



**SOUTH TEXAS  
COLLEGE**

# **Board of Trustees**

## **Regular Board Meeting**

**Tuesday, August 26, 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, August 26, 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. July 22, 2025 Regular Board Meeting..... 6 - 56
- VII. Consideration and Action on New Items**
  - 1. Report of New Grants ..... 57 - 58
  - 2. Presentation of the Delinquent Tax Collection Report for the Period March 31, 2025 through May 31, 2025 ..... 59 - 67
  - 3. Approval of Order #2025-016: 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..... 68 - 91
  - 4. Review and Recommend Action on Proposed Santa Maria ISD Interlocal Agreement for Dual Credit Programs..... 92 - 93
- VIII. Consideration and Action on Committee Items**
  - A. Finance, Audit, and Human Resources Committee Items**
    - 1. Review and Action as Necessary on Consent Agenda Items from the Finance, Audit, and Human Resources Committee ..... 94 - 145

- a. Approval on Award of Proposals, Purchases, Purchase Renewals, Renewals, and Interlocal Agreements ..... 95 - 141

**Award of Proposals**

- 1) Books and Educational Materials (Grant Funded)
- 2) Maintenance and Repair Parts, Materials, and Supplies

**Purchases**

- 3) Additional Online Tutoring Services
- 4) Audio Visual Equipment and Supplies
- 5) Call Center Network Software and Voice Over IP Systems
- 6) Chiller Maintenance Agreement and Repair Services
- 7) Communication Services for Radios and Equipment
- 8) Computer Components, Peripherals, Software, and Supplies
- 9) In-Store Materials and Supplies
- 10) Network Equipment, Licenses, and Accessories
- 11) Software and Educational Supplies (Grant Funded)

**Purchase Renewals**

- 12) Applications Maintenance Agreement
- 13) Database Licenses Maintenance Agreement
- 14) Data Hosting and Maintenance Agreement
- 15) Digital Signature Software Subscription Agreement
- 16) Email Backup Online License Subscription
- 17) Email Security Software License
- 18) Internet Service (District-Wide) Agreement
- 19) Network Hardware and Software Maintenance Agreement
- 20) Server Hardware and Software Maintenance Support Agreement
- 21) Student Engagement Messaging Platform
- 22) Software and Hardware License and Maintenance Agreement
- 23) Subscription Licenses Maintenance Agreement
- 24) Systems Appliance Maintenance Agreement
- 25) Video Content Management System

**Renewals**

- 26) Geotechnical Engineering and Materials Testing Services
- 27) Office Supplies
- 28) Welding Gases, Metals, and Supplies

**Interlocal Agreements**

- 29) Facility Rental Agreement
- 30) Professional Development Services
- 31) Professional Development Services

- b. Approval on Proposed Employee Compensation Plan for FY 2025 – 2026..... 142 - 143

- c. Review and Recommend Action on Proposed Employee Staffing Plan for FY 2025 – 2026 ..... 144 - 145

2. Review and Discussion of South Texas College Proposed 2025 Tax Rate ..... 146 - 157

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7. Review and Recommend Action on Internal Audit Charter ..... 177 - 182
8. Review and Recommend Action on Proposed Projects for Internal Auditor for FY 2025 – 2026 ..... 183 - 186
9. Review and Recommend Acceptance of Internal Audit Report in the Area of Business Continuity and Disaster Recovery ..... 187 - 195
10. Review and Recommend Action to Adopt the Numbered Update 49 Local Policies ..... 196 - 219
  - A. Adopt BCA (Local) – Board Internal Organization: Board Officers and Officials
  - B. Adopt BCB (Local) – Board Internal Organization: Board Committees
  - C. Adopt BCE (Local) – Board Internal Organization: Advisory Committees
  - D. Adopt CG (Local) – Safety Program
  - E. Adopt DIAB (Local) – Freedom from Discrimination, Harassment, and Retaliation: Other Protected Characteristics
  - F. Adopt ECC (Local) – Instructional Arrangements: Course Load and Schedules
  - G. Adopt FFDB (Local) – Freedom from Discrimination, Harassment, and Retaliation: Other Protected Characteristics
  - H. Adopt FLBC (Local) – Student Conduct: Prohibited Organizations and Hazing
11. Review and Recommend Action to Adopt Local District Update Policies ..... 220 - 231
  - A. Revise Policy BGC (LOCAL) – Administrative Organization: Councils and Faculty Senate
  - B. Revise Policy DBF (LOCAL) – Employment Requirements and Restrictions: Outside Employment
  - C. Revise Policy FB (LOCAL) – Admissions
  - D. Revise Policy GD – (LOCAL) Community Expression and Use of College Facilities

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b. Approval on Additional Architectural Services for the Nursing and Allied Health Campus Health Science Professions and Event Center Building E Renovation .....	244 - 246
c. Approval on Color Selections for the Pecan Campus Kinesiology Building Q .....	247 - 259
d. Approval on Color Selections for the District Wide Stucco Repainting At Starr County Campus Workforce Center Building D.....	260 - 275
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g. Approval on Final Completion of the Technology Campus Resurfacing of Parking Lot #2 and Regrading of Existing Swales .....	288 - 293
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3. Review and Recommend Action on Final Completion of the Technology Campus Building F Automotive Lab Expansion .....	320 - 324
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<b>XIII.</b>	<b>Announcements .....</b>	<b>334</b>
	<b>A. Next Meetings:</b>	
	• <u>Tuesday, September 9, 2025</u>	
	➤ 3:00 p.m. - Education & Workforce Development Committee	
	➤ 4:00 p.m. – Facilities Committee	
	➤ 5:00 p.m. – Finance, Audit and Human Resources Committee	
	• <u>Tuesday, September 23, 2025</u>	
	➤ 5:15 p.m. – Public Hearing and Special Board Meeting	
	➤ 5:30 p.m. – Regular Board Meeting	
	<b>B. Other Announcements:</b>	
	• The College will be closed on Monday, September 1, 2025 in observance of the Labor Day holiday.	

### **Approval of Board Meeting Minutes**

The following Board Meeting Minutes are submitted for approval:

- 1) July 22, 2025 Regular Board Meeting

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

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

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

**SOUTH TEXAS COLLEGE  
BOARD OF TRUSTEES REGULAR MEETING  
Tuesday, July 22, 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, July 22, 2025 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 5:32 p.m. with Chair, Dr. Alejo Salinas, Jr. presiding.

Members present: Mr. Paul R. Rodriguez, Ms. Rose Benavidez, Ms. Dalinda Gonzalez-Alcantar, and Ms. Victoria Cantu.

Members absent: Mr. Danny Guzman and Mr. David De Los Rios.

Also present: Dr. Ricardo J. Solis, Ms. Mary Del Paz, Dr. Rodney Rodriguez, Ms. Deyadira Leal, Ms. Myriam Lopez, Dr. Jesus Campos via teleconference, Dr. Anahid Petrosian, Mr. Tony Matamoros, Dr. Fernando Chapa via teleconference, Mr. Lucio Gonzalez, Ms. Olivia Gomez, Ms. Alicia Correa, Mr. Danny Montez, Ms. Lynda Lopez, Dr. Matt Hebbard, Mr. Nick Hinojosa, Mr. Luis De La Garza, Dr. Brett Millan, Dr. Rebecca De Leon, Mr. George McCaleb, Mr. Andrew Fish, Mr. Rick De La Garza, Mr. Luis Silva, Ms. Kelly Nelson, Ms. Marcela Baez, Mr. Martin Villarreal, Mr. Robert Solis, Ms. Gardenia Perez, Dr. Carlos Margo, Ms. Carla Rodriguez, Dr. Jayson Valeria, Mr. Jorge Sanchez, Mr. Robert Gomez, Mr. Ken Lyons, Ms. Olivia De La Rosa, Ms. Monica Benitez, Mr. Sam Garcia, Mr. Sergio Rojas, Dr. Reynaldo Jasso, Mr. Javier Villalobos, Mr. Tom Logan via teleconference, Mr. Chase Carlisle via teleconference, Ms. Emily Upshaw via teleconference, Ms. Erin Kolecki via teleconference, and Ms. Venisa Earhart.

**Determination of a Quorum**

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

**Invocation**

Mr. Tony Matamoros, Dean of Enrollment Services, 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:**

- Previously Incarcerated Individuals Event

### **Approval of Board Meeting Minutes**

The following Board Meeting Minutes were 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 as written.

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

## **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

**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

**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

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

<b>Purpose</b>	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.
<b>Justification</b>	<p>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.</p> <p>Ms. Upshaw will present an overview of the investments, the annual interest earnings, the quarterly interest earnings, and the economic overview.</p>
<b>Enclosed Documents</b>	Appendix A - Quarterly Investment Report was included in the packet for the Board's review and information.
<b>Funding</b>	No funds are required.
<b>Staff Resource</b>	Dr. Ricardo J. Solis, President Mary Del Paz, Vice President for Finance and Administrative Services

Upon a motion by Mr. Paul Rodriguez and a second by Ms. Dalinda Gonzalez-Alcantar the Board of Trustees of South Texas College approved and authorized the Quarterly Investment Report for the Quarter Ended May 31, 2025 as presented.

The motion carried.

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

<b>Purpose</b>	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.
<b>Justification</b>	<p>The proposed calendar sets a schedule for the Committee and Board meetings for the 2025 – 2026 Fiscal Year.</p> <p>There may be some variation during the scheduled period, to accommodate agenda items for scheduled meetings as necessary.</p> <p>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.</p>
<b>Funding</b>	No funding is required.
<b>Enclosed Documents</b>	<p>Appendix A – proposed meeting schedule for the Board of Trustees and</p> <p>Appendix B - Full calendar view of the proposed Committee and Board meeting schedule followed in the packet for the Board's information and review.</p>
<b>Staff Resource</b>	Venisa Earhart, Board Relations Administrator

Upon a motion by Mr. Paul Rodriguez and a second by Ms. Dalinda Gonzalez-Alcantar the Board of Trustees of South Texas College approved and authorized the Board and Board Committee meeting schedule for FY 2025 - 2026 as presented.

The motion carried.



## **Consideration of New Items**

The Education and Workforce Committee did not meet in July 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 Proposed Revision to 2025-2026 Academic Calendar**

<b>Purpose</b>	Administration seeks a committee recommendation for Board approval of the proposed revision to the 2025-2026 Academic Calendar.
<b>Justification</b>	<p>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.</p> <p>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.</p> <p>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.</p> <p>Newly hired faculty will be provided adequate notice of onboarding activities during the hiring process.</p>
<b>Enclosed Documents</b>	Proposed 2025 – 2026 Academic Calendar was included in the packet for the Board’s review and information.
<b>Funding</b>	No funding impact
<b>Staff Resources</b>	<p>Ms. Jessica Galloso, Associate Dean, Teaching and Learning Center</p> <p>Mrs. Christina Cavazos, Director of Curriculum, Planning, and Compliance</p>

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 2025-2026 Academic Calendar as presented.

The motion carried.

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

<b>Purpose</b>	Administration seeks a committee recommendation for Board approval of the proposed revision to the 2026-2027 Academic Calendar.
<b>Justification</b>	<p>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.</p> <p>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.</p> <p>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.</p> <p>Newly hired faculty will be provided adequate notice of onboarding activities during the hiring process.</p>
<b>Enclosed Documents</b>	Proposed 2026 – 2027 Academic Calendar was included in the packet for the Board’s review and information.
<b>Funding</b>	No funding impact
<b>Staff Resources</b>	<p>Ms. Jessica Galloso, Associate Dean, Teaching and Learning Center</p> <p>Mrs. Christina Cavazos, Director of Curriculum, Planning, and Compliance</p>

Upon a motion by Ms. Victoria Cantu and a second by Mr. Paul Rodriguez the Board of Trustees of South Texas College approved and authorized the 2026-2027 Academic Calendar as presented.

The motion carried.

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

<b>Purpose</b>	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.
<b>Justification</b>	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.
<b>Funding</b>	No funding is requested with this presentation.
<b>Enclosed Documents</b>	Draft South Texas College 2025-2031 Strategic Plan Presentation slides were included in the packet for the Board's review and information.
<b>Staff Resource</b>	Dr. Fernando Chapa, Dean for Institutional Research, Effectiveness, and Strategic Planning and Dr. Jesús Campos, Interim VP of Information Services, Planning, Performance, & Strategic Initiatives.

Upon a motion by Ms. Victoria Cantu and a second by Ms. Rose Benavidez the Board of Trustees of South Texas College approved and authorized the STC 2025 – 2031 Strategic Plan as presented.

The motion carried.

## **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 8, 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**

<b>Purpose</b>	<p>Mary Del Paz, Vice President for Finance and Administrative Services, will provide an update on the College's FY 2025 – 2026 Unrestricted Fund Budget.</p> <p>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.</p>
<b>Justification</b>	<p>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.</p>
<b>Enclosed Documents</b>	<p>Appendix A – PowerPoint</p>
<b>Staff Resource</b>	<p>Mary Del Paz, Vice President for Finance and Administrative Services</p>
<b>Recommendation</b>	<p>No action was required from the Board. This item was presented for information and feedback to staff.</p>

## **Discussion and Update on FY 2024 – 2025 Employee Staffing Plan**

<b>Purpose</b>	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.
<b>Justification</b>	<p>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.</p> <p>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.</p> <p>The placement and rationale of the reclassified position(s) are included in Appendix A.</p>
<b>Enclosed Documents</b>	<p>Appendix A – Reclassifications of Filled or Vacant Non-Faculty Positions with Title Changes, Pay Grade Revisions, Salary Adjustments, FLSA Changes, and/or Organization Changes</p> <p>Appendix B – Policy DEA (Local) &amp; Policy DLC (Local)</p> <p>Appendix C – Job Descriptions and Organizational Charts</p>
<b>Funding</b>	Funds for these modifications are available in the FY 2024 - 2025 salary budget; therefore, no additional funding is requested.
<b>Staff Resource</b>	<p>Mary Del Paz, Vice President for Finance and Administrative Services</p> <p>Alicia Correa, Director of Human Resources - Benefits and Compensation</p>
<b>Recommendation</b>	No action was required from the Board. This item was presented for information only.

## **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)

Upon a motion by Ms. Dalinda Gonzalez-Alcantar and a second by Ms. Rose Benavidez the Board of Trustees of South Texas College approved and authorized items "a" through

"I" 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 Proposal, Purchases, Purchase Renewals, Renewals, Contract Extensions, and Interlocal Agreement a total cost of \$4,246,983.90**

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 Proposals**

- **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**

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

- **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;

- **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)

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

- **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**

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

- **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;
- **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;

- **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**

- **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**

- **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;
- **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;
- **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;
- **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;
- **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;
- **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**

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

- **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;
- **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;
- **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**

<b>Vendor (City, State)</b>	<b>Purchasing Cooperative</b>	<b>Amount</b>
<b>Johnson Supply &amp; Equipment Corporation</b> (Houston, TX/Pharr, TX)	Texas Association of School Boards – Buyboard	\$100,000.00
<b>McCoy's Building Supply</b> (San Marcos, TX/Pharr, TX)	Texas Association of School Boards (TASB) – Buyboard	\$50,000.00
<b>W. W. Grainger, Inc./ dba Grainger</b>	State of Texas Multiple Award Schedule	\$110,000.00

(Austin, TX/McAllen, TX)	(TXMAS), E&I Cooperative Services, Sourcewell, Texas Association of School Boards – Buyboard	
Total Amount:		\$260,000.00

- **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

- **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;
- **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

- **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;
- **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:	<b>Gulf Coast Paper, Co.</b> (Brownsville, TX)
Secondary Vendors:	<b>Brady Plus</b> (San Antonio, TX)
	<b>CC Distributors, Inc.</b> (Corpus Christi, TX)
	<b>Rio Paper &amp; Supply, LLC</b> (Pharr, TX)

- **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**

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

- **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;
- **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;
- **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**

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

- **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**

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

- **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**

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

<b>A</b>	<b>Student / Faculty Medical Professional Liability Insurance</b>	
	Vendor	<b>Affinity Insurance Services, Inc.</b>
	Carrier	<b>American Casualty Company of Reading, PA</b>
	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>B</b>	<b>Voluntary Student Accident Insurance</b>	
	Vendor	<b>Student Assurance Services, Inc.</b>
	Carrier	<b>Ameritas Life Insurance Corp.</b>
	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>	
<b>C</b>	<b>Workforce Training Programs Student Accident Insurance</b>	
	Vendor	<b>Student Assurance Services, Inc.</b>
	Carrier	<b>Ameritas Life Insurance Corp.</b>
	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>	
<b>D</b>	<b>Business, Public Safety, and Technology Student Accident Insurance</b>	
	Vendor	<b>Student Assurance Services, Inc.</b>
	Carrier	<b>Ameritas Life Insurance Corp.</b>
	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 &amp; Technology programs.</i>	

- |                             |  |
|-----------------------------|--|
| <b>Contract Extensions</b>  | <b>31) Campus Dining and Food Truck Service at Pecan Campus:</b> approve contract extension of the Campus Dining and Food Truck Services at Pecan Campus with <b>Zaycor Management Company</b> and <b>Laredo Comidas LLC/ dba Taco Palenque</b> through September 30, 2025;<br><b>32) Campus Dining and Food Truck Service at Technology Campus:</b> approve contract extension of the Campus Dining and Food Truck Services at the Technology Campus contract with <b>Atencion Selecta, LLC</b> through September 30, 2025; |
| <b>Interlocal Agreement</b> | <b>33) Industry Training Agreement:</b> renew the industry training agreement with the <b>McAllen Independent School District</b> (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.  |

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

## **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, and  
Appendix H – Finance and Administrative Services Division (Auxiliary Fund) were included in the packet for the Board's review and information.

**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

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

**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 and Appendix B - Revised Order #2024-018 provided by Perez Law Firm, Bond Counsel were included in the packet for the Board's review and information.

**Funding** No funds are required.

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

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

**Consent Agenda:**

**d. Approval of Depository Bank Contract**

<b>Purpose</b>	To discuss the primary depository bank services contract with PNC Bank.
<b>Justification</b>	<p>To discuss the primary depository bank services contract.</p> <p>The contract was awarded on October 27, 2020, for two years with three (3) two-year annual renewals.</p> <p>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.</p>
<b>Enclosed Documents</b>	Appendix A – Renewal Terms were included in the packet for the Board’s review and information.
<b>Staff Resource</b>	Mary Del Paz, Vice President for Finance and Administrative Services Myriam Lopez, Associate Vice President for Finance and Management

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

**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**

<b>Purpose</b>	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.
<b>Justification</b>	<p>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.</p> <p>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.</p> <p>Contributions have been solicited from the City of Weslaco and Weslaco Economic Development Corporation, and discussions are in progress.</p>
<b>Enclosed Documents</b>	Appendix A – Draft Interlocal Agreement and Appendix B - PowerPoint presentation were included in the packet for the Board's review and information.
<b>Funding</b>	Funds for this expenditure will be budgeted in the Student Transportation Services budget for FY 2025 - 2026.
<b>Staff Resource</b>	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

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



**Consent Agenda:**

**f. Approval of Use of Previously Approved Valley Promise Matching Funds for FY 2025 – 2026**

<b>Purpose</b>	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.
<b>Justification</b>	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.
<b>Enclosed Documents</b>	None
<b>Funding</b>	No funds are required.
<b>Staff Resource</b>	Dr. Matthew S. Hebbard, Vice President for Student Affairs and Enrollment Management

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

**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 was included in the packet for the Board's review and information.

**Funding**

Funds for this expenditure will be allocated in the Unrestricted Fund Balance budget for FY 2025 – 2026, pending Board approval of the budget.

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

**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

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

**Consent Agenda:**

**i. Approval on Memorandum of Understanding (MOU) Between South Texas College (STC) and South Texas College Foundation (STCF)**

<b>Purpose</b>	To approve the MOU between South Texas College and the South Texas College Foundation.
<b>Justification</b>	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.
<b>Enclosed Documents</b>	Appendix ( ) – MOU between South Texas College and South Texas College Foundation was included in the packet for the Board's review and information.
<b>Funding</b>	No funds are required.
<b>Staff Resource</b>	Dr. Rodney Rodriguez, Vice President for Institutional Advancement and External Affairs

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

## **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:

<b>Proposed Salary Increase</b>			
<b>Pay Group</b>	<b>3% GPI</b>	<b>3.5% GPI</b>	<b>4% GPI</b>
Faculty	\$1,555,136	\$1,761,617	\$1,968,502
Non-Faculty	\$2,299,626	\$2,604,724	\$2,920,739
<b>Total</b>	<b>\$3,854,762</b>	<b>\$4,366,341</b>	<b>\$4,889,241</b>
Benefits	\$963,691	\$1,091,585	\$1,222,310
<b>Total Cost</b>	<b>\$4,818,453</b>	<b>\$5,457,926</b>	<b>\$6,111,551</b>

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, and Appendix C – TASB Presentation were included in the packet for the Board's review and information.

**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

Upon a motion by Mr. Paul Rodriguez and a second by Ms. Rose Benavidez the Board of Trustees of South Texas College approved and authorized the proposed 3% 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.

The motion carried.

## **Discussion and Action as Necessary to Renew Property and Casualty Insurance**

<b>Purpose</b>	To renew the property and casualty insurance contracts with the vendors listed in Appendix A.
<b>Justification</b>	<p>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.</p> <p>The property and casualty insurance includes the Property, Inland Marine, and Boiler and Machinery, Crime, Cyber Liability, School Leaders Errors &amp; Omissions, General Liability, Law Enforcement Liability, and Automobile, and Workers Compensation.</p>
<b>Funding</b>	Funds for this expenditure are budgeted in the Insurance and Benefits budgets for FY 2025 – 2026, pending approval of the budget.
<b>Enclosed Documents</b>	Appendix A – Insurance Premiums Summary and Appendix B – Renewal Terms were included in the packet for the Board’s review and information.
<b>Staff Resource</b>	Mary Del Paz, Vice President - Finance and Administrative Services Ken Lyons, Risk Manager
<b>Additional Information</b>	<p>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.</p> <p>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.</p>

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 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 as presented.

The motion carried.



## **Review and Recommend Action to Revise Local Policy**

<b>Purpose</b>	To revise the local policy listed in Appendix A and retire the current policy to align with College operations.
<b>Justification</b>	The local policy was revised to reflect the updates to the College's internal operations. Below is a justification for the revised local policy.
<b>Enclosed Documents</b>	Appendix A – Revised and Retired Policies and Appendix B – Policy were included in the packet for the Board's review and information.
<b>Staff Resource</b>	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

Upon a motion by Ms. Dalinda Gonzalez-Alcantar and a second by Ms. Rose Benavidez the Board of Trustees of South Texas College approved and authorized 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.

The motion carried.

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

<b>Purpose</b>	To adopt the new Instruction Policy and retire the current policy to align with the Texas Association of School Boards (TASB) policy manual.
<b>Justification</b>	<p>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.</p> <p>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.</p>
<b>Enclosed Documents</b>	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.
<b>Staff Resource</b>	Dr. Anahid Petrosian, Vice President and Provost for Academic Affairs and Economic Development Dr. Brett Millan, Associate Vice President for Academic Success and Advancement

Upon a motion by Ms. Dalinda Gonzalez-Alcantar and a second by Ms. Rose Benavidez the Board of Trustees of South Texas College approved and authorized to adopt new Instruction Policy and retire current policy as presented, and which supersedes any previously adopted Board policy.

## **Review and Recommend Action to Adopt Community and Governmental Relations Policies and Retire Current Policies**

<b>Purpose</b>	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.
<b>Justification</b>	<p>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.</p> <p>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.</p>
<b>Enclosed Documents</b>	Appendix A – List of New and Retired Policies, Appendix B – New Policy, and Appendix C - Complaint Form and Appeal Form were included in the packet for the Board’s review and information.

**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

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 to adopt new Community and Governmental Relations Policies and retire current policies as presented, and which supersedes any previously adopted Board policy.

### **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

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 to retire current policy as presented.

The motion carried.

## **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

Upon a motion by Ms. Rose Benavidez and a second by Ms. Dalinda Gonzalez-Alcantar the Board of Trustees of South Texas College approved and authorized items a – g of the Facilities Committee Consent Agenda as presented.

The motion carried.

**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 1<sup>st</sup> Floor – 4,714 s.f.
- Accounts Receivable Area Renovation at 2<sup>nd</sup> 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 and Appendix B – Fact Sheet were included in the packet for the Board's review and information.

**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	
<b>Total</b>		<b>\$2,419,584</b>

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

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

**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, and  
Appendix D – Fact Sheet were included in the packet for the Board's review and information.

**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

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

**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, and  
Appendix D – Fact Sheet were included in the packet for the Board’s review and information.

**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

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

**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, and



Appendix D – Fact Sheet were included in the packet for the Board's review and information

**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

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

**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, and  
Appendix D – Fact Sheet were included in the packet for the Board's review and information.

**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

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

**Consent Agenda:**

**f. Approval on Unexpended Plant Fund – Construction Proposed Projects and Preliminary Budgets for Fiscal Year 2025 – 2026**

<b>Purpose</b>	To approve the Unexpended Plant Fund – Construction Proposed Projects and Preliminary Budgets for FY 2025 – 2026.
<b>Justification</b>	<p>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.</p> <p>The proposed preliminary project budgets include the following budget categories: Construction; Design; Furniture, Fixtures, &amp; 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.</p>
<b>Enclosed Documents</b>	Appendix A – Unexpended Construction Plant Fund Proposed Projects Report was included in the packet for the Board’s review and information.
<b>Funding</b>	Upon Board approval, the proposed projects will be included in the Unexpended Plant Fund - Construction Fund budget for use in FY 2025 – 2026.
<b>Staff Resource</b>	Ricardo de la Garza, Executive Director for Facilities Planning & Construction Mary Del Paz, Vice President for Finance and Administrative Services

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

**Consent Agenda:**

**g. Approval on Renewals & Replacements Plant Fund Proposed Projects and Preliminary Budgets for Fiscal Year 2025 – 2026**

<b>Purpose</b>	To approve the Renewals & Replacements Plant Fund Proposed Projects and Preliminary Budgets for FY 2025 – 2026.
<b>Justification</b>	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.
<b>Enclosed Documents</b>	Appendix A – Renewals and Replacements Plant Fund Proposed Projects Report
<b>Funding</b>	Upon Board approval, the proposed projects will be included in the Renewals and Replacements Plant Fund budget for use in FY 2025 – 2026.
<b>Staff Resource</b>	Ricardo de la Garza, Executive Director for Facilities Planning & Construction Mary Del Paz, Vice President for Finance and Administrative Services
<b>Recommendation</b>	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.

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

## **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, was available to respond to questions posed by the Board.

Upon as motion by Ms. Rose Benavidez and a second by Ms. Victoria Cantu the Board of Trustees of South Texas College approved and authorized the submitted financial reports for the month of May 2025.

The motion carried.

## **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 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.

## **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.

## **Adjournment**

There being no further business to discuss, the Regular Board Meeting of the South Texas College Board of Trustees adjourned at 6:55 p.m.

I certify the foregoing are the true and correct minutes of the Tuesday, July 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:** Skills for Small Business Program  
**Awarding Agency:** Texas Workforce Commission  
**Division Awarded:** Academic Affairs and Economic Development  
**Departments Awarded:** Continuing Education and Workforce Development (CEWD)  
**Amount Awarded:** \$31,500  
**Funding Period:** July 9, 2025 to June 30, 2026  
**Strategic Goal #1:** Lead Community Engagement  
**Project Summary:** Funding will be used to assist small businesses and child care centers with training for their employees.

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**Grant Title:** EmployED 2025 Initiative  
**Awarding Agency:** American Association of Community Colleges (AACC)/General Motors  
**Division Awarded:** Academic Affairs and Economic Development  
**Departments Awarded:** Business, Public Safety, & Technology (BPST)  
**Amount Awarded:** \$60,000  
**Funding Period:** July 2025 to July 2026  
**Strategic Goal #3:** Create Educational Opportunities for Students  
**Project Summary:** Funding will support the expansion and enhancement of AI integration within the Advanced Manufacturing Technology Program, focusing on AI model development, training, and curriculum integration. This initiative aims to equip the workforce with the skills needed to thrive in a rapidly evolving industry.

The grant will concentrate on two key instructional areas: Robotics & Mechatronics and Precision Machining. With support from General Motors Corporate Giving, AACC will document promising practices and innovative solutions, enabling scalable implementation across its member institutions and other interested stakeholders.

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**Grant Title:** Carl D. Perkins Basic Grant  
**Awarding Agency:** Texas Higher Education Coordinating Board (THECB)  
**Division Awarded:** Academic Affairs and Economic Development  
**Departments Awarded:** College-wide  
**Amount Awarded:** \$2,056,135  
**Funding Period:** September 1, 2025 to August 31, 2026  
**Strategic Goal #4 Alignment:** Foster Student Success  
**Project Summary:** The purpose of the Carl D. Perkins Basic Grant is to improve graduation, retention, access, quality, and to provide for the expansion of Career and Technical Education (CTE) programs. Funds will be used for instructional equipment, instructional supplements, professional development, CTE personnel, datahub software, and other program activities in the Divisions of Academic Affairs, Student Affairs and Enrollment Management, Information Services, Planning, Performance, and Strategic Initiatives, and in Institutional Advancement and Economic Development.

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**Grant Title:** Explore STEM

**Awarding Agency:** Texas Workforce Commission

**Division Awarded:** Academic Affairs and Economic Development

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

**Amount Awarded:** \$31,500

**Funding Period:** June 1, 2025 to May 31, 2026

**Strategic Goal #1:** Lead Community Engagement

**Project Summary:** Additional funds will be used to provide Science, Technology, Engineering, and Math (STEM) camps that are designed to provide Vocational Rehabilitation (VR) customers with disabilities (ages 14-22) the opportunity to learn about STEM occupations through instruction, hands-on activities, and interaction with individuals who work in STEM fields.

**Presentation of the Delinquent Tax Collection Report for the Period  
March 31, 2025 through May 31, 2025**

<b>Purpose</b>	Kelly R. Salazar, from Linebarger Goggan Blair & Sampson, will present the Delinquent Tax Collection Report March 1, 2025 through May 31, 2025.
<b>Justification</b>	To inform the Board about the efforts, methods, and frequency with which Linebarger Goggan Blair & Sampson, LLP has contacted the delinquent taxpayer to ensure the collection of outstanding taxes. They will also present the progress made by detailing the amount of property taxes collected for Hidalgo County and Starr County.
<b>Enclosed Documents</b>	Appendix A – Delinquent Tax Collection Report.
<b>Staff Resource</b>	Kelly R. Salazar, Linebarger Goggan Blair & Sampson, LLP Mary Del Paz, Vice President for Finance and Administrative Services Myriam Lopez, Associate Vice-President-Finance and Management
<b>Recommendation</b>	No action is required from the Board. This item is presented for information purposes.





