

Fact Sheet follows in the packet.

STC PECAN CAMPUS STUDENT SERVICES - BUILDING K - CASHIERS RENOVATION



SAM GARCIA ARCHITECT



STC PECAN CAMPUS - BUILDING K - CASHIERS RENOVATION

BUILDING PLAN - FIRST FLOOR



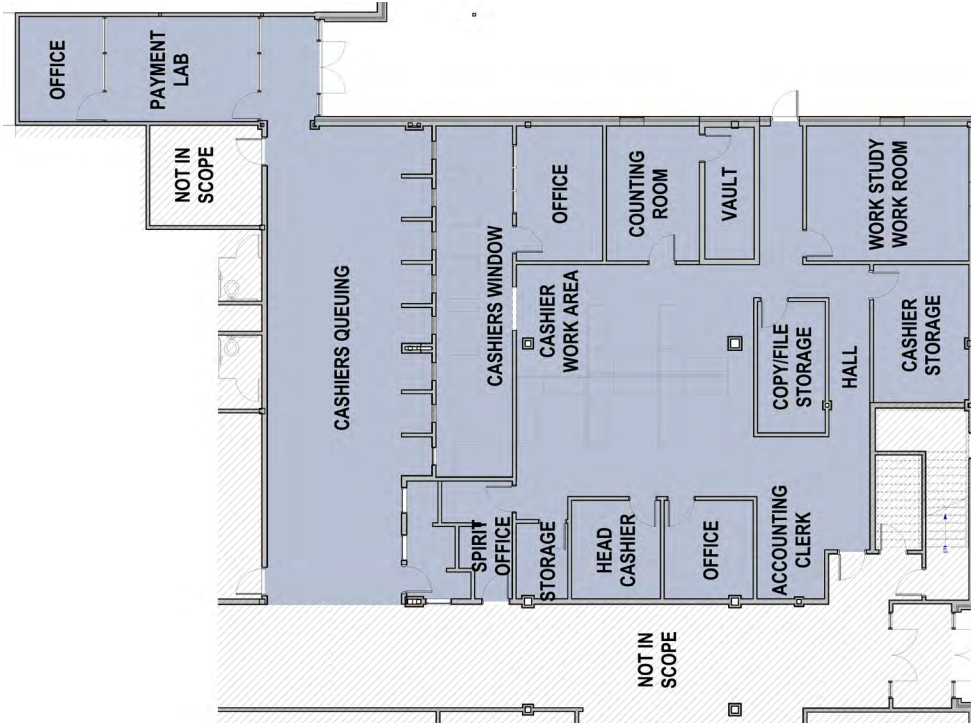
AREA OF WORK:
4,714 SF



AREA OF WORK



SCHEMATIC DESIGN - AREA OF WORK - FIRST FLOOR



RENOVATED AREAS



STC - PECAN
CAMPUS
BUILDING K
CASHIERS
RENOVATION

 SAM GARCIA ARCHITECT

 SOUTH TEXAS
COLLEGE



STC PECAN CAMPUS - BUILDING K - CASHIERS RENOVATION

BUILDING PLAN - SECOND FLOOR



AREA OF WORK:
1,572 SF



AREA OF WORK



**SOUTH TEXAS
COLLEGE**



SAM GARCIA ARCHITECT



SCHEMATIC DESIGN - AREA OF WORK - SECOND FLOOR

STC - PECAN
CAMPUS
BUILDING K
CASHIERS
RENOVATION

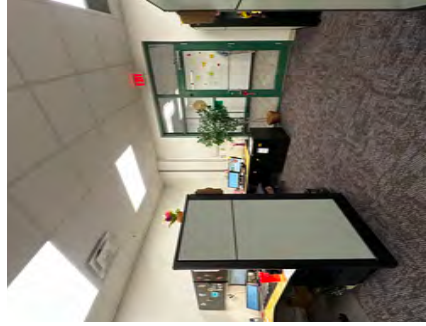
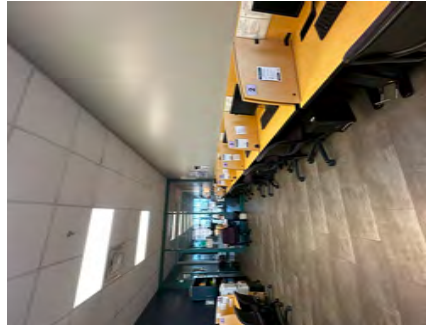
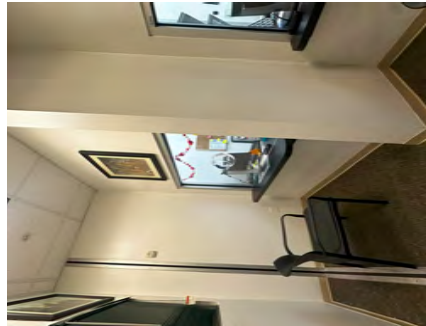
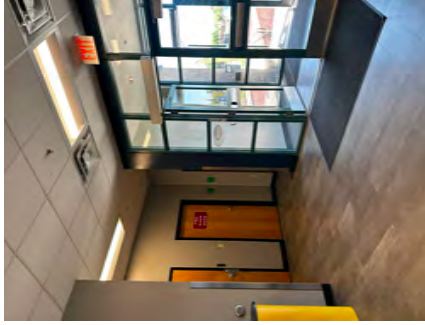
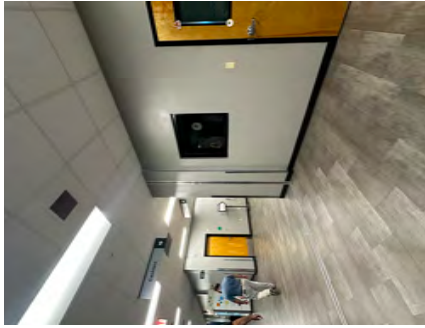
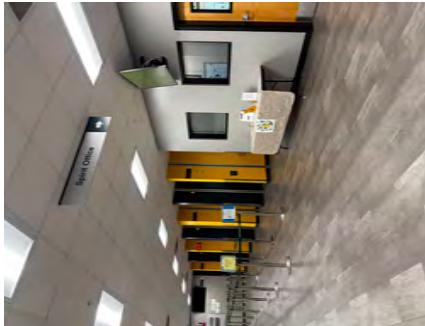


 SAM GARCIA ARCHITECT



EXISTING - AREA OF WORK

STC - PECAN CAMPUS BUILDING K CASHIERS RENOVATION



SOUTH TEXAS
COLLEGE

SAM GARCIA ARCHITECT



SCHEMATIC DESIGN - AREA OF WORK - FIRST FLOOR

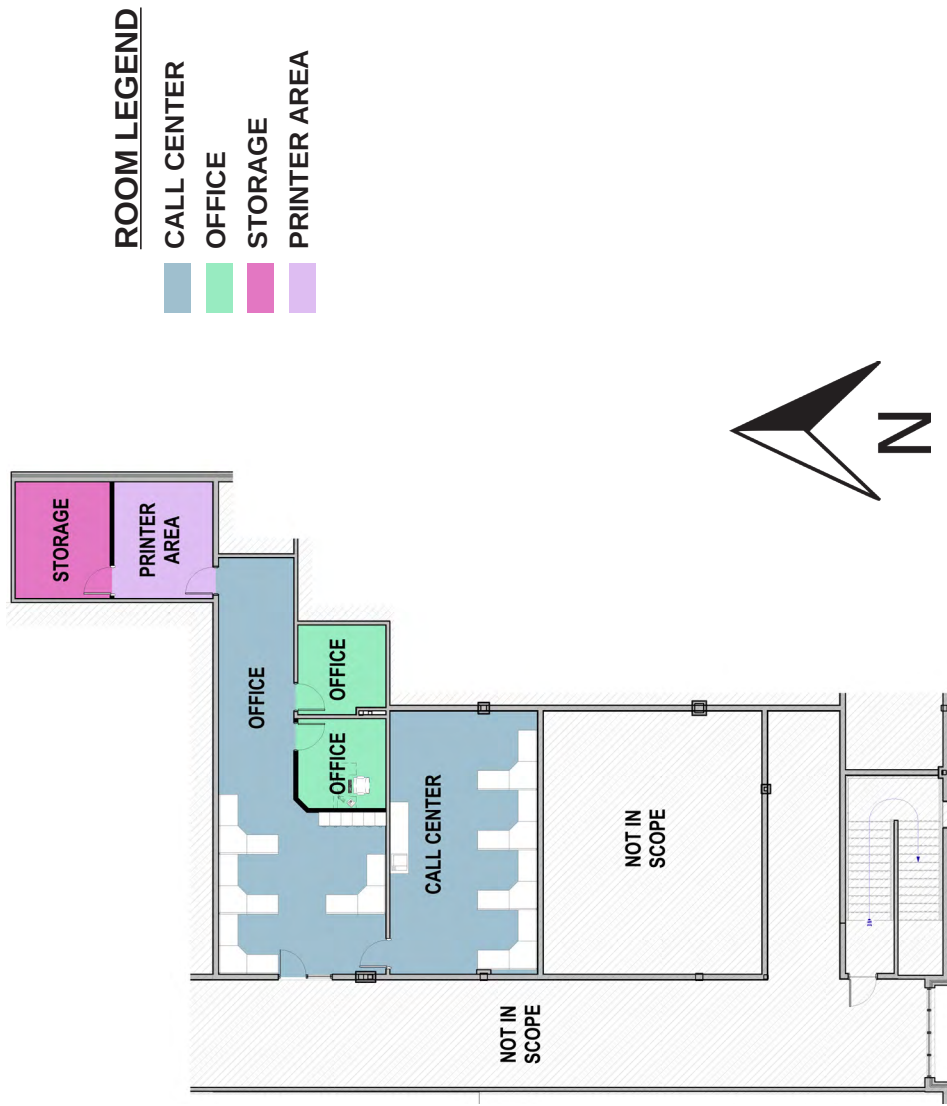
STC - PECAN CAMPUS BUILDING K CASHIERS RENOVATION