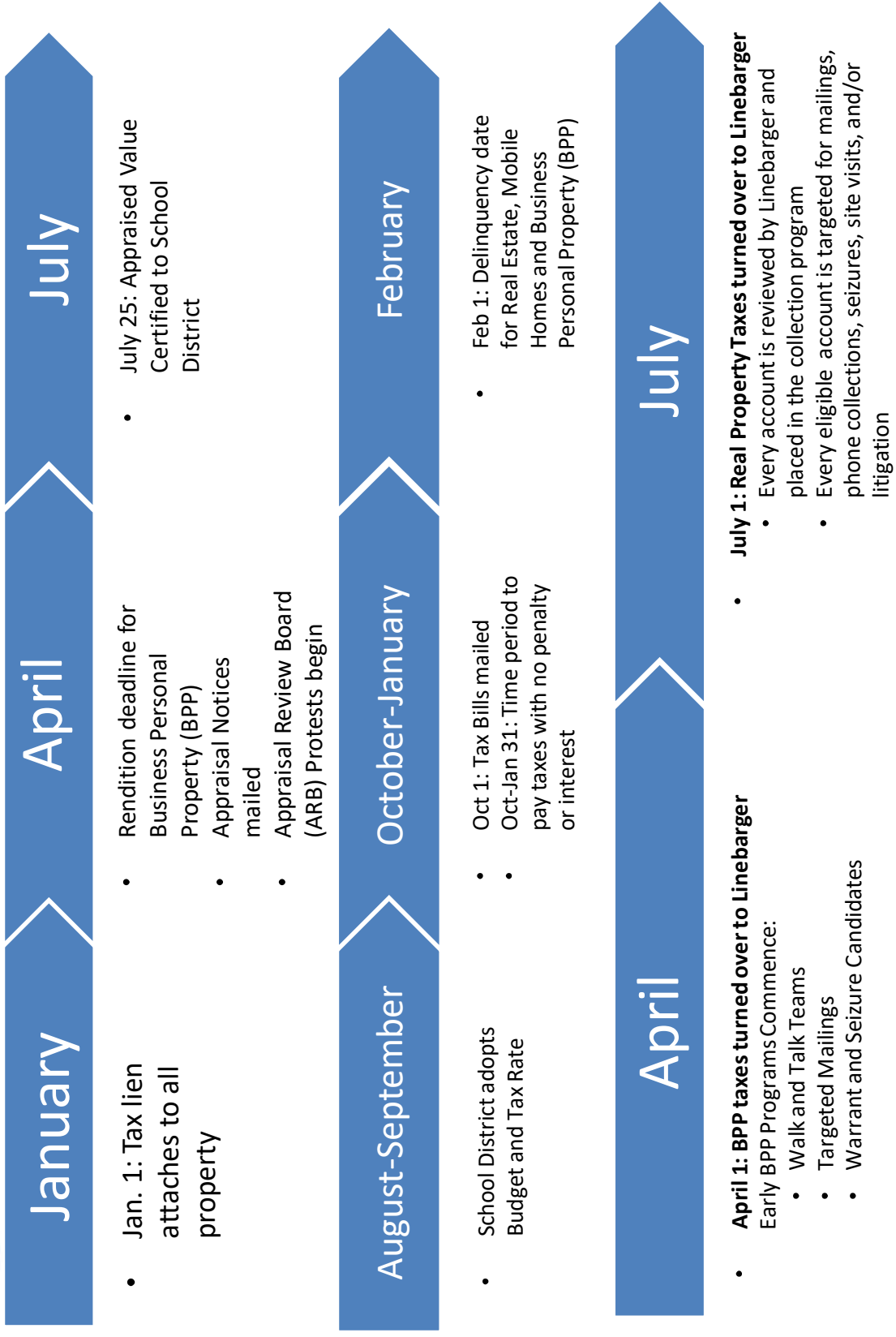
# **SOUTH TEXAS COLLEGE**

**Delinquent Tax Collection Report**  
**March 01, 2025 – May 31, 2025**





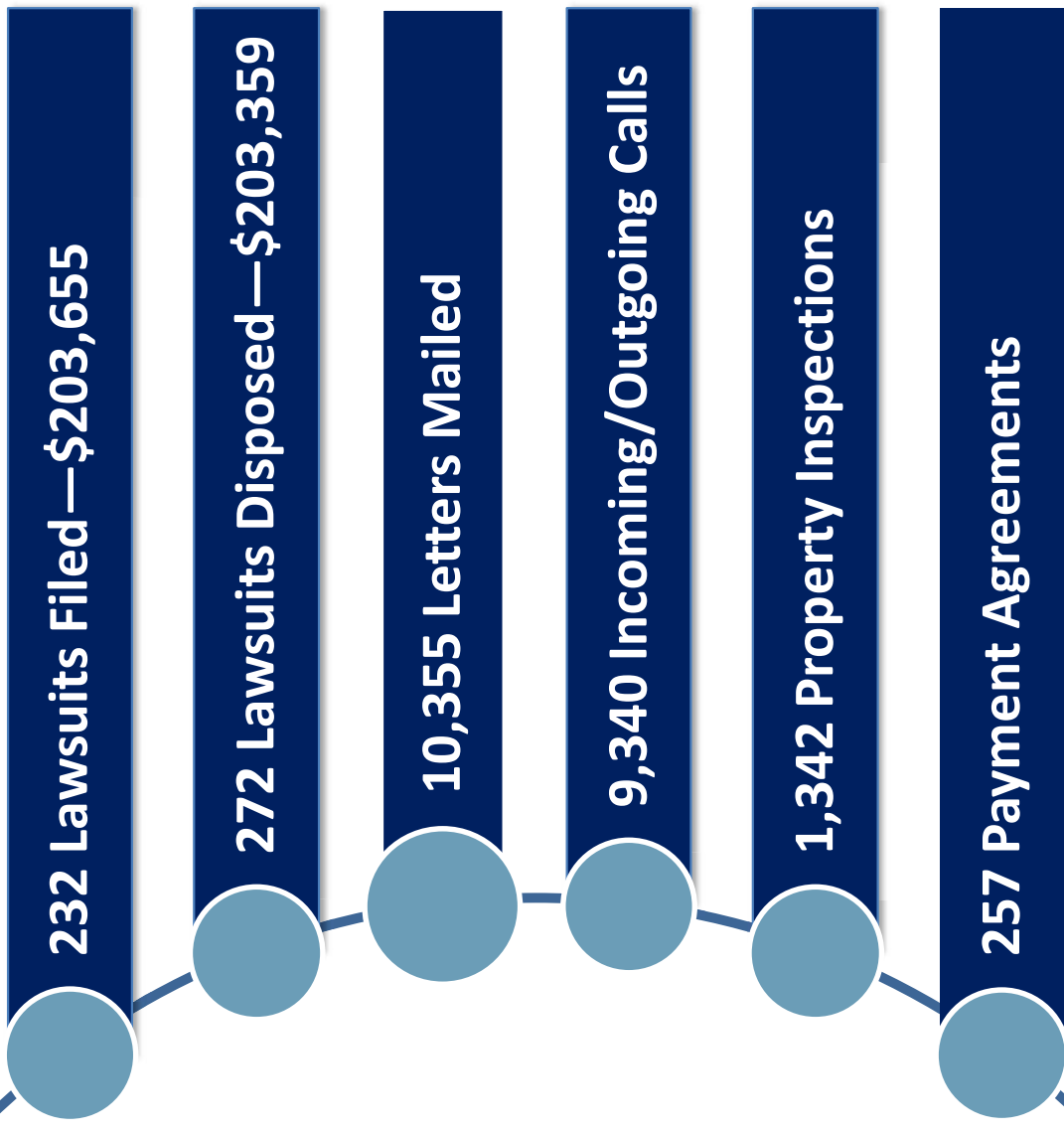
# Important Tax Cycle Dates





# Collection Activities - Hidalgo County

March 01, 2025 – May 31, 2025

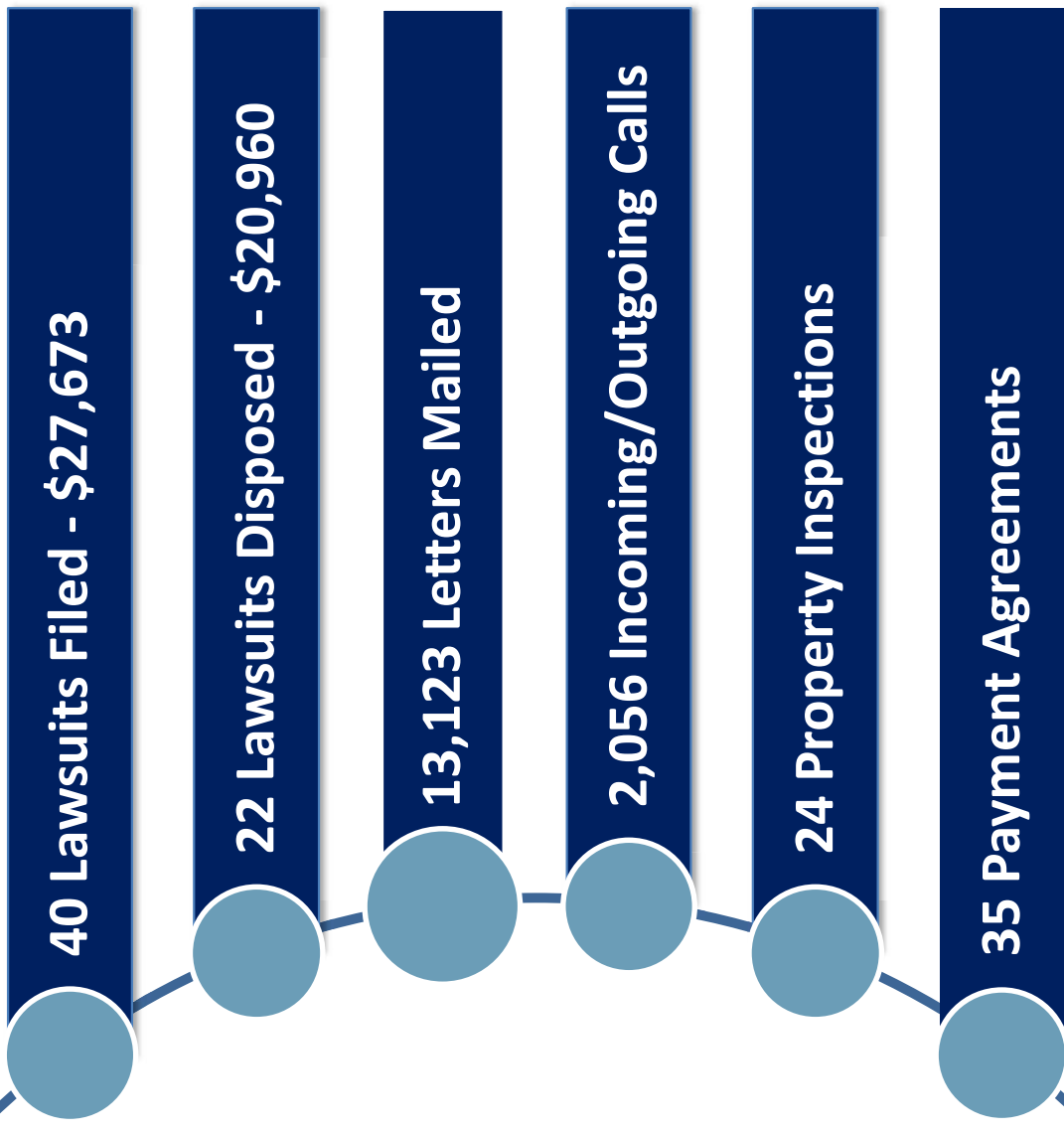


Year to Date  
Linebarger collected  
\$2,969,819  
in base, penalty & interest  
in Hidalgo County



# Collection Activities - Starr County

March 01, 2025 – May 31, 2025

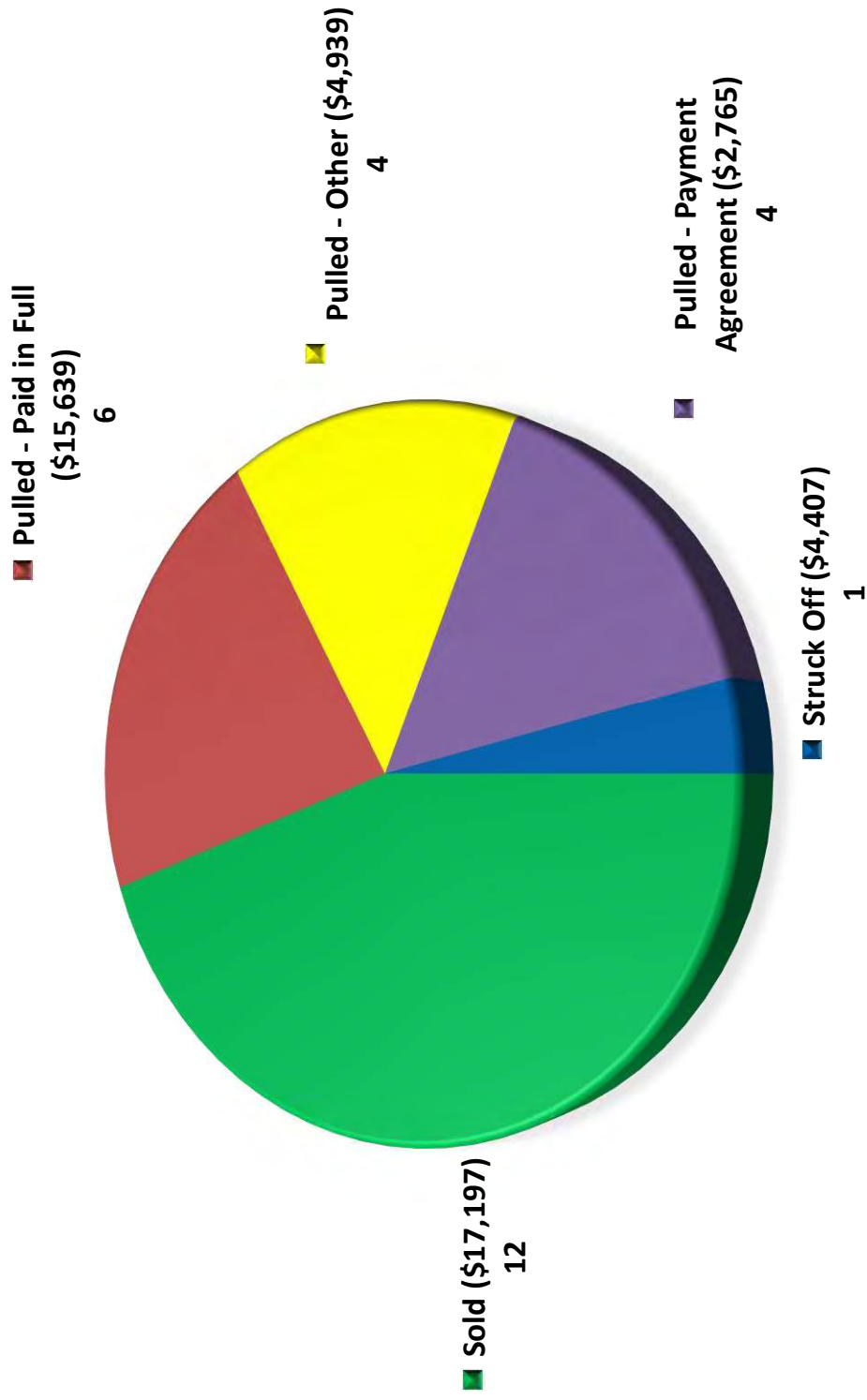


Year to Date  
Linebarger collected  
\$446,450  
in base, penalty & interest  
in Starr County



# Tax Sale Results - Hidalgo County

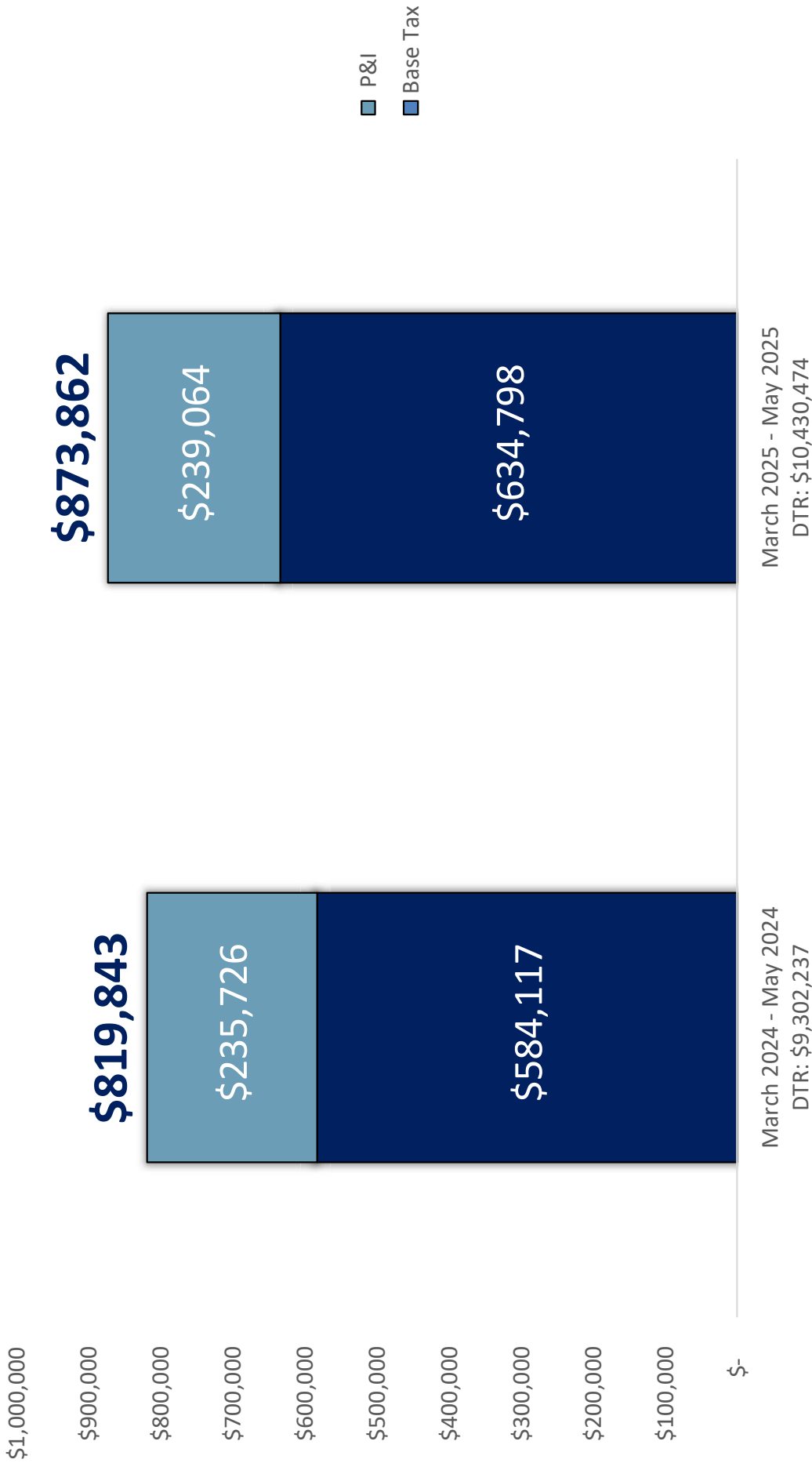
March 01, 2025 – May 31, 2025





# Collection Comparison – Hidalgo County

3<sup>rd</sup> Quarter: March 01, 2025 – May 31, 2025

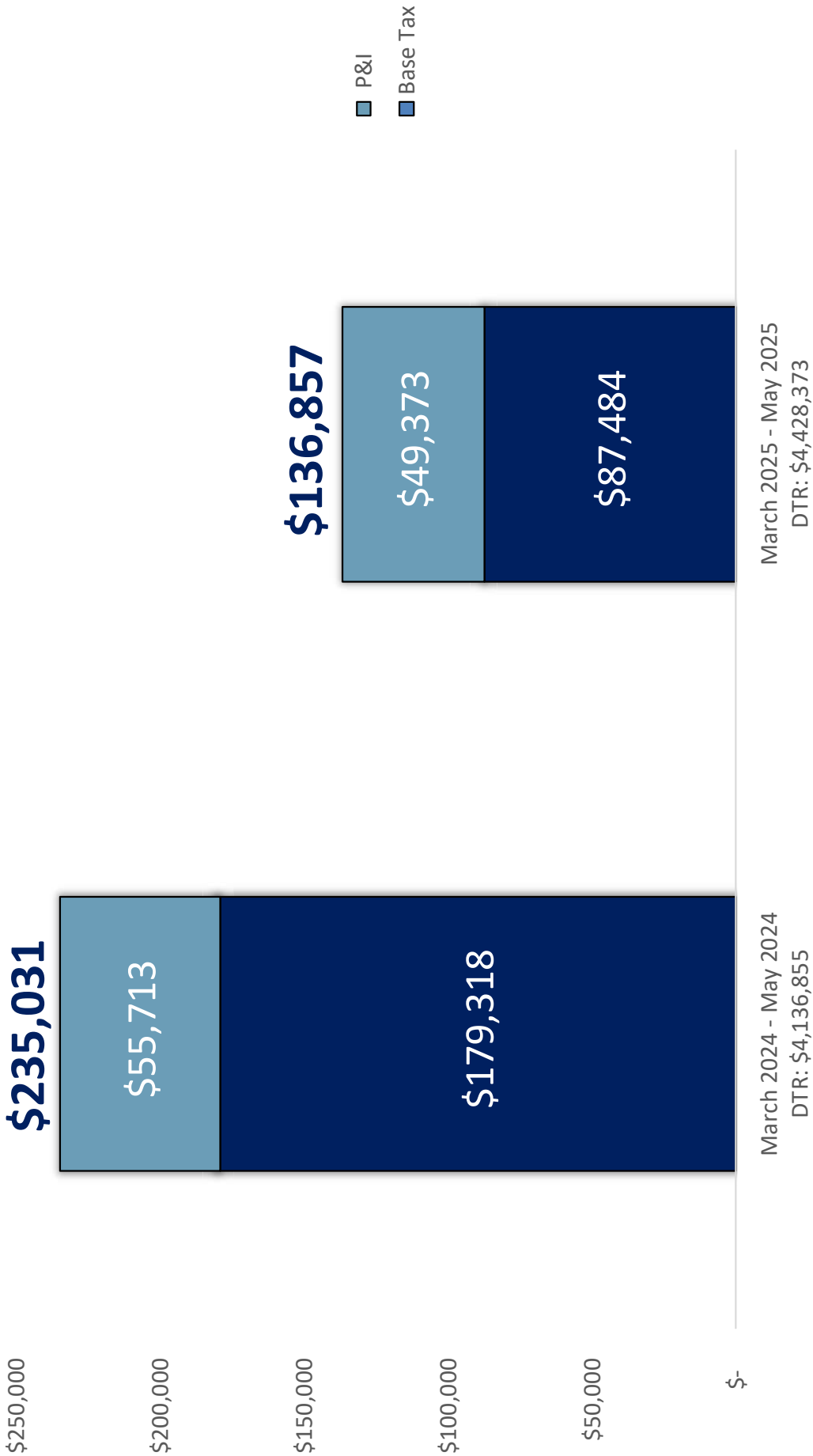


Source: Hidalgo County Tax Office Data



# Collection Comparison – Starr County

3<sup>rd</sup> Quarter: March 01, 2025 – May 31, 2025



Source: Starr County Tax Office Data



**SOUTH TEXAS  
COLLEGE**

**THANK YOU!**



**LINEBARGER**  
ATTORNEYS AT LAW



**Approval of Order #2025-016: 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**

<b>Purpose</b>	To approve Order #2025-016: Authorize the defeasance and redemption of a portion of the South Texas College District's outstanding limited tax bonds, and approve an escrow agreement and all other related instruments and procedures.
<b>Justification</b>	<p>To ensure that the College complies with Bond Counsel, Perez Law, to authorize the defeasance and redemption of the South Texas College Limited Tax Refunding Bonds, Taxable Series 2021, in a principal amount not to exceed \$5,000,000, using a portion of the cash balance available in the Interest and Sinking Fund.</p> <p>The defeasance will reduce the payment of interest thereon, the District's aggregate debt service requirements, and the District's legal debt outstanding. The discharge and defeasance of the Redeemed Bonds shall be effectuated pursuant to the terms and provisions of an escrow agreement with BOKF, NA, Dallas, Texas.</p> <p>The District shall deposit into the Escrow Fund the Escrow Deposit, to be known as the "South Texas College District 2025-2026 cash Defeasance Escrow Fund", as soon as practicable after funds of the District become available for such purpose, but no later than August 31, 2026.</p> <p>Chapter 1207, Texas Government Code, as amended, authorizes and empowers the District to deposit an amount sufficient to provide for the payment or redemption of the redeemed bonds 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.</p>
<b>Enclosed Documents</b>	<p>Appendix A - A presentation, which includes a rationale description and a defeasance analysis worksheet submitted by Estrada Hinojosa</p> <p>Appendix B - A draft Order #2025-016 provided by Perez Law Firm, Bond Counsel,</p> <p>Appendix C - Escrow Agreement.</p>
<b>Funding</b>	The Interest and Sinking Fund cash balance.
<b>Staff Resource</b>	Mary Del Paz, Vice President for Finance and Administrative Service Myriam Lopez, Associate Vice President – Finance and Management Miguel De Los Santos, Financial Advisor, Estrada Hinojosa

Angel Magallanes, Financial Advisor, Estrada Hinojosa

**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 Order #2025-016: 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.

ORDER 2025-016

ORDER AUTHORIZING THE DEFEASANCE AND REDEMPTION OF A  
PORTION OF THE SOUTH TEXAS COLLEGE'S OUTSTANDING LIMITED  
TAX BONDS, AND APPROVING AN ESCROW AGREEMENT AND ALL  
OTHER INSTRUMENTS AND PROCEDURES RELATED THERETO

THE STATE OF TEXAS	§
COUNTIES OF HIDALGO & CAMERON	§
SOUTH TEXAS COLLEGE	§

WHEREAS, the Board of Trustees (the “Board”) of the South Texas College District (the “District”) previously issued its Limited Tax Refunding Bonds, Taxable Series 2021 (the “Bonds”); and

WHEREAS, the Bonds are currently outstanding in the principal amount of \$54,045,000, and the Bonds maturing on and after August 15, 2032 are subject to redemption on August 15, 2031, at the option of the District; and

WHEREAS, the Board hereby determines that it is in the best interests of the District and its taxpayers to apply legally available funds of the District, in a principal amount not to exceed \$5,000,000, to defease and redeem certain eligible Bonds as herein provided in order to reduce the payment of interest thereon, the District’s aggregate debt service requirements, and the District’s legal debt outstanding;

NOW, THEREFORE BE IT ORDERED BY THE BOARD OF TRUSTEES OF THE SOUTH TEXAS COLLEGE THAT:

SECTION 1: Redemption of Redeemed Bonds. The District hereby authorizes the application of legally available funds of the District, in an aggregate amount not to exceed \$5,000,000, towards the redemption of the Bonds stated to mature on August 15, 2035 (such redeemed bonds, the “Redeemed Bonds”) and any costs necessary or appropriate in connection therewith.

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, 2026. 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.

SECTION 3: Notice of Redemption. The Officers are authorized and directed to give notice of redemption to the paying agent/registrar for the Redeemed Bonds as provided in the Order. Such notice shall be in substantially the form attached hereto as Exhibit A hereto and incorporated fully herein for all purposes with appropriate additions based on the total amount of the Redeemed Bonds. The Board’s authorization and direction to the Officers to redeem the Redeemed Bonds is irrevocable upon adoption of this Order.

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 18<sup>th</sup> day of August 2025.

SOUTH TEXAS COLLEGE

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Chair, Board of Trustees

ATTEST:

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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 2021," dated October 1, 2021 (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> *
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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 18, 2025. 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 18, 2025, 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 2021 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 2025-2026 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 the Escrow Agent 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:

BOKF, N.A.

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    Compliance with Sections 2271.002 and 2252.152, Texas Government Code.

In accordance with Section 2271.002, Texas Government Code, the Escrow Agent hereby verifies that the Escrow Agent, or any wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate of the Escrow Agent: (i) does not Boycott Israel (as such term is defined in Section 2271.001, Texas Government Code) and (ii) subject to or as otherwise required by applicable Federal law, including, without limitation, 50 U.S.C. Section 4607, will not Boycott Israel during the term of this Agreement. As used in the foregoing verification, "boycott Israel" means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory,

but does not include an action made for ordinary business purposes. The Escrow Agent understands “affiliate” to mean an entity that controls, is controlled by, or is under common control with the Escrow Agent and exists to make a profit.

Pursuant to Section 2252.152, Texas Government Code, neither the Escrow Agent nor any wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate of the Escrow Agent is a company identified on a list prepared and maintained by the Texas Comptroller of Public Accounts under Section 2252.153 or Section 2271.0201, Texas Government Code, and posted on any of the following pages of such officer’s internet website:

<https://comptroller.texas.gov/purchasing/docs/sudanlist.pdf>,

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

<https://comptroller.texas.gov/purchasing/docs/ftolist.pdf>.

The foregoing representation is made solely to comply with Section 2252.152, Texas Government Code, and to the extent such Section does not contravene applicable federal law and excludes the Escrow Agent and each of its parent company, 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.

Liability for breach of any of the foregoing verifications during the term of this Agreement shall survive until barred by the applicable statute of limitations and shall not be liquidated or otherwise limited by any provision of this Agreement, notwithstanding anything in this Agreement to the contrary.

Section 7.8 Contract Value. The value of this Agreement is less than \$100,000 for the purposes of Sections 2274 and 2276, Government Code (as added by House Bill 4595, 88th Texas Legislature, Regular Session).

*[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 2021,” dated October 1, 2021 (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> *
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\* Complete with final redemption information.



## **Review and Recommend Action on Proposed Santa Maria ISD Interlocal Agreement for Dual Credit Programs**

### **Purpose**

Administration seeks Board approval for a new Interlocal Agreement with Santa Maria ISD, designating South Texas College (STC) as a higher education partner for the Texas Education Agency's Rural Pathways Expansion Program (RPEP) designation shared between Progreso ISD and Santa Maria ISD.

### **Justification**

Background:

In January 2025, Region One Education Service Center submitted applications to the Texas Education Agency (TEA) on behalf of Progreso ISD and Santa Maria ISD for participation in the Rural Pathway Excellence Partnership (RPEP) initiative. The RPEP initiative is a program developed by the TEA to expand access to high-quality college and career pathways for students in rural school districts through multi-district collaboration.

This summer, both districts received official RPEP designation, with Region One serving as the coordinating entity. The RPEP program is designed to expand college and career pathways for students in rural communities and will launch in the 2025–2026 academic year.

Progreso ISD has selected Advanced Manufacturing as its designated career pathway. Santa Maria ISD students, estimated at four, will be transported to Progreso ISD to participate in dual credit courses aligned with this pathway starting Fall 2025. These courses will be taught by STC Faculty.

The agreement will be submitted to the partner district's governing board following Board approval.

### **Funding**

Administration recommends approval of an Out of District Interlocal Agreement with Santa Maria ISD. As this is a new initiative aimed at increasing access for rural students, Administration proposes waiving tuition for Santa Maria ISD students participating in the RPEP program. The approved Dual Credit Programs 2025-2026 Flat Rate Fee for STC Faculty teaching dual credit courses at respective high school will be shared between the participating districts, proportionally based on student enrollment.

### **Staff Resources**

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

**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 Santa Maria ISD Interlocal Agreement for Dual Credit Programs as presented.

## **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 on Award of Proposals, Purchases, Purchase Renewals, Renewals, and Interlocal Agreements at a total cost of \$6,739,319.27
- b. Approval on Proposed Employee Compensation Plan for FY 2025 – 2026
- c. Review and Recommend Action on Proposed Employee Staffing Plan for FY 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- c” 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 \$6,739,319.27**

Purpose and Justification – Administration requests Board approval of the following purchases, renewals, and interlocal agreements at a total cost of \$6,739,319.27.

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) Books and Educational Materials (Grant Funded)**

<b>Purpose</b>	Award the proposals for books and educational materials to the vendors listed in Appendix A.
<b>Justification</b>	<p>To acquire books and educational materials for qualifying career and technical education program students.</p> <p>The students participating in the Providing Academic Support to Students (PASS) and Continuing, Professional, and Workforce Education (CPWE) Programs can access the lending library for books in the Fall 2025, Spring 2026, and Summer 2026 semesters.</p> <p>At the time of purchase, the vendor will be selected based on the items provided, pricing, item availability, and delivery timeline.</p>
<b>Funding</b>	Funds for this expenditure are budgeted in the Carl Perkins Grant, Continuing Education, and other requesting department budgets for FY 2025 – 2026, pending Board approval of the budget.
<b>Enclosed Documents</b>	<p>Appendix A – Vendors List</p> <p>Appendix B – Project Timeline and Information</p> <p>Other information is included in the Supporting Documentation.</p>
<b>Staff Resource</b>	<p>Dr. Maricela G. Silva, Manager for Career and Technology Education Pass</p> <p>Olivia D. De La Rosa, Dean - Continuing Education and Workforce Development</p> <p>Deyadira Leal, Director of Purchasing</p>
<b>Recommendation</b>	The Committee recommends Board approval to award the proposals for books and educational 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 \$500,000.00.

## **APPENDIX A**

### **Vendors List**

<b>Vendor (City, State)</b>	<b>Vendor (City, State)</b>
<b>Assessment Technologies Institute, LLC</b> (Leawood, KS)	<b>Barnes &amp; Noble Booksellers, Inc.</b> (New York, NY)
<b>BibliU Campus, Inc.</b> (Greenville, TX)	<b>Complete Book &amp; Media Supply, LLC</b> (Cedar Park, TX)
<b>Gateway Printing &amp; Office Supply, Inc.</b> (Edinburg, TX)	<b>Hertzberg-New Method, Inc./ dba Perma-Bound Books</b> (Jacksonville, IL)
<b>Hurst Review Services, Inc.</b> (Brookhaven, MS)	<b>Kaplan Early Learning Company</b> (Lewisville, NC)
<b>Lakeshore Learning Materials, LLC</b> (Carson, CA)	

## **APPENDIX B**

### **Project Timeline and Information**

Advertised RFP	June 4, 2025 and June 11, 2025
RFP Responses Due	July 9, 2025
RFP Issued To	Twelve (12) Vendors
Responses Received From	Nine (9) Vendors
Responses Reviewed By	Purchasing Department
Highest-Ranked Vendor	Vendors listed in Appendix A

## **Award of Proposals – 2) Maintenance and Repair Parts, Materials, and Supplies**

<b>Purpose</b>	Award the proposal for maintenance and repair parts, materials, and supplies to the vendors listed in Appendix A.
<b>Justification</b>	<p>To provide maintenance and repair parts, materials, and supplies to support the College's daily work order requests across all facilities. These resources enable Facilities Operations and Maintenance teams to respond promptly and effectively to a wide range of service needs, ensuring safe, functional, and efficient environments for students, staff, and visitors.</p> <p>A variety of materials is essential for sustaining daily operations and addressing both routine and urgent maintenance tasks. These include components for plumbing, painting, irrigation, electrical systems, door hardware, batteries, and HVAC systems. Access to these supplies supports immediate repairs and helps maintain facility standards, extends the life of district assets, and minimizes disruptions to educational and operational activities.</p> <p>At the time of purchase, the vendor will be selected based on the items provided, pricing, item availability, and delivery timeline.</p>
<b>Funding</b>	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.
<b>Enclosed Documents</b>	Appendix A – Vendors List Appendix B – Project Timeline and Information Other information is included in the Supporting Documentation.
<b>Staff Resource</b>	Mary Del Paz, Vice President - Finance and Administrative Services George McCaleb, Executive Director of Facilities Operations and Maintenance
<b>Recommendation</b>	It is requested that the Board approve to award the proposal for maintenance and repair parts, materials, and supplies 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 \$500,000.00.

## **APPENDIX A**

### **Vendors List**

<b>Vendor (City, State)</b>	<b>Vendor (City, State)</b>
<b>Baker Distributing Company, LLC</b> (Jacksonville, FL)	<b>Burton Companies</b> (Weslaco, TX)
<b>Bush Supply Company</b> (Edinburg, TX)	<b>Central Plumbing &amp; Electric Supply</b> (Weslaco, TX )
<b>Continental Battery Company</b> (Dallas, TX)	<b>Dealers Electrical Supply, Co.</b> (Waco, TX)
<b>Fairway Supply, Inc.</b> (Irving, TX)	<b>Guthries Safe &amp; Lock</b> (McAllen, TX)
<b>Interstate Battery System of the Rio Grande Valley</b> (McAllen, TX)	<b>John W. Gasparini, Inc./ dba Mark's Plumbing Parts</b> (Fort Worth, TX)
<b>Johnstone Supply</b> (Pharr, TX)	<b>Lewis Electrical Motors and Pumps</b> (Harlingen, TX)
<b>Luna Glass, LLC</b> (McAllen, TX)	<b>Matt's Building Materials</b> (Pharr, TX)
<b>Mission Auto Electric, Inc./ dba MAE Power Equipment</b> (Mission, TX)	<b>Texas Air Products</b> (San Antonio, TX)
<b>Texas Wood Supply/ South Texas Moulding</b> (Donna, TX)	<b>The Pittsburgh Paints Company</b> (Cranberry Township, PA)
<b>The Sherwin-Williams Company</b> (McAllen, TX)	<b>Triple-S Steel Supply, LLC/ dba Alamo Iron Works</b> (San Antonio, TX)
<b>United Welding Supply, LLC</b> (Edinburg, TX)	<b>Winsupply</b> (McAllen, TX)

## **APPENDIX B**

### **Project Timeline and Information**

Advertised RFP	July 16, 2025 and July 23, 2025
RFP Responses Due	July 31, 2025
RFP Issued To	Eighty-eight (88) vendors
Responses Received From	Twenty-Two (22) vendors
Responses Reviewed By	Purchasing Department
Highest-Ranked Vendor	Vendors listed in Appendix A

### **Purchases – 3) Additional Online Tutoring Services**

<b>Purpose</b>	Purchase additional online tutoring services from <b>Upswing International, Inc.</b> (Durham, NC), a sole-source vendor.
<b>Justification</b>	<p>To provide an additional 7,300 hours of online tutoring and retention services utilized by students throughout the College district. These services enhance the College's Centers for Learning Excellence by allowing students to access services outside of regular operating hours and from any location and, in some cases, providing tutors for subjects in which it is difficult to find qualified tutors locally.</p> <p>The provision of online tutoring services follows the Southern Association of Colleges and Schools Practices for Electronically Offered Degree and Certificate Programs, which stipulates that the institution recognizes that appropriate services must be available for students regardless of location on or off campus.</p>
<b>Funding</b>	Funds for this expenditure are budgeted in the Centers for Learning Excellence budget for FY 2025 – 2026, pending Board approval of the budget.
<b>Enclosed Documents</b>	Other information is included in the Supporting Documentation.
<b>Staff Resource</b>	<p>Dr. Jesús Campos, Interim Vice President of Information Services, Planning, Performance, &amp; Strategic Initiatives and Dean of Library &amp; Learning Support Services.</p> <p>Lynell R. Williams, Director - Centers for Learning Excellence</p>
<b>Recommendation</b>	The Committee recommends Board approval to purchase additional online tutoring services from <b>Upswing International, Inc.</b> (Durham, NC), a sole-source vendor, for the period beginning September 1, 2025 through August 31, 2026, at a total amount of \$182,500.00.



#### **Purchases – 4) Audio Visual Equipment and Supplies**

<b>Purpose</b>	Purchase audio visual equipment and supplies from the vendors listed in Appendix A.
<b>Justification</b>	<p>To provide audiovisual equipment and supplies districtwide, in order to support classroom instruction, staff presentations, office operations, and communication with internal and external individuals or groups. Such items include headphones, digital cameras, lenses, camera cases, dome cameras/camcorders, computer cables, printer cables, projector cables, sound equipment, projector screens, and parts.</p> <p>At the time of purchase, the vendor will be selected based on the items provided, pricing, item availability, and delivery timeline.</p>
<b>Funding</b>	Funds for this expenditure are budgeted in the various requesting department budgets for FY 2025 – 2026, pending Board approval of the budget.
<b>Enclosed Documents</b>	Appendix A – Vendors List Other information is included in the Supporting Documentation.
<b>Staff Resource</b>	Dr. Jesús Campos, Interim Vice President for Information Services, Planning, Performance, & Strategic Initiatives Lucio Gonzalez, Associate Vice President -Technology and Chief Information Officer
<b>Recommendation</b>	The Committee recommends Board approval to purchase audio visual equipment and 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 \$350,000.00.

**APPENDIX A**

**Vendors List**

<b>Vendor (City, State)</b>	<b>Purchasing Cooperative</b>	<b>Amount</b>
<b>Audio Visual Aids</b> (San Antonio, TX)	Texas Department of Information Resources (DIR), Texas Association of School Boards (TASB) – Buyboard, and The Interlocal Purchasing System (TIPS)	\$110,000.00
<b>B&amp;H Foto &amp; Electronics, Corp./ dba B&amp;H Photo Video</b> (New York, NY)	E&I Cooperative Services, Omnia Partners, and Texas Association of School Boards (TASB) – Buyboard	\$160,000.00
<b>Howard Technology Solutions</b> (Ellisville, MS)	Texas Department of Information Resources (DIR), The Interlocal Purchasing System (TIPS), Choice Partners, Omnia Partners, and Texas Association of School Boards (TASB) – Buyboard	\$80,000.00
Total Amount:		\$350,000.00

## **Purchase – 5) Call Center Network Software And Voice Over IP Systems**

<b>Purpose</b>	Purchase call center network software and voice over IP (VoIP) systems from <b>Netsync Network Solutions, Inc.</b> (Houston, TX), a State of Texas Department of Information Resources (DIR) approved vendor.
<b>Justification</b>	<p>To upgrade the current Cisco Call Center and Voice over IP (VoIP) systems to support a more reliable, modern, and scalable communication infrastructure that aligns with the college's current needs and future growth. The existing systems are aging and may no longer effectively manage increased call volumes, integrate with contemporary digital platforms, or provide the level of service expected by students, faculty, and staff. Upgrading to enhanced VoIP and call center technologies will improve call routing, minimize downtime, support hybrid and remote work, and streamline communication across departments.</p> <p>Additionally, the upgrade will ensure compliance with E911 (Enhanced 911) requirements, enabling accurate location data to be transmitted during emergency calls—an essential component for campus safety. These advancements will significantly enhance student support services, bolster emergency response capabilities, and increase the overall efficiency of campus-wide communications.</p>
<b>Funding</b>	Funds for this expenditure are budgeted in the Systems and Networking budget for FY 2025 – 2026, pending Board approval of the budget.
<b>Enclosed Documents</b>	Other information is included in the Supporting Documentation.
<b>Staff Resource</b>	Dr. Jesús Campos, Interim Vice President for Information Services, Planning, Performance, & Strategic Initiatives Lucio Gonzalez, Associate Vice President -Technology and Chief Information Officer
<b>Recommendation</b>	The Committee recommends Board approval to purchase call center network software and voice over IP (VoIP) systems from <b>Netsync Network Solutions, Inc.</b> (Houston, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning September 1, 2025 through August 31, 2026, at an estimated total amount of \$379,871.60.

## **Purchase – 6) Chiller Maintenance Agreement and Repair Services**

**Purpose** Purchase chiller maintenance agreement and repair services with **Johnson Controls, Inc.** (Corpus Christi, TX), The Interlocal Purchasing System (TIPS) approved vendor.

**Justification** To provide chiller maintenance and repair services for the nineteen (19) air-cooled and water-cooled chillers districtwide.

These services include scheduled preventive maintenance inspections, which consist of (i) quarterly and (ii) annual inspections, and emergency service calls for the district-wide chiller units.

- (i) The quarterly inspections will examine the refrigerant circuit for leaks, electrical connections, operating pressures and temperatures, and perform an oil analysis.
- (ii) The annual inspections will examine the operating controls, inspect the thermal insulation for integrity, clean condenser tubes, and clean the interior of the control panel.

The services are as listed:

Service Fees	Amount
Schedule Services (Maintenance and Inspections)	\$67,200.00
Repair Service (Emergency Service Calls)	\$80,000.00
Total Amount:	\$147,200.00

**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 a chiller maintenance agreement and repair services with **Johnson Controls, Inc.** (Corpus Christi, TX), The Interlocal Purchasing System (TIPS) approved vendor, for the period beginning September 1, 2025 through August 31, 2026, at a total amount of \$147,200.00.

## **Purchases – 7) Communication Services for Radios and Equipment**

<b>Purpose</b>	Purchase communication services for radios and equipment from <b>Cellco Partnership/ dba Verizon Wireless</b> (Basking Ridge, NJ), a State of Texas Department of Information Resources (DIR) approved vendor.
<b>Justification</b>	To provide communication services for 171 radios, 20 radio-phones, 10 radio-smartphones, 21 smartphones, 30 hotspots, 25 SIM cards, and internet for the shuttle buses. These services support the daily operation of various departments such as Facilities Operations and Maintenance, Custodial Services, Central Receiving, Mail Services, Mid Valley Childcare Center, Distance Learning, Communication and Creative Services, Department of Public Safety, and Centers for Learning Excellence.
<b>Funding</b>	Funds for this expenditure are budgeted in the various requesting department budgets for FY 2025 – 2026, pending Board approval of the budget.
<b>Enclosed Documents</b>	Other information is included in the Supporting Documentation.
<b>Staff Resource</b>	Mary Del Paz, Vice President - Finance and Administrative Services Deyadira Leal, Director of Purchasing
<b>Recommendation</b>	The Committee recommends Board approval to purchase communication services for radios and equipment from <b>Cellco Partnership/ dba Verizon Wireless</b> (Basking Ridge, NJ), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning September 1, 2025 through August 31, 2026, at an estimated total amount of \$89,000.00.

## **Purchases – 8) Computer Components, Peripherals, Software, and Supplies**

<b>Purpose</b>	Purchase computer components, peripherals, software, and supplies from the vendors listed in Appendix A.
<b>Justification</b>	<p>To provide computer components, peripherals, software, and supplies, as requested, districtwide to support classroom instruction, staff office operations, and communication with internal and external individuals or groups. Such items include scanners, printers, storage media, surge protectors, toner cartridges, cables, barcode scanners, memory, headphones, web cameras, computer parts, and software.</p> <p>At the time of purchase, the vendor will be selected based on the items provided, pricing, item availability, and delivery timeline.</p>
<b>Funding</b>	Funds for this expenditure are budgeted in the various requesting department budgets for FY 2025 – 2026, pending Board approval of the budget.
<b>Enclosed Documents</b>	<p>Appendix A – Vendors List</p> <p>Other information is included in the Supporting Documentation.</p>
<b>Staff Resource</b>	<p>Dr. Jesús Campos, Interim Vice President for Information Services, Planning, Performance, &amp; Strategic Initiatives</p> <p>Lucio Gonzalez, Associate Vice President -Technology and Chief Information Officer</p>
<b>Recommendation</b>	The Committee recommends Board approval to purchase computer components, peripherals, software, and 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 \$615,000.00.

## **APPENDIX A**

### **Vendors List**

<b>Vendor (City, State)</b>	<b>Purchasing Cooperative</b>	<b>Amount</b>
<b>B&amp;H Foto &amp; Electronics, Corp./ dba B&amp;H Photo Video</b> (New York, NY)	E&I Cooperative Services, The Interlocal Purchasing System (TIPS), Omnia Partners, and Texas Association of School Boards (TASB) – Buyboard	\$120,000.00
<b>CDW Government, LLC</b> (Vernon Hill, IL)	Texas Department of Information Resources (DIR), E&I Cooperative Services, Omnia Partners, Sourcewell, Purchasing Association of Cooperative Entities (PACE), and The Interlocal Purchasing System (TIPS)	\$150,000.00
<b>Dell Marketing, LP</b> (Dallas, TX)	Texas Department of Information Resources (DIR) and Omnia Partners	\$70,000.00
<b>Gateway Printing &amp; Office Supplies</b> (Edinburg, TX)	Texas Association of School Boards (TASB) – Buyboard	\$50,000.00
<b>Quill, LLC</b> (Lincolnshire, IL)	Omnia Partners	\$25,000.00
<b>Reyna Enterprise, Inc./ dba Computer Repair Center</b> (McAllen, TX)	Texas Department of Information Resources (DIR)	\$100,000.00
<b>SHI Government Solutions</b> (Somerset, NJ)	E&I Cooperative Services, Sourcewell, Purchasing Association of Cooperative Entities (PACE), Texas Department of Information Resources (DIR), OMNIA Partners, and The Interlocal Purchasing System (TIPS)	\$100,000.00
<b>Total Amount:</b>		<b>\$615,000.00</b>

## **Purchases – 9) In-Store Materials and Supplies**

<b>Purpose</b>	Purchase in-store materials and supplies from the vendors listed in Appendix A.
<b>Justification</b>	<p>To provide materials, supplies, and miscellaneous items necessary, throughout the College district, for the Culinary Arts Program, Science Programs (Biology and Chemistry), Mid Valley Campus Childcare Center, Student Activities, Professional Development, South Texas College-sponsored events, division meetings, and events held at all South Texas College campuses for faculty, staff, students, and the community.</p> <p>At the time of purchase, the vendor will be selected based on the items provided, pricing, item availability, and delivery timeline.</p>
<b>Funding</b>	Funds for this expenditure are budgeted in the various requesting department budgets for FY 2025 – 2026, pending Board approval of the budget.
<b>Enclosed Documents</b>	<p>Appendix A – Vendors List</p> <p>Other information is included in the Supporting Documentation.</p>
<b>Staff Resource</b>	Mary Del Paz, Vice President - Finance and Administrative Services Deyadira Leal, Director of Purchasing
<b>Recommendation</b>	The Committee recommends Board approval to purchase in-store materials and 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 \$80,000.00.

### **APPENDIX A**

#### **Vendors List**

<b>Vendor (City, State)</b>	<b>Purchasing Cooperative</b>	<b>Amount</b>
<b>HEB LP</b> (San Antonio, TX)	Purchasing Association of Cooperative Entities (PACE)	\$60,000.00
<b>Sam's Club</b> (McAllen, TX)	Purchasing Association of Cooperative Entities (PACE)	\$20,000.00
Total Amount:		\$80,000.00

## **Purchases – 10) Network Equipment, Licenses, and Accessories**



<b>Purpose</b>	Purchase network equipment, licenses, and accessories from <b>Netsync Network Solutions, Inc.</b> (Houston, TX), a State of Texas Department of Information Resources (DIR) approved vendor.
<b>Justification</b>	To support the districtwide classroom instruction, office operations, connectivity between surveillance cameras and servers, data closets to support systems, and converting analog systems to digital for classrooms, amongst other daily tasks.
<b>Funding</b>	Funds for this expenditure are budgeted in the various department and grant budgets for FY 2025 – 2026, pending Board approval of the budget.
<b>Enclosed Documents</b>	Other information is included in the Supporting Documentation.
<b>Staff Resource</b>	Dr. Jesús Campos, Interim Vice President for Information Services, Planning, Performance, & Strategic Initiatives Lucio Gonzalez, Associate Vice President -Technology and Chief Information Officer
<b>Recommendation</b>	The Committee recommends Board approval to purchase network equipment, licenses, and accessories from <b>Netsync Network Solutions, Inc.</b> (Houston, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning September 1, 2025 through August 31, 2026, at an estimated total amount of \$110,000.00, which is based on prior year expenditures.

**Purchases – 11) Software and Educational Supplies (Grant Funded)**

<b>Purpose</b>	Purchase software and educational supplies from <b>Technical Laboratory Systems, Inc.</b> (Tech-Labs) (Katy, TX), The Interlocal Purchasing System (TIPS) and Choice Partner approved vendor.
<b>Justification</b>	<p>To provide various software licenses and instructional supplies is essential for supporting programs such as Engineering, Architectural Design, Engineering Design Technology, and Mechatronics. These purchases may include licenses for robotics platforms and materials for 3D printing, which are critical to hands-on learning and technical skill development.</p> <p>The Learning Commons, Open Labs, and the Center for Advanced Training and Apprenticeships—under the Advanced Robotics and Automation Technology Grant—are requesting these resources to enhance student learning experiences and ensure compliance with grant requirements. These tools will support students in open lab environments and contribute to the success of advanced technical training initiatives.</p>
<b>Funding</b>	Funds for this expenditure are budgeted in the various department and grant budgets for FY 2025 – 2026, pending Board approval of the budget.
<b>Enclosed Documents</b>	Other information is included in the Supporting Documentation.
<b>Staff Resource</b>	Dr. Jesús Campos, Interim Vice President for Information Services, Planning, Performance, & Strategic Initiatives Lucio Gonzalez, Associate Vice President -Technology and Chief Information Officer
<b>Recommendation</b>	The Committee recommends Board approval to purchase software and educational supplies from <b>Technical Laboratory Systems, Inc.</b> (Tech-Labs) (Katy, TX), The Interlocal Purchasing System (TIPS), and Choice Partner approved vendor, for the period beginning September 1, 2025 through August 31, 2026, at an estimated total amount of \$100,000.00.

## Purchase Renewals – 12) Applications Maintenance Agreement

**Purpose** Renew the applications maintenance agreement with **Ellucian, Inc.** through **Lamar Institute of Technology** (Beaumont, TX), acting by and through the State of Texas Department of Information Resources (DIR) for the Texas Connection Consortium (TCC).

**Justification** To collaborate across departments in fulfilling the daily operations and improving processes for students, faculty, and staff using the Banner system applications. The four (4) main systems are Banner Student, Banner Financial Aid, Banner Finance, and Banner HR.

The applications included in the renewal agreement are as follows:

Banner Financial Aid	Banner Finance	Banner Finance Self-Service
Banner HR	Banner Employee Self-Service	Banner Student
Banner Student Self-Service	Banner Faculty (and Advisor) SS	EDI Smart
Banner Workflow	Campus Loan Manager Campus Receivables Collector	Banner Recruiting & Admission Performance
Ellucian Degree Works	Ellucian Degree Works Transfer Equivalency	Financial Aid FM Need Analysis
Xtender Solutions	Open Text Application Xtender Reports Management Package	Application Xtender
AppWorx	Document Management Suite	Application Xtender Test Bundle
Banner Enterprise Job Scheduler	Application Xtender Web Services	Banner Document Management

**Funding** Funds for this expenditure are budgeted in the Application Development budget for 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 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 applications maintenance agreement with **Ellucian, Inc. through Lamar Institute of Technology** (Beaumont, TX) acting by and through the State of Texas Department of Information Resources (DIR) for the Texas Connection Consortium (TCC), for the period beginning September 1, 2025, through August 31, 2027, at an estimated total amount of \$653,496.12.

### **Purchase Renewals – 13) Database Licenses Maintenance Agreement**

<b>Purpose</b>	Renew the database licenses maintenance agreement with <b>Oracle America, Inc.</b> (Dallas, TX), a State of Texas Department of Information Services (DIR) approved vendor.
<b>Justification</b>	<p>To maintain system stability, security, and optimal performance to effectively support administrative operations by renewing 20015 database licenses, 20015 database security licenses, and 20015 database backup licenses used for the College's administrative computing system.</p> <p>The amount of licensing has decreased due to the migration of our database employees to Workday. As part of this change, we will also need to cover Oracle migration services for our licenses under the new contract. The support services include essential maintenance and upgrades to these database licenses, ensuring the College remains current with the latest software versions that support the Banner system and other enterprise-level applications throughout the College.</p>
<b>Funding</b>	Funds for this expenditure are budgeted in the Systems and Networking budget for FY 2025 – 2026, pending Board approval of the budget.
<b>Enclosed Documents</b>	Other information is included in the Supporting Documentation.
<b>Staff Resource</b>	Dr. Jesús Campos, Interim Vice President for Information Services, Planning, Performance, & Strategic Initiatives Lucio Gonzalez, Associate Vice President -Technology and Chief Information Officer
<b>Recommendation</b>	The Committee recommends Board approval to renew the database licenses maintenance agreement with <b>Oracle America, Inc.</b> (Dallas, TX), a State of Texas Department of Information Services (DIR) approved vendor, for the period beginning September 1, 2025 through August 31, 2026, at a total amount of \$422,104.14.

### **Purchase Renewals – 14) Data Hosting and Maintenance Agreement**

<b>Purpose</b>	Renew the data hosting and maintenance agreement with <b>TouchNet Information Systems, Inc.</b> (Atlanta, GA), a sole-source vendor.
<b>Justification</b>	To provide a data-secure environment for all payments received at the College. To prevent fraud, all personal, bank, and credit card information must be stored in a Payment Card Industry (PCI) certified data center. The maintenance covers support issues for the cashiering system, including online payments by credit cards and checks, and for the equipment used by South Texas College staff.
<b>Funding</b>	Funds for this expenditure are budgeted in the Applications Development budget for FY 2025 – 2026, pending Board approval of the budget.
<b>Enclosed Documents</b>	Other information is included in the Supporting Documentation.
<b>Staff Resource</b>	Dr. Jesús Campos, Interim Vice President for Information Services, Planning, Performance, & Strategic Initiatives Lucio Gonzalez, Associate Vice President -Technology and Chief Information Officer
<b>Recommendation</b>	The Committee recommends Board approval to renew the data hosting and maintenance agreement with <b>TouchNet Information Systems, Inc.</b> (Atlanta, GA), a sole-source vendor, for the period beginning September 1, 2025 through August 31, 2026, at a total amount of \$307,917.00.

## **Purchase Renewals – 15) Digital Signature Software Subscription Agreement**

<b>Purpose</b>	Renew the digital signature software subscription agreement with <b>Carahsoft Technology, Corp./ DocuSign Government at Carahsoft</b> (Reston, VA), a State of Texas Department of Information Resources (DIR) approved vendor.
<b>Justification</b>	To permit various departments to create forms that allow digital signatures. This subscription is a fast, reliable way to electronically sign documents and agreements with easily built workflows on practically any device from almost anywhere.
<b>Funding</b>	Funds for this expenditure are budgeted in the Applications Development for FY 2025 – 2026, pending Board approval of the budget.
<b>Enclosed Documents</b>	Other information is included in the Supporting Documentation.
<b>Staff Resource</b>	Dr. Jesús Campos, Interim Vice President for Information Services, Planning, Performance, & Strategic Initiatives Lucio Gonzalez, Associate Vice President -Technology and Chief Information Officer
<b>Recommendation</b>	The Committee recommends Board approval to renew the digital signature software subscription agreement with <b>Carahsoft Technology, Corp./DocuSign Government at Carahsoft</b> (Reston, VA), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning September 1, 2025 through August 31, 2026, at an estimated total amount of \$140,656.78.

## **Purchase Renewals – 16) Email Backup Online License Subscription**

<b>Purpose</b>	Renew the email backup online license subscription with <b>SHI Government Solutions</b> (Somerset, NJ), The Interlocal Purchasing System (TIPS) approved vendor.
<b>Justification</b>	To support email retention and archiving for faculty, staff, and students. This subscription provides the functionality to backup, archive, and restore emails online. The subscription will allow a longer retention period and provide recovery of emails.
<b>Funding</b>	Funds for this expenditure are budgeted in the Systems and Networking budget for FY 2025 – 2026, pending Board approval of the budget. Funds for subsequent fiscal years will be included in future proposed budgets.
<b>Enclosed Documents</b>	Other information is included in the Supporting Documentation.
<b>Staff Resource</b>	Dr. Jesús Campos, Interim Vice President for Information Services, Planning, Performance, & Strategic Initiatives Lucio Gonzalez, Associate Vice President -Technology and Chief Information Officer
<b>Recommendation</b>	The Committee recommends Board approval to renew the email backup online license subscription with <b>SHI Government Solutions</b> (Somerset, NJ), The Interlocal Purchasing System (TIPS) approved vendor for the period beginning September 6, 2025 through September 5, 2026, at a total amount of \$48,704.34.



## **Purchase Renewals – 17) Email Security Software License**

<b>Purpose</b>	Renew the email security software license with <b>SHI Government Solutions</b> (Somerset, NJ), The Interlocal Purchasing System (TIPS) approved vendor.
<b>Justification</b>	<p>To protect the Office 365 email services from inbound cyberattacks and to protect email users from malware, spam, and phishing attempts. It also provides secure messaging capabilities to be able to share sensitive information securely with trusted parties and greatly reduce the probability of a successful phishing attempt.</p> <p>Email is widely used as a method to deliver malware, trick people into providing login credentials, and is constantly targeted by spammers. We need to protect the service with a tool that provides protection against these threats.</p>
<b>Funding</b>	Funds for this expenditure are budgeted in the Information Security budget for FY 2025 – 2026, pending Board approval of the budget. Funds for subsequent fiscal years will be included in future proposed budgets.
<b>Enclosed Documents</b>	Other information is included in the Supporting Documentation.
<b>Staff Resource</b>	Dr. Jesús Campos, Interim Vice President for Information Services, Planning, Performance, & Strategic Initiatives Lucio Gonzalez, Associate Vice President -Technology and Chief Information Officer
<b>Recommendation</b>	The Committee recommends Board approval to renew the email security software license with <b>SHI Government Solutions</b> (Somerset, NJ), The Interlocal Purchasing System (TIPS) approved vendor for the period beginning September 30, 2025 through September 29, 2026, at a total amount of \$107,733.84.

### **Purchase Renewals – 18) Internet Service (District-Wide) Agreement**

<b>Purpose</b>	Renew the internet service (district-wide) agreement with <b>Charter Communications Operating, LLC/ dba Spectrum Gulf Coast</b> (Austin, TX) through the State of Texas Department of Information Resources (DIR).
<b>Justification</b>	To provide direct internet service to the Pecan Campus Building M Data Center. This service is also distributed throughout the College district from the Pecan Campus. The service will be utilized by students, faculty, and staff to access the internet for use in classrooms, labs, and offices at all campuses and centers.
<b>Funding</b>	Funds for this expenditure are budgeted in the Systems and Networking budget for FY 2025 – 2026, pending Board approval of the budget.
<b>Enclosed Documents</b>	Other information is included in the Supporting Documentation.
<b>Staff Resource</b>	Dr. Jesús Campos, Interim Vice President for Information Services, Planning, Performance, & Strategic Initiatives Lucio Gonzalez, Associate Vice President -Technology and Chief Information Officer
<b>Recommendation</b>	The Committee recommends Board approval to renew the internet service (district-wide) agreement with <b>Charter Communications Operating, LLC/ dba Spectrum Gulf Coast</b> (Austin, TX) through the State of Texas Department of Information Resources (DIR) for the period beginning September 1, 2025 through August 31, 2026, at an estimated monthly amount of \$15,000.00, and an estimated annual amount of \$180,000.00.

## **Purchase Renewals – 19) Network Hardware and Software Maintenance Agreement**

<b>Purpose</b>	Renew the network hardware and software maintenance agreement with <b>Netsync Network Solutions, Inc.</b> (Houston, TX), a State of Texas Department of Information Resources (DIR) approved vendor.
<b>Justification</b>	To provide online phone support and software upgrades for all Cisco network equipment. It will cover equipment failure by providing equipment replacements within the next business day. The equipment is critical to the network infrastructure, which provides faculty, staff, and students with connectivity to the internet and intranet applications and services such as Blackboard and Banner.
<b>Funding</b>	Funds for this expenditure are budgeted in the Systems and Networking budget for FY 2025 – 2026, pending Board approval of the budget.
<b>Enclosed Documents</b>	Other information is included in the Supporting Documentation.
<b>Staff Resource</b>	Dr. Jesús Campos, Interim Vice President for Information Services, Planning, Performance, & Strategic Initiatives Lucio Gonzalez, Associate Vice President -Technology and Chief Information Officer
<b>Recommendation</b>	The Committee recommends Board approval to renew the network hardware and software maintenance agreement with <b>Netsync Network Solutions, Inc.</b> (Houston, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning September 1, 2025, through August 31, 2026, at a total amount of \$66,552.49.

## **Purchase Renewals – 20) Server Hardware and Software Maintenance Support Agreement**

<b>Purpose</b>	Renew the server hardware and software maintenance support agreement with <b>Dell Marketing, LP</b> (Dallas, TX) a Texas Department of Information Resources (DIR) approved vendor.
<b>Justification</b>	To ensure continuous support and maintenance of the college's computer servers, which include the servers used for the security cameras and servers supporting virtual desktops deployed to student support, call centers, classroom podiums, and computer labs district-wide. The agreement provides 24-hour, year-round support.
<b>Funding</b>	Funds for this expenditure are budgeted in the Systems and Networking budget for FY 2025 – 2026, pending Board approval of the budget.
<b>Enclosed Documents</b>	Other information is included in the Supporting Documentation.
<b>Staff Resource</b>	Dr. Jesús Campos, Interim Vice President for Information Services, Planning, Performance, & Strategic Initiatives Lucio Gonzalez, Associate Vice President -Technology and Chief Information Officer
<b>Recommendation</b>	The Committee recommends Board approval to renew the server hardware and software maintenance support agreement with <b>Dell Marketing, LP</b> (Dallas, TX) a Texas Department of Information Resources (DIR) approved vendor, for the period beginning September 1, 2025 through August 31, 2026, at a total amount of \$57,502.72.

## **Purchase Renewals – 21) Student Engagement Messaging Platform**

<b>Purpose</b>	Renew the student engagement messaging platform with <b>Mongoose Research, Inc.</b> (Buffalo, NY), a sole-source vendor.
<b>Justification</b>	To provide targeted outreach to current and prospective students via text campaigns to increase enrollment and retention rates. The system allows staff to directly communicate one-to-one with students using a web-based system. The features include two-way communication via SMS text and WhatsApp. The College has very high return rates with students and is one of the national leaders in effective and targeted direct messages with students.
<b>Funding</b>	Funds for this expenditure are budgeted in the Valle Promise budget for FY 2025 – 2026, pending Board approval of the budget.
<b>Enclosed Documents</b>	Other information is included in the Supporting Documentation.
<b>Staff Resource</b>	Dr. Matthew S. Hebbard, Vice President - Student Affairs and Enrollment Management Melissa M Peña, Director of Valley Promise
<b>Recommendation</b>	The Committee recommends Board approval to renew the student engagement messaging platform with <b>Mongoose Research, Inc.</b> (Buffalo, NY), a sole-source vendor, for the period beginning September 1, 2025 through August 31, 2028, in the amount \$84,000.00.

## **Purchase Renewals – 22) Software and Hardware License and Maintenance Agreement**

<b>Purpose</b>	Renew the software and hardware license and maintenance agreement with <b>SHI Government Solutions</b> (Somerset, NJ), The Interlocal Purchasing System (TIPS) approved vendor.
<b>Justification</b>	To renew the Enterprise software installed in student lab and classroom computers to keep them running efficiently and prevent hardware failures. The ticketing system licenses used by the IT Service Desk help keep track of any technical support issues, and monitor and alert systems that continuously monitor all information systems (servers, switches, and applications) to prevent any service interruptions.
<b>Funding</b>	Funds for this expenditure are budgeted in the IT PM Risk & Security, Client Services, Systems and Networking, and Technology Support Services budgets for FY 2024 – 2025, FY 2025 – 2026, and FY 2026 – 2027, pending Board approval of the budget.
<b>Enclosed Documents</b>	Other information is included in the Supporting Documentation.
<b>Staff Resource</b>	Dr. Jesús Campos, Interim Vice President for Information Services, Planning, Performance, & Strategic Initiatives Lucio Gonzalez, Associate Vice President -Technology and Chief Information Officer
<b>Recommendation</b>	The Committee recommends Board approval to renew the software and hardware license and maintenance agreement with <b>SHI Government Solutions</b> (Somerset, NJ), The Interlocal Purchasing System (TIPS) approved vendor for the period beginning September 1, 2025 through August 31, 2026, at a total amount of \$149,672.84.

### **Purchase Renewals – 23) Subscription Licenses Maintenance Agreement**

<b>Purpose</b>	Renew the subscription licenses maintenance agreement with <b>Oracle America, Inc.</b> (Dallas, TX), a State of Texas Department of Information Services (DIR) approved vendor.
<b>Justification</b>	To maintain system stability, security, and performance in support of administrative operations, the subscription licenses include security and backup components, which are essential to the College's administrative computing system. The number of licenses has decreased due to the migration of database-related roles to Workday. Support services will cover ongoing maintenance and upgrades, ensuring our systems, such as Banner and other enterprise applications, remain current and fully functional across the College.
<b>Funding</b>	Funds for this expenditure are budgeted in the Systems and Networking budget for FY 2025 – 2026, pending Board approval of the budget. Funds for subsequent fiscal years will be included in future proposed budgets.
<b>Enclosed Documents</b>	Other information is included in the Supporting Documentation.
<b>Staff Resource</b>	Dr. Jesús Campos, Interim Vice President for Information Services, Planning, Performance, & Strategic Initiatives Lucio Gonzalez, Associate Vice President -Technology and Chief Information Officer
<b>Recommendation</b>	The Committee recommends Board approval to renew the software licenses maintenance agreement with <b>Oracle America, Inc.</b> (Dallas, TX), a State of Texas Department of Information Services (DIR) approved vendor, for the period beginning September 1, 2025 through August 31, 2028, at a total amount of \$361,818.33.

## **Purchase Renewals – 24) Systems Appliance Maintenance Agreement**

<b>Purpose</b>	Renew the systems appliance maintenance agreement with <b>Netsync Network Solutions, Inc.</b> (Houston, TX), a State of Texas Department of Information Resources (DIR) approved vendor.
<b>Justification</b>	To provide high availability, security, and performance for critical business applications such as Luminis, JagPride, Outlook Web Access, JagParking, and Dual Enrollment through F5 appliances. The agreement covers the maintenance and technical support of the appliances and provides 24-hour, year-round support.
<b>Funding</b>	Funds for this expenditure are budgeted in the Systems and Networking budget for FY 2025 – 2026, pending Board approval of the budget.
<b>Enclosed Documents</b>	Other information is included in the Supporting Documentation.
<b>Staff Resource</b>	Dr. Jesús Campos, Interim Vice President for Information Services, Planning, Performance, & Strategic Initiatives Lucio Gonzalez, Associate Vice President -Technology and Chief Information Officer
<b>Recommendation</b>	The Committee recommends Board approval to renew the systems appliance maintenance agreement with <b>Netsync Network Solutions, Inc.</b> (Houston, TX), a State of Texas Department of Information Resources (DIR) approved vendor for the period beginning September 1, 2025 through August 31, 2026, at a total amount of \$27,726.36.



## **Purchase Renewals – 25) Video Content Management System**

<b>Purpose</b>	Renew the video content management system agreement with <b>Yuja, Inc.</b> (San Jose, CA), a sole-source vendor.
<b>Justification</b>	To provide comprehensive tools for video management, lecture capture, and content creation, widely used across educational institutions, businesses, and other organizations. It supports meeting recordings and enables instructors to create instructional content, including interactive video quizzes and assessments for students.
<b>Funding</b>	Funds for this expenditure are budgeted in the Educational Technologies budget for FY 2025 – 2026, pending Board approval of the budget and subsequent budgets. Funds for subsequent fiscal years will be included in future proposed budgets.
<b>Enclosed Documents</b>	Other information is included in the Supporting Documentation.
<b>Staff Resource</b>	Dr. Jesús Campos, Interim Vice President for Information Services, Planning, Performance, & Strategic Initiatives Lucio Gonzalez, Associate Vice President -Technology and Chief Information Officer Dr. Yolanda Martinez, Director of Educational Technologies
<b>Recommendation</b>	The Committee recommends Board approval to renew the video content management system agreement with <b>Yuja, Inc.</b> (San Jose, CA), a sole-source vendor for the period beginning September 1, 2025 through October 08, 2028, at a total amount of \$162,655.71.

## **Renewals – 26) Geotechnical Engineering and Materials Testing Services**

<b>Purpose</b>	Renew the geotechnical engineering and materials testing services contracts with the vendors listed in Appendix A.
<b>Justification</b>	To provide geotechnical engineering and materials testing services that are essential to ensuring the safety, quality, and regulatory compliance of construction projects. These services may include soil testing for foundation design, compaction verification of fill materials, quality assessment of concrete and asphalt, evaluation of structural steel and welds, floor levelness checks, fireproofing inspections, environmental monitoring, and identification of asbestos-containing materials. These tests support sound engineering decisions and help mitigate construction-related risks.
<b>Funding</b>	Funds for this expenditure are budgeted in the Facilities Planning and Construction budgets for FY 2025 – 2026, pending Board approval of the budget.
<b>Enclosed Documents</b>	Appendix A – Vendors List Appendix B – Renewal Terms
<b>Staff Resource</b>	Mary Del Paz, Vice President - Finance and Administrative Services Ricardo De La Garza, Executive Director - Facilities Planning and Construction
<b>Recommendation</b>	The Committee recommends Board approval to renew the geotechnical engineering and materials testing services contracts with the vendors listed in Appendix A for the period beginning July 28, 2025 through July 27, 2026, at an estimated total amount of \$200,000.00.

### **APPENDIX A**

#### **Vendors List**

<b>Vendor (City, State)</b>	<b>Vendor (City, State)</b>
<b>B2Z Engineering, LLC</b> (Mission, TX)	<b>Intertek PSI</b> (Harlingen, TX)
<b>L&amp;G Consulting Engineers, Inc.</b> (Mercedes, TX)	<b>Millennium Engineers Group, Inc.</b> (Pharr, TX)
<b>Raba Kistner, Inc.</b> (McAllen, TX)	<b>Terracon Consultants, Inc.</b> (Pharr, TX)

**APPENDIX B**  
**Renewal Terms**

The Board awarded the contract as follows:

<b>Term: June 25, 2024 – one year with two (2) one-year annual renewals</b>			
Award	Board Meeting Date	Original Term	Renewal Term
Original	06/25/2024	7/28/2024 – 7/27/2025	
First Renewal	08/26/2025		07/28/2025 – 7/27/2026

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

## **Renewals – 27) Office Supplies**

<b>Purpose</b>	Renew the office supplies contracts with the vendors listed in Appendix A.
<b>Justification</b>	<p>To purchase office supplies essential for the daily operation of the College's instructional programs and support services departments.</p> <p>At the time of purchase, the vendor will be selected based on the items provided, pricing, item availability, and delivery timeline.</p>
<b>Funding</b>	Funds for this expenditure are budgeted in the various departments' budgets for FY 2025 – 2026, pending Board approval of the budget. Funds for subsequent fiscal years will be included in future proposed budgets.
<b>Enclosed Documents</b>	Appendix A – Vendors List Appendix B – Renewal Terms
<b>Staff Resource</b>	Mary Del Paz, Vice President - Finance and Administrative Services Deyadira Leal, Director of Purchasing
<b>Recommendation</b>	The Committee recommends Board approval to renew the office supplies contracts with the vendors listed in Appendix A for the period beginning October 1, 2025 through September 30, 2026, at an estimated total amount of \$350,000.00.

### **APPENDIX A**

#### **Vendors List**

Primary Vendor	<b>Gateway Printing &amp; Office Supply, Inc.</b> (Edinburg, TX)
Secondary Vendors	<b>Copy Plus</b> (McAllen, TX)
	<b>Quill, LLC</b> (Lincolnshire, IL)
	<b>Ray's Business Products</b> (Pharr, TX)

**APPENDIX B**  
**Renewal Terms**

The Board awarded the contract as follows:

<b>Term: August 22, 2023 – one year with two (2) one-year annual renewals</b>			
Award	Board Meeting Date	Original Term	Renewal Term
Original	08/22/2023	10/01/2023 – 9/30/2024	
First Renewal	07/16/2024		10/01/2024 – 9/30/2025
<b>Final Renewal</b>	08/26/2025		10/01/2025 – 9/30/2026

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

## **Renewals – 28) Welding Gases, Metals, and Supplies**

<b>Purpose</b>	Renew the welding gases, metals, and supplies contracts with the vendors listed in Appendix A.
<b>Justification</b>	<p>To purchase various gases, metals, and classroom/lab supplies used by students for hands-on instruction in welding classes throughout the College district.</p> <p>At the time of purchase, the vendor will be selected based on the items provided, pricing, item availability, and delivery timeline.</p>
<b>Funding</b>	Funds for this expenditure are budgeted in the various departments' budgets for FY 2025 – 2026, pending Board approval of the budget. Funds for subsequent fiscal years will be included in future proposed budgets.
<b>Enclosed Documents</b>	<p>Appendix A – Vendors List</p> <p>Appendix B – Renewal Terms</p>
<b>Staff Resource</b>	<p>Dr. Anahid Petrosian, Vice President and Provost for Academic Affairs and Economic Development</p> <p>Jose Vela, Interim Dean for Division of Business, Public Safety, and Technology</p>
<b>Recommendation</b>	The Committee recommends Board approval to renew the welding gases, metals, and supplies contracts with the vendors listed in Appendix A for the period beginning October 1, 2025 through September 30, 2026, at an estimated total amount of \$300,000.00.

### **APPENDIX A**

#### **Vendors List**

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

**APPENDIX B**  
**Renewal Terms**

The Board awarded the contract as follows:

<b>Term: September 26, 2023 – one year with two (2) one-year annual renewals</b>			
Award	Board Meeting Date	Original Term	Renewal Term
Original	9/26/2023	10/01/2023 – 9/30/2024	
First Renewal	7/16/2024		10/01/2024 – 9/30/2025
<b>Final Renewal</b>	8/26/2025		10/01/2025 – 9/30/2026

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

## **Interlocal Agreements – 29) Facility Rental Agreement**

<b>Purpose</b>	Purchase a facility rental agreement with the <b>City of McAllen</b> (McAllen, TX) through an interlocal agreement.
<b>Justification</b>	<p>To host the 2025 South Texas College Convocation on September 10, 11, and 12. The event will utilize Exhibit Halls A, B, and C, with access required on the preceding day for equipment setup.</p> <p>The rental package includes access to the facility, audio-visual equipment, tables, chairs, curtains, a podium, a stage, and security services. These resources are essential to ensure the successful execution of the convocation, which serves as a key institutional event for faculty and staff.</p>
<b>Funding</b>	Funds for this expenditure are budgeted in the Employee Talent Development budget for FY 2025 – 2026, pending Board approval of the budget.
<b>Enclosed Documents</b>	Other information is included in the Supporting Documentation.
<b>Staff Resource</b>	Mary Del Paz, Vice President - Finance and Administrative Services Myriam Lopez, Associate Vice President - Finance and Management
<b>Recommendation</b>	The Committee recommends Board approval to purchase a facility rental agreement with the <b>City of McAllen</b> (McAllen, TX) through an interlocal agreement in the amount of \$26,957.00 for September 10 – 12, 2025.