SAM GARCIA ARCHITECT



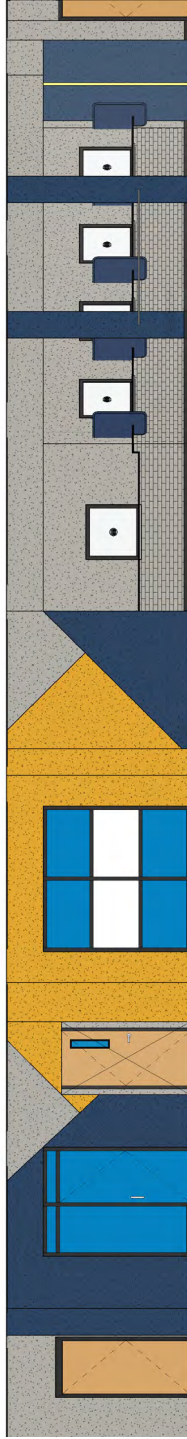
SCHEMATIC DESIGN - AREA OF WORK - SECOND FLOOR



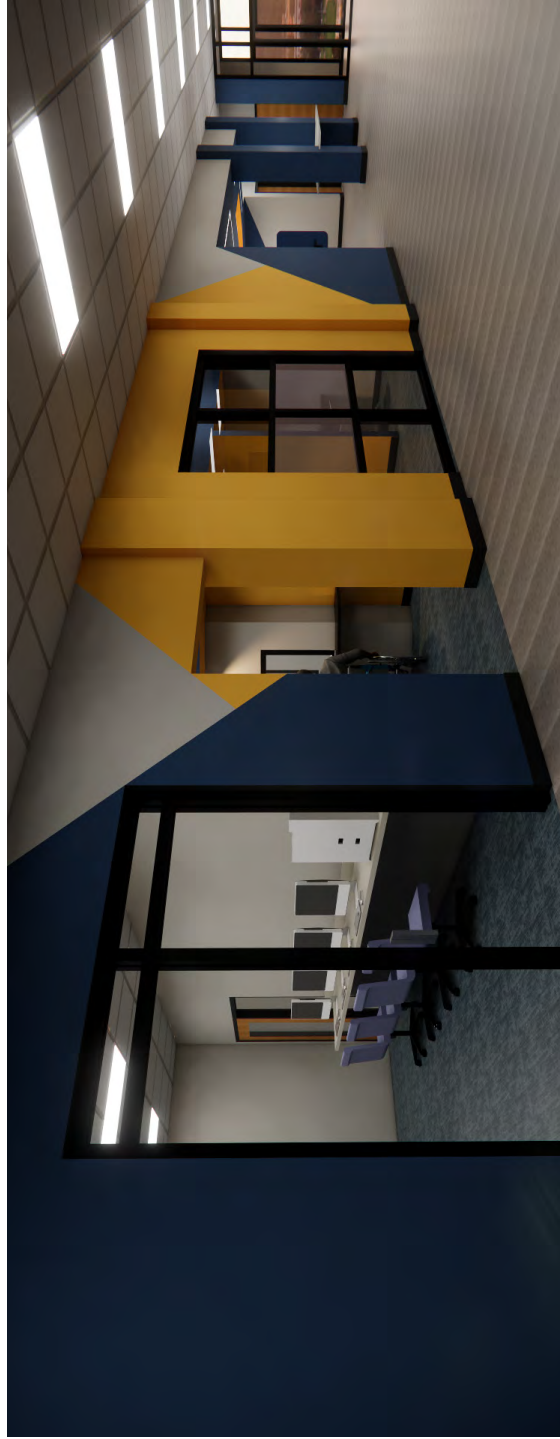
STC - PECAN
CAMPUS
BUILDING K
CASHIERS
RENOVATION

SCHEMATIC DESIGN - AREA OF WORK

HALLWAY ELEVATION



HALLWAY PERSPECTIVE



STC - PECAN
CAMPUS
BUILDING K
CASHIERS
RENOVATION

 SAM GARCIA ARCHITECT

 SOUTH TEXAS
COLLEGE



SCHEMATIC DESIGN - AREA OF WORK - CASHIERS/Common



STC - PECAN
CAMPUS
BUILDING K
CASHIERS
RENOVATION

 SAM GARCIA ARCHITECT

 SOUTH TEXAS
COLLEGE



SCHEMATIC DESIGN - AREA OF WORK - CASHIERS/Common



STC - PECAN
CAMPUS
BUILDING K
CASHIERS
RENOVATION

 SAM GARCIA ARCHITECT

 SOUTH TEXAS
COLLEGE



SCHEMATIC DESIGN - AREA OF WORK - CASHIERS



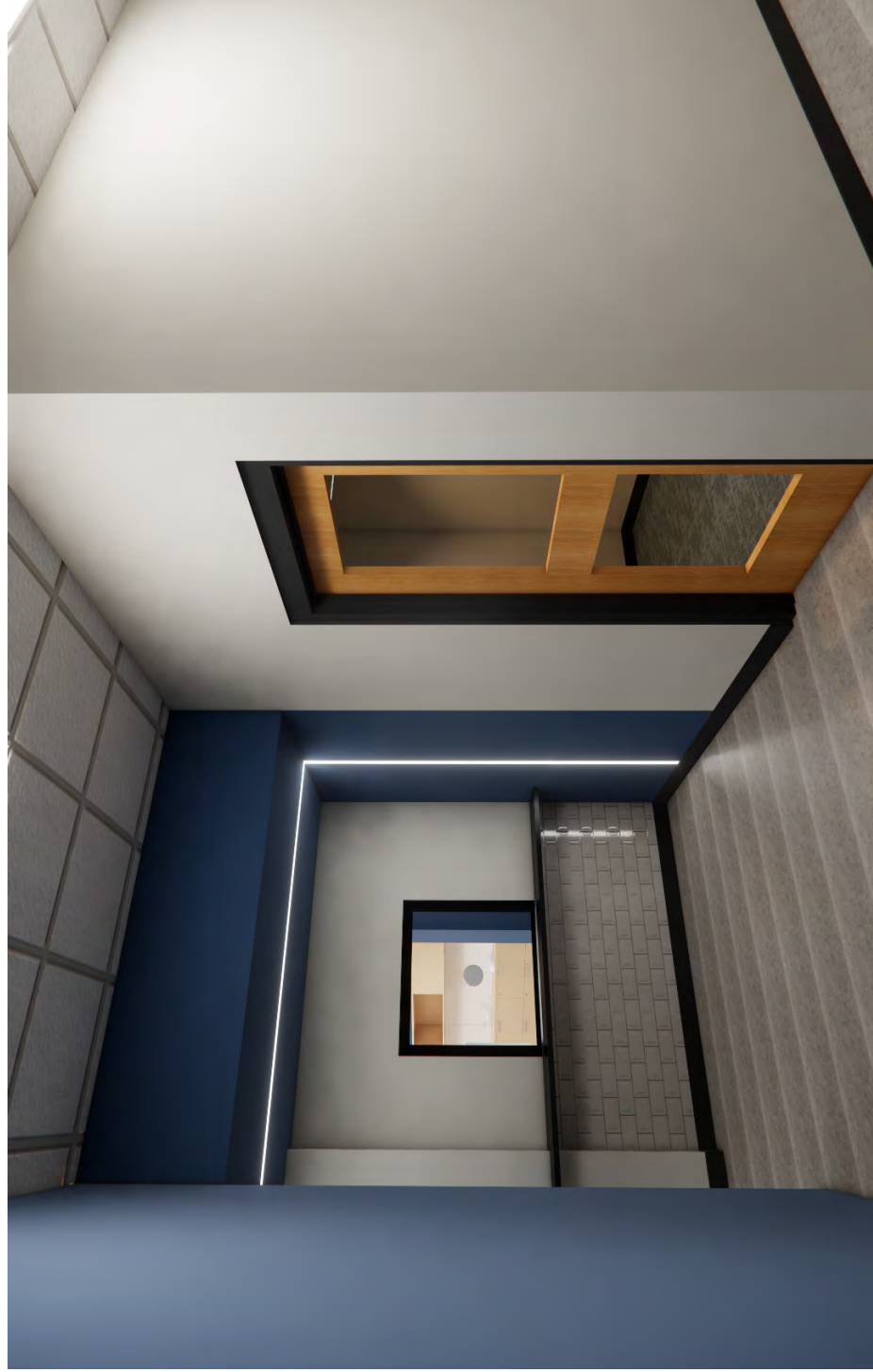
STC - PECAN
CAMPUS
BUILDING K
CASHIERS
RENOVATION

 SAM GARCIA ARCHITECT

 SOUTH TEXAS
COLLEGE



SCHEMATIC DESIGN - AREA OF WORK - CASHIERS/VESTIBULE ENTRY



STC - PECAN
CAMPUS
BUILDING K
CASHIERS
RENOVATION



SOUTH TEXAS
COLLEGE

 SAM GARCIA ARCHITECT



SCHEMATIC DESIGN - AREA OF WORK - CASHIERS



STC - PECAN
CAMPUS
BUILDING K
CASHIERS
RENOVATION

 SAM GARCIA ARCHITECT

 SOUTH TEXAS
COLLEGE



SCHEMATIC DESIGN - AREA OF WORK - SPIRIT OFFICE



STC - PECAN
CAMPUS
BUILDING K
CASHIERS
RENOVATION

 SAM GARCIA ARCHITECT

 SOUTH TEXAS
COLLEGE



SCHEMATIC DESIGN - AREA OF WORK - SPIRIT OFFICE



STC - PECAN
CAMPUS
BUILDING K
CASHIERS
RENOVATION

SCHEMATIC DESIGN - AREA OF WORK - SPIRIT OFFICE



STC - PECAN
CAMPUS
BUILDING K
CASHIERS
RENOVATION

 SAM GARCIA ARCHITECT

 SOUTH TEXAS
COLLEGE



ESTIMATED COST OF CONSTRUCTION:

\$1,868,400

STC - PECAN
CAMPUS
BUILDING K
CASHIERS
RENOVATION

Project Name: Pecan Campus - Student Services Building K - Cashiers Renovation				Project No. 2021-001C			
Funding Source(s): Unexpended Plant Fund							
				FY 24-25			
		Original Project Budget	Project Budget	FY 24-25 Actual	Variance of Project Budget vs. Actual	Expenditures	Total Actual Expenditures To Date
Construction:		\$ 1,868,400.00	\$ 1,644,032.00	\$ -	\$ 1,644,032.00		\$ -
Design:		186,840.00	149,472.00	-	149,472.00		-
Miscellaneous:		46,710.00	46,752.00	523.12	46,228.88		523.12
FFE:		158,817.00	140,000.00	-	140,000.00		
Technology:		158,817.00	140,000.00	-	140,000.00		
Total:		\$ 2,419,584.00	\$ 2,120,256.00	\$ 523.12	\$ 2,119,732.88		\$ 523.12
Project Team				Board Status			
Approval to Solicit						Vendor	Contract Amount
Architect/Engineer:	11/26/2024					Actual Expenditures	Variance
	Sam Garcia			Board Approval of Schematic Design	TBD	Sam Garcia Architects	\$ 149,472.00
Architect/Engineer:	Architects					TBD	\$ -
Contractor:	TBD			Substantial Completion	TBD	TBD	\$ -
STC FPC Project Manager: David Valdez				Final Completion	TBD	Board Acceptance	TBD
Project Description				Project Scope			
Renovation of an existing 4,714 square foot Cashier space in building K first floor and 1,572 on the second floor.				Renovation of an existing 4,714 square foot Cashier space in building K first floor and 1,572 on the second floor. Offices for staff, conference room, break room, reducing cashier spaces from 8 to 6 with work station, utilizing a queuing system for cashiers along with chairs for students, call center with individual spaces and adding an office in payment lab and two work stations for payment lab employees.			
Projected Timeline							
Board Approval to Solicit Architect/Engineer	Board Approval of Architect/Engineer	Board Approval of Schematic	Board Approval of Contractor	Construction Start Date	Board Approval of Substantial Completion Date	Board Approval of Final Completion Date	FFE Completion of Move In
11/26/2024	1/28/2025	6/24/2025	9/23/2025	10/31/2025	04/28/2026	05/26/2026	4/30/2026
Project Calendar of Expenditures by Fiscal Year							
Fiscal Year	Construction	Design	Miscellaneous	FFE	Tech	Project Total	
2024-25	-	-	523.12	-	-	\$ 523.12	
Project Total	\$ -	\$ -	\$ 523.12	\$ -	\$ -	\$ 523.12	
Current Agenda Item							
07/08/2025 Facilities Committee Meeting - Review and Recommend Action on Schematic Design and Authorization to Solicit Construction Services for the Pecan Campus Building K Cashiers Renovations							
 Project Location  Project Location Student Services Building K							

FPC Project Manager David A. Valdez

FPC Director Robert S. Hooley

FPC Executive Director Rodriguez



Consent Agenda:

**b. Approval on Substantial Completion of the Pecan Campus Athletic Fields
Reseeding and Regrading**

Purpose To approve substantial completion of the project.

Justification College staff visited the site and developed a construction punch list on June 8, 2025.

- Contractor: GST Construction, Inc.

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 GST Construction, Inc. The original cost approved for this project was \$113,754.

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

Funding The funds for the Pecan Campus Athletic Fields Reseeding and Regrading Project 2020-037R 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 requested the Committee recommend Board approval of substantial completion of the Pecan Campus Athletic Fields Reseeding and Regrading project as presented.

Appendix A

Current Budget Status

Pecan Campus Athletic Fields Reseeding and Regrading					
Construction Budget	Approved Proposal Amount	Net Total Change Orders	Current Project Cost	Previous Amount Paid	Remaining Balance
\$113,754.00	\$113,754.00	\$0	\$113,754.00	\$46,236.50	\$67,517.50



Appendix B

Photos follow in the packet

Appendix C

Substantial Completion follows in the packet.

Appendix D

Fact Sheet follows in the packet

Pecan Campus Athletic Fields Reseeding and Regrading

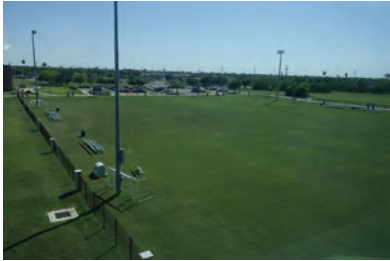


**SOUTH TEXAS
COLLEGE**



Project Fact Sheet
7/2/2025



Project Name:				Pecan Campus - Reseeding and Regrading of Athletic Fields				Project No.		1920-037R					
Funding Source(s):				Renewal & Replacements Fund											
		Original Project Budget		FY 24-25 Project Budget		FY 24-25 Actual Expenditures		Variance of Project Budget vs. Actual Expenditures		Total Actual Expenditures To Date					
Construction:		\$ 100,000.00		\$ 100,000.00		\$ 46,236.50		\$ 53,763.50		\$ 46,236.50					
Design:		10,000.00		10,000.00		-		10,000.00		-					
Miscellaneous:		1,000.00		1,000.00		502.12		497.88		502.12					
FFE:		-		-		-		-		-					
Technology:		-		-		-		-		-					
Total:		\$ 111,000.00		\$ 111,000.00		\$ 46,738.62		\$ 64,261.38		\$ 46,738.62					
Project Team				Board Status											
Approval to Solicit Architect/Engineer: N/A				Board Approval of Schematic Design N/A				Vendor		Contract Amount		Actual Expenditures		Variance	
Architect/Engineer: N/A								GST Construction, Inc.		\$ 113,754.00		\$ 46,236.50		\$ 67,517.50	
Contractor: GST Construction, Inc.				Substantial Completion 6/11/2025				Board Acceptance		TBD					
STC FPC Project Manager: David Valdez				Final Completion TBD				Board Acceptance		TBD					
Project Description				Project Scope											
Reseeding and Regrading of Athletic Fields				Improvements for reseeding and regrading of the existing Pecan Campus Athletic Fields.											
Projected Timeline															
Board Approval to Solicit Architect/Engineer		Board Approval of Architect/Engineer		Board Approval of Schematic		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		1/28/2025		3/31/2025		07/22/2025		08/26/2025		N/A	
Project Calendar of Expenditures by Fiscal Year															
Fiscal Year		Construction		Design		Miscellaneous		FFE		Tech		Project Total			
2024-25		46,236.50		-		502.12		-		-		\$ 46,738.62			
Project Total		\$ 46,236.50		\$ -		\$ 502.12		\$ -		\$ -		\$ 46,738.62			
Current Agenda Item															
07/08/2025 Facilities Committee Meeting - Review and Recommend Action on Substantial Completion of Pecan Campus Reseeding and Regrading of Athletic Fields															
															

FPC Project Manager David A. Valdez

FPC Director Robert S. Donny

FPC Executive Director RDA



Consent Agenda:

c. Approval on Substantial Completion of the Technology Campus Advanced Technical Careers Building B Atrium Ceiling Repairs

Purpose To approve substantial completion of the project.

Justification College staff visited the site and developed a construction punch list on June 12, 2025.

- Contractor: CCL Contracting, 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 CCL Contracting, LLC. The original cost approved for this project was \$42,800.

Enclosed Documents Appendix A – Current Budget Status
Appendix B – Photos
Appendix C – Substantial Completion Form
Appendix D – Fact Sheet

Funding The funds for Technology Campus Advanced Technical Careers Building B Atrium Ceiling Repairs Project 2025-027R 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 requested the Committee recommend Board approval of substantial completion of the Technology Campus Advanced Technical Careers Building B Atrium Ceiling Repairs project as presented.

Appendix A

Current Budget Status

Technology Campus Advanced Technical Careers Building B Atrium Ceiling Repairs					
Construction Budget	Approved Proposal Amount	Net Total Change Orders	Current Project Cost	Previous Amount Paid	Remaining Balance
\$42,800.00	\$42,800	\$0	\$42,800	\$0	\$42,800

Appendix B

Photos follow in the packet.

Appendix C

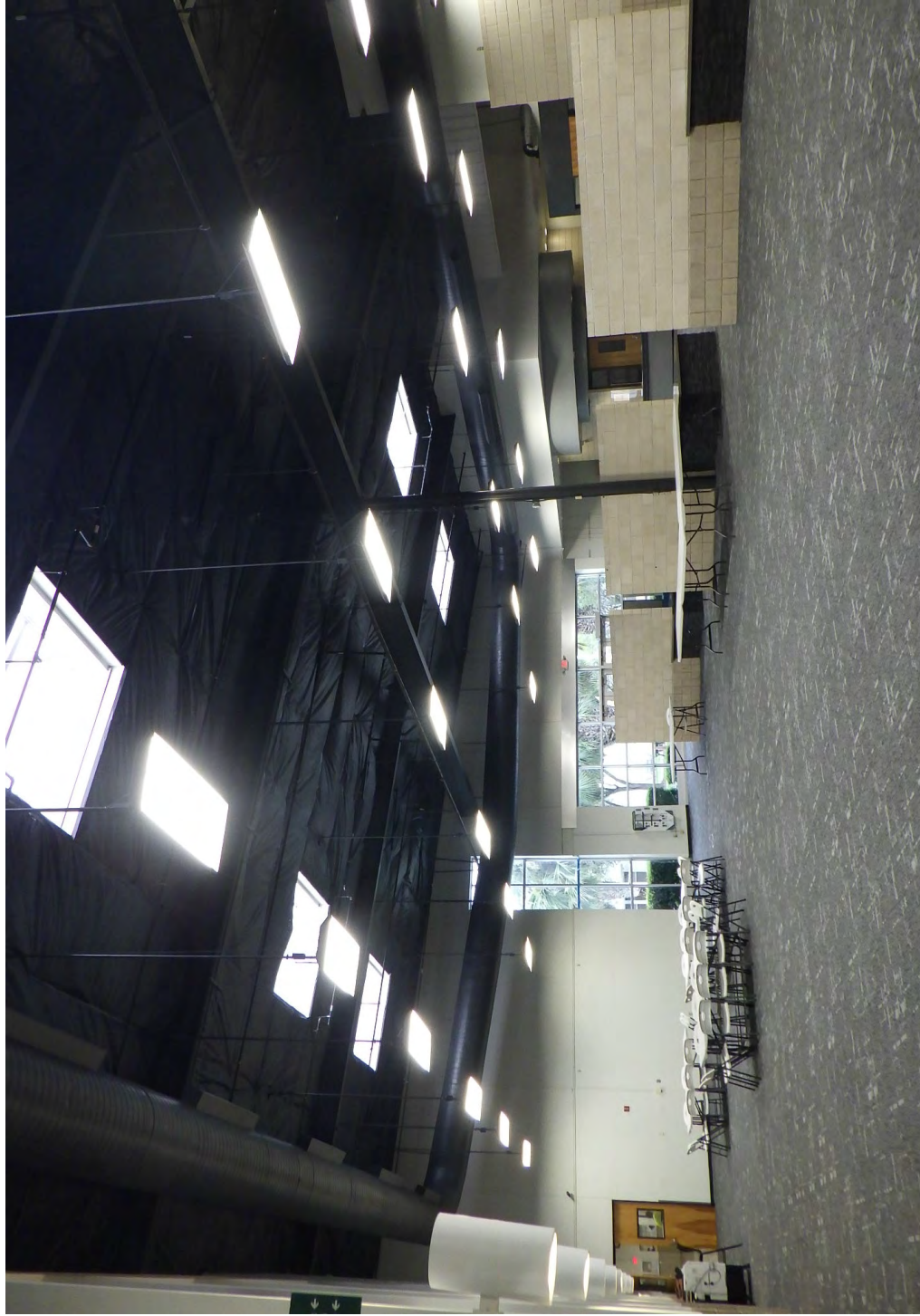
Substantial Completion follows in the packet.