### **Interlocal Agreements – 30) Professional Development Services**

<b>Purpose</b>	Renew the professional development services with <b>Austin Community College / DigiTex</b> (Austin, TX) through an interlocal agreement.
<b>Justification</b>	<p>To support two major initiatives. The first initiative is to provide Quality Matters Training to faculty. This training supports the College in its reaccreditation by meeting accreditor standards for quality online education. Secondly, this agreement allows for the submittal of courses for external Quality Matters certification at a reduced rate.</p> <p>The collaboration between Austin Community College and South Texas College enhances the services provided to both students and faculty while providing a reduced cost for certifications and training.</p>
<b>Funding</b>	Funds for this expenditure are budgeted in the Digital Learning budget for FY 2025 – 2026, pending Board approval of the budget.
<b>Enclosed Documents</b>	Other information is included in the Supporting Documentation.
<b>Staff Resource</b>	Dr. Anahid Petrosian, Vice President and Provost for Academic Affairs and Economic Development Dr. Rachel Sale, Dean – Digital Learning
<b>Recommendation</b>	The Committee recommends Board approval to renew the professional development services with <b>Austin Community College / DigiTex</b> (Austin, TX) through an interlocal agreement for the period beginning September 1, 2025 through August 31, 2026, at a total amount of \$20,000.00.

### **Interlocal Agreements – 31) Professional Development Services**

<b>Purpose</b>	Renew the professional development services with <b>Region One Education Service Center</b> (Edinburg, TX) through an interlocal agreement.
<b>Justification</b>	<p>To facilitate professional development services (workshops and training) for South Texas College's faculty and staff by storing and tracking the history of training, workshops, meetings, and conferences. All pertinent information is stored in one central location for Academic Continuity or classification purposes. This software assists over thirty instructional programs and support departments at South Texas College in complying with elements of their Institutional Effectiveness (IE) plans and goals. This objective meets South Texas College's strategic goal of cultivating institutional excellence through a streamlined, well-structured, and efficient set of communication processes at the College.</p> <p>This system has been used by South Texas College since 2016 for workshop creation, registrations, evaluations, certifications, and for the reporting of all instructional programs and support services to the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). It is also used for National Alliance of Concurrent Enrollment Partnerships (NACEP) accreditation of all dual credit courses and Accreditation for the Nursing and Allied Health Division (A.C.E.N.).</p>
<b>Funding</b>	Funds for this expenditure are budgeted in the Teaching and Learning Center budget for FY 2025 – 2026, pending Board approval of the budget.
<b>Enclosed Documents</b>	Other information is included in the Supporting Documentation.
<b>Staff Resource</b>	Dr. Anahid Petrosian, Vice President and Provost for Academic Affairs and Economic Development Jessica A. Galloso, Associate Dean - Teaching and Learning Center
<b>Recommendation</b>	The Committee recommends Board approval to renew the professional development services with <b>Region One Education Service Center</b> (Edinburg, TX) through an interlocal agreement for the period beginning September 1, 2025 through August 31, 2026, at a total amount of \$18,250.00.

Recommendation: It is requested that the Committee recommend for Board approval of the award of proposals, purchases, purchase renewals, renewals, and interlocal agreements at a total cost of \$6,739,319.27 as listed below:

**Award Proposals** of **1) Books and Educational Materials (Grant Funded):** award the proposals for books and educational 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 \$500,000.00;

**APPENDIX A**

**Vendors List**

<b>Vendor (City, State)</b>	<b>Vendor (City, State)</b>
<b>Assessment Technologies Institute, LLC</b> (Leawood, KS)	<b>Barnes &amp; Noble Booksellers, Inc.</b> (New York, NY)
<b>BibliU Campus, Inc.</b> (Greenville, TX)	<b>Complete Book &amp; Media Supply, LLC</b> (Cedar Park, TX)
<b>Gateway Printing &amp; Office Supply, Inc.</b> (Edinburg, TX)	<b>Hertzberg-New Method, Inc./ dba Perma-Bound Books</b> (Jacksonville, IL)
<b>Hurst Review Services, Inc.</b> (Brookhaven, MS)	<b>Kaplan Early Learning Company</b> (Lewisville, NC)
<b>Lakeshore Learning Materials, LLC</b> (Carson, CA)	

**2) Maintenance and Repair Parts, Materials, and Supplies:** award the proposal for maintenance and repair parts, materials, and supplies 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 \$500,000.00;

**APPENDIX A**

**Vendors List**

<b>Vendor (City, State)</b>	<b>Vendor (City, State)</b>
<b>Baker Distributing Company, LLC</b> (Jacksonville, FL)	<b>Burton Companies</b> (Weslaco, TX)
<b>Bush Supply Company</b> (Edinburg, TX)	<b>Central Plumbing &amp; Electric Supply</b> (Weslaco, TX )
<b>Continental Battery Company</b> (Dallas, TX)	<b>Dealers Electrical Supply, Co.</b> (Waco, TX)
<b>Fairway Supply, Inc.</b> (Irving, TX)	<b>Guthries Safe &amp; Lock</b> (McAllen, TX)

<b>Interstate Battery System of the Rio Grande Valley</b> (McAllen, TX)	<b>John W. Gasparini, Inc./ dba Mark's Plumbing Parts</b> (Fort Worth, TX)
<b>Johnstone Supply</b> (Pharr, TX)	<b>Lewis Electrical Motors and Pumps</b> (Harlingen, TX)
<b>Luna Glass, LLC</b> (McAllen, TX)	<b>Matt's Building Materials</b> (Pharr, TX)
<b>Mission Auto Electric, Inc./ dba MAE Power Equipment</b> (Mission, TX)	<b>Texas Air Products</b> (San Antonio, TX)
<b>Texas Wood Supply/ South Texas Moulding</b> (Donna, TX)	<b>The Pittsburgh Paints Company</b> (Cranberry Township, PA)
<b>The Sherwin-Williams Company</b> (McAllen, TX)	<b>Triple-S Steel Supply, LLC/ dba Alamo Iron Works</b> (San Antonio, TX)
<b>United Welding Supply, LLC</b> (Edinburg, TX)	<b>Winsupply</b> (McAllen, TX)

## Purchases

- 3) **Additional Online Tutoring Services:** purchase additional online tutoring services from **Upswing International, Inc.** (Durham, NC), a sole-source vendor, for the period beginning September 1, 2025 through August 31, 2026, at a total amount of \$182,500.00;
- 4) **Audio Visual Equipment and Supplies:** purchase audio visual equipment and 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 \$350,000.00;

### **APPENDIX A** **Vendors List**

<b>Vendor (City, State)</b>	<b>Purchasing Cooperative</b>	<b>Amount</b>
<b>Audio Visual Aids</b> (San Antonio, TX)	Texas Department of Information Resources (DIR), Texas Association of School Boards (TASB) – Buyboard, and The Interlocal Purchasing System (TIPS)	\$110,000.00
<b>B&amp;H Foto &amp; Electronics, Corp./ dba B&amp;H Photo Video</b> (New York, NY)	E&I Cooperative Services, Omnia Partners, and Texas Association of School Boards (TASB) – Buyboard	\$160,000.00

<b>Howard Technology Solutions</b> (Ellisville, MS)	Texas Department of Information Resources (DIR), The Interlocal Purchasing System (TIPS), Choice Partners, Omnia Partners, and Texas Association of School Boards (TASB) – Buyboard	\$80,000.00
Total Amount:		\$350,000.00

- 5) **Call Center Network Software And Voice Over IP Systems:** purchase call center network software and voice over IP (VoIP) systems from **Netsync Network Solutions, Inc.** (Houston, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning September 1, 2025 through August 31, 2026, at an estimated total amount of \$379,871.60;
- 6) **Chiller Maintenance Agreement and Repair Services:** purchase a chiller maintenance agreement and repair services with **Johnson Controls, Inc.** (Corpus Christi, TX), The Interlocal Purchasing System (TIPS) approved vendor, for the period beginning September 1, 2025 through August 31, 2026, at a total amount of \$147,200.00;
- 7) **Communication Services for Radios and Equipment:** purchase communication services for radios and equipment from **Cellco Partnership/ dba Verizon Wireless** (Basking Ridge, NJ), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning September 1, 2025 through August 31, 2026, at an estimated total amount of \$89,000.00;
- 8) **Computer Components, Peripherals, Software, and Supplies:** purchase computer components, peripherals, software, and 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 \$615,000.00;

#### **APPENDIX A**

##### **Vendors List**

<b>Vendor (City, State)</b>	<b>Purchasing Cooperative</b>	<b>Amount</b>
<b>B&amp;H Foto &amp; Electronics, Corp./ dba B&amp;H Photo Video</b> (New York, NY)	E&I Cooperative Services, The Interlocal Purchasing System (TIPS), Omnia Partners, and Texas Association of School Boards (TASB) – Buyboard	\$120,000.00

<b>CDW Government, LLC</b> (Vernon Hill, IL)	Texas Department of Information Resources (DIR), E&I Cooperative Services, Omnia Partners, Sourcewell, Purchasing Association of Cooperative Entities (PACE), and The Interlocal Purchasing System (TIPS)	\$150,000.00
<b>Dell Marketing, LP</b> (Dallas, TX)	Texas Department of Information Resources (DIR) and Omnia Partners	\$70,000.00
<b>Gateway Printing &amp; Office Supplies</b> (Edinburg, TX)	Texas Association of School Boards (TASB) – Buyboard	\$50,000.00
<b>Quill, LLC</b> (Lincolnshire, IL)	Omnia Partners	\$25,000.00
<b>Reyna Enterprise, Inc./ dba Computer Repair Center</b> (McAllen, TX)	Texas Department of Information Resources (DIR)	\$100,000.00
<b>SHI Government Solutions</b> (Somerset, NJ)	E&I Cooperative Services, Sourcewell, Purchasing Association of Cooperative Entities (PACE), Texas Department of Information Resources (DIR), OMNIA Partners, and The Interlocal Purchasing System (TIPS)	\$100,000.00
Total Amount:		\$615,000.00

- 9) **In-Store Materials and Supplies:** purchase in-store materials and 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 \$80,000.00;

**APPENDIX A**  
**Vendors List**

<b>Vendor (City, State)</b>	<b>Purchasing Cooperative</b>	<b>Amount</b>
<b>HEB LP</b> (San Antonio, TX)	Purchasing Association of Cooperative Entities (PACE)	\$60,000.00
<b>Sam's Club</b> (McAllen, TX)	Purchasing Association of Cooperative Entities (PACE)	\$20,000.00
Total Amount:		\$80,000.00

**10) Network Equipment, Licenses, and Accessories:** purchase network equipment, licenses, and accessories from **Netsync Network Solutions, Inc.** (Houston, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning September 1, 2025 through August 31, 2026, at an estimated total amount of \$110,000.00, which is based on prior year expenditures;

**11) Software and Educational Supplies (Grant Funded):** purchase software and educational supplies from **Technical Laboratory Systems, Inc.** (Tech-Labs) (Katy, TX), The Interlocal Purchasing System (TIPS), and Choice Partner approved vendor, for the period beginning September 1, 2025 through August 31, 2026, at an estimated total amount of \$100,000.00;

**Purchase  
Renewals**

**12) Applications Maintenance Agreement:** renew the applications maintenance agreement with **Ellucian, Inc. through Lamar Institute of Technology** (Beaumont, TX) acting by and through the State of Texas Department of Information Resources (DIR) for the Texas Connection Consortium (TCC), for the period beginning September 1, 2025, through August 31, 2027, at an estimated total amount of \$653,496.12;

**13) Database Licenses Maintenance Agreement:** renew the database licenses maintenance agreement with Oracle America, Inc. (Dallas, TX), a State of Texas Department of Information Services (DIR) approved vendor, for the period beginning September 1, 2025 through August 31, 2026, at a total amount of \$422,104.14;

**14) Data Hosting and Maintenance Agreement:** renew the data hosting and maintenance agreement with **TouchNet Information Systems, Inc.** (Atlanta, GA), a sole-source vendor, for the period beginning September 1, 2025, through August 31, 2026, at a total amount of \$307,917.00;

**15) Digital Signature Software Subscription Agreement:** renew the digital signature software subscription agreement with **Carahsoft Technology, Corp./DocuSign Government at Carahsoft** (Reston, VA), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning September 1, 2025 through August 31, 2026, at an estimated total amount of \$140,656.78;

- 16) Email Backup Online License Subscription:** renew the email backup online license subscription with **SHI Government Solutions** (Somerset, NJ), The Interlocal Purchasing System (TIPS) approved vendor for the period beginning September 6, 2025 through September 5, 2026, at a total amount of \$48,704.34;
- 17) Email Security Software License:** renew the email security software license with **SHI Government Solutions** (Somerset, NJ), The Interlocal Purchasing System (TIPS) approved vendor for the period beginning September 30, 2025 through September 29, 2026, at a total amount of \$107,733.84;
- 18) Internet Service (District-Wide) Agreement:** renew the internet service (district-wide) agreement with **Charter Communications Operating, LLC/ dba Spectrum Gulf Coast** (Austin, TX) through the State of Texas Department of Information Resources (DIR) for the period beginning September 1, 2025 through August 31, 2026, at an estimated monthly amount of \$15,000.00, and an estimated annual amount of \$180,000.00;
- 19) Network Hardware and Software Maintenance Agreement:** renew the network hardware and software maintenance agreement with **Netsync Network Solutions, Inc.** (Houston, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning September 1, 2025, through August 31, 2026, at a total amount of \$66,552.49;
- 20) Server Hardware and Software Maintenance Support Agreement:** renew the server hardware and software maintenance support agreement with **Dell Marketing, LP** (Dallas, TX) a Texas Department of Information Resources (DIR) approved vendor for the period beginning September 1, 2025 through August 31, 2026, at a total amount of \$57,502.72;
- 21) Student Engagement Messaging Platform:** renew the student engagement messaging platform with **Mongoose Research, Inc.** (Buffalo, NY), a sole-source vendor, for the period beginning September 1, 2025 through August 31, 2028, in the amount \$84,000.00;
- 22) Software and Hardware License and Maintenance Agreement:** renew the software and hardware license and maintenance agreement with **SHI Government Solutions** (Somerset, NJ), The Interlocal Purchasing System (TIPS) approved vendor for the period beginning September 1, 2025 through August 31, 2026, at a total amount of \$149,672.84;
- 23) Subscription Licenses Maintenance Agreement:** renew the subscription licenses maintenance agreement with Oracle America, Inc. (Dallas, TX), a State of Texas Department of Information Services (DIR) approved vendor, for the period beginning September 1, 2025 through August 31, 2028, at a total amount of \$361,818.33;
- 24) Systems Appliance Maintenance Agreement:** renew the systems appliance maintenance agreement with **Netsync Network Solutions, Inc.** (Houston, TX), a State of Texas



Department of Information Resources (DIR) approved vendor for the period beginning September 1, 2025 through August 31, 2026, at a total amount of \$27,726.36;

- 25) Video Content Management System:** renew the video content management system agreement with **Yuja, Inc.** (San Jose, CA), a sole-source vendor for the period beginning September 1, 2025 through October 08, 2028, at a total amount of \$162,655.71;

## Renewals

- 26) Geotechnical Engineering and Materials Testing Services:** renew the geotechnical engineering and materials testing services contracts with the vendors listed in Appendix A for the period beginning July 28, 2025 through July 27, 2026, at an estimated total amount of \$200,000.00;

### APPENDIX A

#### Vendors List

Vendor (City, State)	Vendor (City, State)
<b>B2Z Engineering, LLC</b> (Mission, TX)	<b>Intertek PSI</b> (Harlingen, TX)
<b>L&amp;G Consulting Engineers, Inc.</b> (Mercedes, TX)	<b>Millennium Engineers Group, Inc.</b> (Pharr, TX)
<b>Raba Kistner, Inc.</b> (McAllen, TX)	<b>Terracon Consultants, Inc.</b> (Pharr, TX)

- 27) Office Supplies:** renew the office supplies contracts with the vendors listed in Appendix A for the period beginning October 1, 2025 through September 30, 2026, at an estimated total amount of \$350,000.00;

### APPENDIX A

#### Vendors List

Primary Vendor	<b>Gateway Printing &amp; Office Supply, Inc.</b> (Edinburg, TX)
Secondary Vendors	<b>Copy Plus</b> (McAllen, TX)
	<b>Quill, LLC</b> (Lincolnshire, IL)
	<b>Ray's Business Products</b> (Pharr, TX)

- 28) Welding Gases, Metals, and Supplies:** renew the welding gases, metals, and supplies contracts with the vendors listed in Appendix A for the period beginning October 1, 2025 through September 30, 2026, at an estimated total amount of \$300,000.00;

**APPENDIX A**  
**Vendors List**

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

**Interlocal  
Agreements**

- 29) Facility Rental Agreement:** purchase a facility rental agreement with the **City of McAllen** (McAllen, TX) through an interlocal agreement in the amount of \$26,957.00 for September 10 – 12, 2025;
- 30) Professional Development Services:** renew the professional development services with **Austin Community College / DigiTex** (Austin, TX) through an interlocal agreement for the period beginning September 1, 2025 through August 31, 2026, at a total amount of \$20,000.00;
- 31) Professional Development Services:** renew the professional development services with **Region One Education Service Center** (Edinburg, TX) through an interlocal agreement for the period beginning September 1, 2025 through August 31, 2026, at a total amount of \$18,250.00.

**Consent Agenda:**

**b. Approval on Proposed Employee Compensation Plan for FY 2025 – 2026**

**Purpose**

Administration requests the Committee recommend Board approval of the Proposed Employee Compensation Plan for FY 2025 – 2026 for all salary structure employee groups, which includes the proposed salary placement for new faculty, proposed pay grade ranges, and other compensation information.

**Justification**

The Proposed Employee Compensation Plan for FY 2025 - 2026 incorporates TASB's annual maintenance revisions, focusing on complying with State and Federal compensation regulations, ensuring compensation consistency, enhancing the ability to attract and retain qualified faculty and staff, and providing a clear and concise reference for compensation decisions.

On July 13, 2022, the Board of Trustees approved the Texas Association of School Boards (TASB) Compensation Study and approved a new compensation structure for FY 2022 – 2023. The College continued to utilize the TASB HR services to complete a compensation maintenance review for FY 2023 – 2024 and FY 2024 – 2025.

The following summary outlines the methodology employed by the Texas Association of School Boards (TASB) and the College Administration in determining the recommended FY 2025 - 2026 compensation maintenance adjustments for South Texas College.

- **Market Comparison and Benchmarking** - Market peer comparisons for base pay were conducted for all South Texas College faculty degree levels and non-faculty (staff) classifications (i.e., administrative, professional, etc.). In addition, non-faculty roles were benchmarked against industry standards, competitors, and reputable sources to ensure that institutional pay grades remain competitive. As part of this benchmarking process, the following employee groups were aligned to the market for the Proposed Employee Compensation Plan for FY 2025 – 2026:
  - ⇒ Faculty
  - ⇒ Adjuncts
  - ⇒ Librarians
  - ⇒ Counselors
  - ⇒ Bus Drivers
  - ⇒ Police Officers
  - ⇒ Senior Managers
  - ⇒ Part-time Pay (staff)
- **Salary Structure Review** - Analysis was performed on the college's structured pay grade system to categorize roles and responsibilities and ensure consistent pay parity across similar job

functions. This process also included reviewing salaries within the college to ensure fairness among employees in similar roles, considering factors like experience, education, and institutional retention.

- **General Pay Increase (GPI)** - On July 22, 2025, the South Texas College Board of Trustees approved a 3% GPI for FY 2025 – 2026, subject to the availability of funding and Board approval of the final budget. The recommended GPI for FY 2025-2026 will play a crucial role in the college's compensation strategy and have significant implications for both employees and the overall success of the College.
- **Weighted Average for Experience (Staff)** - This year's compensation maintenance review incorporated a weighted average experience into the college's compensation plan for all staff pay groups: Executive Administrative Professional (EAP), Technology (TECH), Administrative Technical Support (ATS), and Operation Support (OS) to continue to serve as a strategic approach to employee remuneration that reflects both the quantity and quality of experience. This focus will allow the College to maintain parity within its compensation structure while remaining considerate of the varying importance of different roles and the depth of experience employees bring to the College.

The methodology for South Texas College's FY 2025 - 2026 compensation maintenance and respective salary increases is designed to promote parity, retention, and motivation among college employees. Administration continuously reviews this methodology to ensure it remains relevant and effective in achieving the college's goals.

**Enclosed Documents**

Appendix A – Proposed Employee Compensation Plan for FY 2025 – 2026, included under separate cover.

**Funding**

The Proposed Employee Compensation Plan for FY 2025 – 2026 is subject to the availability of funding and Board approval of the final budget. Additional modifications 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 recommended Board approval of the proposed Employee Compensation Plan for FY 2025 - 2026 as presented.

**Consent Agenda:**

**c. on Proposed Employee Staffing Plan for FY 2025 – 2026**

<b>Purpose</b>	Administration requests the Committee recommend Board approval of the Proposed Employee Staffing Plan for FY 2025 – 2026 for all employee groups, which includes all positions, titles, classifications, salaries, and salary pools under each Division and Organization of the College.
<b>Justification</b>	<p>As stated in the administrative regulations, the employee staffing plan is created as the official document to reflect the college's comprehensive proposed staffing and salaries by position for FY 2025 – 2026, which includes all position titles, classifications, employees, and salaries for the fiscal year under each division.</p> <p>The Employee Staffing Plan is not a contract between the College and any person listed on it, and neither the Employee Staffing Plan nor any action taken by the Board of Trustees concerning it should be considered creating contract rights, expectations of continued employment, or a property interest for any person listed in the Employee Staffing Plan.</p> <p>The Texas Association of School Boards (TASB) recommendations were incorporated based on an annual maintenance review, and the Employee Staffing Plan was prepared to reflect the College's approved compensation structure for FY 2025 – 2026.</p> <p>At the July 22, 2025 Board Meeting, the Board of Trustees approved the faculty and non-faculty salary increases based on a 3% General Pay Increase (GPI) and other adjustments. The Board of Trustees also approved the Staffing Plan new positions, reclassifications, and other adjustments, which are included within the Employee Staffing Plan prepared and presented for FY 2025 – 2026.</p>
<b>Enclosed Documents</b>	Appendix A - Proposed Employee Staffing Plan for FY 2025 – 2026 is included under separate cover.
<b>Funding</b>	The budget to fund each position is reflected in the appropriate department and listed on the Proposed Employee Staffing Plan and is subject to Board approval of the FY 2025 – 2026 Budget.
<b>Staff Resource</b>	Mary Del Paz, Vice President for Finance and Administrative Services Myriam Lopez, Associate Vice President for Finance and Management Alicia Correa, Director of Human Resources – Benefits and Compensation

**Recommendation** The Committee recommended Board approval on the Proposed Employee Staffing Plan for FY 2025 – 2026 as presented.

## **Review and Discussion of South Texas College Proposed 2025 Tax Rate**

**Purpose** Mary Del Paz, Vice President for Finance and Administrative Services, will provide a presentation on the proposed 2025 tax rate for South Texas College to the public and Board of Trustees.

**Justification** South Texas College complies with sections of Chapter 26 of the Property Tax Code that requires taxing units such as the College to comply with truth-in-taxation laws in adopting the tax rate. The laws have two purposes: to make taxpayers aware of tax rate proposals and to allow taxpayers, in certain cases, to roll back or limit a tax increase. The truth-in-taxation requires a taxing unit to calculate two (2) tax rates, no-new-revenue tax rate and the voter-approval tax rate, after receiving its certified appraisal roll from the chief appraiser.

The Property Tax Code 26.04(e) requires the taxing units to publish a Notice of Tax Rate and sets out the requirement for the format and content of the notice. The notice shall be posted prominently on the home page of the taxing unit's website in the form prescribed by the Texas State Comptroller's Office that includes the statutory requirements. In addition, the Property Tax Code 26.06(c) requires the taxing unit to publish a Notice of Public Hearing in newspaper, website, and on TV, if applicable, if the taxing unit proposes a tax rate that:

- Exceeds the no-new-revenue tax rate and the voter-approval tax rate;
- Exceeds the no-new-revenue tax but does not exceed the voter-approval tax rate; or
- Does not exceed the no-new-revenue tax rate but exceeds the voter-approval tax rate.

Comparing a proposed tax rate to these two (2) rates determines which truth-in-taxation steps apply. A taxing unit must publish special notices and hold a public hearing before adopting a tax rate that exceeds the no-new-revenue rate and/or the voter-approval rate. The College is proposing to adopt a tax rate that exceeds the no-new-revenue tax rate but does not exceed the voter-approval tax rate and therefore, is required to hold a public hearing.

On August 12, 2025, the proposed tax rates of \$0.1400 for Maintenance and Operations and \$0.0173 for Interest and Sinking rate were presented to the Finance, Audit, and Human Resources. The tax rate for Interest and Sinking was as follows:

- Original Option (1) – Interest and Sinking tax rate of \$0.0173.

On August 13, 2025, the Vice President for Finance and Administrative Services and Business Office staff met with Estrada

Hinojosa, Financial Advisor and discussed a new second option for the Interest and Sinking rate, as presented below for the Levy 2025 tax rate.

- New Option (2) – Increase the Interest and Sinking rate from \$0.0173 to \$0.0220 to raise additional funds in FY2026 to fund a bond defeasance and redemption to pay off debt and decrease the debt requirement. The funds used to pay for the defeasance amount is projected to be from Interest and Sinking excess levy of \$2,776,783 and \$2,223,217 from the Interest and Sinking Fund Balance, as determined and presented by Estrada Hinojosa, Financial Advisor.

The proposed Levy 2025 maintenance and operations (M&O) tax rate is \$0.1400, which is the maximum rate approved by the voters on November 5, 2013.

South Texas College is required to hold a public hearing and publish special notices before adopting the proposed tax rate since both options the tax rate does exceed the no-new-revenue tax rate but does not exceed the voter-approval tax rate.

The Board will be asked later in this meeting to schedule, by record, a Public Hearing on the proposed tax rate on Tuesday, September 23, 2025 at 5:15 PM.

**Enclosed Documents**

Appendix A – Truth-in-Taxation Calculations  
Appendix B – The Notice of 2025 Tax Rates  
Appendix C – Presentation on Proposed 2025 Property Tax Rate

**Funding**

No funding required.

**Staff Resource**

Mary Del Paz, Vice President for Finance and Administrative Services  
Myriam Lopez, Associate Vice President – Finance and Management  
Dr. Miguel De Los Santos, Estrada Hinojosa

**Recommendation**

No action is required from the Board.



### **Appendix A**

The compiled data for both counties and the Truth-in-Taxation calculation used to determine the tax rates is reflected below:

	Current Tax Rate	No-New-Revenue Tax Rate	Original Option 1			New Option 2 - Defeasance		
			Voter-Approval Tax Rate Option 1	Proposed Tax Rate Option 1 - \$0.1577	Difference Current Rate Less Option 1	Voter-Approval Tax Rate Option 2	Proposed Tax Rate Option 2 - \$0.1624	Difference Current Rate Less Option 2
M&O Rate	\$ 0.1393		\$ 0.1404	\$ 0.1400	\$ 0.0007	\$ 0.1404	\$ 0.1400	\$ 0.0007
Debt Rate	\$ 0.0227		\$ 0.0173	\$ 0.0173	\$ (0.0054)	\$ 0.0220	\$ 0.0220	\$ (0.0007)
Total Tax Rate	\$ 0.1620	\$ 0.1510	\$ 0.1577	\$ 0.1573	\$ (0.0047)	\$ 0.1624	\$ 0.1620	\$ -
Revenue	\$98,979,871	\$101,379,378	\$105,511,107	\$105,264,436	\$6,284,565	\$108,409,483	\$108,162,813	\$9,182,942

Difference in Taxpayer's Taxes Due based on Average Homestead Taxable Value of \$203,623

\$2,898,377

Taxpayer's

Total Taxes \$ 329.87

\$ 320.30 \$ (9.57)

\$ 329.87 \$ -

### **Appendix B**

Notice About 2025 Tax Rates

### **Appendix C**

Presentation on Proposed 2025 Property Tax Rate

# NOTICE OF PUBLIC HEARING ON TAX INCREASE

A tax rate of \$0.1573 per \$100 valuation has been proposed by the governing body of South Texas College.

PROPOSED TAX RATE	\$0.1573 per \$100
NO-NEW-REVENUE TAX RATE	\$0.1510 per \$100
VOTER-APPROVAL TAX RATE	\$0.1577 per \$100

The no-new-revenue tax rate is the tax rate for the 2025 tax year that will raise the same amount of property tax revenue for South Texas College from the same properties in both the 2024 tax year and the 2025 tax year.

The voter-approval rate is the highest tax rate that South Texas College may adopt without holding an election to seek voter approval of the rate.

The proposed tax rate is greater than the no-new-revenue tax rate. This means that South Texas College is proposing to increase property taxes for the 2025 tax year.

A PUBLIC HEARING ON THE PROPOSED TAX RATE WILL BE HELD ON September 23, 2025 AT 5:15 pm AT South Texas College Board Room Annex Bldg 2nd Floor 3201 W. Pecan, McAllen, Texas.

The proposed tax rate is not greater than the voter-approval tax rate. As a result, South Texas College is not required to hold an election at which voters may accept or reject the proposed tax rate. However, you may express your support for or opposition to the proposed tax rate by contacting the members of the South Texas College of South Texas College at their offices or by attending the public hearing mentioned above.

**YOUR TAXES OWED UNDER ANY OF THE RATES MENTIONED ABOVE CAN BE CALCULATED AS FOLLOWS:**

$$\text{Property tax amount} = (\text{tax rate}) \times (\text{taxable value of your property}) / 100$$

**FOR the proposal:**

**AGAINST the proposal:**

**PRESENT** and not  
voting:

**ABSENT:**

Visit [Texas.gov/PropertyTaxes](https://www.texas.gov/PropertyTaxes) to find a link to your local property tax database on which you can easily access information regarding your property taxes, including information about proposed tax rates and scheduled public hearings of each entity that taxes your property.

The 86th Texas Legislature modified the manner in which the voter-approval tax rate is calculated to limit the rate of growth of property taxes in the state.

The following table compares the taxes imposed on the average residence homestead by South Texas College last year to the taxes proposed to be imposed on the average residence homestead by South Texas College this year.

	2024	2025	Change
Total tax rate (per \$100 of value)	\$0.1620	\$0.1573	decrease of -0.0047 per \$100, or -2.90%
Average homestead taxable value	\$180,739	\$203,623	increase of 12.66%
Tax on average homestead	\$292.80	\$320.30	increase of 27.50, or 9.39%
Total tax levy on all properties	\$90,351,948	\$97,003,118	increase of 6,651,170, or 7.36%

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For assistance with tax calculations, please contact the tax assessor for South Texas College at 956-872-3558 or [marye@southtexascollege.edu](mailto:marye@southtexascollege.edu), or visit [www.southtexascollege.edu](http://www.southtexascollege.edu) for more information.

# NOTICE OF PUBLIC HEARING ON TAX INCREASE

A tax rate of \$0.1600 per \$100 valuation has been proposed by the governing body of South Texas College.

PROPOSED TAX RATE	\$0.1620 per \$100
NO-NEW-REVENUE TAX RATE	\$0.1510 per \$100
VOTER-APPROVAL TAX RATE	\$0.1624 per \$100

The no-new-revenue tax rate is the tax rate for the 2025 tax year that will raise the same amount of property tax revenue for South Texas College from the same properties in both the 2024 tax year and the 2025 tax year.

The voter-approval rate is the highest tax rate that South Texas College may adopt without holding an election to seek voter approval of the rate.

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The proposed tax rate is not greater than the voter-approval tax rate. As a result, South Texas College is not required to hold an election at which voters may accept or reject the proposed tax rate. However, you may express your support for or opposition to the proposed tax rate by contacting the members of the South Texas College of South Texas College at their offices or by attending the public hearing mentioned above.

**YOUR TAXES OWED UNDER ANY OF THE RATES MENTIONED ABOVE CAN BE CALCULATED AS FOLLOWS:**

$$\text{Property tax amount} = (\text{tax rate}) \times (\text{taxable value of your property}) / 100$$

**FOR the proposal:**

**AGAINST the proposal:**

**PRESENT** and not  
voting:

**ABSENT:**

Visit [Texas.gov/PropertyTaxes](https://www.texas.gov/PropertyTaxes) to find a link to your local property tax database on which you can easily access information regarding your property taxes, including information about proposed tax rates and scheduled public hearings of each entity that taxes your property.

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The following table compares the taxes imposed on the average residence homestead by South Texas College last year to the taxes proposed to be imposed on the average residence homestead by South Texas College this year.

	2024	2025	Change
Total tax rate (per \$100 of value)	\$0.1620	\$0.1620	increase of 0.0000 per \$100, or 0.00%
Average homestead taxable value	\$180,739	\$203,623	increase of 12.66%
Tax on average homestead	\$292.80	\$329.87	increase of 37.07, or 12.66%
Total tax levy on all properties	\$90,351,948	\$99,901,495	increase of 9,549,547, or 10.57%

---

For assistance with tax calculations, please contact the tax assessor for South Texas College at 956-872-3558 or [marye@southtexascollege.edu](mailto:marye@southtexascollege.edu), or visit [www.southtexascollege.edu](http://www.southtexascollege.edu) for more information.




# Proposed 2025 Property Tax Rates

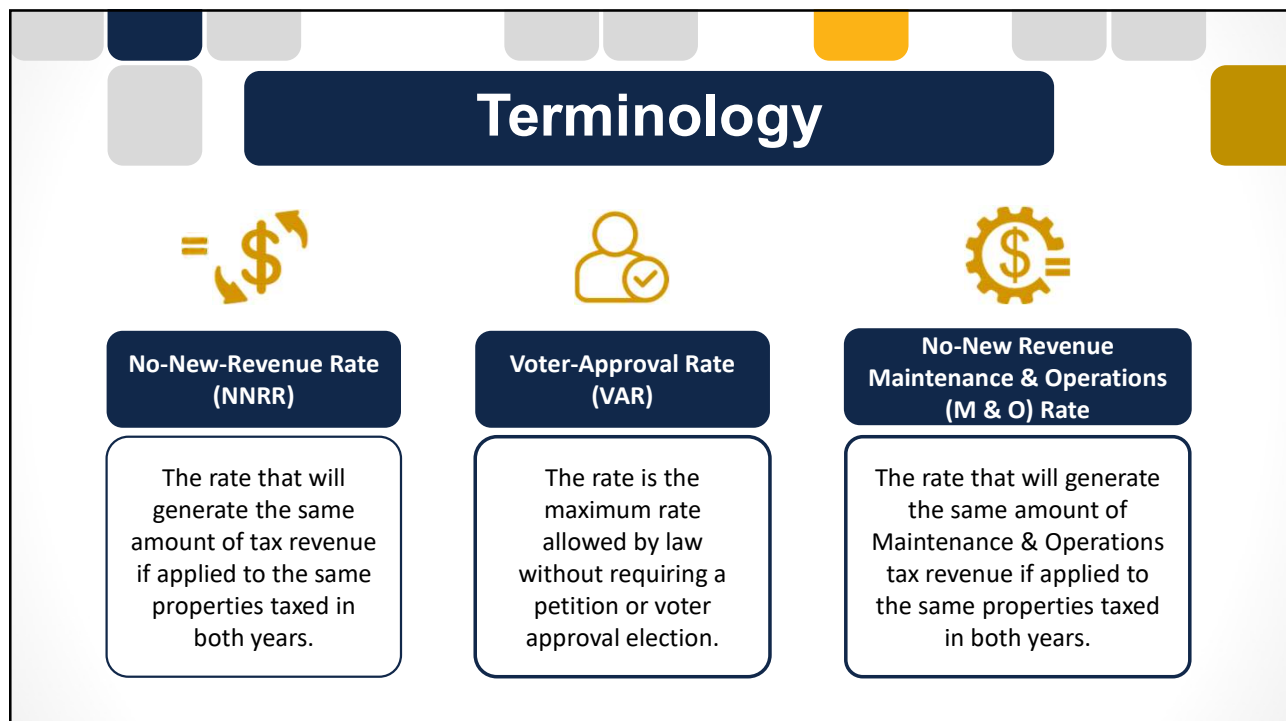
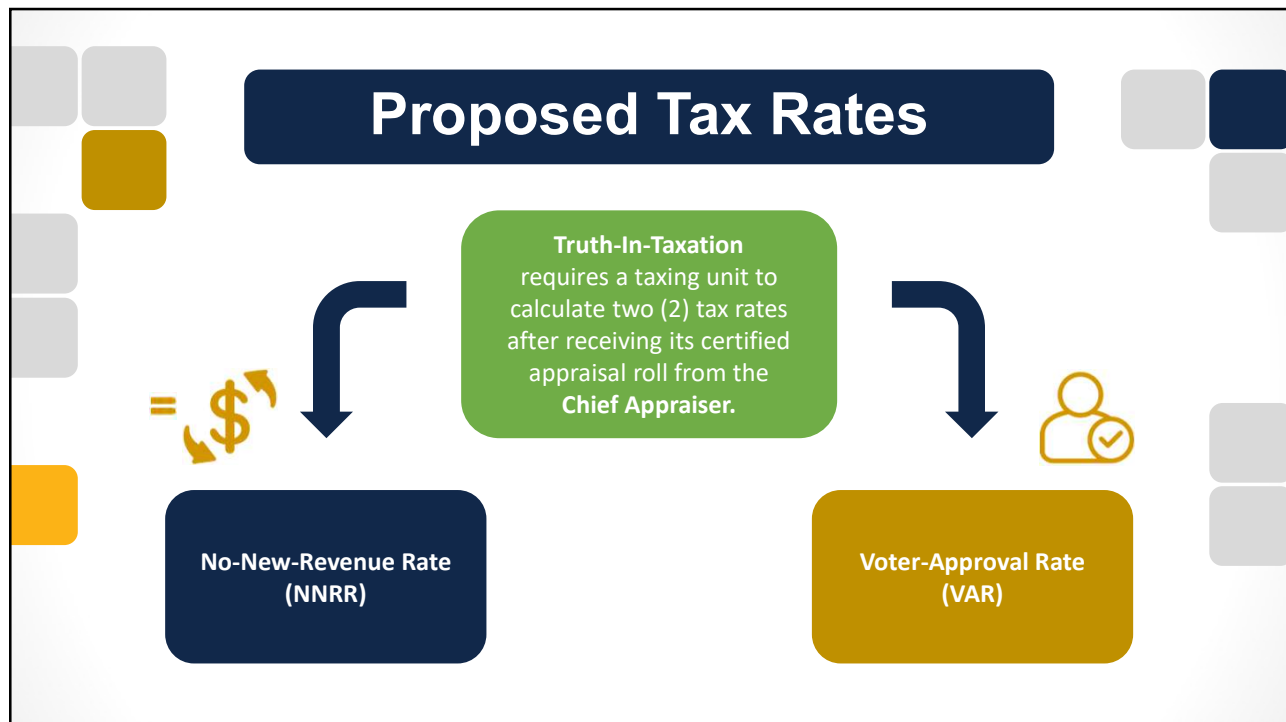
MARIA G. DEL PAZ, MBA, CPA, CFE, CGMA  
VICE PRESIDENT FOR FINANCE AND  
ADMINISTRATIVE SERVICES

August 26, 2025

## Proposed Tax Rates

- ▶ Chapter 26 of the Property Tax Code requires taxing units to comply with truth-in-taxation laws in adoption the tax rate.
- ▶ Truth in taxation is designed to inform the public of increases in total tax revenues assessed by taxing units.





## Special Notices & Public Hearing Requirements



A taxing unit must publish special notices and hold a public hearing before adopting a tax rate if the taxing unit proposes a tax rate that:

- ▶ Exceeds the no-new revenue tax rate and the voter-approval tax rate;
- ▶ Exceeds the no-new revenue tax rate but does not exceed the voter-approval tax rate; or
- ▶ Does not exceed the no-new revenue tax rate but exceeds the voter-approval tax rate

## Tax Rates Calculations – Option 1

	Current Tax Rate	No-New-Revenue Tax Rate	Original Option 1		
			Voter-Approval Tax Rate Option 1	Proposed Tax Rate Option 1	Difference Current Rate Less Option 1
M&O Rate	\$ 0.1393		\$ 0.1404	\$ 0.1400	\$ 0.0007
Debt Rate	\$ 0.0227		\$ 0.0173	\$ 0.0173	\$ (0.0054)
Total Tax Rate	\$ 0.1620	\$ 0.1510	\$ 0.1577	\$ 0.1573	\$ (0.0047)
Revenue	\$ 98,979,871	\$ 101,379,378	\$ 105,511,107	\$ 105,264,436	\$ 6,284,565
Difference in Taxpayer's Taxes Due based on Average Homestead Taxable Value of \$203,623					
Taxpayer's Total Taxes	\$ 329.87			\$ 320.30	\$ (9.57)



## Tax Rates Calculations – Option 2

	Current Tax Rate	No-New-Revenue Tax Rate	Original Option 2		
			Voter-Approval Tax Rate Option 2	Proposed Tax Rate Option 2	Difference Current Rate Less Option 2
M&O Rate	\$ 0.1393		\$ 0.1404	\$ 0.1400	\$ 0.0007
Debt Rate	\$ 0.0227		\$ 0.0220	\$ 0.0220	\$ (0.0007)
Total Tax Rate	\$ 0.1620	\$ 0.1510	\$ 0.1624	\$ 0.1620	\$ -
Revenue	\$ 98,979,871	\$ 101,379,378	\$ 108,409,483	\$ 108,162,813	\$ 9,182,942
Difference in Taxpayer's Taxes Due based on Average Homestead Taxable Value of \$203,623					
Taxpayer's Total Taxes	\$ 329.87			\$ 329.87	\$ -

## Required Steps

**July 25, 2025** – Deadline for chief appraiser to certify rolls to taxing units

Certification of anticipated collection rate by collector

Calculation of no-new-revenue and voter-approval tax rates

**August 26, 2025** – Meeting of governing body to discuss tax rate

**August 26, 2025** – The recommended proposed tax rate does exceed the lower of the no-new-revenue but does not exceed the voter-approval tax rate, take record vote and schedule one public hearing

**August 27, 2025** – Notice About 2025 Tax Rates published on South Texas College website

## Required Steps

**September 10, 2025** – Publish Notice of Public Hearing on Tax Increase

**September 17, 2025** – Schedule and announce meeting to adopt tax rate

**September 23, 2025** – Public Hearing

**September 23, 2025** – Meeting to adopt tax rate

# Thank You!



# Questions?



**SOUTH TEXAS  
COLLEGE**

**Review and Action as Necessary to Recommend Record Vote and  
Schedule A Public Hearing Regarding Adoption of the Proposed Tax  
Rate that Exceeds the No-New-Revenue Tax Rate and/or the Voter-  
Approval Tax Rate**

**Purpose** Administration requests Board approval by record vote and to schedule a public hearing regarding the adoption of the proposed tax rate that exceeds the no-new-revenue tax rate and/or the voter-approval tax rate.

**Justification** To ensure that the College complies with Section 26.06 item (c) of the Property Tax Code, which states:

“A taxing unit is required to hold a public hearing and publish newspaper ads before adopting a tax rate if that tax rate exceeds the no-new-revenue tax rate and/or the voter-approval tax rate.”

On August 12, 2025, the proposed tax rates of \$0.1400 for Maintenance and Operations and \$0.0173 for Interest and Sinking rate were presented to the Finance, Audit, and Human Resources. The tax rate for Interest and Sinking was as follows:

- Original Option (1) – Interest and Sinking tax rate of \$0.0173.

On August 13, 2025, the Vice President for Finance and Administrative Services and Business Office staff met with Estrada Hinojosa, Financial Advisor and discussed a new second option for the Interest and Sinking rate, as presented below for the Levy 2025 tax rate.

- New Option (2) – Increase the Interest and Sinking rate from \$0.0173 to \$0.0220 to raise additional funds in FY2026 to fund a bond defeasance and redemption to pay off debt and decrease the debt requirement. The funds used to pay for the defeasance amount is projected to be from Interest and Sinking excess levy of \$2,776,783 and \$2,223,217 from the Interest and Sinking Fund Balance, as determined and presented by Estrada Hinojosa, Financial Advisor.

For both options, the proposed tax rate exceeds the no-new-revenue tax rate but does not exceed the voter-approval tax rate, and, therefore, the Board must take a record vote and schedule a public hearing.

**Enclosed Documents** Appendix A – Truth-in-Taxation Calculations  
Appendix B – The Notice of Public Hearing  
Appendix C – Roll Call Vote of Members of the Board

**Funding** No funding.

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

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

The Board of Trustees of South Texas College approves and authorizes by record vote to schedule a public hearing on September 23, 2025, at 5:15 PM before adopting the proposed tax rate of \$0.1573 or \$0.1620, which exceeds the no-new-revenue rate and/or the voter-approval tax rate.

**Approval Recommended:**

**Dr. Ricardo J. Solis**  
President

### Appendix A

The compiled data for both counties and the Truth-in-Taxation calculation used to determine the tax rates are reflected below:

	Current Tax Rate	No-New-Revenue Tax Rate	Original Option 1			New Option 2 - Defeasance		
			Voter-Approval Tax Rate Option 1	Proposed Tax Rate Option 1 - \$0.1577	Difference Current Rate Less Option 1	Voter-Approval Tax Rate Option 2	Proposed Tax Rate Option 2 - \$0.1624	Difference Current Rate Less Option 2
M&O Rate	\$ 0.1393		\$ 0.1404	\$ 0.1400	\$ 0.0007	\$ 0.1404	\$ 0.1400	\$ 0.0007
Debt Rate	\$ 0.0227		\$ 0.0173	\$ 0.0173	\$ (0.0054)	\$ 0.0220	\$ 0.0220	\$ (0.0007)
Total Tax Rate	\$ 0.1620	\$ 0.1510	\$ 0.1577	\$ 0.1573	\$ (0.0047)	\$ 0.1624	\$ 0.1620	\$ -
Revenue	\$98,979,871	\$101,379,378	\$105,511,107	\$105,264,436	\$6,284,565	\$108,409,483	\$108,162,813	\$9,182,942

Difference in Taxpayer's Taxes Due based on Average Homestead Taxable Value of \$203,623

Taxpayer's								
Total Taxes	\$ 329.87		\$ 320.30	\$ (9.57)		\$ 329.87	\$ -	

The average homestead cost of \$203,623 would be \$320.30 for Option 1 and \$329.87 for Option 2.

### Appendix B

Notice of Public Hearing on Tax Increase

### Appendix C

Roll Call Vote of Members of the Board

# NOTICE OF PUBLIC HEARING ON TAX INCREASE

A tax rate of \$0.1573 per \$100 valuation has been proposed by the governing body of South Texas College.

PROPOSED TAX RATE	\$0.1573 per \$100
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The voter-approval rate is the highest tax rate that South Texas College may adopt without holding an election to seek voter approval of the rate.

The proposed tax rate is greater than the no-new-revenue tax rate. This means that South Texas College is proposing to increase property taxes for the 2025 tax year.

A PUBLIC HEARING ON THE PROPOSED TAX RATE WILL BE HELD ON September 23, 2025 AT 5:15 pm AT South Texas College Board Room Annex Bldg 2nd Floor 3201 W. Pecan, McAllen, Texas.

The proposed tax rate is not greater than the voter-approval tax rate. As a result, South Texas College is not required to hold an election at which voters may accept or reject the proposed tax rate. However, you may express your support for or opposition to the proposed tax rate by contacting the members of the South Texas College of South Texas College at their offices or by attending the public hearing mentioned above.

**YOUR TAXES OWED UNDER ANY OF THE RATES MENTIONED ABOVE CAN BE CALCULATED AS FOLLOWS:**

$$\text{Property tax amount} = (\text{tax rate}) \times (\text{taxable value of your property}) / 100$$

**FOR the proposal:**

**AGAINST the proposal:**

**PRESENT** and not  
voting:

**ABSENT:**

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# NOTICE OF PUBLIC HEARING ON TAX INCREASE

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VOTER-APPROVAL TAX RATE	\$0.1624 per \$100

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$$\text{Property tax amount} = (\text{tax rate}) \times (\text{taxable value of your property}) / 100$$

**FOR the proposal:**

**AGAINST the proposal:**

**PRESENT** and not  
voting:

**ABSENT:**



Visit [Texas.gov/PropertyTaxes](https://texas.gov/PropertyTaxes) to find a link to your local property tax database on which you can easily access information regarding your property taxes, including information about proposed tax rates and scheduled public hearings of each entity that taxes your property.

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Total tax levy on all properties	\$90,351,948	\$99,901,495	increase of 9,549,547, or 10.57%

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### **Roll Call Vote of Members of the Board**

Take Record Vote to Schedule A Public Hearing for Proposed Tax Rate that Exceeds the No-New-Revenue Tax Rate and it is less than or equal to the Voter-Approval Tax Rate

### **Public Hearing – September 23, 2025 at 5:15 p.m.**

August 26, 2025

Alejo Salinas, Jr.:	Yea_____	Nay_____	Absent_____
Paul R. Rodriguez:	Yea_____	Nay_____	Absent_____
Danny Guzman:	Yea_____	Nay_____	Absent_____
Rose Benavidez:	Yea_____	Nay_____	Absent_____
Victoria Cantú:	Yea_____	Nay_____	Absent_____
Dalinda Gonzalez-Alcantar:	Yea_____	Nay_____	Absent_____
David De Los Rios:	Yea_____	Nay_____	Absent_____

## Discussion and Action as Necessary on Proposal for Vending Services - Beverages

<b>Purpose</b>	To award the proposal for vending services for beverages at all South Texas College Campuses and Centers, and discuss the approval to authorize staff to request a best and final offer from the recommended vendor.
<b>Justification</b>	To ensure that beverages are readily available to faculty, staff, students, and visitors beyond the standard operating hours of campus cafeterias. By offering accessible beverage options throughout the day, the College aims to enhance campus convenience, support wellness, and improve the overall experience for the campus community.
<b>Enclosed Documents</b>	Appendix A – Project Timeline and Information Appendix B – Commission Rate and Projected Commissions Appendix C – Tabulation, Evaluation Summary, and Best and Final Offer Letter
<b>Staff Resource</b>	Mary Del Paz, Vice President - Finance and Administrative Services George McCaleb, Executive Director of Operations and Maintenance
<b>Additional Information</b>	On August 12, 2025, the Finance Committee authorized Administration to request a Best and Final Offer from PepsiCo Beverage Sales, LLC. The final offer was received on August 18, 2025, and is detailed in Appendix B.
<b>Recommendation</b>	<p><b><i>It is recommended that the Board of Trustees of South Texas College approve and authorize the following Minute Order proposed for consideration:</i></b></p> <p>The Board of Trustees of South Texas College approves and authorizes to award the proposal for vending services for beverages at South Texas College campuses and centers to <b>PepsiCo Beverages Sales, LLC</b> (Hidalgo, TX) for a five (5) year period beginning October 1, 2025 through September 30, 2030, as presented.</p>

### **APPENDIX A**

#### **Project Timeline and Information**

Advertised RFP	July 9, 2025 and July 16, 2025
RFP Responses Due	July 31, 2025
RFP Issued To	Four (4) vendors
Responses Received From	Three (3) vendors, of which two (2) vendors proposals were incomplete, therefore not considered.

Responses Reviewed By	Facilities Operations and Maintenance, and Purchasing Department
Highest-Ranked Vendor	PepsiCo Beverages Sales, LLC

### **APPENDIX B**

#### **Commission Rate and Projected Commissions**

	<b>Current Term</b>	<b>Original Proposed July 31, 2025</b>	<b>Best and Final Offer August 18, 2025</b>
Vendor Commission Rate	5-Year: 43% - 20 oz. Carbonated Soft Drinks & Water 30% Teas, Juices, Energy Drinks, Enhanced Water, Gatorade, and Coffee	5-Year Commission Rate: 32%	5-Year Commission Rate: 32%
Vendor Projected Commission	5-Year Projected Commission: \$611,000.00  Annual Projected Commission: \$122,200.00	5-Year Projected Commission: \$408,100.00  Annual Projected Commission: \$81,620.00	5-Year Projected Commission: \$408,100.00  Annual Projected Commission: \$81,620.00
Annual Scholarship (Discretionary)	\$35,000 per year	\$0	\$8,500 per year
Scholarship Fund (Students)	\$15,000 per year	\$0	\$4,000 per year
Product Donation	\$2,000 per year	\$0	\$1,000 per year

**SOUTH TEXAS COLLEGE  
VENDING SERVICES - BEVERAGES PROPOSAL SUMMARY  
PROJECT NO. 25-26-1007**

	<b>Current Contract</b>			
<b>VENDOR</b>	PepsiCo	Coca-Cola Southwest Beverages	PepsiCo Beverage Sales, LLC.	STX Snacktime Vending Company, LLC.
<b>ADDRESS</b>	1601 N International Blvd Ste 400	5420 LBJ Fwy	1601 N International Blvd Ste 400	2801 Midvalley Dr
<b>CITY/STATE/ZIP</b>	Hidalgo, TX 78557	Dallas, TX 75240	Hidalgo, TX 78557	Weslaco, TX 78599
<b>PHONE</b>	956-994-6112	346-242-2880	956-994-6112	956-593-8988
<b>FAX</b>			956-994-0868	
<b>CONTACT</b>	Christopher Martinez	Lorenzo Cardona	Christopher Martinez	Edgar Vargas
<b>Number of Years in Business</b>	9	9	120	13
<b>Type of Operation</b>	Corporation	LLC	Corporation	LLC
<b>Number of Employees Company Wide</b>	85,000	8,000+	85,000	20
<b>Historical Data</b>	8,000 cases are sold annually	6,600 cases are sold annually	6,600 cases are sold annually	6,600 cases are sold annually
<b>Product Donation</b>	Product Donation \$2,000 per year	None	None	None
<b>Scholarship Support</b>	\$15,000 per year	None	None	\$4,000 per year
<b>Product Pricing</b>	Water, 20 oz. Soft Drinks, 12 oz. Mountain Dew Kickstart, Sparkling Waters - \$1.75 Gatorade, Juices, Teas, and 16 oz. Mountain Dew Kickstart - \$2.00 Life Water - \$2.25 Coffee and Energy Drinks - \$3.00 ***** 3 Yr Contract - Price increase of \$.25 in Year 3 5 Yr Contract - Price increase of \$.25 in Year 3 7 Yr Contract - Price increase of \$.25 in Years 3 and 6 10 Yr Contract - Price increase of \$.25 in Years 3, 6, and 9	Can Soft Drinks, Dasani Water, and Powerade - \$2.75 Smart Water - \$3.25 Monster and Flash Drinks - \$3.75 Vitamin Water, Juice, and Peak Tea - \$3.00 Body Armor Drink - \$3.25 Core Power Drink - \$4.50 Dunkin Donuts - \$3.50 Peach Tea and Topo Chico - \$2.50 ***** 3 Yr Contract - Price increase of \$.25 in Year 3	Water, 20 oz. carbonated soft drinks - \$2.50, Gatorade, Juices, and Tea, - \$2.75, Life Water - \$3.00, Celsius and Rockstar - \$3.50, Starbucks drinks - \$4.50 ***** 3 Yr Contract - Price increase of \$.25 in Year 2 5 Yr Contract - Price increase of \$.25 in Years 2 and 4 7 Yr Contract - Price increase of \$.25 in Years 2, 4, and 6 10 Yr Contract - Price increase of \$.25 in Years 2, 4, 6, and 10	
<b>Discretionary Funding</b>	3-Year: \$30,000 per year 5-Year: \$35,000 per year 7-Year: \$35,000 per year 10-Year: \$35,000 per year	None	None	None
<b>Vendor Commission Rates</b>	43% - 20 oz. Carbonated Soft Drinks & Water 30% Teas, Juices, Energy Drinks, Enhanced Water, Gatorade, and Coffee	3-Year 25% commission for 20oz carbonated soft drinks (including Dr. Pepper) and 20 oz Dasani  15% commission for all other packages	3-Year: 30% commission 5-Year: 32% commission 7-Year: 34% commission 10-Year: 34% commission	3-Year 35% commission ***** 5-Year Years 1-3 35% commission and Years 4-5 36.5% commission ***** 7-Year Years 1-3 35% commission, Years 4-5 36.5% commission, and Years 6-7 37.5% commission ***** 10-Year Years 1-3 35% commission, Years 4-5 36.5% commission, Years 6-7 37.5% commission, and Years 8-10 39% commission

**SOUTH TEXAS COLLEGE  
VENDING SERVICES - BEVERAGES PROPOSAL SUMMARY  
PROJECT NO. 25-26-1007**

<b>Current Contract</b>				
<b>VENDOR</b>	PepsiCo	Coca-Cola Southwest Beverages	PepsiCo Beverage Sales, LLC.	STX Snacktime Vending Company, LLC.
<b>ADDRESS</b>	1601 N International Blvd Ste 400	5420 LBJ Fwy	1601 N International Blvd Ste 400	2801 Midvalley Dr
<b>CITY/STATE/ZIP</b>	Hidalgo, TX 78557	Dallas, TX 75240	Hidalgo, TX 78557	Weslaco, TX 78599
<b>PHONE</b>	956-994-6112	346-242-2880	956-994-6112	956-593-8988
<b>Vendor Projected Commission</b>	3-Year: \$355,000 projected commission Annual Projected Commission - \$118,333 ***** 5-Year: \$611,000 projected commission Annual Projected Commission - \$122,200 ***** 7-Year: \$897,000 projected commission Annual Projected Commission - \$128,143 ***** 10 Year: \$1,354,400 projected commission Annual Projected Commission - \$135,400 ***** Based on sales of and average of 8,600 cases	3-Year: \$216,393 estimated vending commission \$213,999 estimated equipment investment of 52 beverage vendors Average number of cases is unknown	3-Year: \$220,080 projected commission Annual Projected Commission - \$73,360 ***** 5-Year: \$408,100 projected commission Annual Projected Commission - \$81,620 ***** 7-Year: \$631,000 projected commission Annual Projected Commission - \$90,142 ***** 10 Year: \$933,900 projected commission Annual Projected Commission - \$93,390 ***** Average number of cases is unknown	
<b>Case Rebate</b>	Year 10 - \$86,000 \$1 per case based on 8,600 cases			
<b>Marketing and Activation Support</b>		\$1,000 Annual Marketing and Merchandise Funds		
<b>TOTAL EVALUATION POINTS</b>		****	93	****
<b>RANKING</b>		****	1	****

\*\*\*\*The vendor's proposals were incomplete, therefore not considered or evaluated.  
The Director of Purchasing has reviewed all the responses and evaluations completed.

**SOUTH TEXAS COLLEGE  
VENDING SERVICES - BEVERAGES  
PROJECT NO. 25-26-1007  
EVALUATION SUMMARY**

VENDOR		PepsiCo Beverage Sales, LLC.	
ADDRESS		1601 N International Blvd Ste 400	
CITY/STATE/ZIP		Hidalgo, TX 78557	
PHONE		956-994-6112	
FAX		956-994-0868	
CONTACT		Christopher Martinez	
1	The vendor's financial proposal (including commission, any fixed periodic payment and vending price). (up to 45 points)	45	45
		45	
		45	
		45	
2	The vendor's experience and reputation. (up to 15 points)	14	14
		14	
		14	
		13	
3	The quality and variety of product offered by the vendor. (up to 15 points)	14	14
		14	
		14	
		13	
4	The vendor's policy in handling customer service complaints/issues. (up to 11 points)	9	9
		9	
		9	
		9	
5	The contractual terms which would govern the relationship between the College and the vendor. (up to 10 points)	8	9
		8.5	
		8.5	
		9	
6	The vendor's past relationship with the College. (up to 3 points)	3	3
		2.5	
		2.5	
		2	
7	The impact on the ability of the College to comply with laws relating to historically underutilized businesses. (up to 1 point)	0	0
		0	
		0	
		0	
TOTAL EVALUATION POINTS		93	
RANKING		1	

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



**SOUTH TEXAS  
COLLEGE**

Purchasing & Distribution Services  
3201 W. Pecan Blvd., McAllen, TX 78501  
T 956 872-4681  
E [stcpurchasing@southtexascollege.edu](mailto:stcpurchasing@southtexascollege.edu)

P.O. Box 9701, McAllen, TX 78502-9701

### **Best and Final Offer Letter**

August 14, 2025

Mr. Christopher Martinez  
PepsiCo Beverages Sales, LLC  
1601 N International Blvd Ste 400  
Hidalgo, TX 78557

RE: RFP 25-26-1007 (Vending Services – Beverages)

Mr. Martinez,

Thank you for responding to our recent solicitation for the right to place automated beverage vending machines on the College's campuses.

After initial review of proposals, your firm is invited to submit a best and final offer for consideration in the award determination. We request that you specifically consider modification of your fixed price proposals (discretionary, product donation, scholarship support). You may enter the amounts in the space(s) indicated below.

**Please base your offer on a five (5) year contract.**

Please respond with your best and final offer by **12:00 PM, Tuesday, August 19, 2025**, via email to [daleal@southtexascollege.edu](mailto:daleal@southtexascollege.edu).

Sincerely,

Deyadira Leal  
Director of Purchasing

Total Discretionary Funding	\$ 8,500 ANNUALLY
Total Product Donation	\$ 1,000 ANNUALLY
Total Scholarship Support	\$ 4,000 ANNUALLY

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



## **Discussion and Action as Necessary on Vacation Payout for WorkDay ERP Implementation Primary Leads and Co-Leads For FY 2025**

**Purpose** To approve FY 2025 vacation payout for WorkDay Student Implementation Leads and Co-Leads for FY 2025

**Justification** The Workday Student Implementation Leads and Co-Leads were unable to take vacation during FY 2025 ending on August 31, 2025 due to the critical demands of the ERP (Enterprise Resource Planning) implementation, which requires their continuous availability for architecture and configuration of the project.

The WorkDay Student Implementation Project began in April 2025 and will continue through December 2027. The success of the project is dependent on meeting all the due dates set by Alchemy Inc., and Premier International. This vacation payout is intended to mitigate risk and ensure the successful implementation of the ERP system.

In accordance with Board Policy, DEC - Compensation and Benefits: Leaves and Absences, any unused vacation hours in excess of 96 hours are forfeited at the end of the fiscal year. Due to this cap, Leads and Co-Leads risk losing earned vacation hours because they may not be away from work. The project's progress and success may be compromised if Leads and Co-Leads are absent.

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

Below are the FY 2025 estimated number of employees and estimated costs related to this Vacation Leave Payout for Leads and Co-Leads during ERP Implementation in the Student Areas:

<b>Total Number of Eligible Employees</b>	<b>4</b>
Vacation Payout Salary	\$15,111.29
Vacation Payout Benefit	\$3,626.71
<b>Total Salary and Benefits Expense (estimated)</b>	<b>\$18,738.00</b>

The proposed Vacation Payout for Leads and Co-Leads will be issued on September 15, 2025, which is the final payroll date for FY 2025.

**Additional Information** Information for this item was not available at the time of August 12, 2025 Finance, Audit, and Human Resources Committee meeting, and is presented to the Board without a Committee recommendation.

<b>Funding</b>	The funding source for the FY 2025 payment will be salary savings from vacant positions. The salary budget will not be impacted.
<b>Staff Resource</b>	Cynthia Blanco, Dean of Enrollment Systems and Registrar Mary Del Paz, Vice President for Finance and Administrative Services
<b>Recommendation</b>	<p><b><i>It is recommended that the Board of Trustees of South Texas College approve and authorize the following Minute Order proposed for consideration:</i></b></p> <p>The Board of Trustees of South Texas College approves and authorizes the approval of vacation payout for WorkDay ERP Implementation Primary Leads and Co-Leads for FY 2025.</p> <p><b>Approval Recommended:</b></p> <p><b>Dr. Ricardo J. Solis</b> <b>President</b></p>

## **Review and Recommend Acceptance of Internal Auditor's Annual Statement of Organizational Independence**

**Purpose** To accept the Internal Auditor's Statement of Organizational Independence.

**Justification** Each year, the Chief Auditor is required to confirm to the Board the Organizational Independence of the Internal Audit Activity.

- IIA Standard 1110 *Organizational Independence* – The Chief Audit Executive (CAE) must confirm to the board, at least annually, the organizational independence of the internal audit activity. The CAE must report to a level within the organization that allows the internal audit activity to fulfill its responsibilities. Internal Auditors should be free in both fact and appearance from personal, external, and organizational impairments to independence. Internal auditors are independent when they can carry out their work freely and objectively. Independence permits internal auditors to render the impartial and unbiased judgments essential to the proper conduct of audits. It is achieved through organizational structure and objectivity.
- IIA Standard 1100 *Independence and Objectivity* – The internal audit activity must be independent, and internal auditors must be objective in performing their work.
- *Interpretation* of Standard 1100 – “Independence is the freedom from conditions that threaten the ability of the internal audit activity to carry out internal audit responsibilities in an unbiased manner. To achieve the degree of independence necessary to effectively carry out the responsibilities of the internal audit activity, the chief audit executive has direct and unrestricted access to senior management and the board. This can be achieved through a dual-reporting relationship. Threats to independence must be managed at the individual auditor, engagement, functional, and organizational levels. Objectivity is an unbiased mental attitude that allows internal auditors to perform engagements in such a manner that they believe in their work product and that no quality compromises are made. Objectivity requires that internal auditors do not subordinate their judgment on audit matters to others. Threats to objectivity must be managed at the individual auditor, engagement, functional, and organizational levels.”

**Enclosed Documents**  
**Staff Resource**

Appendix A – Internal Auditor's Statement of Organizational Independence  
Mr. Khalil Abdullah, Chief Internal Auditor

**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 acceptance of the Internal Auditor's Statement of Organizational Independence as presented.



Office of Internal Audits  
3201 W. Pecan Blvd.  
McAllen, TX 78501  
(956) 872-6709  
[kabdullah@southtexascollege.edu](mailto:kabdullah@southtexascollege.edu)

## Internal Auditor's Annual Statement of Organizational Independence

As required by the Institute of Internal Auditor's (IIA) *International Standards for the Professional Practice of internal Auditing (Standards)*, The chief audit executive (CAE)<sup>1</sup> "must confirm to the board, at least annually, the organizational independence of the internal audit activity" (Attribute Standard 1110); and "must communicate and interact directly with the board" (Attribute Standard 1111); and "should discuss the Mission of Internal Audit and the mandatory elements of the International Professional Practices Framework with senior management and the board" (Attribute Standard 1010);

In conjunction with the Internal Auditor's responsibilities for coordinating the effective auditing and reporting audit activities to South Texas College's Finance, Audit, and Human Resources Committee, the Internal Auditor will report annually to the Finance, Audit, and Human Resources Committee on the following statements to fulfill adherence with IIA *Standards*.

Chief Internal Auditor: Khalil M. Abdullah

Institution: South Texas College

☒ I confirm that an annual departmental process is in place to certify that South Texas College's internal auditors, including myself, will comply with the IIA *Standards* and Code of Ethics, which contains guidance on confidentiality. This process includes a discussion with Finance, Audit, and Human Resources Committee as appropriate.

☒ I confirm the organizational independence of the internal audit activity at the institution. In addition, I confirm that an annual departmental process is in place to certify that South Texas College's internal auditors, including myself, have reviewed personal situations with respect to the institution and are not aware of any circumstances that might impair our ability to be independent and objective on any audit or that might lead others to question it.

☒ I understand that I am responsible to make timely written notification to the Finance, Audit, and Human Resources Committee in the event any circumstances arise during the course of the year that might impair or appear to impair independence.

☒ I am receiving support for audit activities from the President, Vice Presidents, and other employees of South Texas College to provide the necessary audit services, with the following exception(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: Khalil M. Abdullah

Date: 7/3/2025

<sup>1</sup> The Chief Audit Executive (CAE) describes the person responsible for effectively managing the internal audit activity. At South Texas College, those responsibilities reside with the Chief Internal Auditor.

## **Review and Recommend Action on Internal Audit Charter**

**Purpose** To approve the Internal Audit Charter for the period of September 1, 2025 through August 31, 2026.

**Justification** A change to the language the audit charter is included. The change to the document is highlighted with strikethrough under the 'Organization' section. The change is necessary to reflect that the Internal Auditor will report functionally to the Board of Trustees only. This reporting structure will more accurately reflect our existing practices and more closely align to the College 'Admin Organizational Chart.'

An Internal Audit Charter is required by the Institute of Internal Auditors (IIA) Standards. Specifically, IIA Attribute Standard 1000 states that "The purpose, authority, and responsibility of the internal audit activity must be formally defined in an Internal Audit Charter, consistent with the Definition of Internal Auditing, the Code of Ethics, and the Standards. The chief audit executive must periodically review the Internal Audit Charter and present it to senior management and the board for approval."

The Internal Audit Charter is a formal document that defines the internal audit activity's purpose, authority, and responsibility. The charter establishes the internal audit activity's position within the organization, including the nature of the internal auditor's functional reporting relationship with the board; authorizes access to records, personnel, and physical properties relevant to the performance of engagements; and defines the scope of internal audit activities. Final approval of the Internal Audit Charter resides with the board.

**Enclosed Documents** Appendix A – Internal Audit Charter  
Appendix B – Organizational Chart

**Staff Resource** Mr. Khalil Abdullah, Chief Internal Auditor

**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 Internal Audit Charter for the period of September 1, 2025 through August 31, 2026, as presented.

**Approval Recommended:**

**Dr. Ricardo J. Solis**

**SOUTH TEXAS COLLEGE  
INTERNAL AUDIT CHARTER  
EFFECTIVE SEPTEMBER 1, 2025**

**INTRODUCTION**

Internal Auditing is an independent and objective assurance and consulting activity that is guided by a philosophy of adding value to improve the operations of the College. It assists the College in accomplishing its objectives by bringing a systematic and disciplined approach to evaluate and improve the effectiveness of the organization's risk management, governance, and internal controls.

**ROLE**

The internal audit function is established by the College Board of Trustees, Finance, Audit, and Human Resources Committee (hereafter referred to as the Board). The internal audit function's responsibilities are defined by the Board as part of their oversight role.

**AUTHORITY**

The internal audit function, with strict accountability for confidentiality and safeguarding records and information, is authorized full, free, and unrestricted access to any and all of the College's property, records (manual or electronic), and personnel pertinent to carrying out authorized engagements. All employees are requested to assist the internal audit function in fulfilling its roles and responsibilities. The internal audit function will also have free and unrestricted access to executive management and the Board.

**INDEPENDENCE & OBJECTIVITY**

The internal audit function will remain free from interference by any element in the organization, including matters of audit selection, scope, procedures, frequency, timing, or report content to permit maintenance of a necessary independent and objective mental attitude. Internal auditors will have no direct operational responsibility or authority over any of the activities audited. Accordingly, they will not implement internal controls, develop procedures, install systems, prepare records, or engage in any other activity that may impair the internal auditor's independence or objectivity. Internal auditors are not authorized to perform any operational duties, initiate or approve accounting transactions external to the internal audit function, or direct the activities of any employee not employed by the internal audit function, except to the extent such employees have been appropriately assigned to auditing teams or otherwise assist the internal audit function. Internal auditors must exhibit the highest level of professional objectivity in gathering, evaluating, and communicating information about the activity or process being examined. Internal auditors must make a balanced assessment of all the relevant circumstances and not be unduly influenced by their own interests or by others in forming judgments.

The Internal Auditor will confirm to the Board, at least annually, the organizational independence of the internal audit activity.



## **INTERNAL AUDIT PLAN**

At least annually, the Internal Auditor will submit to senior management and the Board an internal audit plan for review and approval. The internal audit plan will consist of a work schedule as well as budget and resource requirements for the next fiscal year. The Internal Auditor will communicate the impact of resource limitations and significant interim changes to senior management and the Board. The internal audit plan will be developed based on a prioritization of the audit universe using a risk-based methodology, including input of senior management and the Board. The Internal Auditor will review and adjust the plan, as necessary, in response to changes in the College's risks, operations, programs, systems, and internal controls. Significant deviations from the approved internal audit plan will be communicated to the Board.

## **ORGANIZATION**

The Internal Auditor will report functionally to **the President and** the Board and administratively (i.e., day to day operations) to the Vice President of Finance and Administrative Services.

The Board will

- Approve the internal audit charter;
- Approve the risk-based annual audit plan;
- Approve decisions regarding the appointment and removal of the Internal Auditor;
- Approve the remuneration of the Internal Auditor;
- Complete an annual performance appraisal of the Internal Auditor;
- Approve the internal audit budget and resource plan;
- Receive communications from the Internal Auditor on the internal audit activity's performance relative to its plan and other matters; and
- Make appropriate inquiries of management and the Internal Auditor to determine whether there are inappropriate scope or resource limitations.

The Internal Auditor will communicate and interact directly with the Board, including in executive sessions and between Board meetings as appropriate.

## **SCOPE OF ACTIVITIES**

Assurance Services are objective examinations of evidence for the purpose of providing an independent assessment. The scope of work for assurance services is to determine whether the College's risk management, governance, and control processes as designed and represented by management, is adequate and functioning in a manner to help ensure:

- Risks are appropriately identified and managed;
- Significant financial, managerial, and operating information is accurate, reliable, and timely;
- Employees' actions are in compliance with policies, standard, procedures, and applicable laws and regulations;
- Resources are acquired economically, used efficiently, and adequately protected;



- Established objectives and goals are met and whether operations or activities are being conducted as planned;
- Quality and continuous improvement are fostered in the institution's control process.

Consulting Services are advisory and include other service activities such as counsel, advice, facilitation, training, and participation on standing or temporary management committees or project teams. The objective of consulting services is to add value in the development or modification of organization processes, procedures, and controls to minimize risk and achieve department objectives. Accepted consulting engagements will be included in the audit plan.