Appendix D

Fact Sheet follows in the packet.

Technology Campus Advanced Technical Careers Building B Atrium Ceiling Repairs



Technology Campus Advanced Technical Careers Building B Atrium Ceiling Repairs



Substantial Completion Acceptance

Project Name: Technology Campus Advanced Technical Careers Building B Atrium Ceiling Repairs
Project No.: 24-25-1046
Owner: South Texas College
Contractor: CCL Contracting, LLC.
A/E Firm: N/A

Scope of Work Covered by This Acceptance:

New Ceiling Liner installed in the Building B Atrium area

Effective Date of Acceptance: 6/12/2025

This constitutes the Owner's acceptance for Beneficial Occupancy: Yes ☒ No ☐

In accordance with plans and specifications of the Contract, this is to confirm the results of the substantial completion inspection(s). The "punch list(s)" of items remaining to be completed or corrected as of the effective date of this acceptance, is formally issued under separate cover. It is expressly understood that the failure to include any items on such list (s) does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents. In accordance with the Contract, the Date of Substantial Completion is that Date jointly certified by the Architect/Engineer, owner and Contractor that the Work is sufficiently completed for the Owner to utilize it, or designated portion thereof, for the intended purpose.

As of the effective date noted above, the Contractor is relieved of the responsibilities for utilities, maintenance, security, custodial services, and insurance coverage, which may pertain specifically to the Work, covered by this acceptance. The Contractor remains responsible; however, to maintain full insurance coverage as required by the Contract for any areas of the project not yet accepted, and such coverage as may be necessary for its employees and subcontractors while engaged in completion of the punch list items as identified above.

The Owner and A/E will continue to inspect the entire project, including the work accepted herein, until final completion and acceptance of all elements of the work. This inspection will cover such defects as may have been overlooked as well as the items currently remaining on the punch list (s). The date of Substantial Completion Acceptance of the Project or portion designated above is the date of issuance established by this document, which is also the date of commencement of applicable warranties required by the Contract Documents.

The **Contractor** shall complete/correct the items identified on the punch list(s) within Calendar days from the Effective Date of this Acceptance.

<i>Austin Lackey</i>	<i>Austin Lackey</i>	06/12/2025
Printed Name and Title	Signature	Date

The **Architect/Engineer** agrees that the Work noted in this Acceptance is sufficiently complete to be used as intended.

N/A		
Printed Name and Title	Signature	Date

With the exception of those items noted on the attached "punch list(s)", the **Owner** accepts the Work designated herein as Substantially Complete as of the Effective Date of this Acceptance.

<i>RIGORDELA GARCIA</i>	<i>RIGORDELA GARCIA</i>	06-17-2025
Printed Name and Title	Signature	Date

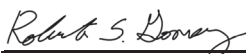


Project Fact Sheet
7/2/2025



Project Name				Technology Campus Advanced Technical Careers Building B Atrium Ceiling Repairs				Project No.		2025-027R	
Funding Source(s):				Renewals & Replacements Fund							
				FY 24-25							
				Total		FY 24-25		Variance of		Total Actual	
				Project Budget		Actual		Project Budget		Expenditures To	
				Expenditures		Expenditures		vs. Actual		Date	
Construction:				\$ 60,000.00		\$ -		\$ 60,000.00		\$ -	
Design				\$ -		\$ -		\$ -		\$ -	
Miscellaneous:				\$ 1,200.00		\$ 502.12		\$ 697.88		\$ 502.12	
FFE:				\$ -		\$ -		\$ -		\$ -	
Technology:				\$ -		\$ -		\$ -		\$ -	
Total:				\$ 61,200.00		\$ 502.12		\$ 60,697.88		\$ 502.12	
Project Team				Board Status							
Approval to Solicit Architect/Engineer: N/A				Board Approval of Schematic Design		NA		Location		Vendor	
Architect/Engineer: N/A								TECH Bldg. B		CCL Contracting	
Contractor: CCL Contracting, LLC.								Contract Amount		Actual Expenditures	
								\$ 42,800.00		\$ -	
				Substantial Completion		TBD		Board Acceptance		TBD	
STC FPC Project Manager: Kelly Nelson				Final Completion		TBD		Board Acceptance		TBD	
Project Description				Project Scope							
This project will involve, but not limited to, replacing existing ceiling liner with new ceiling liner				Need to replace existing damaged ceiling liner in the Atrium area of the exposed ceiling.							
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	
N/A		N/A		N/A		3/25/2025		5/15/2025		7/22/2025	
										Board Approval of Final Completion Date	
										8/26/2025	
										FFE Completion of Move In	
										N/A	
Project Calendar of Expenditures by Fiscal Year											
Fiscal Year		Construction		Design		Miscellaneous		FFE		Tech	
2024-25		-		-		502.12		-		-	
Project Total		\$ -		\$ -		\$ 502.12		\$ -		\$ -	
Current Agenda Item											
07/08/2025 Facilities Committee Meeting - Review and Recommend Action on Substantial Completion of Technology Campus Advanced Technical Careers Building B Atrium Ceiling Repairs.											
											
Building B -Atrium				Technology Campus Advanced Technical Careers Building B				Site Plan			

FPC Project Manager 

FPC Director 

FPC Executive Director 



Consent Agenda:

**d. Approval on Substantial Completion of the District Wide Flooring Replacements
Phase IV at Pecan Campus Student Activities Building H**

Purpose To approve substantial completion of the project.

Justification College staff visited the site and developed a construction punch list on July 1, 2025.

- Contractor: 5 Star GC Construction

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 5 Star GC Construction. The original cost approved for this project was \$124,830.

Enclosed Documents Appendix A – Current Budget Status
Appendix B – Photos
Appendix C – Substantial Completion Form
Appendix D – Fact Sheet

Funding The funds for District Wide Flooring Replacements Phase IV Project 2025-014R 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 requested the Committee recommend Board approval of substantial completion of the District Wide Flooring Replacements Phase IV at Pecan Campus Student Activities Building H project as presented.



Appendix A
Current Budget Status

District Wide Flooring Replacements Phase IV at Pecan Campus Student Activities Building H					
Construction Budget	Approved Proposal Amount	Net Total Change Orders	Current Project Cost	Previous Amount Paid	Remaining Balance
\$124,830	\$124,830	\$0	\$124,830	\$0	\$124,830

Appendix B
Photos follow in the packet.

Appendix C
Substantial Completion follows in the packet.

Appendix D
Fact Sheet follows in the packet.

District Wide Flooring Replacements Phase IV at Pecan Campus Student Activities Building H



District Wide Flooring Replacements Phase IV at Pecan Campus Student Activities Building H



Substantial Completion Acceptance

Project Name: District-Wide Flooring Replacement Pecan Campus Students Activities Center Building H
Project No.: 24-25-1037
Owner: South Texas College
Contractor: 5 Star GC Construction
A/E Firm: N/A

Scope of Work Covered by This Acceptance:

New Carpet, LVT, and rubber baseboard installation at Pecan Campus Building H

Effective Date of Acceptance: 7/1/2025

This constitutes the Owner's acceptance for Beneficial Occupancy: Yes ☒ No ☐

In accordance with plans and specifications of the Contract, this is to confirm the results of the substantial completion inspection(s). The "punch list(s)" of items remaining to be completed or corrected as of the effective date of this acceptance, is formally issued under separate cover. It is expressly understood that the failure to include any items on such list (s) does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents. In accordance with the Contract, the Date of Substantial Completion is that Date jointly certified by the Architect/Engineer, owner and Contractor that the Work is sufficiently completed for the Owner to utilize it, or designated portion thereof, for the intended purpose.

As of the effective date noted above, the Contractor is relieved of the responsibilities for utilities, maintenance, security, custodial services, and insurance coverage, which may pertain specifically to the Work, covered by this acceptance. The Contractor remains responsible; however, to maintain full insurance coverage as required by the Contract for any areas of the project not yet accepted, and such coverage as may be necessary for its employees and subcontractors while engaged in completion of the punch list items as identified above.

The Owner and A/E will continue to inspect the entire project, including the work accepted herein, until final completion and acceptance of all elements of the work. This inspection will cover such defects as may have been overlooked as well as the items currently remaining on the punch list (s). The date of Substantial Completion Acceptance of the Project or portion designated above is the date of issuance established by this document, which is also the date of commencement of applicable warranties required by the Contract Documents.

The **Contractor** shall complete/correct the items identified on the punch list(s) within Calendar days from the Effective Date of this Acceptance.

Printed Name and Title: Rayford Oakley PM Signature: [Signature] Date: 7/1/25

The **Architect/Engineer** agrees that the Work noted in this Acceptance is sufficiently complete to be used as intended.

N/A
 Printed Name and Title: _____ Signature: _____ Date: _____

With the exception of those items noted on the attached "punch list(s)", the **Owner** accepts the Work designated herein as Substantially Complete as of the Effective Date of this Acceptance.

Printed Name and Title: RICARDO MARTA EPC EXEC. DIRECTOR Signature: [Signature] Date: 7-1-2025



Project Fact Sheet
7/2/2025



Project Name		District Wide - Flooring Replacement Phase IV		Project No.		2025-014R	
Funding Source(s):		Renewals & Replacements Fund					
		FY 24-25		Variance of Project Budget vs. Actual			
		FY 24-25 Actual		Project Budget		Total Actual Expenditures To Date	
		Total Project Budget		Expenditures		Expenditures	
Construction:		\$ 500,000.00		\$ 179,091.99		\$ 320,908.01	
Design		\$ -		\$ -		\$ -	
Miscellaneous:		\$ 4,000.00		\$ 525.01		\$ 3,474.99	
FFE:		\$ -		\$ -		\$ -	
Technology:		\$ -		\$ -		\$ -	
Total:		\$ 504,000.00		\$ 179,617.00		\$ 324,383.00	
Project Team		Board Status					
Approval to Solicit		Board Approval of Schematic Design		Location		Contract Amount	
Architect/Engineer: N/A		NA		Vendor		Actual Expenditures	
Architect/Engineer: N/A						Variance	
Contractor: Diaz Floors & Interiors LLC				PCN Bldg. M		Diaz Floors & Ints. \$ 2,424.44 \$ 2,424.44 \$ -	
PCN Bldg. C Tech Bldg. B				MVC Bldg. G		Terra Fuerte \$ 37,359.20 \$ 37,359.20 \$ -	
STARR Bldg. G				PCN Bldg. C		Diaz Floors & Ints. \$ 72,240.00 \$ 68,628.00 \$ 3,612.00	
5 Star GC Construction				PCN Bldg. H		5StarGC \$ 124,830.00 \$ - \$ 124,830.00	
				STARR Bldg. G		Diaz Floors & Ints. \$ 20,912.00 \$ 19,866.40 \$ 1,045.60	
				Tech Bldg. B		Diaz Floors & Ints. \$ 63,403.37 \$ 50,813.95 \$ 12,589.42	
PCN Bldg. H		Substantial Completion MVC G - 8/30/2024		PCN C -04/02/2025		MVC G: PCN C-4/22/2025	
				STARR G -3/26/2025		Board Acceptance 09/24/2024 STARR G - 4/22/2025	
				TECH B -4/14/2025			
STC FPC Project Manager: Kelly Nelson		Final Completion MVC G - 10/25/2024		Board Acceptance		MVC G: 11/26/2024	
Project Description		Project Scope					
Replacing various flooring material district wide due to flooring reaching their life expectancy. Request for Proposals or Request for Quotes are issued depending on the estimated construction cost.		Every fiscal year, different facilities are scheduled to have the flooring replaced. Maintenance developed a flooring priority schedule determining which flooring material needs to be replaced. Average six flooring replacements per fiscal year.					
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	1/28/2025	3/4/2025	7/22/2025	8/26/2025	N/A
Project Calendar of Expenditures by Fiscal Year							
Fiscal Year	Construction	Design	Miscellaneous	FFE	Tech	Project Total	
2024-25	179,091.99	-	525.01	-	-	\$ 179,617.00	
Project Total	\$ 179,091.99	\$ -	\$ 525.01	\$ -	\$ -	\$ 179,617.00	
Current Agenda Item							
07/08/2025 Facilities Committee Meeting - Review and Recommend Action on Substantial Completion of District Wide Flooring Replacement Students Activities Center Building H							
Pecan Campus Silvia Esterline Center for Learning Excellence		Pecan Campus Students Activities Center Building H		Starr County Campus Student Services Building G		Technology Campus Advanced Technical Careers Building B	

FPC Project Manager

FPC Director

FPC Executive Director



Consent Agenda:

e. Approval on Substantial Completion of the District Wide Stucco Repainting at Mid Valley Campus Buildings A, B, D, and H

Purpose	To approve substantial completion of the project.
Justification	College staff visited the site and developed a construction punch list on June 30, 2025. • Contractor: Terra Fuerte Construction, 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 Terra Fuerte Construction, LLC. The original cost approved for this project was \$294,000.
Enclosed Documents	Appendix A – Current Budget Status Appendix B – Photos Appendix C – Substantial Completion Form Appendix D – Fact Sheet
Funding	The funds for District Wide Stucco Repainting at Mid Valley Campus Project 2024-009R 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 requested the Committee recommend Board approval of substantial completion of the District Wide Stucco Repainting at Mid Valley Campus Buildings A, B, D, and H project as presented.



Appendix A
Current Budget Status

District Wide Stucco Repainting at Mid Valley Campus Buildings A, B, D, and H					
Construction Budget	Approved Proposal Amount	Net Total Change Orders	Current Project Cost	Previous Amount Paid	Remaining Balance
\$294,000	\$294,000	\$0	\$294,000	\$0	\$294,000

Appendix B
Photos follow in the packet.

Appendix C
Substantial Completion follows in the packet.

Appendix D
Fact Sheet follows in the packet.

District Wide Stucco Repainting at Mid Valley Campus Buildings A, B, D, and H



District Wide Stucco Repainting at Mid Valley Campus Buildings A, B, D, and H



District Wide Stucco Repainting at Mid Valley Campus Buildings A, B, D, and H



Substantial Completion Acceptance

District-Wide Stucco Repainting Mid Valle Campus Buildings H, A, B & D

Project Name:

Project No.:

24-25-1012

Owner:

South Texas College

Contractor:

Terra Fuerte

A/E Firm:

N/A

Scope of Work Covered by This Acceptance:

Repainting of stucco, installation of new metal awnings on Building H, and repainting of hollow metal doors and frames as specified in plans.

Effective Date of Acceptance: 6/30/2025

This constitutes the Owner's acceptance for Beneficial Occupancy: Yes



No



In accordance with plans and specifications of the Contract, this is to confirm the results of the substantial completion inspection(s). The "punch list(s)" of items remaining to be completed or corrected as of the effective date of this acceptance, is formally issued under separate cover. It is expressly understood that the failure to include any items on such list (s) does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents. In accordance with the Contract, the Date of Substantial Completion is that Date jointly certified by the Architect/Engineer, owner and Contractor that the Work is sufficiently completed for the Owner to utilize it, or designated portion thereof, for the intended purpose.

As of the effective date noted above, the Contractor is relieved of the responsibilities for utilities, maintenance, security, custodial services, and insurance coverage, which may pertain specifically to the Work, covered by this acceptance. The Contractor remains responsible; however, to maintain full insurance coverage as required by the Contract for any areas of the project not yet accepted, and such coverage as may be necessary for its employees and subcontractors while engaged in completion of the punch list items as identified above.

The Owner and A/E will continue to inspect the entire project, including the work accepted herein, until final completion and acceptance of all elements of the work. This inspection will cover such defects as may have been overlooked as well as the items currently remaining on the punch list (s). The date of Substantial Completion Acceptance of the Project or portion designated above is the date of issuance established by this document, which is also the date of commencement of applicable warranties required by the Contract Documents.

The **Contractor** shall complete/correct the items identified on the punch list(s) within Calendar days from the Effective Date of this Acceptance.

A J SALDANA, PM

Signature

Date

6/30/25

The **Architect/Engineer** agrees that the Work noted in this Acceptance is sufficiently complete to be used as intended.

N/A

Printed Name and Title

Signature

Date

With the exception of those items noted on the attached "punch list(s)", the **Owner** accepts the Work designated herein as Substantially Complete as of the Effective Date of this Acceptance.

RICARDO DELA GARCIA, FPL EXEC. DIRECTOR

Signature

Date

6-30-2025

Project Name		District Wide Stucco Repainting Phase II - Mid Valley Campus - Buildings A,B,D &H				Project No.		2024-009K	
Funding Source(s):		Renewals & Replacements Fund							
		FY 23-24			FY 24-25				
		Total Project Budget	FY 23-24 Actual Expenditures	Variance of Project Budget vs. Actual Expenditures	Total Project Budget	FY 24-25 Actual Expenditures	Variance of Project Budget vs. Actual Expenditures	Total Actual Expenditures To Date	
Construction:		\$ 200,000.00	\$ -	\$ 200,000.00	\$ 300,000.00	\$ -	\$ 300,000.00	\$ -	
Design		-	-	-	-	-	-	-	
Miscellaneous:		3,000.00	137.44	2,862.56	3,000.00	-	3,000.00	137.44	
FFE:		-	-	-	-	-	-	-	
Technology:		-	-	-	-	-	-	-	
Total:		\$ 203,000.00	\$ 137.44	\$ 202,862.56	\$ 303,000.00	\$ -	\$ 303,000.00	\$ 137.44	
Project Team		Board Status							
Approval to Solicit		Board Approval of Schematic		NA	Location	Vendor	Contract Amount	Actual Expenditures	Variance
Architect/Engineer: N/A		Design			Building A	Terra Fuerte	\$ 82,320.00	\$	82,320.00
Architect/Engineer: N/A					Building B	Terra Fuerte	\$ 82,320.00		\$ 82,320.00
Contractor: Terra Fuerte					Building D	Terra Fuerte	\$ 52,920.00		\$ 52,920.00
					Building H	Terra Fuerte	\$ 76,440.00		\$ 76,440.00
		Substantial Completion		TBD	Board Acceptance		TBD		
STC FPC Project Manager: Kelly Nelson		Final Completion		TBD	Board Acceptance		TBD		
Project Description		Project Scope							
Painting of Exterior Stucco for Building(s) - Center for Learning Excellence Building A, Nursing and Allied Health Building B, Workforce Center Building D, and South Academic Building H		Painting of Exterior Stucco - continuing project for painting of exterior stucco walls on various buildings on the Mid-Valley Campus.							
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	10/29/2024	1/9/2025	7/22/2025	8/26/2025	N/A		
Project Calendar of Expenditures by Fiscal Year									
Fiscal Year	Construction	Design	Miscellaneous	FFE	Tech	Project Total			
2023-24	-	-	137.44	-	-	\$	137.44		
2024-25	-	-	-	-	-	\$	-		
Project Total	\$ -	\$ -	\$ 137.44	\$ -	\$ -	\$ -	\$ 137.44		
Current Agenda Item									
07/08/2025 Facilities Committee Meeting - Review and Recommend Action on Substantial Completion of District Wide Stucco Repainting Phase II - Mid Valley Campus Building H, A, B & D									
    Center for Learning Excellence Nursing and Allied Health Building B Workforce Center Building D South Academic Building H Mid Valley Campus									