## **STANDARDS OF AUDIT PRACTICE**

The internal audit function will govern itself by adherence to The Institute of Internal Auditors' mandatory guidance including the Definition of Internal Auditing, the Code of Ethics, and the International Standards for the Professional Practice of Internal Auditing (Standards). This mandatory guidance constitutes principles of the fundamental requirements for the professional practice of internal auditing and for evaluating the effectiveness of the internal audit activity's performance. The Institute of Internal Auditors' Practice Advisories, Practice Guides, and Position Papers will also be adhered to as applicable to guide operations. In addition, the internal audit activity will adhere to the College's relevant policies and procedures and the internal audit activity's audit manual.

## **RESPONSIBILITIES**

The Internal Auditor has a responsibility to:

- Develop a flexible, audit plan using an appropriate risk-based methodology, including any risks or control concerns identified by management, and submit that plan to the President, and the Board of Trustees' Finance, Audit, and Human Resources Committee for review and approval as well as periodic updates;
- Implement the annual audit plan, as approved by the Finance, Audit, and Human Resources Committee;
- Issue periodic reports to the President and the Finance, Audit, and Human Resources Committee summarizing results of audit activities, annual audit plans, sufficiency of office resources, and emerging trends and successful practices in internal auditing;
- Review systems to verify compliance with established policy, procedures, and applicable regulations;
- Review compliance with guidelines for ethical professional conduct.
- Maintain a follow-up process to monitor management actions on reported engagement observations and whether recommendations have been effectively implemented;
- Identify indicators of fraud and facilitate the investigation of suspected fraudulent activities within the organization;
- Act as liaison between the College and external auditors, including the review of their findings and the follow-up on necessary corrective action;

## **RESPONSIBILITIES (Cont.)**

- Identify necessary training to improve the knowledge, skills, and competencies necessary for the internal auditors to have sufficient proficiency for auditing with the organization and maintaining professional certifications;
- Obtain competent advice and assistance necessary for the engagement when needed or decline the engagement;
- Ensure that an external review of the internal audit function in accordance with the Standards is conducted at least once every five years.
- Evaluate specific operations at the request of the Finance, Audit, and Human Resources Committee or the President, as appropriate.

## **QUALITY ASSURANCE AND IMPROVEMENT PROGRAM**

The internal audit function will maintain a quality assurance and improvement program that covers all aspects of the internal audit activity. The program will include an evaluation of the internal audit function's conformance with the Definition of Internal Auditing and the IIA Standards and an evaluation of whether internal auditors apply the Code of Ethics. The program also assesses the efficiency and effectiveness of the internal audit function and identifies opportunities for improvement. The Internal Auditor will communicate to senior management and the Board on the internal audit activity's quality assurance and improvement program, including results of ongoing internal assessments and external assessments conducted at least every five (5) years.

The results of internal audit reviews as well as a report on Internal Audit's activities shall be presented to the President, and the Board of Trustees. The report shall include:

- 1) Internal audit finding(s);
- 2) Internal audit recommendation(s);
- 3) Management response(s);
- 4) Date of implementation of audit recommendation(s).

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

---

Khalil M. Abdullah  
Chief Internal Auditor

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Date

---

Maria G. Del Paz  
Vice President for Finance and Administrative Services

---

Date

---

Dr. Ricardo J. Solis  
President

---

Date

---

Dalinda Gonzalez-Alcantar  
Chair, Finance, Audit, and Human Resources Committee

---

Date

---

Dr. Alejo Salinas Jr.  
Chair, Board of Trustees

---

Date

## **Review and Recommend Action on Proposed Projects for Internal Auditor for FY 2025 – 2026**

<b>Purpose</b>	To approve the proposed projects for the Internal Auditor for FY 2025 – 2026.
<b>Justification</b>	<p>The Audit Charter requires that an annual work plan using appropriate risk-based methodology be submitted to the Board of Trustees for review and approval.</p> <p>Staff is recommending projects for the Board's consideration for the Internal Auditor's review for Fiscal Year 2025 - 2026. The projects listed below are proposed as the assignments for the Internal Auditor.</p> <ul style="list-style-type: none"><li>• FY 2025 - 2026 (Scheduled)<ol style="list-style-type: none"><li>1. Fraud Survey</li><li>2. Effort Reporting</li><li>3. Scholarships</li><li>4. Administrative Vehicles</li><li>5. Advisory / Consulting Engagements</li><li>6. HR Processes – Hiring &amp; Staffing</li><li>7. Environmental Health &amp; Safety</li><li>8. Account Reconciliations</li><li>9. Fixed Assets</li></ol></li></ul>
<b>Enclosed Documents</b>	Appendix A – List of Internal Audits conducted for FY 2015 through FY 2025
<b>Staff Resource</b>	Mr. Khalil Abdullah, Chief Internal Auditor Dr. Ricardo J. Solis, President Mary Del Paz, Vice President for Finance and Administrative Services
<b>Recommendation</b>	<p><b><i>It is recommended that the Board of Trustees of South Texas College approve and authorize the following Minute Order proposed for consideration:</i></b></p> <p>The Board of Trustees of South Texas College approves and authorizes the proposed projects for the Internal Auditor for FY 2025 – 2026 as presented.</p>



**South Texas College**  
**Internal Auditing Services for the Period of FY 2015 through FY 2025**

	Audit Area	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
1	Fraud Survey	Complete	Complete	12/07/16	10/18/17	10/22/18	10/08/19	10/12/20	10/06/21	10/04/22	10/03/23	10/07/24
2	Fraud Hotline Calls/Investigations											
3	Cash -Controls and safeguards -Bank Reconciliation -Check and deposit preparation											
4	Cash -Bank Reconciliation											
5	Surprise Cash Counts and Cash Handling Controls over Student Tuition and Fees Collection	Requested- Not Performed	Requested- Not Performed	11/04/16						07/11/23		
6	Department Cash Handling Procedures	Requested - Not Performed	Requested - Not Performed	11/04/16							07/03/24	
7	Student Receivables/ Third Party -Billing -Collections -Reconciliation											
8	Scholarship Funds -Valley Scholars -Pledges -Awards -Other Scholarships											
9	Grants- Title V											
10	Grants- Wired											
11	Grants - Federal Work-study, Federal Pell Grant, Carl Perkins, and Workforce Investment Act											
12	Property Taxes -Rec. & Rollback Taxes	Requested- Not Performed										
13	Property Taxes - Internal Controls of Hidalgo and Starr County Tax Assessor-Collector's Offices		Requested - Not Performed	06/20/17								
14	AP - Operations / Prompt Pmt. Act											
15	AP - Commercial Card Use				Requested - In Progress	01/29/19						
16	Fuel Card Use				Requested - In Progress	10/23/18						
17	Travel					Requested - Not Performed	Requested - Not Performed	Requested - Not Performed	Requested - Not Performed			
18	Mileage Reimbursement Procedures	Requested - Not Performed	Requested - Not Performed	02/17/17								
19	Purchasing							Requested - Not Performed	07/12/22			
20	Contracts -Solicitation/Renewal Process -Record keeping											
21	Financial Aid - State Awards				Requested - Not Performed	In Process	01/07/20					
22	Financial Aid - Federal Awards							Requested - Not Performed	Requested - Not Performed	08/08/23	11/14/23	
23	Investments -Compliance -Collateral Documentation -Transfers for Debt Service -System for Monitoring Maturities											



**South Texas College**  
**Internal Auditing Services for the Period of FY 2015 through FY 2025**

	Audit Area	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
24	Debt Service -Bond Payments -Continuing Disclosure Requirements -Arbitrage -Bond Restrictions											
25	Human Resources and Payroll -Compliance & Controls											
26	HR - Human Resources- Employment Eligibility Verification Form I-9 (U.S. Citizenship and Immigration Services)	Requested - Not Performed	Requested - Not Performed	02/17/17								
27	HR Processes - Faculty Credentials					Requested - Not Performed	In Process	In Process	06/10/22			
28	HR Processes - Employee Hiring & Staffing									Requested - Not Performed	Requested - Not Performed	Requested - Not Performed
29	TimeClock Plus [Time Keeping System Compliance] -Departmental Timeforce Procedures	Requested - Not Performed	Requested - Not Performed	Requested - Not Performed	Requested - In Progress	10/04/18						
30	TimeClock Plus [Time Keeping System Compliance] -Internal Control Procedures											
31	Fixed Assets	Requested- Not Performed	Requested- Not Performed		11/08/17						Requested - Not Performed	Requested - Not Performed
32	Continuing Professional and Workforce Education Department											
33	Facilities, Operation & Maintenance- Workorders and Purchase Orders											
34	Custodial Services- Work Orders, Purchase Orders and Inventory	Requested - Not Performed	Requested - Not Performed	Requested - Not Performed		06/06/19						
35	Enrollment Audit (Traditional and Continuing Education)				Requested - In Progress	07/26/18						
36	Student Activities & Wellness	Requested - Not Performed	Requested - Not Performed		12/01/17							
37	Memorandum of Understanding [MOU] -Early College High Schools -Dual Credit					Requested - Not Performed	In Process	01/11/21				
38	Blueprint Expectations for Early College High Schools					Requested - Not Performed	Requested - Not Performed					
39	Science Lab Safety and Storage Compliance					Requested - Not Performed	In Process	In Process	06/10/22			
40	Red Flag Rules											
41	IT Security and Procedures											
42	IT - Business Continuity / Disaster Recovery								Requested - Not Performed	Requested - Not Performed	Requested - Not Performed	08/12/25
43	Texas Administrative Code Sec. 202											
44	Banner Computer System Security and Access	Requested - Not Performed	Requested - Not Performed	Requested - Not Performed	Requested - Not Performed	In Process	In Process	01/11/21				
45	Instructional Technologies Inventory	11/06/14										
46	FM Account Reconciliations										Requested - Not Performed	Requested - Not Performed
47	Environmental Health & Safety										Requested - Not Performed	Requested - Not Performed
48	Clery Act, and VAWA				Requested - Not Performed	In Process	07/14/20					
49	Title IX						Requested - Not Performed	Requested - Not Performed		06/12/23		
50	Internal Assessment of the Office of Internal Audits - (QAIP)							07/13/21				



**South Texas College**  
**Internal Auditing Services for the Period of FY 2015 through FY 2025**

	Audit Area	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
51	External Assessment of the Office of Internal Audits - (QAIP)							Requested - Not Performed	Requested - Not Performed	Requested - Not Performed	Requested - Not Performed	Requested - Not Performed
52	Faculty Overloads							Requested - Not Performed	Requested - Not Performed	Requested - Not Performed	Requested - Not Performed	10/23/24
53	Teacher Retirement System (TRS)							Proposed	11/15/21			
54	Emergency Medical Technology (EMT) Program								Requested - Not Performed	06/12/23		
55	Senate Bill 17										Requested - Not Performed	03/11/25
56	Child and Adult Care Food Program - Application Process						10/01/19					
57	SAO - Catch the Next Complaint: 20-0044						11/07/19					
58	CARES Act Compliance						In Process	08/26/20				
	<b>Total Number of Audits Completed</b>	<b>1</b>	<b>0</b>	<b>6</b>	<b>4</b>	<b>6</b>	<b>6</b>	<b>5</b>	<b>4</b>	<b>5</b>	<b>3</b>	<b>4</b>

**Other Activities**

Annual Financial Report ICAFRI  
Risk Assessment & Audit Plan  
Internal Audit Annual Report

## **Review and Recommend Acceptance of Internal Audit Report in the Area of Business Continuity and Disaster Recovery**

<b>Purpose</b>	To recommend Board acceptance of the Internal Audit Report in the Area of Business Continuity and Disaster Recovery after discussion of the procedures, finding, and recommendation conducted by Mr. Khalil Abdullah, Chief Internal Auditor.
<b>Justification</b>	<p>The Internal Audit Function, reviews and appraises business activities, integrity of records, and effectiveness of operations in accordance with the Institute of Internal Auditors International <i>Standards</i> for the Professional Practice of Internal Auditing. It assists the College in accomplishing its objectives by evaluating and improving the effectiveness of the College's risk management, governance, and internal controls.</p> <p>The Business Continuity and Disaster Recovery audit was included in the FY 2025 Audit Plan and included a review of the Business Impact Analysis, Texas Cybersecurity Framework, and Disaster Recovery Summary Report.</p>
<b>Enclosed Documents</b>	Appendix A – Internal Audit Report
<b>Funding</b>	No funds are required.
<b>Staff Resource</b>	Dr. Ricardo J. Solis, President Mary Del Paz, Vice President for Finance and Administrative Services Khalil Abdullah, Chief Internal Auditor
<b>Recommendation</b>	<p><b><i>It is recommended that the Board of Trustees of South Texas College approve and authorize the following Minute Order proposed for consideration:</i></b></p> <p>The Board of Trustees of South Texas College approves and authorizes the acceptance of the Internal Audit Report in the Area of Business Continuity and Disaster Recovery as presented.</p>





OFFICE OF INTERNAL AUDITS

**SOUTH TEXAS COLLEGE**

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3201 W. Pecan Blvd. • McAllen, Texas 78501 • Office (956) 872-6709

June 30, 2025

Dr. Ricardo J. Solis, President  
South Texas College  
3201 W. Pecan Blvd.  
McAllen, TX 78501

Dr. Solis,

As part of our fiscal year 2025 Audit Plan, the Office of Internal Audits completed the Business Continuity and Disaster Recovery Audit.

The objective of the audit was to assess the College's ability to execute backup plans and operate critical priority operations during an unplanned event and recover after such an event.

We appreciated the assistance provided by South Texas College's management and other personnel. We hope the information and analyses presented in our report are helpful.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Khalil M. Abdullah".

Khalil M. Abdullah CPA, CIA, CGAP, MAcc  
Chief Internal Auditor

cc: Dr. Jesus H. Campus, Interim Vice President of Information Services, Planning, Performance, & Strategic Initiatives & Dean of Library Support Services  
Ms. Mary Del Paz, Vice President of Finance and Administrative Services  
Mr. Lucio Gonzalez, Asst. CIO of Infrastructure and Software Development  
Finance, Audit, and Human Resources Committee, South Texas College Board of Trustees

# **BUSINESS CONTINUITY AND DISASTER RECOVERY AUDIT REPORT**



**SOUTH TEXAS  
COLLEGE**

**OFFICE OF INTERNAL AUDITS**

**June 30, 2025**



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### EXECUTIVE SUMMARY

The Business Continuity and Disaster Recovery Audit was included in the South Texas College Board of Trustee's approved fiscal year 2025 Audit Plan. The audit included a review of the most recently completed Business Impact Analysis (BIA), Texas Cybersecurity Framework (TCF), Disaster Recover Summary Report, and IT Risk Assessment.

The objective of the audit was to assess the College's ability to execute backup plans and operate critical priority operations during an unplanned event and recover afterwards. Additionally, we sought to evaluate the College's Business Continuity Plan (BCP) including its alignment with the IT Disaster Recovery Plan (DRP), and assess the College's ability to continue essential operation's during a system disruption.

The scope of the audit included activity from September 1, 2024 through March 31, 2025. The audit included a review of the BIA, business process priorities, continuity planning for those priorities, and the Disaster Recovery procedures. The audit was not designed nor intended to be a detailed study of every relevant control system, procedure, or transaction. Accordingly, any opportunities for improvement presented in this report may not be all-inclusive of areas where improvements could be made.

Overall, it was determined that the College established an adequate system of internal controls over IT Business Continuity / Disaster Recovery and the following controls were observed:

- An IT Risk Assessment and Business Impact Analysis were completed;
- Emergency response procedures were established, including backup operations, and post-incident occurrence recovery strategies;
- Alternate data backup locations are maintained for emergency response to backup critical data.

Additionally, the following opportunity to improve internal controls were identified:

- The Business Impact Analysis (BIA) was last completed in 2014. The College will likely need to complete another BIA after the implementation of the new ERP system;
- Test of the Disaster Recovery Plan are conducted once per year, however increased risks may necessitate more frequent DRP tests conducted within a given year.

### **BACKGROUND**

Information systems are vulnerable to a variety of disruptions. The impact of these risks is reduced or eliminated through proper management, operational, or technical controls. The purpose of a Business Continuity and Disaster Recovery (BC/DR) program is to enable the College to continue offering critical services in the event of a disruption and to survive a disastrous interruption (e.g., power outages, drive failure, destruction of equipment, major weather events, etc.). Extensive planning and commitment of resources is necessary to adequately plan for such an event.

### **AUDIT OBJECTIVE**

The objective of the audit was to assess the College's ability to execute backup plans and operate critical priority operations during an unplanned event and recover afterwards.

### **AUDIT SCOPE & METHODOLOGY**

The scope of the audit included activity from September 1, 2024 through March 31, 2025. To accomplish the audit objective, the following was reviewed:

- The disaster recovery plan requirements and procedures;
- The 2014 Business Impact Analysis;
- Backup/scenarios and workaround plans;
- Backup and recovery systems, locations and personnel;
- Alternate / Backup sites;
- Tyler Junior College Memorandum of Understanding;
- National Institute of Standards and Technology – Special Publication 800-34 Contingency Planning Guide;
- National Institute of Standards and Technology – Guide for Conducting Risk Assessments;



## AUDIT RESULTS

### **Business Continuity Management Program:**

A Business Continuity Management (BCM) program is the process by which the College prepares for future incidents that could jeopardize its core mission. It is a matter of risk management designed to create business continuity capabilities to match likely risks based on value. Key components of a BCM program include completing a risk assessment; a business impact analysis; developing a disaster recovery plan and completing periodic test of that plan.

**Risk Assessment & Business Impact Analysis** – Potential risks due to threats such as fire, flood, hurricanes, etc. must be identified, and the probability and potential impact to the College must be determined. The IT Risk Assessment was provided for our review. IT identified multiple risks and documented risk mitigation strategies.

The Business Impact Analysis (BIA) is used to identify business processes that are critical to keeping the College's operations functioning during a disaster and to determine how soon these important processes should be recovered following an unplanned event. The most current BIA was outsourced to Dell Services who completed the BIA Executive Management Report in 2014. The report was provided for our review. The BIA provided several initiatives for consideration, such as establishing a Disaster Recovery Plan, and setting up co-location recovery sites. An updated BIA will likely be necessary given recent changes at the college.

### **Recommendation:**

1. Management should consider completing another Business Impact Analysis after the implementation of the ERP system.

### **Management Response:**

Accept audit recommendation as presented

1. Once Workday Student is fully functional, we will look at a vendor that can perform a BIA.

### **Responsible Individual:**

Chief Information Officer

### **Implementation Date:**

3/22/2029

**Disaster Recovery Plans (DRPs)** – DRP is the strategy to address the actual steps, people, and resources required to recover business processes after an emergency or unplanned event. DRP helps to minimize downtime and help the College recover quickly from unplanned events such as cyberattacks, natural disasters, or other system failures. These plans outline strategies for backing up and restoring data as well as maintaining business continuity for essential operations during and after a crisis. We obtained and reviewed the College's DRP. The College's IT enacts DRP to bring departments back to business-as-usual through minimizing downtime, preventing loss of tech resources/data and to allow a return to normal operations as quickly as possible after an unplanned event. A big part to ensure this capability is the establishment of alternate or back up sites. Alternate sites host replicated data and in the case of a natural disaster help ensure that critical systems and data remain accessible. The College maintains two (2) alternate sites as part of its strategy to protect data and respond to various types of disasters. One is located in Rio Grande City, and the other at Tyler Junior College in Tyler Texas. Each of the sites have different capabilities, with the overall object being to safeguard operations during an unexpected disruption. Maintaining alternate data sites in different geographic locations provides redundancy and adds a layer of protection against damage suffered from a severe weather event or local power grid failure.

**Testing the DRP** – Education and awareness of DRP is critical to its execution. Simulations and drills that test the effectiveness of the plan should be conducted to identify potential weaknesses. DRPs should be tested at least once a year to ensure their effectiveness. However, additional DRP tests should be conducted to account for changes when there are major changes to infrastructure, software, business processes, or personnel. The College is in the process of changing its ERP system from Banner to WorkDay. Additionally, there has been a change of Vice President and a new CIO. Regular testing helps identify gaps, improve team readiness, and ensure quick recovery during actual incidents. Disaster Recovery Tabletop exercises were conducted during 2024. Typically, the College is able to complete at least one test of the DRP per year. However, given recent changes to software and to personnel, additional tests of the DRP should be completed. Routine testing of DRP ensures personnel are familiar with procedures, and confirms the reliability of backup systems.

**Recommendation:**

2. Management should consider aligning the frequency of DRP testing with its risk assessment profile and environment. Additional tests should be conducted during the year based on factors such as employee turnover or the installation of new software.



**Management Response:**

Accept audit recommendation as presented

2. Information Technology will update the procedure on how often DRP testing is done aligning the procedure with these recommendations.

**Responsible Individual:**

Chief Information Officer

**Implementation Date:**

6/2/2025

**CONCLUSION**

Overall, it was determined that IT established adequate controls to restore the College's normal IT operations after an unplanned event. Consideration should be taken into account related to the completion of a new Business Impact Analysis and aligning the frequency of DRP testing with the College's IT risk assessment.

A handwritten signature in blue ink, appearing to read "Khalil M. Abdullah".

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Khalil M. Abdullah CPA, CIA, CGAP, MAcc  
Chief Internal Auditor

6/30/2025



## Review and Recommend Action to Adopt the Numbered Update 49 Local Policies

<b>Purpose</b>	To adopt the local policies listed in Appendix A to align with the Texas Association of School Boards (TASB) policy manual.
<b>Justification</b>	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.
<b>Enclosed Documents</b>	Appendix A – List of Policies Appendix B - Policies
<b>Staff Resource</b>	Mary Del Paz, Vice President for Finance and Administrative Services Matthew S. Hebbard, Vice President for Student Affairs and Enrollment Management Cynthia A. Blanco, Dean of Enrollment Systems and Registrar George McCaleb, Executive Director for Facilities Operations and Maintenance Todd Nelson, Contracts and Regulatory Resources Officer-Title IX & 504 Coordinator Venisa, Earhart, Board Relations Administrator
<b>Recommendation</b>	<b><i>It is recommended that the Board of Trustees of South Texas College approve and authorize the following Minute Order proposed for consideration:</i></b> The Board of Trustees of South Texas College approves and authorizes to adopt the numbered update local policies listed in Appendix A as presented, and which supersedes any previously adopted Board policy.

### Appendix A

Item	Policy	Last Adopted Date	Update	Explanatory Notes
A.	BCA (Local) – Board Internal Organization: Board Officers and Officials	9/27/2022	49	New recommended local policy language provides additional information about the selection of board officers and the duties and responsibilities of the officers. Additional revisions are to align the policy with applicable law.

Item	Policy	Last Adopted Date	Update	Explanatory Notes
B.	BCB (Local) – Board Internal Organization: Board Committees	9/27/2022	49	New recommended local policy language addresses the formation and authority of board committees, which are committees composed exclusively of members of the board and make non-binding recommendations in an area of specified responsibility.
C.	BCE (Local) – Board Internal Organization: Advisory Committees	New Policy	49	This new recommended local policy addresses the formation and authority of advisory committees, which are mainly composed of college district staff, students, or community members and make non-binding recommendations to the board within an area of specified responsibility.
D.	CG (Local) – Safety Program	3/28/2023	49	Recommended revisions include the addition of guidelines and procedures for responding to disasters, fire safety and prevention programs, and safe instructional procedures and regulations to the list of areas of responsibility for an administrator developing a Comprehensive Safety Program. References have been added to policies that provide more information related to emergency response procedures and the community college's information security program.
E.	DIAB (Local) – Freedom from Discrimination, Harassment, and Retaliation: Other Protected Characteristics	6/24/2025	49	Language related to Retaliation has been updated and reorganized to clarify the scope and applicability of the prohibition on retaliation. The Examples have been revised to reference intimidation and coercion. Language related to False Claims has been reorganized and updated to provide clarity regarding the distinction between prohibited retaliation and discipline for false claims and the applicability of the prohibition on false claims to students.
F.	ECC (Local) – Instructional Arrangements: Course Load and Schedules	10/29/2024	49	Recommended revisions reflect amendments to Coordinating Board rules for applying Exceptions to the limit of courses a student may drop and to allow Appeals. Additional changes have been made for clarity.

Item	Policy	Last Adopted Date	Update	Explanatory Notes
G.	FFDB (Local) – Freedom from Discrimination, Harassment, and Retaliation: Other Protected Characteristics	6/24/2025	49	Language related to Retaliation has been updated and reorganized to clarify the scope and applicability of the prohibition on retaliation. The Examples have been revised to reference intimidation and coercion. Language related to Failure to Report and False Claims has been updated and reorganized for clarity, including the addition of references to an employee's responsibility to comply with reporting requirements and the prohibition on intentional false claims and statements.
H.	FLBC (Local) – Student Conduct: Prohibited Organizations and Hazing	New Policy	49	New recommended local policy language addresses campus hazing in response to the federal Stop Campus Hazing Act. Provisions have been added related to Hazing Prohibited, Reporting Procedures, Investigation of the Report, and Access to Policy, Procedures, and Related Materials.

### **Appendix B**

Policies follow in the packet.

BOARD INTERNAL ORGANIZATION  
BOARD OFFICERS AND OFFICIALS

BCA  
(LOCAL)

**Board Officers**

The Board shall elect ~~the following officers~~ a Chair and a Vice Chair, who shall ~~have the following duties:~~

- ~~1. A Chairman~~ be members of the Board, ~~who shall be a member of the Board, and who shall:~~
  - ~~a. Preside at the meetings of the Board; and~~
  - ~~b. Perform such other duties and functions as may, from time to time, be assigned by the Board;~~
- ~~2. A Vice Chairman, who shall be a member of the Board, and who shall:~~
  - ~~a. Preside at meetings of the Board during the absence of the Chairman; and~~
  - ~~b. Perform such other duties and functions as may, from time to time, be assigned by the Board;~~
- ~~3. A~~ A Secretary, who may, ~~but does~~ or may not ~~have to~~, be a member of the Board ~~and who shall:~~
  - ~~a. Be the official custodian of the minutes, books, records, and seal of the~~ The Board; and
  - ~~b. Perform such other duties and functions as may, from time to time, be assigned by the Board; and~~
- ~~4. Any~~ elect other officers, as deemed necessary or advisable, ~~who~~ Officers shall ~~have~~ be elected by majority vote of the ~~duties and responsibilities assigned by~~ members of the Board.

Officers of the Board shall be elected at the first regular meeting of the Board after the May election in even-numbered years or at any other time when necessary to fill a vacancy. Each officer, after election, maintains all rights and responsibilities of all Trustees, if a member of the Board, including the right to vote.

**Eligibility for Office**

Board officers shall serve until a successor is elected. No officer shall succeed themselves. An officer shall be entitled to hold another office after completing a term or terms in one office. An officer shall also be entitled to be elected to an office that the officer has held previously but which the officer did not hold in the immediately preceding term. Each officer shall perform any legal duties of the office and other duties as required by action of the Board.

**Election of Officers**

Vacancy

~~Officers of the Board shall be elected at the first regular meeting of the Board after the May election in even-numbered years or at any other time when necessary to fill a vacancy.~~

BOARD INTERNAL ORGANIZATION  
BOARD OFFICERS AND OFFICIALS

BCA  
(LOCAL)

A vacancy among officers of the Board shall be filled by majority action of the Board.

Duties

Board Chair

In addition to the duties required ~~post-election organization,~~ by law, policy, and Board action, the Board Chair shall:

1. Preside at all Board meetings unless unable to attend.
2. Have the right to discuss, make motions, propose resolutions, and vote on all matters coming before the Board.

References in law and policy to the Board President are referring to the Board Chair.

Board Vice Chair

The Board Vice Chair shall:

1. Act in the capacity and perform the duties of the Board Chair in the event of the absence or incapacity of the Chair.
2. Become Board Chair only upon being elected to the position.
3. Perform such other duties and functions as may ~~also organize at any~~ from time to time, be assigned by the Board.

Board Secretary

The Board Secretary shall:

1. Ensure that an accurate record is kept of the proceedings of each Board meeting.
2. Ensure that notices of Board meetings are posted and sent as required by law.
3. In the absence of the Board Chair and Vice Chair, call the meeting to order and act as presiding officer.
4. Sign or countersign documents as directed by action of the Board.
5. Be the official custodian of the minutes, books, records, and seal of the Board.
6. Perform such ~~other times~~ duties and functions as may, from time to time, be assigned by the Board.

Other Officers

The Board may elect any other officers, as deemed necessary or advisable, who shall have the duties and responsibilities assigned by the Board.

BOARD INTERNAL ORGANIZATION  
BOARD COMMITTEES

BCB  
(LOCAL)

Board Committees

For purposes of this policy, a Board committee is a committee composed only of current Board members.

The Chairman of the Board may, from time to time as the Chairman of the Board deems necessary, create committees to advise the Board and facilitate the efficient operation of the Board. Their membership is to be established by action of the Chairman of the Board.

~~Board Committees~~

~~Authority~~ Formation  
of a Board  
~~Committees~~

~~Committees may~~ Committees shall be ~~created by the Chairman of the Board action. When establishing a Board to advise committee,~~ the Board ~~and facilitate~~ action shall, at a minimum, specify the:

- Number of Board members on the committee;
- Process to appoint Board members to the ~~efficient operation-~~ committee;
- Term of committee membership; and
- Responsibilities of the ~~Board-~~ committee.

~~The~~ A Board committee shall be fact-finding, deliberative, and advisory, and shall make recommendations in the areas of its responsibility. Board committees shall report their findings and recommendations to the Board and shall not assume administrative duties or responsibilities.

Transacting  
Business

Unless specified by the Board, the Board is not bound by the action of a Board committee or any of its individual members. Board committee recommendations must be reported to the Board at a regular or special meeting. The Board shall not accept a Board committee's recommendation without due consideration of the matter.

Dissolution

A Board committee shall be dissolved upon Board action.

Education and  
Workforce  
Development

The Education and Workforce Development committee supports the Board in its obligation to provide oversight for the academic, workforce training, and economic development programs of the College District. The committee's specific roles shall include reviewing and recommending action as necessary to the Board regarding:

1. New academic and workforce programs for submittal to the Coordinating Board;
2. Development of technical training programs to offer competitive, quality training to help promote the region's value to the global economy;

BOARD INTERNAL ORGANIZATION  
BOARD COMMITTEES

BCB  
(LOCAL)

3. Development of policies in the areas of academic affairs, student services, admissions requirements, academic advising, counseling, and instruction support services;
4. Curricular and teaching innovation and the use of technology for program development and other educational initiatives;
5. Quality and effectiveness of all instructional programs and monitoring their continued improvement;
6. Inter-institutional cooperation with four-year institutions, public school districts, and workforce partners; and
7. Development of economic development opportunities to expand the College District's capacity and impact on regional economic prosperity.

Finance, Audit, and  
Human Resources

The Finance, Audit, and Human Resources committee supports the Board in its fiduciary responsibilities and in overseeing the investment and expenditure of public and grant funds to support the mission of the College District. The committee's specific roles shall include reviewing and recommending action as necessary to the Board regarding:

1. Budgetary and fiscal matters of the College District within the applicable state laws and rules and regulations of the Coordinating Board;
2. Annual budget, staffing plan, and salary pay plan documents, including all substantive changes to those documents from preceding fiscal years;
3. Establishment of tuition and fee requirements;
4. Award of contracts, grants, and bids for the College District;
5. Activities relating to foundations, grants, and endowments in perpetuity;
6. Financial condition and stability of the College District;
7. Development of personnel policies and procedures as necessary regarding employee compensation and benefits, adherence to equal employment opportunity regulations and, grievance and due process regulation;
8. Selection of the independent external auditor of the annual financial statements of the College District and the external auditor process and reports; and
9. System of internal controls and the internal audit process and reports.

BOARD INTERNAL ORGANIZATION  
BOARD COMMITTEES

BCB  
(LOCAL)

Facilities	<p>The Facilities committee supports the Board in its oversight of facilities expansion and maintenance and advises the Board on matters related to design, construction, and occupancy of the College District's facilities. The committee's specific roles shall include reviewing and recommending action as necessary to the Board regarding:</p> <ol style="list-style-type: none"><li>1. Current and long-term facilities' needs of the College District at all campuses and developing plans to meet projected needs;</li><li>2. Development of the facilities master plan for the College District;</li><li>3. Capital improvement projects for the College District;</li><li>4. Development and adherence to facilities design guidelines and standards for projects College District-wide;</li><li>5. Selection of design professionals, engineering, and construction services firms;</li><li>6. Priorities for the renovation of existing space or addition of new space;</li><li>7. Acquisition of real property;</li><li>8. Naming of College District buildings and other facilities; and</li><li>9. Project status against contractual arrangements.</li></ol>
Additional Committees	<p>Additional committees may be created by the Chairman of the Board as necessary or desirable. All committees shall consist of a maximum of three Board members.</p>
Quorum	<p>A quorum is not necessary to conduct committee business.</p>



BOARD INTERNAL ORGANIZATION  
ADVISORY COMMITTEES

BCE  
(LOCAL)

**Advisory  
Committees**

For purposes of this policy, an advisory committee is a committee composed primarily of College District staff, students, or community members. An advisory committee may also include Board members in numbers less than a quorum of the Board.

Formation of an advisory committee shall be by Board action. When establishing an advisory committee, the Board action shall, at a minimum, specify the:

- Number of members on the committee;
- Process to appoint members to the committee;
- Term of committee membership; and
- Responsibilities of the committee.

An advisory committee shall be fact-finding, deliberative, and advisory and shall not assume administrative duties or responsibilities. Advisory committees shall report their findings and recommendations to the Board.

**Transacting  
Business**

An advisory committee may transact business only within the specific authority granted by the Board. To be binding, all such committee recommendations must be reported to the Board at a regular or special meeting for approval and entry into the minutes as a public record.

**Dissolution**

An advisory committee shall be dissolved upon completion of the assigned task or Board action.

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**Note:** This policy addresses complaints of discrimination, harassment, and retaliation based on race, color, national origin, religion, age, or disability targeting employees. For legally referenced material relating to this subject matter, see DAA(LEGAL). For discrimination, harassment, and retaliation of students based on race, color, national origin, religion, age, or disability, see FFDB.

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**Statement of  
Nondiscrimination**

The College District prohibits discrimination, including harassment, against any employee on the basis of race, color, national origin, religion, age, disability, or any other basis prohibited by law. Retaliation against anyone involved in the complaint process is a violation of College District policy.

**Discrimination**

Discrimination against an employee is defined as conduct directed at an employee on the basis of race, color, national origin, religion, age, disability, or any other basis prohibited by law, that adversely affects the employee's employment.

**Harassment**

Prohibited harassment of an employee is defined as physical, verbal, or nonverbal conduct based on an employee's race, color, religion, national origin, age, disability, or any other basis prohibited by law, when the conduct is so severe, persistent, or pervasive that the conduct:

1. Has the purpose or effect of unreasonably interfering with the employee's work performance;
2. Creates an intimidating, threatening, hostile, or offensive work environment; or
3. Otherwise adversely affects the employee's performance, environment, or employment opportunities.

**Examples**

Examples of prohibited harassment may include offensive or derogatory language directed at another person's religious beliefs or practices, accent, skin color, or need for workplace accommodation; threatening or intimidating conduct; offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; display of graffiti or printed material promoting racial, ethnic, or other stereotypes; or other types of aggressive conduct such as theft or damage to property.

**Retaliation**

~~The College District prohibits retaliation against an employee who makes a claim alleging to have experienced discrimination or harassment, or another employee who, in good faith, makes a report, serves as a witness, or otherwise participates in an investigation.~~

SAFETY PROGRAM

CG  
(LOCAL)

**Comprehensive  
Safety Program**

The College District shall take every reasonable precaution regarding the safety of its employees, students, visitors, and all others with whom it conducts business. A designated administrator shall be responsible for developing, implementing, and promoting a comprehensive safety program.

The general areas of responsibility include, but are not limited to, the following:

1. Guidelines and procedures for responding to emergencies-  
**and disasters. [See CGC and CGE]**
- 2. Fire safety and prevention programs.**
- ~~2.3.~~ Program activities intended to reduce the frequency of accident and injury, including:
  - a. Inspecting work areas and equipment.
  - b. Training frontline and supervisory staff.
  - c. Establishing safe work **and instructional** procedures and regulations.
  - d. Reporting, investigating, and reviewing accidents.
  - e. Promoting responsibility for College District property on the part of students, employees, and the community.
- ~~3.4.~~ Program activities intended to reduce the ultimate cost of accidents and injuries through investigation and documentation.
- ~~4.5.~~ Program activities that identify and develop prudent methods of financing loss costs on an annual basis, including the purchase of commercial insurance, self-insured retentions, and risk pooling.
- ~~5.6.~~ Driver education programs, when available.
- ~~6.7.~~ Vehicle safety programs.