FPC Executive Director



Consent Agenda:

f. Approval on Unexpended Plant Fund – Construction Proposed Projects and Preliminary Budgets for Fiscal Year 2025 – 2026

Purpose	To approve the Unexpended Plant Fund – Construction Proposed Projects and Preliminary Budgets for FY 2025 – 2026.
Justification	The College utilizes the Unexpended Plant Fund to budget and fund new construction and renovation projects termed Capital Improvements Projects (CIPs). The College's construction fund projects are identified on an annual basis through a broad-based involvement of Administration, President's Administrative Staff, and the Coordinated Operations Council to determine facilities needs and priorities. The proposed preliminary project budgets include the following budget categories: Construction; Design; Furniture, Fixtures, & Equipment (FFE); Miscellaneous Items; and Technology Equipment. The Miscellaneous items include materials testing, surveys, cost of advertisement, cost of printing, and related fees required by the governing authorities.
Enclosed Documents	Appendix A – Unexpended Construction Plant Fund Proposed Projects Report
Funding	Upon Board approval, the proposed projects will be included in the Unexpended Plant Fund - Construction Fund budget for use in FY 2025 – 2026.
Staff Resource	Ricardo de la Garza, Executive Director for Facilities Planning & Construction Mary Del Paz, Vice President for Finance and Administrative Services
Recommendation	Administration requested the Facilities Committee recommend Board approval of the Unexpended Plant Fund – Construction Proposed Projects and Preliminary Budgets for FY 2025 – 2026 as presented.

Appendix A

Unexpended Construction Plant Fund Proposed Projects Report follows in the packet.

#	Project Name	Project Manager	Construction	Design	Misc.	F.F.E.	Tech.	Security	FY25 Continued Projects	FY26 New Projects	FY26 Total Project Budget	20% Cost Escalation	FY26 Grand Total Project Budget
A. Pecan Campus													
1	Library Bldg. F Space Renovation Space Modifications of the existing Library Building F.	DV	\$ 15,500	\$ -	\$ -	\$ 136,500	\$ 40,000	\$ -	\$ 192,000	\$ -	\$ 192,000	\$ 38,400.00	\$ 230,400
2	Kinesiology Building Q Construct a new Kinesiology Building (Phase I) at the North side of the Pecan Campus.	MV	6,570,000	70,000	70,000	204,000	204,000	-	7,118,000	-	7,118,000	1,423,600	8,541,600
3	Cooper Ctr. for Performing Arts Bldg. L Music, Dance Expansion and Percussion Renovation Renovation and expansion of the existing Cooper Center for Performing Arts Building L.	MV	4,500,000	117,500	20,000	679,550	679,550	-	5,996,600	-	5,996,600	1,199,320	7,195,920
4	Business and Science Building G Engineering Lab Renovation Renovation existing classrooms and labs into two engineering labs.	DV	400,000	8,000	8,500	50,000	-	-	466,500	-	466,500	93,300	559,800
5	Student Services Building K Cashier's Renovation Renovation of advising, financial aid, and cashier areas.	DV	1,868,400	186,840	46,710	158,817	158,817	-	2,419,584	-	2,419,584	483,917	2,903,501
6	North Academic Humanities Building P Renovation for the Accounts Receivable and Grant Accounting Departments Relocate the following to Bldg P: Accounts Receivable (from Bldg K), and AR/Grant Accounting Manager office (from Bldg N to area near Grant Accounting in P1.112)	O&M	50,000	-	1,500	40,000	3,000	-	94,500	-	94,500	18,900	113,400
7	Athletic Field Improvements Construct a barrier for the volleyball court from being low in sand, construct new storage facility with concession and storage area	KN	-	27,000	1,000	-	-	-	28,000	-	28,000	5,600	33,600
8	Institutional Support Services Building N Expansion Expand existing building for Business Office by 10,625 s.f.	MV	767,880	307,152	10,000	-	-	-	1,085,032	-	1,085,032	217,006	1,302,038
9	Athletic Field Building R Design and construction of a new 1,560 s.f. Athletic Field Facility	KN	468,000	39,100	7,500	25,000	15,000	-	-	554,600	554,600	110,920	665,520
10	North Academic Humanities Building P Faculty and Staff Office Renovation Relocate faculty and staff offices to two classrooms within Building P third floor.	TBD		51,680	10,000			-	-	61,680	61,680	12,336	74,016
11	North Academic Humanities Building P VPFAS Expansion Design and Construction for a 1,800 sq.f.t expansion for the Vice President of Finance and Administrative Services.	TBD		20,520	1,000			-	-	21,520	-	-	-
	Pecan Campus Subtotal		\$ 14,639,780	\$ 827,792	\$ 176,210	\$ 1,293,867	\$ 1,100,367	\$ -	\$ 17,400,216	\$ 637,800	\$ 18,016,496	\$ 3,603,299	\$ 21,619,795
B. Pecan West													
12	Continuing Education Building A Construct a new Continuing Education Building including the Testing Center at the Pecan Campus west property.	DV	\$ 6,300,000	\$ 85,000	\$ 50,000	\$ 595,000	\$ 595,000	\$ -	\$ 7,625,000	\$ -	\$ 7,625,000	\$ 1,525,000.00	\$ 9,150,000
13	Continuing Education Parking and Site Improvements Construct a new site improvements at the Pecan Campus west property.	DV	2,327,400	92,845	50,000		-	-	2,470,245	-	2,470,245	494,049	2,964,294
	Pecan West Subtotal		\$ 8,627,400	\$ 177,845	\$ 100,000	\$ 595,000	\$ 595,000	\$ -	\$ 10,095,245	\$ -	\$ 10,095,245	\$ 2,019,049	\$ 12,114,294

#	Project Name	Project Manager	Construction	Design	Misc.	F.F.E.	Tech.	Security	FY25 Continued Projects	FY26 New Projects	FY26 Total Project Budget	20% Cost Escalation	FY26 Grand Total Project Budget
C. Pecan Plaza													
14	Human Resources Building A Renovation Modify interior spaces to create an open concept for visitors	KN	\$ 400,000	\$ 36,000	\$ 10,000	\$ 50,000	\$ 50,000	\$ -	\$ 546,000	\$ -	\$ 546,000	\$ 109,200.00	\$ 655,200
15	East Building B Renovation for Cosmetology Renovation for a new Cosmetology program	TBD	-	301,446	10,000	-	-	-	311,446	-	311,446	62,289	373,735
16	East Building B Department of Public Safety Expansion Expansion and renovation for the Security /Public Safety Department	KN	-	145,525	10,000	-	-	-	-	155,525	155,525	31,105	186,630
17	West Building C Folkorico Renovation Renovation of 2,500 sq.ft. in the exsting West Building C for Folkorico program.	TBD	-	76,000	10,000	-	-	-	-	86,000	86,000	17,200	103,200
	Pecan Plaza Subtotal		\$ 400,000	\$ 558,971	\$ 40,000	\$ 50,000	\$ 50,000	\$ -	\$ 857,446	\$ 241,525	\$ 1,098,971	\$ 219,794	\$ 1,318,765
D. Technology Campus													
18	Truck Driving Range Canopy Design and construction of a new canopy for students.	TBD	\$ 60,000	\$ 12,000	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ 87,000	\$ 87,000	\$ 17,400	\$ 104,400
19	Advanced Technical Careers Building B Automotive Lab Exhaust System Provide exhaust system to remove fumes from vehicles for automotive labs inside of Advanced Technical Careers Building B.	TBD	180,000	18,000	2,500	-	-	-	-	200,500	200,500	40,100	240,600
	Technology Campus Subtotal		\$ 240,000	\$ 30,000	\$ 17,500	\$ -	\$ -	\$ -	\$ -	\$ 287,500	\$ 287,500	\$ 57,500	\$ 345,000

#	Project Name	Project Manager	Construction	Design	Misc.	F.F.E.	Tech.	Security	FY25 Continued Projects	FY26 New Projects	FY26 Total Project Budget	20% Cost Escalation	FY26 Grand Total Project Budget
E. Nursing and Allied Health Campus													
20	East Building A Renovation of Radiology Lab to Multipurpose Skills Lab Renovate existing Radiology lab inside NAH East Building A to a Multipurpose Skills Lab for instruction.	MV	\$ 160,000	\$ 2,880	\$ 2,750	\$ 10,320	\$ 10,320	\$ -	\$ 186,270	\$ -	\$ 186,270	\$ 37,254	\$ 223,524
21	East Building A Breakroom and Offices Expansion Renovation Renovate existing offices to include additional offices and breakroom.	O&M	110,000	11,000	2,750	9,350	9,350	-	142,450	-	142,450	28,490	170,940
22	Regional Workforce Development Healthcare Center Building E Design, renovation, and expansion of the existing facility to accommodate various departments	DV	5,140,880	66,525	87,000	-	-	-	5,294,405	-	5,294,405	1,058,881	6,353,286
23	East Building A Community Pharmacy Lab Design and renovation the Community Pharmacy Lab on 3rd floor to meet ASHP/ACPE standards for accreditation.	MV	340,000	6,120	6,104	23,341	23,341	-	398,906	-	398,906	79,781	478,687
	Nursing and Allied Health Campus Subtotal		\$ 5,750,880	\$ 86,525	\$ 98,604	\$ 43,011	\$ 43,011	\$ -	\$ 6,022,031	\$ -	\$ 6,022,031	\$ 1,204,406	\$ 7,226,437
F. Starr County Campus													
24	Physical Plant Building P Additional Pole Lights Design and construction of additional lighting surrounding Physical Plant.	TBD	\$ 45,000	\$ 8,000	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ 73,000	\$ 73,000	\$ 14,600	\$ 87,600
25	Exterior Solar Panels Structures Construction of two free-standing structures to be used for instructional purposes on the west side of the Workforce Development Building D.	TBD	256,250	25,000	15,000	25,000	25,000		\$ -	346,250	346,250	69,250	415,500
	Starr County Campus Subtotal		\$ 301,250	\$ 33,000	\$ 35,000	\$ 25,000	\$ 25,000	\$ -	\$ -	\$ 419,250	\$ 419,250	\$ 83,850	\$ 503,100
G. Regional Center for Public Safety Excellence													
26	F.L.A.G. Training Area Gas Supply Line Extension of the existing propane tank gas line to the F.L.A.G. Training Area.	TBD	\$ 14,000	\$ 5,000	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ 24,000	\$ 24,000	\$ 4,800	\$ 28,800
27	Emergency Response Support Facility Design and construction of a new 400 s.f. facility.	TBD	160,000	16,000	5,600	-	-	-	-	181,600	181,600	36,320	217,920
28	Obstacle Course and Fitness Trail Design and construction of a obstacle course and exercise equipment for Cadet physical training activities	TBD	150,000	15,000	4,500	50,000	-	-	-	219,500	219,500	43,900	263,400
	Regional Center for Public Safety Excellence Subtotal		\$ 324,000	\$ 36,000	\$ 15,100	\$ 50,000	\$ -	\$ -	\$ -	\$ 425,100	\$ 425,100	\$ 85,020	\$ 510,120
H. Higher Education Center La Joya													
29	Welding Lab Relocation Relocate existing Welding Lab structure	TBD	\$ 250,000	\$ 25,000	\$ 25,000	\$ -	\$ -		\$ -	\$ 300,000	\$ 300,000	\$ 60,000	\$ 360,000
	Higher Education Center La Joya Subtotal		\$ 250,000	\$ 25,000	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$300,000	\$300,000	\$ 60,000	\$360,000