Information  
Management

The College President or designee shall be responsible for the collection, storage, and analysis of relevant operational and historical data required to develop sound procedures for implementation and operation of the comprehensive safety program.

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**Note:** For provisions addressing the College District's information security program, see CS.

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FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION  
OTHER PROTECTED CHARACTERISTICS

DIAB  
(LOCAL)

~~An employee who intentionally makes a false claim, offers false statements, or refuses to cooperate with a College District investigation regarding harassment or discrimination is subject to appropriate discipline.~~

~~Examples~~

~~Examples of retaliation may include termination, refusal to hire, demotion, and denial of promotion. Retaliation may also include threats, unjustified negative evaluations, unjustified negative references, or increased surveillance.~~

**Prohibited Conduct**

In this policy, the term “prohibited conduct” includes discrimination, harassment, and retaliation as defined by this policy, even if the behavior does not rise to the level of unlawful conduct.

**Reporting Procedures**

An employee who believes that he or she has experienced prohibited conduct or believes that another employee has experienced prohibited conduct should immediately report the alleged acts. The employee may report the alleged acts to his or her immediate supervisor.

Alternatively, the employee may report the alleged acts to one of the College District officials below.

For the purposes of this policy, College District officials are the ADA/Section 504 coordinator and the College President.

**Definition of College District Officials**

ADA / Section 504  
Coordinator

The College District designates the following person to coordinate its efforts to comply with Title II of the Americans with Disabilities Act of 1990, as amended, which incorporates and expands upon the requirements of Section 504 of the Rehabilitation Act of 1973, as amended:

Name: **Todd C. Nelson**

Position: **Contracts & Regulatory Resources Officer / Title IX & 504 Coordinator**

Address: **3201 W. Pecan Blvd., McAllen, TX 78501**

Telephone: **(956) 872-4664**

Other Anti-discrimination Laws

The College President or designee shall serve as coordinator for purposes of College District compliance with all other antidiscrimination laws.

**Alternative Reporting Procedures**

An employee shall not be required to report prohibited conduct to the person alleged to have committed it. Reports concerning prohibited conduct, including reports against the ADA/Section 504 coordinator, may be directed to the College President or designee.

	<p>A report against the College President may be made directly to the Board. If a report is made directly to the Board, the Board shall appoint an appropriate person to conduct an investigation.</p>
<b>Timely Reporting</b>	<p>Reports of prohibited conduct shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to promptly report may impair the College District's ability to investigate and address the prohibited conduct.</p>
<b>Notice of Report</b>	<p>Any College District supervisor who receives a report of prohibited conduct shall immediately notify the appropriate College District official listed above and take any other steps required by this policy.</p>
<b>Investigation of the Report</b>	<p>The College District may request, but shall not insist upon, a written report. If a report is made orally, the College District official shall reduce the report to written form.</p> <p>Upon receipt or notice of a report, the College District official shall determine whether the allegations, if proven, would constitute prohibited conduct as defined by this policy. If so, the College District official shall immediately authorize or undertake an investigation, regardless of whether a criminal or regulatory investigation regarding the same or similar allegations is pending.</p> <p>If the College District official determines that the allegations, if proven, would not constitute prohibited conduct as defined by this policy but may constitute a violation of other College District rules or regulations, the College District official shall refer the complaint for consideration under the appropriate policy.</p> <p>If appropriate, the College District shall promptly take interim action calculated to prevent prohibited conduct during the course of an investigation.</p> <p>The investigation may be conducted by the College District official or a designee or by a third party designated by the College District, such as an attorney. When appropriate, the supervisor shall be involved in or informed of the investigation.</p> <p>The investigation may consist of personal interviews with the person making the report, the person against whom the report is filed, and others with knowledge of the circumstances surrounding the allegations. The investigation may also include analysis of other information or documents related to the allegations.</p>
<b>Concluding the Investigation</b>	<p>Absent extenuating circumstances, the investigation should be completed within <del>ten</del><sup>10</sup> College District business days from the date of the report; however, the investigator shall take additional time if necessary to complete a thorough investigation.</p>

The investigator shall prepare a written report of the investigation. The report shall be filed with the College District official overseeing the investigation.

**College District  
Action**

If the results of an investigation indicate that prohibited conduct occurred, the College District shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the conduct.

The College District may take action based on the results of an investigation, even if the conduct did not rise to the level of prohibited or unlawful conduct.

**Confidentiality**

To the greatest extent possible, the College District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation and comply with applicable law.

**Retaliation**

**The College District prohibits retaliation against an employee alleged to have experienced prohibited conduct or an employee or a student who, in good faith, makes a report, serves as a witness, or otherwise participates in an investigation or proceeding under this policy. Any action taken by the College District to discipline a person who perpetrated or assisted in the perpetration of the prohibited conduct is not considered retaliation under this policy.**

**A person who is alleged to have experienced retaliation may pursue a claim under this policy or policy FFDB, as appropriate.**

**Examples**

**Examples of retaliation may include, without limitation, termination, refusal to hire, demotion, and denial of promotion. Retaliation may also include threats, intimidation, coercion, unjustified negative evaluations, unjustified negative references, or increased surveillance.**

**False Claims**

**An employee or student who intentionally makes a false claim or offers a false statement regarding prohibited conduct shall be subject to appropriate disciplinary action in accordance with law.**

**Appeal**

A party who is dissatisfied with the outcome of the investigation may appeal through the applicable grievance policy beginning at the appropriate level. [See DGBA(LOCAL) for employees, FLD(LOCAL) for students, and GB(LOCAL) for community members]

The party may have a right to file a complaint with appropriate state or federal agencies.

**Records Retention**

Retention of records shall be in accordance with the College District's records retention procedures. [See CIA]

**Access to Policy,  
Procedures, and  
Related Materials**

Information regarding this policy and any accompanying procedures, as well as relevant educational and resource materials concerning the topics discussed in this policy, shall be distributed annually to College District employees and students in compliance with law and in a manner calculated to provide easy access and wide distribution, such as through electronic distribution and inclusion in the employee and student handbooks and other major College District publications. Information regarding the policy, procedures, and related materials shall also be prominently published on the College District's website, taking into account applicable legal requirements. Copies of the policy and procedures shall be readily available at the College District's administrative offices and shall be distributed to an employee who makes a report.

INSTRUCTIONAL ARRANGEMENTS  
COURSE LOAD AND SCHEDULES

ECC  
(LOCAL)

**Course Load**

The normal course load for the fall or spring semester shall be five courses equal to 16 or 17 credit hours. Course loads in excess of 18 credit hours shall require approval by the dean overseeing the dean's declared program. The maximum course load shall be no more than 18 credit hours.

The normal course load for the summer session shall be the sum of 12 credit hours. Course loads in excess of 12 credit hours shall require approval by the dean overseeing the dean's declared program. The maximum summer credit hours earned shall be 12 credit hours for one term or 12 credit hours for a full summer semester.

**Limitation on Number of Dropped Courses**

A College District student shall not be permitted to drop more than six courses taken while enrolled **as an undergraduate** at the College District or another public institution of higher education. ~~For A~~ **"dropped course" is a course in which a student enrolled for credit, but did not complete, under the limit-to-apply following conditions:**

1. The student ~~must be~~ **was** permitted to drop the course without receiving a grade or being penalized academically;
2. The student's transcript ~~must indicate~~ **indicates** or will indicate the student was enrolled in the course **past the census date**; and
3. The student ~~must did~~ not ~~have dropped~~ **drop or is not dropping** the course to withdraw from the ~~College District~~ **institution**.

**Exceptions**  
*Good Cause*

A student shall be permitted to exceed the limit on the number of dropped courses **if good cause exists** for ~~any of the~~ **student to drop the course. The** following reasons **constitute good cause**:

1. A severe illness or other debilitating condition that affects the student's ability to satisfactorily complete a course;
2. ~~The~~ **Responsibility for the** care of a sick, injured, or needy person ~~if providing that care,~~ **the provision of which** affects the student's ability to satisfactorily complete a course;
3. The death of a member of the student's family as defined by law;
4. The death of a person who has **such** a sufficiently close relationship to the student, as defined by law, **that the person's death is considered to be a showing of good cause, as determined on a case-by-case basis**;
5. The student's active-~~duty~~ **duty** military ~~duty~~ service;



INSTRUCTIONAL ARRANGEMENTS  
COURSE LOAD AND SCHEDULES

ECC  
(LOCAL)

6. The active-duty military service of a member of the student's family or a person who has such a sufficiently close relationship to the student that the person's active-duty military service is considered to be a showing of good cause;
7. A change in the student's work schedule that is beyond the student's control and affects the student's ability to satisfactorily complete the course; or
8. A disaster declared by the governor that prevents or limits in-person course attendance for a period determined by the College District, in accordance with law, to significantly affect the student's ability to participate in coursework.

*Reenrolled Students*

A qualifying reenrolled student may drop a seventh course in accordance with law.

*Course Dropped During a Bachelor's Program*

A course dropped by a student while pursuing a bachelor's degree that the student ultimately earned may not be counted toward the limit on the number of dropped courses.

*Dual Credit or Dual Enrollment Course*

A dual credit or dual enrollment course dropped by a student before graduating from high school may not be counted toward the limit on the number of dropped courses.

*COVID-19 Pandemic*

A course dropped by a student during the 2020 spring or summer semester or the 2020-21 academic year because of a bar or limit on in-person course attendance due to the COVID-19 pandemic may not be counted toward the limit on the number of dropped courses.

Procedures

The College President or designee shall develop procedures to implement this policy and shall publish the procedures in the College District catalog.

Appeals

A student may appeal decisions under this policy through FLD(LOCAL) beginning at the appropriate level.

*Exception*

If the decision relates to a request for an exemption based on a severe illness or debilitating condition that the student contends constitutes a disability in need of accommodation, the student may appeal the decision in accordance with the College District's procedures addressing disability accommodations for students.

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**Note:** This policy addresses complaints of discrimination, harassment, and retaliation based on race, color, national origin, religion, age, or disability targeting students. For legally referenced material relating to this subject matter, see FA(LEGAL). For discrimination, harassment, and retaliation targeting employees based on race, color, national origin, religion, age, or disability, see DIAB.

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**Statement of Nondiscrimination**

The College District prohibits discrimination, including harassment, against any student on the basis of race, color, national origin, disability, religion, age, or any other basis prohibited by law. Retaliation against anyone involved in the complaint process is a violation of College District policy and is prohibited.

**Discrimination**

Discrimination against a student is defined as conduct directed at a student on the basis of race, color, national origin, disability, religion, age, or on any other basis prohibited by law, that adversely affects the student.

**Prohibited Harassment**

Prohibited harassment of a student is defined as physical, verbal, or nonverbal conduct based on the student's race, color, religion, national origin, disability, age, or any other basis prohibited by law that is so severe, persistent, or pervasive that the conduct limits or denies a student's ability to participate in or benefit from the College District's educational program.

**Examples**

Examples of prohibited harassment may include offensive or derogatory language directed at another person's religious beliefs or practices, accent, skin color, or need for accommodation; threatening, intimidating, or humiliating conduct; offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; display of graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other kinds of aggressive conduct such as theft or damage to property.

**Retaliation**

~~The College District prohibits retaliation by a student or College District employee against a student alleged to have experienced discrimination or harassment or another student who, in good faith, makes a report of harassment or discrimination, serves as a witness, or otherwise participates in an investigation.~~

**Examples**

~~Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.~~

**False Claims**

~~A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a College District investigation~~

~~regarding discrimination or harassment shall be subject to appropriate disciplinary action.~~

<b>Prohibited Conduct</b>	In this policy, the term “prohibited conduct” includes discrimination, harassment, and retaliation as defined by this policy, even if the behavior does not rise to the level of unlawful conduct.
<b>Reporting Procedures</b>	Any student who believes that he or she has experienced prohibited conduct or believes that another student has experienced prohibited conduct should immediately report the alleged acts to a responsible employee.
Student Report	
Employee Report	Any College District employee who suspects and any responsible employee who receives notice that a student or group of students has or may have experienced prohibited conduct shall immediately notify the appropriate College District official listed in this policy and shall take any other steps required by this policy.
<i>Exceptions</i>	<p>A person who holds a professional license requiring confidentiality, such as a counselor, or who is supervised by such a person shall not be required to disclose a report of prohibited conduct without the student’s consent.</p> <p>A person who is a nonprofessional counselor or advocate designated in administrative procedures as a confidential source shall not be required to disclose information regarding an incident of prohibited conduct that constitutes personally identifiable information about a student or other information that would indicate the student’s identity without the student’s consent, unless the person is disclosing information as required for inclusion in the College District’s annual security report under the Clery Act. [See GCC]</p>
Responsible Employee	<p>For purposes of this policy, a “responsible employee” is an employee:</p> <ol style="list-style-type: none"><li>1. Who has the authority to remedy prohibited conduct.</li><li>2. Who has been given the duty of reporting incidents of prohibited conduct.</li><li>3. Whom a student reasonably believes has the authority to remedy prohibited conduct or has been given the duty of reporting incidents of prohibited conduct.</li></ol> <p>The College District designates the following persons as responsible employees: any instructor, any administrator, or any College District official defined below.</p>
<b>Definition of College District Officials</b>	For the purposes of this policy, College District officials are the ADA/Section 504 coordinator and the College President.

ADA / Section 504 Coordinator	<p>Reports of discrimination based on disability may be directed to the ADA/Section 504 coordinator. The College District designates the following person to coordinate its efforts to comply with Title II of the Americans with Disabilities Act of 1990, as amended, which incorporates and expands the requirements of Section 504 of the Rehabilitation Act of 1973, as amended:</p> <p>Name: <b>Todd C. Nelson</b></p> <p>Position: <b>Contracts &amp; Regulatory Resources Officer / Title IX &amp; 504 Coordinator</b></p> <p>Address: <b>3201 W. Pecan Blvd., McAllen, TX 78501</b></p> <p>Telephone: <b>(956) 872-4664</b></p>
Other Anti-discrimination Laws	<p>The College President or designee shall serve as coordinator for purposes of College District compliance with all other antidiscrimination laws.</p>
<b>Alternative Reporting Procedures</b>	<p>A student shall not be required to report prohibited conduct to the person alleged to have committed the conduct. Reports concerning prohibited conduct, including reports against the ADA/Section 504 coordinator, may be directed to the College President.</p> <p>A report against the College President may be made directly to the Board. If a report is made directly to the Board, the Board shall appoint an appropriate person to conduct an investigation.</p>
<b>Timely Reporting</b>	<p>Reports of prohibited conduct shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to immediately report may impair the College District's ability to investigate and address the prohibited conduct.</p>
<b>Investigation of the Report</b>	<p>The College District may request, but shall not require, a written report. If a report is made orally, the College District official shall reduce the report to written form.</p>
Initial Assessment	<p>Upon receipt or notice of a report, the College District official shall determine whether the allegations, if proven, would constitute prohibited conduct as defined by this policy. If so, the College District official shall immediately authorize or undertake an investigation, except as provided below at Criminal Investigation.</p> <p>If the College District official determines that the allegations, if proven, would not constitute prohibited conduct as defined by this policy but may constitute a violation of other College District rules or regulations, the College District official shall refer the complaint for consideration under the appropriate policy.</p>

Interim Action	If appropriate and regardless of whether a criminal or regulatory investigation regarding the alleged conduct is pending, the College District shall promptly take interim action calculated to address prohibited conduct prior to the completion of the College District's investigation.
College District Investigation	<p>The investigation may be conducted by the College District official or a designee or by a third party designated by the College District, such as an attorney. The investigator shall have received appropriate training regarding the issues related to the complaint and the relevant College District's policy and procedures.</p> <p>The investigation may consist of personal interviews with the person making the report, the person against whom the report is filed, and others with knowledge of the circumstances surrounding the allegations. The investigation may also include analysis of other information or documents related to the allegations.</p>
Criminal Investigation	If a law enforcement or regulatory agency notifies the College District that a criminal or regulatory investigation has been initiated, the College District shall confer with the agency to determine if the College District's investigation would impede the criminal or regulatory investigation. The College District shall proceed with its investigation only to the extent that it does not impede the ongoing criminal or regulatory investigation. After the law enforcement or regulatory agency has completed gathering its evidence, the College District shall promptly resume its investigation.
<b>Concluding the Investigation</b>	<p>Absent extenuating circumstances, such as a request by a law enforcement or regulatory agency for the College District to delay its investigation, the investigation should be completed within <del>ten</del><sup>10</sup> College District business days from the date of the report; however, the investigator shall take additional time if necessary to complete a thorough investigation.</p> <p>The investigator shall prepare a written report of the investigation. The report shall be filed with the College District official overseeing the investigation.</p>
<i>Notification of the Outcome</i>	The College District shall provide written notice of the outcome, within the extent permitted by the Family Educational Rights and Privacy Act (FERPA) or other law, to the victim and the person against whom the complaint is filed.
<b>College District Action</b>	If the results of an investigation indicate that prohibited conduct occurred, the College District shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the conduct, in accordance with College District policy and procedures [see FM and FMA].
Prohibited Conduct	

<i>Corrective Action</i>	Examples of corrective action may include a training program for those involved in the complaint, a comprehensive education program for the College District community, counseling for the victim and the student who engaged in prohibited conduct, follow-up inquiries to determine if any new incidents or any instances of retaliation have occurred, involving students in efforts to identify problems and improve the College District climate, increasing staff monitoring of areas where prohibited conduct has occurred, and reaffirming the College District's policy against discrimination and harassment.
Improper Conduct	If the investigation reveals improper conduct that did not rise to the level of prohibited conduct, the College District may take disciplinary action in accordance with College District policy and procedures or other corrective action reasonably calculated to address the conduct.
<b>Confidentiality</b>	To the greatest extent possible, the College District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation and comply with applicable law.
<b><u>Retaliation</u></b>	<p><b>The College District prohibits retaliation by a student or College District employee against a student alleged to have experienced prohibited conduct or a student or an employee who, in good faith, makes a report, serves as a witness, or otherwise participates in an investigation or proceeding under this policy. Any action taken by the College District to discipline a person who perpetrated or assisted in the perpetration of the prohibited conduct is not considered retaliation under this policy.</b></p> <p><b>A person who is alleged to have experienced retaliation may pursue a claim under this policy or policy DIAB, as appropriate.</b></p>
<b><u>Examples</u></b>	<p><b>Examples of retaliation include, without limitation, threats, intimidation, coercion, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, and/or unwarranted grade reductions. Prohibited Unlawful retaliation does not include petty slights or minor annoyances.</b></p>
<b>Failure to Report and False Claims</b>	<b>An employee who fails to make a required report or a student or employee who intentionally makes a false claim or offers a false statement regarding prohibited conduct shall be subject to appropriate disciplinary action in accordance with law.</b>

**Appeal**

A party who is dissatisfied with the outcome of the investigation may appeal through the applicable grievance policy beginning at the appropriate level. [See DGBA(LOCAL) for employees, FLD(LOCAL) for students, and GB(LOCAL) for community members] A party shall be informed of his or her right to file a complaint with the U.S. Department of Education Office for Civil Rights.

**Records Retention**

Retention of records shall be in accordance with the College District's records retention procedures. [See CIA]

**Access to Policy, Procedures, and Related Materials**

Information regarding this policy and any accompanying procedures, as well as relevant educational and resource materials concerning the topics discussed in this policy, shall be distributed annually to College District employees and students in compliance with law and in a manner calculated to provide easy access and wide distribution, such as through electronic distribution and inclusion in the employee and student handbooks and other major College District publications. Information regarding the policy, procedures, and related materials shall also be prominently published on the College District's website, taking into account applicable legal requirements. Copies of the policy and procedures shall be readily available at the College District's administrative offices and shall be distributed to a student who makes a report.

STUDENT CONDUCT  
PROHIBITED ORGANIZATIONS AND HAZING

FLBC  
(LOCAL)

<b>Hazing Prohibited</b>	Hazing by students or student organizations, as defined by law, is prohibited even if the person being hazed consents to the hazing.
<b>Reporting Procedures</b>	Any student who believes that he or she has experienced hazing or believes that another student or group of students has experienced hazing should immediately report the alleged acts to the dean of student affairs, the College President, or another employee.
Student Report	
Employee Report	Any College District employee who suspects or receives notice that a student or group of students has or may have experienced hazing shall notify the dean of student affairs in accordance with FMA.
<i>Exceptions</i>	<p>A report that includes allegations that may constitute discrimination or harassment on the basis of sex shall be submitted in accordance with FFDA.</p> <p>A report that includes allegations that may constitute discrimination or harassment on the basis of race, color, national origin, disability, religion, age, or any other basis prohibited by law shall be submitted in accordance with FFDB.</p>
<b>Investigation of the Report</b>	Allegations of hazing shall be investigated under FMA.
Exception	Hazing allegations that may constitute discrimination or harassment on the basis of sex, race, color, national origin, disability, religion, age, or any other basis prohibited by law shall be investigated under FFDA or FFDB, as appropriate.
<b>Access to Policy, Procedures, and Related Materials</b>	Information regarding this policy and any accompanying procedures, as well as relevant educational and resource materials concerning the topics discussed in this policy, shall be distributed to College District employees and students after hire or admission and then annually in a manner calculated to provide easy access and wide distribution, such as through electronic distribution, publication on the College District's website, and inclusion in the employee and student handbooks and other major College District publications.



## **Review and Recommend Action to Adopt Local District Update Policies**

<b>Purpose</b>	To adopt the local policies listed in Appendix A to align with College operations.
<b>Justification</b>	The local policies reflect the updates to the College's internal operations. Below is a justification for each local policy.
<b>Enclosed Documents</b>	Appendix A – List of Policies Appendix B – Policies
<b>Staff Resource</b>	Anahid Petrosian, Vice President and Provost for Academic Affairs and Economic Development Brett Millan, Associate Vice President - Academic Success and Advancement Andrew Fish, Academic Initiatives Officer Matthew Hebbard, Vice President for Student Affairs and Enrollment Management Cynthia Blanco, Dean of Enrollment Systems and Registrar Mary Del Paz, Vice President for Finance and Administrative Services Myriam Lopez, Associate Vice President - Finance and Management Deyadira Leal, Director of Purchasing George McCaleb, Executive Director - Facilities Operations and Maintenance
<b>Recommendation</b>	<b><i>It is recommended that the Board of Trustees of South Texas College approve and authorize the following Minute Order proposed for consideration:</i></b> The Board of Trustees of South Texas College approves and authorizes to adopt the local district update policies listed in Appendix A, as presented, and which supersedes any previously adopted Board policy.

### **Appendix A**

Policy	Last Adopted Date	Justification
Policy BGC – (LOCAL) – Administrative Organization: Councils and Faculty Senate	New Policy	A part of the 89 <sup>th</sup> Texas Legislature, Texas Senate Bill 37 (SB 37) is a recently passed and enacted legislation requiring that Faculty Senates at institutions of higher education be formally established by the governing board through an adopted policy that outlines how members are selected. Institutions without such a policy in place by September 1, 2025, will see their Faculty Senates dissolved under state law. This policy meets SB 37 requirements and provides a framework for related administrative procedures, allowing the Faculty Senate to continue its work without interruption. At this time, the TASB has not issued a local model policy for SB 37 compliance.
Policy DBF – (LOCAL) – Employment Requirements and Restrictions: Outside Employment	01/31/2023	The proposed revisions would allow such firms to be procured with safeguards from Human Resources to prevent conflicts of interest. The College's purchasing procedures currently prohibit doing business with any vendor that employs a College employee – a holdover from pre-TASB policy. This limits the College's ability to hire practicing professionals as adjuncts in fields like architecture, where their firms are then barred from College contracts.
Policy FB – (LOCAL) – Admissions	01/30/2024	A part of the 89 <sup>th</sup> Texas Legislature and pursuant to Senate Bill 365 and Texas Education Code, 51.931(c-2), each public institution of higher education is required to adopt, post on the institution's Internet website, and submit to the Texas Higher Education Coordinating Board a policy regarding the admissions made by the institution under this section, including the period for which an applicant's course credits or grades will be considered by the institution under the policy.
Policy GD – (LOCAL) – Community Expression and Use of College Facilities	06/25/2024	Amended the “Fees for Use” section of the policy to include partnering school districts as an exception.

### **Appendix B**

Policies follow in the packet.

ADMINISTRATIVE ORGANIZATION: COUNCILS AND FACULTY SENATE

BGC  
(LOCAL)

**Purpose**

The Board of Trustees recognizes the value of faculty input in institutional governance and academic affairs. A Faculty Senate, serving in an advisory capacity, provides a structured mechanism for faculty participation in matters related to curriculum, academic standards, and faculty welfare. The Faculty Senate shall serve as a formal advisory body to the College administration, consistent with state law, including Texas Education Code § 51.3522 and subsequent amendments under SB 37 (2025).

**Authority & Oversight**

Only the Board of Trustees may authorize the establishment or continuation of a Faculty Senate.

**Administrative Procedures**

The College President or designee shall establish and maintain administrative procedures governing the Faculty Senate, including but not limited to:

- Structure and size of the Senate,
- Membership eligibility and selection,
  - Representation & Selection: The Faculty Senate shall consist only of faculty members. Each division shall be represented by at least two faculty members, with total membership not exceeding sixty. For every division, one senator shall be appointed annually by the President from among the elected senators, and the remaining senators shall be elected by the faculty of that division.
- Terms of service and officer appointments,
- Rules governing meetings, transparency, and quorum,
- Advisory scope and limitations,
- Conditions for service and removal,
- Compliance with applicable state laws, including live-streaming, public notice, and recordkeeping requirements.

These procedures shall ensure the Faculty Senate operates within the limits of its advisory role, balancing shared governance, and that its role remains consistent with the College's mission and applicable statutes.

EMPLOYMENT REQUIREMENTS AND RESTRICTIONS  
OUTSIDE EMPLOYMENT

DBF  
(LOCAL)

An employee of the College District shall not engage in employment with another employer or as self-employment when such employment interferes with the employee's performance of his or her job duties and obligations with the College District or creates a conflict between the employee's personal interests and the interests of the College District.

**Employee as Vendor  
Transactions  
Prohibited**

Except as expressly provided in this policy, a College District employee shall not sell or provide goods, materials, equipment, or services to the College District in any capacity as a vendor, and the College District shall not knowingly enter into a contract for the purchases of goods and services with a business entity in which a College employee is a partner, sole proprietor, officer, agent, employee, or director.

**Architect / Engineer  
Adjunct Exception**

To meet instructional needs in the Architecture Area of Study, the College may employ individuals with a master's degree in architecture as an adjunct (part-time) instructor in the individual's personal capacity, even when the individual is affiliated with a firm that does business with the College, provided that all of the following conditions are satisfied:

1. **Individual appointment only.** The instructional contract is between the College and the individual professional, not the professional's firm.
2. **Credentialing and Expertise.** The adjunct holds a master's degree in architecture.
3. **Conflict-of-interest disclosure.** Before employment, the individual completes the College's conflict-of-interest disclosure.
4. **Procurement firewall.** The individual shall not participate in, advise on, or influence any College District procurement in which the individual's firm has a financial interest.
5. **Transparency reporting.** Human Resources shall track and annually report to the Board any payments under this exception, identifying the adjunct's vendor affiliation.
6. **Non-precedential effect.** This exception is limited to courses that require architectural expertise and does not waive any other restriction on outside employment.

An employee shall expeditiously notify, in writing, his or her immediate supervisor of any employment that he or she has with another employer or as self-employment. At a minimum, the employee shall disclose to his or her supervisor the name, address, and telephone number of the other employer or of the self-employment activity, the working days and hours, and the job duties and

EMPLOYMENT REQUIREMENTS AND RESTRICTIONS  
OUTSIDE EMPLOYMENT

DBF  
(LOCAL)

responsibilities in the other employment. The supervisor may request such additional information from the employee that will reasonably assist the supervisor in determining whether the employee's other employment interferes with the employee's job duties and responsibilities at the College District or creates a conflict between the employee's personal interests and the interests of the College District.

A violation of this policy may result in disciplinary action and/or termination of employment.

The College District has an open admissions policy that ensures that all persons who can benefit from postsecondary education have an opportunity to enroll. The College District shall not discriminate on the basis of race, color, sex, national origin, religion, disability, age, or military status in admissions.

Admission to the College District does not guarantee admittance to a particular course or program of study. A student may be required to satisfy certain requirements before enrolling in particular courses of study.

As prescribed by Texas Education Code Section 51.931, if an applicant elects to seek admission under this section, a public institution of higher education, in considering the applicant for admission, shall disregard academic course credits or grades earned by the applicant more recently than 10 years before the starting date of the semester in which the applicant seeks to enroll, except the institution is prohibited from disregarding any credits or grades earned during the five-year period preceding that date.

An applicant who makes the election to apply under this section and is admitted as a student may not receive any course credit for courses taken five years or more prior to enrollment.

Nothing in this section prohibits a public institution of higher education from applying standard admissions criteria generally applicable to persons seeking admission to the institution.

The College President shall develop procedures for student admissions, including any additional course admission requirements. The procedures shall be published in the College District catalog and other relevant College District publications.

COMMUNITY EXPRESSION AND USE OF COLLEGE FACILITIES

GD  
(LOCAL)

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**Note:** For expression and use of College District facilities and distribution of literature by students and registered student organizations, see FLA. For expression and use of College District facilities by employees and employee organizations, see DGC. For use of the College District's internal mail system, see CHE.

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As defined by the Texas Government Code 448.001, "Antisemitism," means a certain perception of Jews that may be expressed as hatred toward Jews. The term includes rhetorical and physical acts of antisemitism directed toward Jewish or non-Jewish individuals or their property or toward Jewish community institutions and religious facilities. Examples of antisemitism are included with the International Holocaust Remembrance Alliance's "Working Definition of Antisemitism" adopted on May 26, 2016.

**Use of College  
District Facilities**

The grounds and facilities of the College District shall be made available to members of the College District community and community organizations, including College District support organizations, when such use is for educational, recreational, civic, or social activities and the use does not conflict with use by, or any of the policies and procedures of, the College District.

**Requests**

To request permission to meet in College District facilities, interested community members or organizations shall file a written request with the campus administrator in accordance with administrative procedures.

The community members or organization making the request shall indicate that they have read and understand the policies and rules governing use of College District facilities and that they will abide by those rules.

**Approval**

Requests for community use of College District facilities shall be considered on a first-come, first-served basis.

The campus administrator shall approve or reject the request in accordance with provisions of and deadlines set out in this policy and administrative procedures, without regard to the religious, political, philosophical, ideological, academic viewpoint, or other content of the speech likely to be associated with the community members' or organization's use of the facility.

Approval shall not be granted when the official has reasonable grounds to believe that:

COMMUNITY EXPRESSION AND USE OF COLLEGE FACILITIES

GD  
(LOCAL)

1. The College District facility requested is unavailable, inadequate, or inappropriate to accommodate the proposed use at the time requested;
2. The applicant is subject to a sanction [see Violations of Policy, below] prohibiting the use of the facility;
3. The proposed use would constitute an immediate and actual danger to the peace or security of the College District that available law enforcement officials could not control with reasonable efforts;
4. The applicant owes a monetary debt to the College District and the debt is considered delinquent;
5. The proposed activity would disrupt or disturb the regular academic program;
6. The proposed use would result in damage to or defacement of property or the applicant has previously damaged College District property; or
7. The proposed use would constitute expression that is considered prohibited harassment or antisemitism.

*Common  
Outdoor Area  
Exception*

Common outdoor areas are traditional public forums and are not subject to the approval procedures. Community members and organizations may engage in expressive activities in common outdoor areas, unless:

1. The person's conduct is unlawful, including, but not limited to, expression that is considered prohibited harassment or antisemitism;
2. The use would constitute an immediate and actual danger to the peace or security of the College District that available law enforcement officials could not control with reasonable efforts;
3. The use would materially or substantially disrupt or disturb the regular academic program; or
4. The use would result in damage to or defacement of property.

*For-Profit Use*

The College District shall not permit individuals or for-profit organizations to use its facilities for financial gain; however, the College District shall permit private academic instruction, as well as public performances or presentations so long as no admission fee is charged, when these activities do not conflict with College District use or with this policy.

*Nonprofit Use*



COMMUNITY EXPRESSION AND USE OF COLLEGE FACILITIES

GD  
(LOCAL)

	<p>The College District shall permit nonprofit organizations to conduct fundraising events on College District property when these activities do not conflict with College District use or with this policy.</p>
<i>Campaign-Related Use</i>	<p>Except to the extent a College District facility is used as an official polling place, College District facilities shall not be available for use by individuals or groups for political advertising, campaign communications, or electioneering, as those terms are used in state law.</p>
<i>No Approval Required</i>	<p>No approval shall be required for nonschool-related recreational use of the College District's unlocked, outdoor recreational facilities, such as the track, tennis courts, and the like, when the facilities are not in use by the College District or for another scheduled purpose.</p>
<i>Written Notice if Request Rejected</i>	<p>The campus administrator shall provide the applicant a written statement of the grounds for rejection if a request is denied.</p>
Emergency Use	<p>In case of emergencies or disasters, the College President may authorize the use of College District facilities by civil defense, health, or emergency service authorities.</p>
Repeated Use	<p>The College District shall permit repeated use by any community member or organization in accordance with administrative procedures.</p>
<i>Exception</i>	<p>Any limitations on repeated use by a community member or organization shall not apply to any group or organization when the primary participants in the activities are College District students, faculty, or staff.</p>
Scheduling	<p>Academic and extracurricular activities sponsored by the College District shall always have priority when any use is scheduled. The campus administrator shall have authority to cancel a scheduled use by a community member or organization if an unexpected conflict arises with a College District activity.</p>
Use Agreement	<p>Any community member or organization approved for a nonschool use of College District facilities shall be required to complete a written agreement indicating receipt and understanding of this policy and any applicable administrative regulations, and acknowledging that the College District is not liable for any personal injury or damages to personal property related to the nonschool use.</p>
Fees for Use	<p>A community member or organization authorized to use College District facilities shall be charged a fee for the use of designated facilities.</p> <p>The Board shall establish and publish a schedule of fees based on the cost of the physical operation of the facilities, as well as any</p>

COMMUNITY EXPRESSION AND USE OF COLLEGE FACILITIES

GD  
(LOCAL)

applicable personnel costs for supervision, custodial services, food services, security, and technology services.

*Exception*

Fees shall not be charged when College District buildings are used for public meetings sponsored by state [agencies](#), ~~or~~ local governmental agencies [and partnering school districts](#).

Required Conduct

Community members and organizations using College District facilities shall:

1. Conduct business in an orderly manner;
2. Provide identification when requested to do so by a College District representative;
3. Abide by all laws, policies, and procedures, including, but not limited to, those prohibiting the use, sale, or possession of alcoholic beverages, illegal drugs, and firearms, and the use of tobacco products or e-cigarettes on College District property; [See CHF and GDA]
4. Make no alteration, temporary or permanent, to College District property without prior written consent from the College President; and
5. Be responsible for the cost of repairing any damages incurred during use and shall be required to indemnify the College District for the cost of any such repairs.

**Distribution of Literature**

Written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials not sponsored by the College District shall not be sold, circulated, distributed, or posted on any College District premises by any community member or organization, including a College District support organization except in accordance with this policy.

The College District shall not be responsible for, nor shall the College District endorse, the contents of any materials distributed by a community member or organization.

Limitations on Content

Materials shall not be distributed by a community member or organization on College District property if:

1. The materials are obscene;
2. The materials contain defamatory statements about public figures or others;
3. The materials advocate imminent lawless or disruptive action and are likely to incite or produce such action;

COMMUNITY EXPRESSION AND USE OF COLLEGE FACILITIES

GD  
(LOCAL)

	<ol style="list-style-type: none"><li>4. The materials are considered prohibited harassment or anti-semitism [see DIA series and FFD series];</li><li>5. The materials constitute unauthorized solicitation [see Use of College District Facilities, above]; or</li><li>6. The materials infringe upon intellectual property rights of the College District [see CT].</li></ol>
Time, Place, and Manner Restrictions	<p>Distribution of materials shall be conducted in a manner that:</p> <ol style="list-style-type: none"><li>1. Is not disruptive [see FLB];</li><li>2. Does not impede reasonable access to College District facilities;</li><li>3. Does not result in damage to College District property;</li><li>4. Does not coerce, badger, or intimidate a person;</li><li>5. Does not interfere with the rights of others; and</li><li>6. Does not violate local, state, or federal laws or College District policies and procedures.</li></ol> <p>The distributor shall clean the area around which the literature was distributed of any materials that were discarded or leftover.</p> <p>The campus administrator shall designate times, locations, and means by which materials that are appropriate for distribution, as provided in this policy, may be made available or distributed by community members or organizations to others in College District facilities and in areas that are not considered common outdoor areas.</p>
Posting of Signs	<p>For the purposes of this policy, “sign” shall be defined as a billboard, decal, notice, placard, poster, banner, or any kind of hand-held sign; and “posting” shall be defined as any means used for displaying a sign.</p> <p>No signs may be posted on College District property by a community member or organization unless the posting qualifies as a permitted campaign-related use or is in a common outdoor area subject to administrative procedures.</p>
Exception	<p>A College District support organization may post a sign in College District facilities with prior approval of the campus administrator in accordance with the procedures developed for that purpose.</p>
Identification	<p>A community member or organization distributing materials on campus shall provide identification when requested to do so by a College District representative.</p>

COMMUNITY EXPRESSION AND USE OF COLLEGE FACILITIES

GD  
(LOCAL)

<b>Violations of Policy</b>	Failure to comply with this policy and associated procedures shall result in appropriate administrative action, including but not limited to, withdrawal of consent to remain on campus, the suspension of the individual's or organization's use of College District facilities and the confiscation of nonconforming materials.
Interference with Expression	Faculty members, students, or student organizations that interfere with the expressive activities permitted by this policy shall be subject to disciplinary action in accordance with the College District's discipline policies and procedures. [See DH, FM, and FMA]
<b>Appeals</b>	Decisions made by the administration in accordance with this policy may be appealed in accordance with GB(LOCAL), DGBA(LOCAL), and FLD(LOCAL) as applicable.
<b>Publication</b>	This policy and associated procedures must be posted on the College District's website and distributed in the employee and student handbooks and other appropriate publications.