#	Project Name	Project Manager	Construction	Design	Misc.	F.F.E.	Tech.	Security	FY25 Continued Projects	FY26 New Projects	FY26 Total Project Budget	20% Cost Escalation	FY26 Grand Total Project Budget
I. District Wide													
30	Outdoor Furniture Provide new outdoor furniture for all campuses.		\$ -	\$ -	\$ -	\$ 50,000	\$ -	\$ -	\$ 50,000	\$ -	\$ 50,000	\$ -	\$ 50,000
31	Land and Facility Purchases Purchasing of potential land and facility acquisitions.		3,000,000	-	-	-	-	-	3,000,000	-	3,000,000	600,000	3,600,000
32	Renovations and Contingencies Projects which may arise unexpectedly for all campuses and project contingencies.		750,000	75,000	18,750	41,250	63,750	-	948,750	-	948,750	-	948,750
33	Campus Master Plan Provide a college wide campus master plan to determine current and future needs.		-	375,000	-	-	-	-	375,000	-	375,000	-	375,000
34	Facility Signage Provide various facility signage types for all campuses.	DV	750,000	-	-	-	-	-	750,000	-	750,000	-	750,000
35	Removal of Existing Trees Removal of any existing trees for all campuses.		25,000	-	900	-	-	-	25,900	-	25,900	-	25,900
36	Entry Monument Signs Provide various entrance monument signs for all campuses.	DV	1,040,000	-	-	-	-	-	1,040,000	-	1,040,000	208,000	1,248,000
37	Interior Facility Signage Provide various interior wayfinding signage for all campuses.	DV	250,000	-	-	-	-	-	250,000	-	250,000	50,000	300,000
	District Wide Subtotal		\$ 5,815,000	\$ 450,000	\$ 19,650	\$ 91,250	\$ 63,750	\$ -	\$ 6,439,650	\$ -	\$ 6,439,650	\$ 858,000	\$ 7,297,650
FY25 Proposed Project Budget Totals			\$ 36,348,310	\$ 2,225,133	\$ 527,064	\$ 2,148,128	\$ 1,877,128	\$ -	\$ 40,814,588	\$ 2,311,175	\$ 43,104,243	\$ 8,190,919	\$ 51,295,162



Consent Agenda:

g. Approval on Renewals & Replacements Plant Fund Proposed Projects and Preliminary Budgets for Fiscal Year 2025 – 2026

Purpose	To approve the Renewals & Replacements Plant Fund Proposed Projects and Preliminary Budgets for FY 2025 – 2026.
Justification	Personnel from the College's Facilities Operations and Maintenance Department and the Facilities Planning & Construction Department work together to identify deferred maintenance projects. These efforts result in a five-year plan which is updated on an annual basis and includes capital renewal and replacement construction projects needed at each campus. Using this five-year deferred maintenance plan, a Renewals and Replacements budget is prepared each year to address the deferred maintenance planned needs for the following fiscal year.
Enclosed Documents	Appendix A – Renewals and Replacements Plant Fund Proposed Projects Report
Funding	Upon Board approval, the proposed projects will be included in the Renewals and Replacements Plant Fund budget for use in FY 2025 – 2026.
Staff Resource	Ricardo de la Garza, Executive Director for Facilities Planning & Construction Mary Del Paz, Vice President for Finance and Administrative Services
Recommendation	Administration requested the Facilities Committee recommend Board approval of the Renewals & Replacements Plant Fund Proposed Projects and Preliminary Budgets for FY 2025 – 2026 as presented.

Appendix A

Renewals & Replacements Plant Fund Proposed Projects Report follows in the packet.

#	Project Name	Project Manager	Construction	Design	Misc.	F.F.E.	Tech.	Security	FY25 Continued Projects	FY26 New Projects	FY26 Total Project Budget	20% Cost Escalation	FY26 Grand Total Project Budget
A. Pecan Campus													
1	Library Building F Exterior Building Envelope Repairs Remediation of existing building envelope.	DV	\$ 100,000	\$ 25,000	\$ 15,000	\$ -	\$ -	\$ -	\$ 140,000	\$ -	\$ 140,000	\$ 28,000	\$ 168,000
2	Stucco Repainting Phase II - M, N, and T Repainting of existing exterior stucco walls for the Information Technology Building M, Institutional Support Services Building N, and West Academic Building T	KN	10,000	-	-	-	-	-	10,000	-	10,000	2,000	12,000
3	Stucco Repainting Phase II - L Repainting of existing exterior stucco walls Cooper Center For Performing Arts Building L	KN	4,000	-	-	-	-	-	4,000	-	4,000	800	4,800
4	Business & Science Bldg. G HVAC Replacements Replace/Upgrade of existing HVAC equipment at PCN Campus.	MV	800,000	80,000	500	-	-	-	880,500	-	880,500	176,100	1,056,600
5	Student Activities Center Bldg. H HVAC Replacements Replace/Upgrade of existing HVAC equipment at PCN Campus.	MV	800,000	80,000	500	-	-	-	880,500	-	880,500	176,100	1,056,600
6	Ann Richards Administration Bldg. X HVAC Replacements Replace/Upgrade of existing HVAC equipment at PCN Campus.	MV	200,000	20,000	500	-	-	-	220,500	-	220,500	44,100	264,600
7	Pecan Campus Student Services Bldg. K HVAC Replacements Replace/Upgrade of existing HVAC equipment at PCN Campus.	MV	200,000	20,000	2,000	-	-	-	222,000	-	222,000	44,400	266,400
8	Pecan Campus Sylvia Esterline Center for Learning Excellence Bldg. C HVAC Replacements Replace/Upgrade of existing HVAC equipment at PCN Campus.	MV	600,000	60,000	2,000	-	-	-	662,000	-	662,000	132,400	794,400
9	Library Bldg. F HVAC Replacements Replace/Upgrade of existing HVAC equipment at PCN Campus.	MV	400,000	40,000	2,000	-	-	-	442,000	-	442,000	88,400	530,400
10	Physical Plant Bldg. E Cooling Tower Piping System Upgrade Replacement Replace the existing underground piping system due to several leaks occurring underground	MV	720,000	13,000	16,020	-	-	-	-	749,020	749,020	149,804	898,824
11	Business and Science Building G Data Cabling Infrastructure Replacement Replace existing data cabling at Business and Science Building G with new upgraded cabling to meet current standards.	DV	80,000	-	-	-	-	-		80,000	80,000	16,000	96,000
12	Student Activities Building H Data Cabling Infrastructure Replacement Replace existing data cabling at Student Activities Building H with new upgraded cabling to meet current standards.	DV	80,000	-	-	-	-	-		80,000	80,000	16,000	96,000

#	Project Name	Project Manager	Construction	Design	Misc.	F.F.E.	Tech.	Security	FY25 Continued Projects	FY26 New Projects	FY26 Total Project Budget	20% Cost Escalation	FY26 Grand Total Project Budget
13	Social Science Building T Second Classroom and Conference Room Upgrades Replace all existing audio visual equipment with new upgraded cabling and equipment inside classrooms and conference rooms to meet current standards	DV	-	-	-	52,941	507,059	-	-	560,000	560,000	112,000	672,000
14	Stucco Repainting Phase III Repainting of existing exterior stucco walls Physical Plant Buiding E, Library Building F, Business & Science Building G, South Academic Building J, Student Services Building K, Student Activities Building H, and Ann Richards Administration Building X	KN	700,000	-	1,000	-	-	-	-	701,000	701,000	140,200	841,200
	Pecan Campus Subtotal		\$ 4,694,000	\$ 338,000	\$ 39,520	\$ 52,941	\$ 507,059	\$ -	\$ 3,461,500	\$ 2,170,020	\$ 5,631,520	\$ 1,126,304	\$ 6,757,824
B. Mid Valley Campus													
15	South Academic Building H Repair of Damaged Roof and Interior Areas Repair damaged roof and interior areas of the South Academic Building H.	DV	\$ 425,000	\$ 9,500	\$ 5,000	\$ 158,700	\$ 90,212	\$ -	\$ 688,412	\$ -	\$ 688,412	\$ 137,682	\$ 826,094
16	Library Bldg. E HVAC Replacements Replace/Upgrade of existing HVAC equipment at MVC.	MV	707,700	11,500	1,364	-	-	-	720,564	-	720,564	144,113	864,677
17	Campus Student Union Bldg. F HVAC Replacements Replace/Upgrade of existing HVAC equipment at MVC.	MV	353,800	5,750	682	-	-	-	360,232	-	360,232	72,046	432,278
18	North Academic Bldg. G HVAC Replacements Replace/Upgrade of existing HVAC equipment at MVC.	MV	1,238,500	20,125	2,234	-	-	-	1,260,859	-	1,260,859	252,172	1,513,031
19	Resurfacing of Parking Lot 2 Resurfacing of Lot #2, South side of South Academic Building H.	TBD	75,000	15,000	25,000	-	-	-	-	115,000	115,000	23,000	138,000
20	Building A and B Canopy Fabric Replacement Replacement of existing canopy fabric in between Building A and B.	TBD	50,000	-	-	-	-	-	-	50,000	50,000	10,000	10,000
21	Repainting of Perimeter Fence Repainting of existing perimeter fence on East side of Buildings A and B	TBD	40,000	-	-	-	-	-	-	40,000	40,000	8,000	8,000

#	Project Name	Project Manager	Construction	Design	Misc.	F.F.E.	Tech.	Security	FY25 Continued Projects	FY26 New Projects	FY26 Total Project Budget	20% Cost Escalation	FY26 Grand Total Project Budget
22	Replacement of Perimeter Fence Replacement of existing perimeter fence on the East side of the Mid Valley Campus	TBD	45,000	-	-	-	-	-	-	45,000	45,000	9,000	9,000
23	Resurfacing of Parking Lot 7 Resurfacing of Lot #7, East side of Library Building E	TBD	250,000	25,000	25,000	-	-	-	-	300,000	300,000	60,000	60,000
	Mid Valley Campus Subtotal		\$ 3,185,000	\$ 86,875	\$ 59,280	\$ 158,700	\$ 90,212	\$ -	\$ 3,030,067	\$ 550,000	\$ 3,580,067	\$ 716,013	\$ 3,861,080
C. Nursing & Allied Health Campus													
24	East Building A West Side Window Waterproofing Repairs Provide proper waterproofing for windows on west side of NAH East Building A to prevent water infiltration.	O&M	\$ 65,000	\$ 15,000	\$ 10,000	\$ -	\$ -	\$ -	\$ 90,000	\$ -	\$ 90,000	\$ 18,000	\$ 108,000
25	East Building A Westside Elevators Repairs Upgrade of existing elevator and cab inside NAH East Building A.	O&M	350,000	-	-	-	-	-	350,000	-	350,000	70,000	420,000
	Nursing and Allied Health Campus Subtotal		\$ 415,000	\$ 15,000	\$ 10,000	\$ -	\$ -	\$ -	\$ 440,000	\$ -	\$ 440,000	\$ 88,000	\$ 528,000
D. Technology Campus													
26	Replacement of Existing Perimeter Fence & Regrading of Existing Swales Replacement of the existing perimeter fence and regrading of existing swale on the west side of campus	TBD	\$ 50,000	\$ 20,000	\$ 5,000				\$ -	\$ 75,000	\$ 75,000	\$ 15,000	\$ 90,000
27	Institute for Advanced Manufacturing Building E Ceiling Liner Replacement Replacement of existing interior ceiling liner inside the Institute for Advanced Manufacturing Building E.	TBD	75,000		5,000				-	80,000	80,000	16,000	96,000
	Technology Campus Subtotal		\$ 125,000	\$ 20,000	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ 155,000	\$ 155,000	\$ 31,000	\$ 186,000

#	Project Name	Project Manager	Construction	Design	Misc.	F.F.E.	Tech.	Security	FY25 Continued Projects	FY26 New Projects	FY26 Total Project Budget	20% Cost Escalation	FY26 Grand Total Project Budget
E. Starr County Campus													
28	Stucco Repainting Phase II Repainting of existing exterior stucco walls on Workforce Center Building D, Cultural Arts Center Building F, and Manuel Benavides Jr. Rural Technology Center Building J	KN	\$ 24,000	-	-	-	-	-	\$ 24,000	\$ -	\$ 24,000	\$ 4,800	\$ 28,800
29	Administration/Bookstore Building A Data Cabling Infrastructure Replacement Replace existing data cabling at Administration/Bookstore Building A with new upgraded cabling to meet current standards.	DV	50,000	-	-	-	-	-	50,000	-	50,000	10,000	60,000
30	Center for Learning Excellence Building B Data Cabling Infrastructure Replacement Replace existing data cabling at Center for Learning Excellence Building B with new upgraded cabling to meet current standards.	DV	50,000	-	-	-	-	-	50,000	-	50,000	10,000	60,000
31	North Academic Building C Data Cabling Infrastructure Replacement Replace existing data cabling at North Academic Building C with new upgraded cabling to meet current standards.	DV	50,000	-	-	-	-	-	50,000	-	50,000	10,000	60,000
32	Booster Pumps Panel Replacement Replacement of the control panel at the existing booster pumps	TBD	25,000	-	-	-	-	-	-	25,000	25,000	5,000	30,000
Starr County Campus Subtotal			\$ 199,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 174,000	\$ 25,000	\$ 199,000	\$ 39,800	\$ 238,800

#	Project Name	Project Manager	Construction	Design	Misc.	F.F.E.	Tech.	Security	FY25 Continued Projects	FY26 New Projects	FY26 Total Project Budget	20% Cost Escalation	FY26 Grand Total Project Budget
F. District Wide													
33	Renewals and Replacements Replace/Renew miscellaneous equipment, material, etc. for all campuses.		\$ 150,000	\$ -	\$ 1,000	\$ -		\$ -	\$ 151,000	\$ -	\$ 151,000	\$ -	\$ 151,000
34	Marker Boards Replacement Replace/Upgrade existing Speakeasy to Marker Boards.	TBD	300,000	-	1,500	-	-	-	301,500	-	301,500	60,300	361,800
35	Fire Alarm Panel Replacements Replace/Upgrade existing fire alarm panels for all campuses.	O&M	100,000	-	2,500	-	-	-	102,500	-	102,500	20,500	123,000
36	Interior LED Lighting Replacements Upgrade of existing interior light fixtures to LED for all campuses.	O&M	110,000	-	-	-	-	-	110,000	-	110,000	22,000	132,000
37	Exterior Walkway LED Lighting Replacements Upgrade of existing exterior light fixtures to LED for all campuses.	O&M	50,000	-	-	-	-	-	50,000	-	50,000	10,000	60,000
38	Building Automation Systems Replacements Upgrade of existing building systems controls for all campuses.	O&M	1,000,000	-	1,500	-	-	-	1,001,500	-	1,001,500	200,300	1,201,800
39	Flooring Replacements Replacement of existing flooring for all campuses.	TBD	500,000	-	4,000	-	-	-	504,000	-	504,000	-	504,000
40	HVAC Replacements Replace/Upgrade of existing HVAC equipment for all campuses.	TBD	500,000	25,000	2,000	-	-	-	527,000	-	527,000	105,400	632,400
41	Exterior Lighting Replacements Upgrade of existing exterior light fixtures for all campuses.	TBD	250,000	25,000	4,000	-	-	-	279,000	-	279,000	55,800	334,800
42	Signage Replacement Replace College Logo on existing directional signage and existing facilities	DV	250,000	-	-	-	-	-	250,000	-	250,000	50,000	300,000
43	Water Tower Logo Replacements Replace/Renew Logo on existing City of McAllen Water Towers.	DV	80,000	-	-	-	-	-	80,000	-	80,000	16,000	96,000
44	Outdoor Furniture Replacements Replace existing outdoor furniture district wide.	TBD	-	-	-	130,000	-	-	130,000	-	130,000	26,000	156,000
45	AV Equipment Replacements Replace existing audio visual equipment district wide.	ET	-	-	-	-	130,000	-	130,000	-	130,000	26,000	156,000
46	Painting Replacements Repainting of existing building interiors district wide.	TBD	150,000	-	-	-	-	-	-	150,000	150,000	30,000	180,000
47	Resurfacing of Asphalt Drives Resurfacing of existing asphalt drives district wide.	TBD	35,000	-	-	-	-	-	-	35,000	35,000	7,000	42,000
48	Irrigation System Controls Upgrade Replacement of existing irrigation system controls district wide.	O&M	40,000	-	-	-	-	-	-	40,000	40,000	8,000	48,000
District Wide Subtotal			\$ 3,515,000	\$ 50,000	\$ 16,500	\$ 130,000	\$ 130,000	\$ -	\$ 3,616,500	\$ 225,000	\$ 3,841,500	\$ 637,300	\$ 4,478,800
FY25 Proposed Project Budget Totals			\$ 12,133,000	\$ 509,875	\$ 135,300	\$ 341,641	\$ 727,271	\$ -	\$ 10,722,067	\$ 3,125,020	\$ 13,847,087	\$ 2,638,417	\$ 16,050,504



Approval of Financial Reports for May 2025

Administration recommends Board approval of the financial reports for the month of May 2025.

The following financial reports have been provided under separate cover:

- 1) Quarterly Investment Report and Money Market Accounts for May 2025.
- 2) Summary of Revenues for May 2025.
- 3) Summary of State Appropriations Revenue for May 2025.
- 4) Summary of Property Tax Revenue for May 2025.
- 5) Summary of Expenditures by Classification for J May 2025.
- 6) Summary of Expenditures by Function for May 2025.
- 7) Summary of Auxiliary Fund Revenues and Expenditures for May 2025.
- 8) Summary of Grant Revenues and Expenditures for May 2025.
- 9) Foundation Financial Activity for May 2025.

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 May 2025.

Approval Recommended:

Dr. Ricardo J. Solis
President



Review of Informational Reports as of June 2025

Administration includes the following information reports as of June 2025 for the Board's information.

- 1) Checks for \$125,000 and above for June 2025.
- 2) Check Register for June 2025.
- 3) Summary of Purchase Orders (Purchasing) for June 2025.
- 4) Summary of Bid Solicitations (Purchasing) for June 2025.
- 5) Employee New Hires for June 2025.
- 6) Employee Resignations/Retirements for June 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.

Announcements

A. Next Meetings:

- *Tuesday, August 12, 2025*
 - 3:00 p.m. – Education and Workforce Development Committee
 - 4:00 p.m. – Facilities Committee
 - 5:00 p.m. – Finance, Audit, and Human Resources Committee
- *Tuesday, August 26, 2025*
 - 5:30 p.m. – Regular Board Meeting

B. Other Announcements:

- The Fall 2025 semester begins on August 25, 2025.