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

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

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

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

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

- a. Approval on Schematic Design and Authorization to Proceed with Solicitation of Construction Services for the Pecan Campus Athletic Field Building R
- b. Approval on Additional Architectural Services for the Nursing and Allied Health Campus Health Science Professions and Event Center Building E Renovation
- c. Approval on Color Selections for the Pecan Campus Kinesiology Building Q
- d. Approval on Color Selections for the District Wide Stucco Repainting At Starr County Campus Workforce Center Building D
- e. Approval on Substantial and Final Completion of Mid Valley Campus Child Development Center Canopy for Portable Building L2
- f. Approval on Final Completion of the Pecan Campus Athletic Fields Reseeding and Regrading
- g. Approval on Final Completion of the Technology Campus Resurfacing of Parking Lot #2 and Regrading of Existing Swales
- h. Approval on Final Completion of the Starr County Campus Building Q Automotive Lab Expansion
- i. Approval on Final Completion of the Starr County Campus North Academic Building C HVAC-R Outdoor Covered Area Expansion
- j. Approval on Final Completion of the Regional Center for Public Safety Excellence Parking Lot #1 Additional Spaces
- k. Approval on Final Completion of the District Wide Flooring Replacements Phase IV at Pecan Campus Student Activities Building H
- l. Approval on Annual Facility Usage Agreements for the Kinesiology Program

***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 – l" 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 Proceed with Solicitation of Construction Services for the Pecan Campus Athletic Field Building R**

**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 March 25, 2025, the Board of Trustees approved contracting architectural services with Negrete & Kolar Architects, LLP. The architect has worked with College staff to develop a schematic design to meet the needs of the program.

Design and construction of the building to include the following:

- Storage Area
- Snack Kiosk
- Restrooms
- Custodial Room
- Electrical Room

**Total Square Footage: 1,671 sq. ft.**

The estimated construction cost for the project is \$841,487.50.

**Enclosed Documents** Appendix A – Schematic Design  
Appendix B – Fact Sheet

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

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

**Total \$569,300**

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

**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 Athletic Field Building R project as presented.

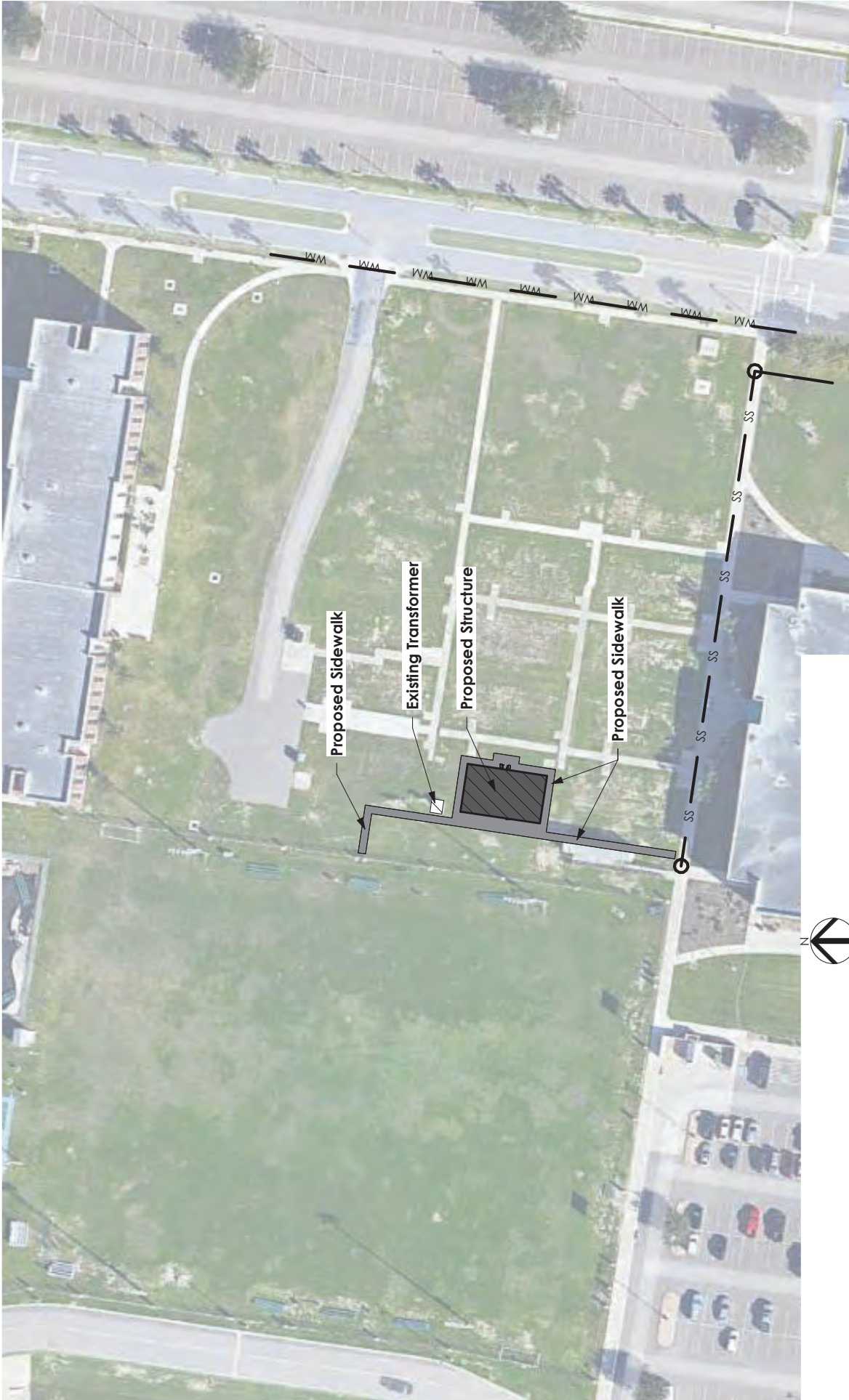
**Appendix A**

Schematic Design follows in the packet.

**Appendix B**

Fact Sheet follows in the packet.





NEGRETE & KOLAR  
ARCHITECTS LLP

Proposed Site Plan

Athletic Field Building R

McAllen, Texas 78501

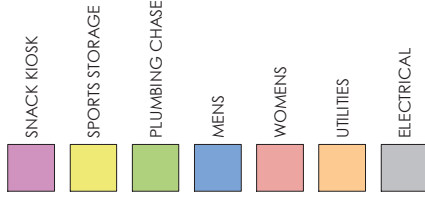
08/12/2025



SOUTH TEXAS  
COLLEGE



## LEGEND



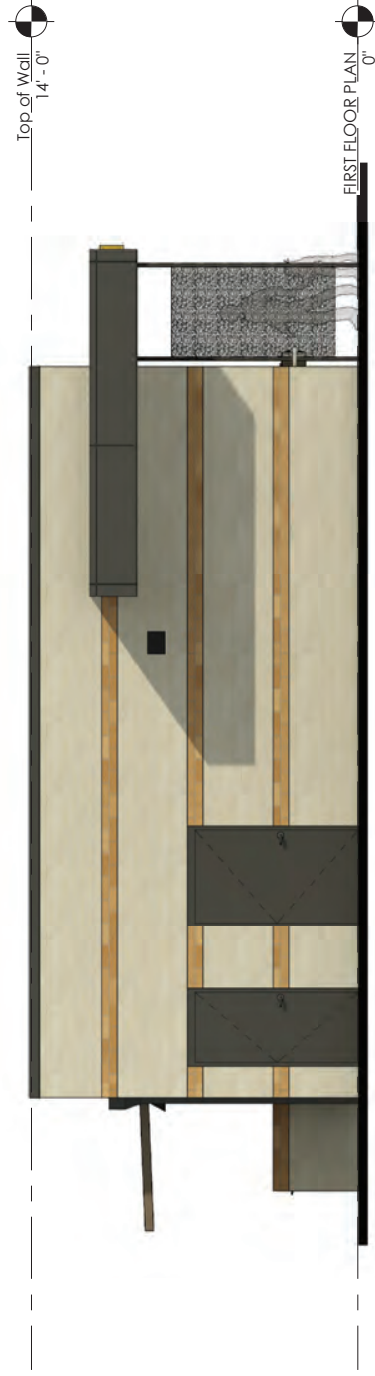
## AREAS

New Concrete Sidewalk  
Proposed Gross Area  
Grand total: 3

2247 SF  
1671 SF  
3918 SF



East View



North View

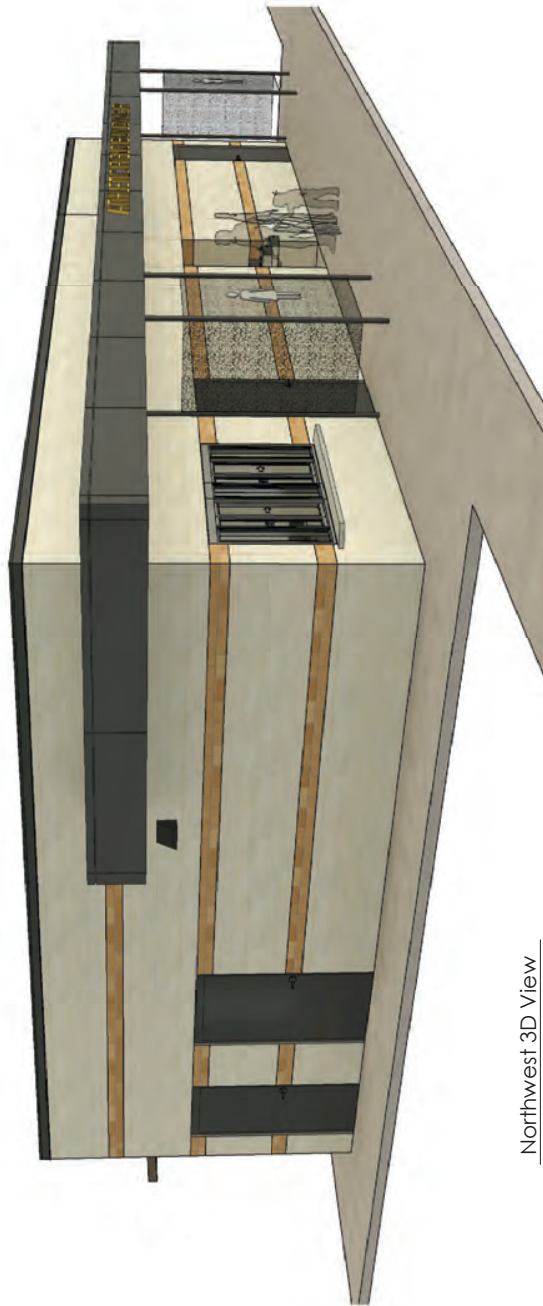


West View



South View

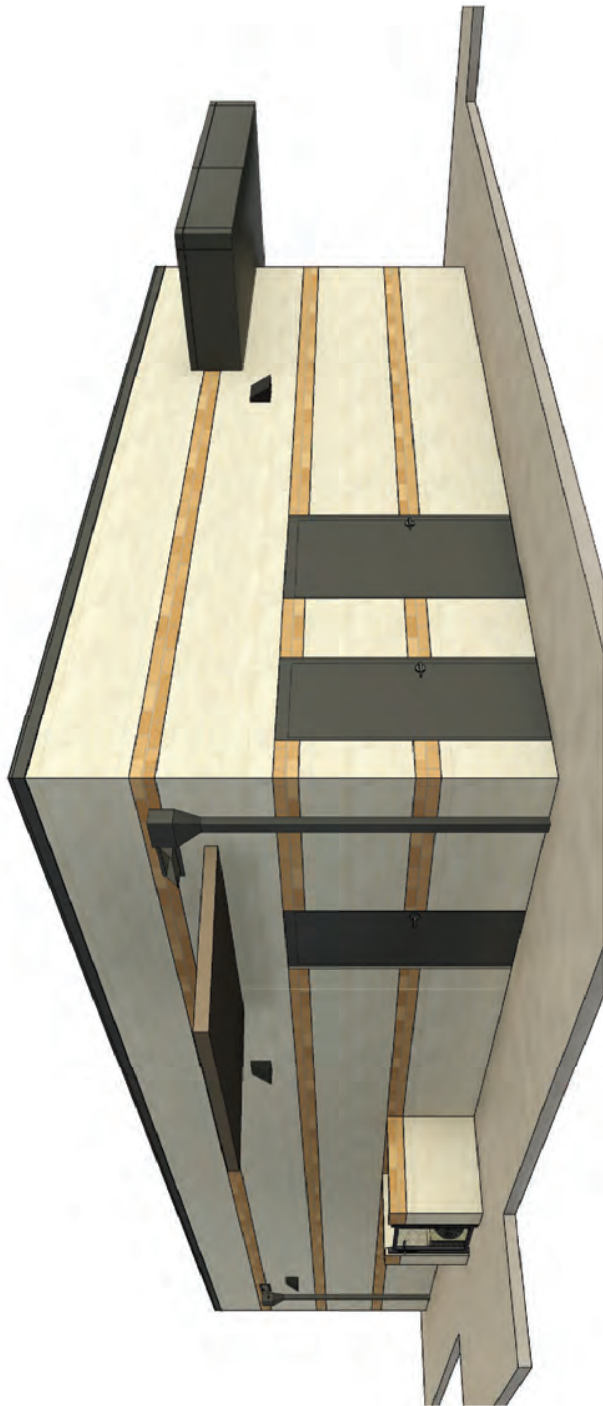




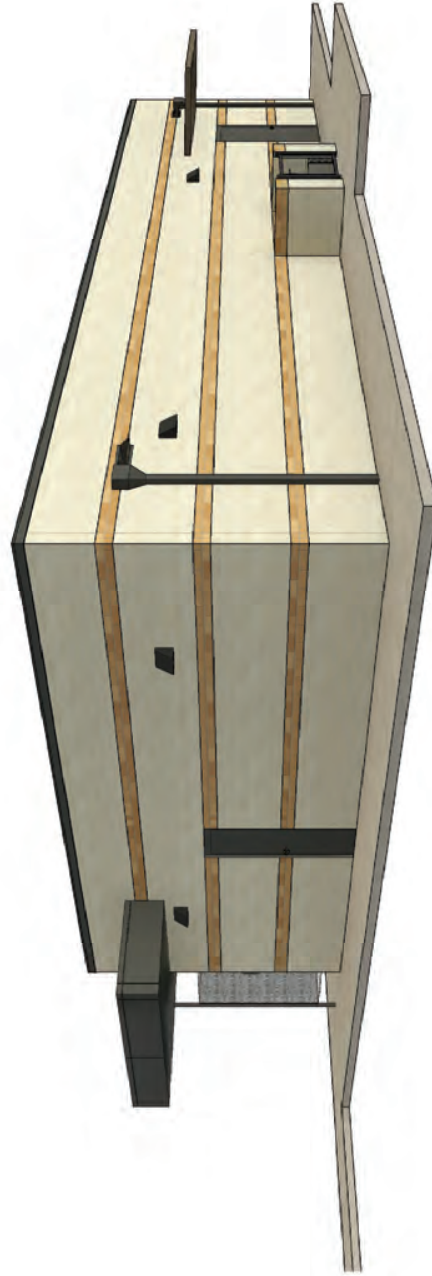
Northwest 3D View



Southwest 3D View



Northeast 3D View



Southeast 3D View

**SITE & BUILDING/IMPROVEMENTS - \$841,487.50**



**Project Fact Sheet**  
**8/5/2025**

Project Name:		Pecan Campus - Athletic Field Building R			Project No.		2025-001C	
Funding Source(s):		Unexpended Plant Fund						
			FY 24-25					
			FY 24-25					
			Variance of					
			Project Budget					
			vs. Actual					
			Expenditures					
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FPC Project Manager

FPC Director

FPC Executive Director



**Consent Agenda:**

**b. Approval on Additional Architectural Services for the Nursing and Allied Health Campus Health Science Professions and Event Center Building E Renovation**

**Purpose** To approve additional architectural services for the project.

**Justification** On February 25, 2025, the Board of Trustees approved the schematic design as prepared by ERO Architects for the project. During the construction document phase, Nursing faculty and staff requested modifications to the design of the physical/occupational therapy skills lab and the dental hygienist lab.

The increased costs for the additional services are as follows:

Additional Architectural Services Fee to Date	\$36,576.00
Additional Architectural Services Moving Forward Cost Plus 10%	13,740.00

<b>Total Additional Architectural Services Cost</b>	<b>5,031.60</b>
	<b>\$55,347.60</b>

Current Architectural Services Fee	\$433,286.89
Additional Architectural Services Cost	55,347.60
<b>Total Revised Architectural Services Fee</b>	<b>\$488,634.49</b>

**Enclosed Documents** Appendix A – Fact Sheet

**Funding** The total Nursing and Allied Health Campus Health Science Professions and Event Center Building E Renovation Project 2023-020C project budget, including construction, design, miscellaneous, FFE, and technology, is \$7,297,552.50.

- Construction \$6,169,052.50
- Design 443,500.00
- Miscellaneous 131,000.00
- FFE 277,000.00
- Technology 277,000.00
- Total \$7,297,552.50**

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

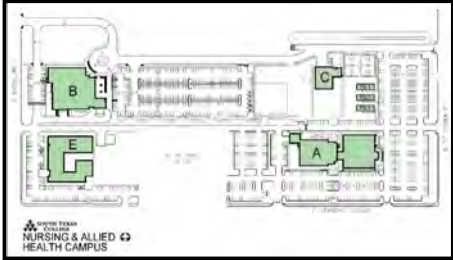

Mary Del Paz, Vice President for Finance and Administrative Services

**Recommendation** Administration requested the Facilities Committee recommend Board approval of the additional services for ERO Architects at a fee increase of \$55,347.60 for the Nursing and Allied Health Campus Health Science Professions and Event Center Building E Renovation project as presented.

**Appendix A**

Fact Sheet follows in the packet.

**Project Fact Sheet**  
**8/6/2025**

<b>Project Name:</b> Nursing & Allied Health Campus - Health Science Professions and Event Center Building E				<b>Project No.</b> 2023-020C															
<b>Funding Source(s):</b> Unexpended Plant Fund																			
		<b>FY 22-23</b> <div style="display: flex; justify-content: space-between;"> <div> <b>*Original Project Budget</b>            Construction: \$ 4,000,000.00            Design: \$ 400,000.00            Miscellaneous: \$ 120,000.00            FFE: \$ 240,000.00            Technology: \$ 240,000.00  <b>Total:</b> \$ 5,000,000.00         </div> <div> <b>Revised Project Budget</b>            Construction: \$ 6,169,052.50            Design: 443,500.00            Miscellaneous: 131,000.00            FFE: 277,000.00            Technology: 277,000.00  <b>Total:</b> \$ 7,297,552.50         </div> </div>			<b>FY 23-24</b> <div style="display: flex; justify-content: space-between;"> <div> <b>Project Budget</b>            Construction: 2,500,000.00            Design: 250,000.00            Miscellaneous: 5,000.00  <b>Total:</b> \$ 2,755,000.00         </div> <div> <b>Expenditures</b>            Construction: \$ -            Design: \$ -            Miscellaneous: \$ -            FFE: 498.51            Technology: \$ -  <b>Total:</b> \$ 498.51         </div> </div>			<b>Variance of Project Budget vs. Actual Expenditures</b> Construction: \$ - Design: \$ - Miscellaneous: \$ - FFE: 4,501.49 Technology: \$ - <b>Total:</b> \$ 2,754,501.49											
* Pending Architect's Probable Cost for Construction																			
		<b>FY 24-25</b> <div style="display: flex; justify-content: space-between;"> <div> <b>Project Budget</b>            Construction: \$ 4,433,000.00            Design: 443,500.00            Miscellaneous: 131,000.00            FFE: 277,000.00            Technology: 277,000.00  <b>Total:</b> \$ 5,561,500.00         </div> <div> <b>Expenditures</b>            Construction: \$ 4,433,000.00            Design: 239,872.61            Miscellaneous: 7,548.23            FFE: 277,000.00            Technology: 277,000.00  <b>Total:</b> \$ 247,420.84         </div> </div>			<b>Variance of Project Budget vs. Actual Expenditures</b> Construction: \$ 4,433,000.00 Design: 203,627.39 Miscellaneous: 123,451.77 FFE: 277,000.00 Technology: 277,000.00 <b>Total:</b> \$ 5,314,079.16														
<b>Project Team</b>		<b>Board Status</b>																	
<b>Approval to Solicit Architect/Engineer:</b> 7/25/2023		<b>Board Approval of Schematic Design</b> 02/25/2025		<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th>Vendor</th> <th>Contract Amount</th> <th>Actual Expenditures</th> <th>Variance</th> </tr> <tr> <td>goERO International</td> <td>\$ 406,563.75</td> <td>\$ 239,872.61</td> <td>\$ 166,691.14</td> </tr> <tr> <td>TBD</td> <td>\$ -</td> <td>\$ -</td> <td>\$ -</td> </tr> </table>				Vendor	Contract Amount	Actual Expenditures	Variance	goERO International	\$ 406,563.75	\$ 239,872.61	\$ 166,691.14	TBD	\$ -	\$ -	\$ -
Vendor	Contract Amount	Actual Expenditures	Variance																
goERO International	\$ 406,563.75	\$ 239,872.61	\$ 166,691.14																
TBD	\$ -	\$ -	\$ -																
<b>Architect/Engineer:</b> goERO International, LLC																			
<b>Contractor:</b> TBD		<b>Substantial Completion</b> TBD		<b>Board Acceptance</b> TBD															
<b>STC FPC Project Manager:</b> David Valdez		<b>Final Completion</b> TBD		<b>Board Acceptance</b> TBD															
<b>Project Description</b>		<b>Project Scope</b>																	
Design, renovation, and expansion of an existing facility for the Regional Workforce Development Healthcare Center Building E.		Renovation of the existing 21,966 and 6,800 expansion to provide classrooms, office spaces, and event center for the Regional Workforce Development Healthcare department.																	
<b>Projected Timeline</b>																			
Board Approval to Solicit Architect/Engineer 7/25/2023	Board Approval of Architect/Engineer 5/28/2024	Board Approval of Schematic Design 2/25/2025	Board Approval of Contractor 9/23/2025	Construction Start Date 10/31/2025	Board Approval of Substantial Completion Date 11/24/2026	Board Approval of Final Completion Date 12/22/2026	FFE Completion of Move In 12/22/2025												
<b>Project Calendar of Expenditures by Fiscal Year</b>																			
<b>Fiscal Year</b>	<b>Construction</b>	<b>Design</b>	<b>Miscellaneous</b>	<b>FFE</b>	<b>Tech</b>	<b>Project Total</b>													
2022-23	-	-	-	-	-	\$ -													
2023-24	-	-	-	498.51	-	\$ 498.51													
2024-25	-	239,872.61	7,548.23	-	-	\$ 247,420.84													
<b>Project Total</b>	\$ -	\$ 239,872.61	\$ 8,046.74	\$ -	\$ -	\$ 247,919.35													
<b>Current Agenda Item</b>																			
08/12/2025 Facilities Committee Meeting - Review and Recommend Action on Additional Architectural Services for the Nursing and Allied Health Campus Health Science Professionals Building E and Events Center																			
																			

FPC Project Manager David A. Valdez

FPC Director Robert S. Dornay

FPC Executive Director Rafael

**Consent Agenda:**

**c. Approval on Color Selections for the Pecan Campus Kinesiology Building Q**

**Purpose** To approve the interior color selections for the project.

**Justification** On June 28, 2022, the Board approved contracting architectural services with Boultinghouse Simpson Gates Architects. On April 22, 2025, the Board approved contracting construction services with Tri-Gen Construction, LLC.

Boultinghouse Simpson Gates Architects has prepared a presentation and color board 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

**Recommendation** Administration requested the Committee recommend Board approval of the color selections for the Pecan Campus Kinesiology Building Q project as presented.

**Appendix A**

Color Selections follow in the packet.









**ALUMINUM COMPOSITE PANEL**  
ALUCOBOND STEEL CITY SILVER MICA



**RED BRICK**  
INTERSTATE RED EMPEROR



**BUFF BRICK**  
INTERSTATE TUBMBLEWEED EMPEROR





# KINESIOLOGY BUILDING

SOUTH TEXAS COLLEGE-PECAN CAMPUS  
COLOR BOARD PRESENTATION









**MODULAR CARPET**  
MANNINGTON CRYPTOGRAM AUTOMATA  
CHAIN 12372



**WALK OFF CARPET**  
MANNINGTON FORCE FRIXTION  
SLIDE 34368

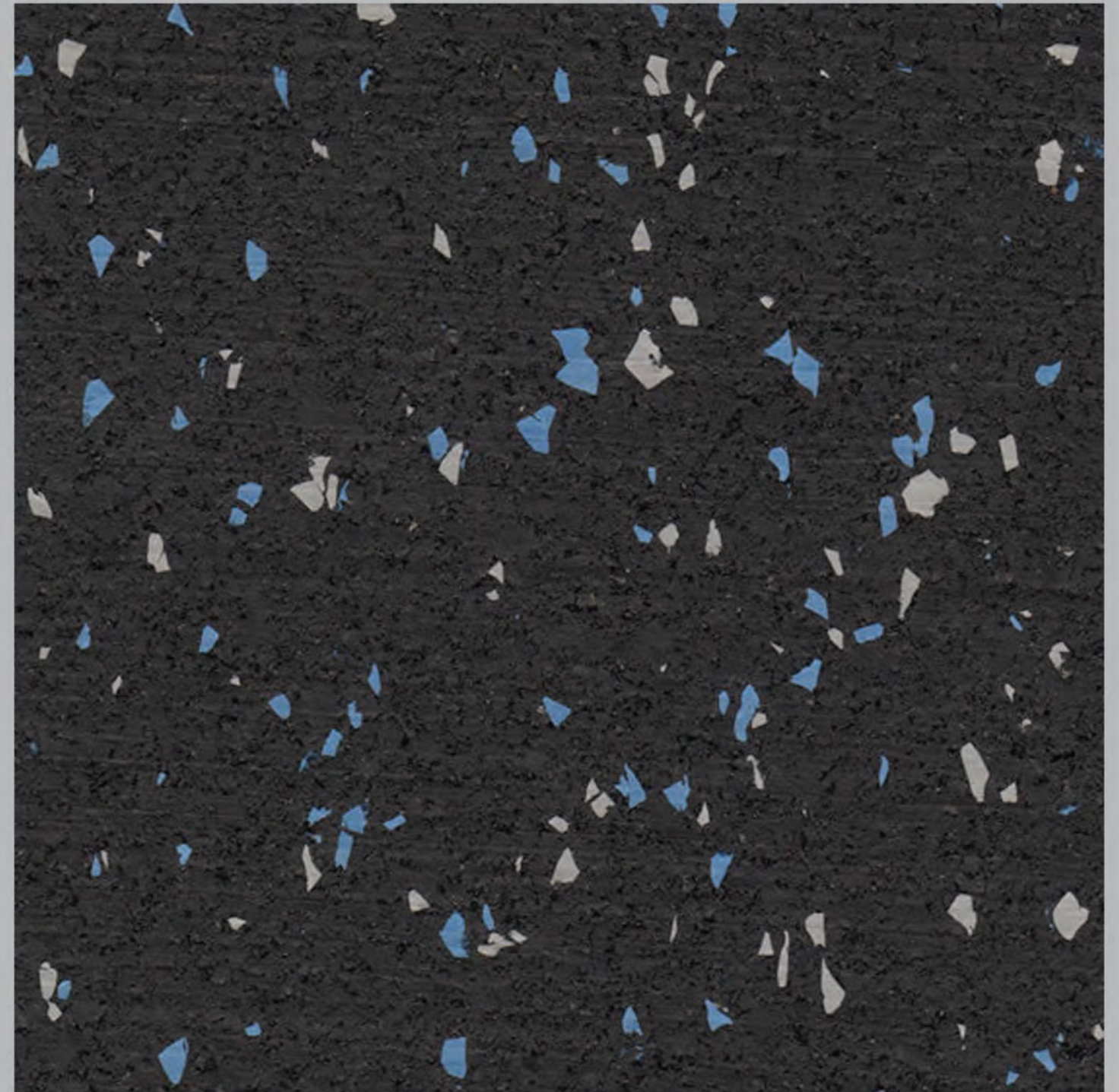








**LUXURY VINYL TILE**  
 12X18 MANNINGTON SPACIA ABSTRACT STEEL SS5A2804  
 BREAK ROOM



**14MM RECYCLED RUBBER SPORTS FLOOR**  
 REGUPOL AKTIVPRO APR101013 BLUE STREAK  
 EXERCISE ROOM, DOJO, AND SPIN ROOM





MAPEI GROUT  
PEWTER 02

**6x6 CERAMIC FLOOR TILE**  
DAL TILE VOLUME 1.0 STEREO GRAY VL73  
RESTROOM/LOCKER ROOM/SHOWER

**12X12 PORCELAIN FLOOR TILE**  
DAL TILE VOLUME 1.0 STEREO GRAY VL73  
RESTROOM/LOCKER ROOM/SHOWER





WALL BASE  
JOHNSONITE  
BLACK B-40



STOREFRONT SYSTEM  
CLEAR ANODIZED





**PLASTIC LAMINATED ACCENT WALL**  
**WILSONART RESTORED OAK PLANK YO331K**  
 LOBBY,/CONFERENCE ROOM,/FRONT OFFICES/MISC NICHES

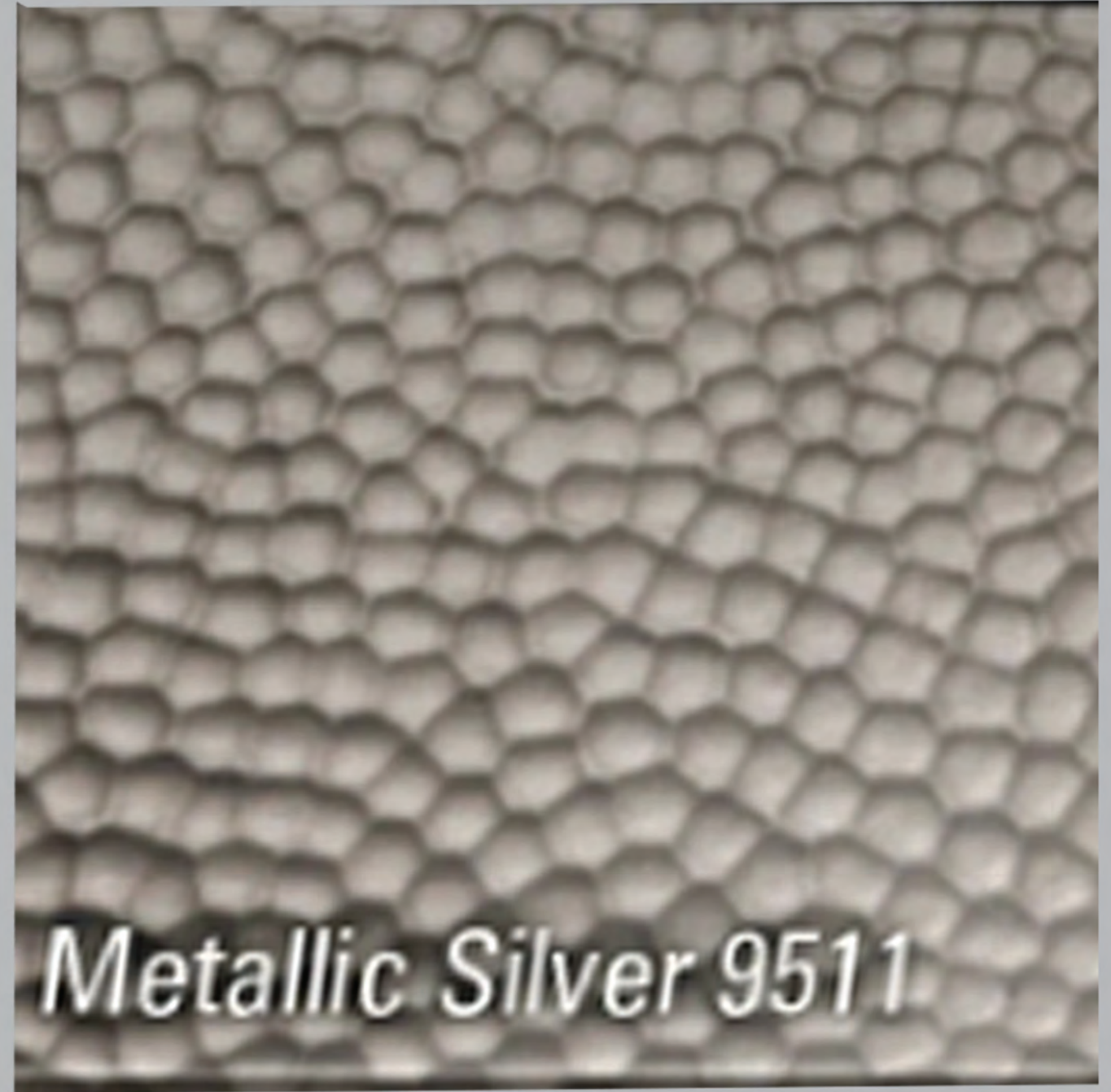


**DOOR FINISH**  
**VT INDUSTRIES**  
 SELECT ROTARY CUT SELECT WHITE BIRCH





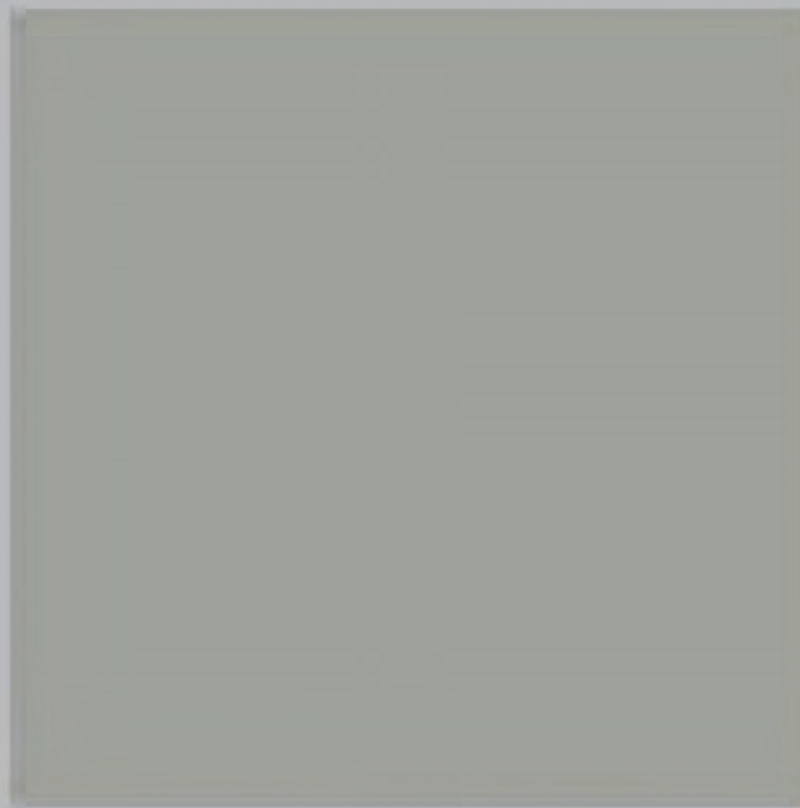
**QUARTZ COUNTERTOPS**  
 WILSONART GREY LAKE Q1009  
 LOBBY,/OFFICES,RESTROOMS/BREAK ROOM



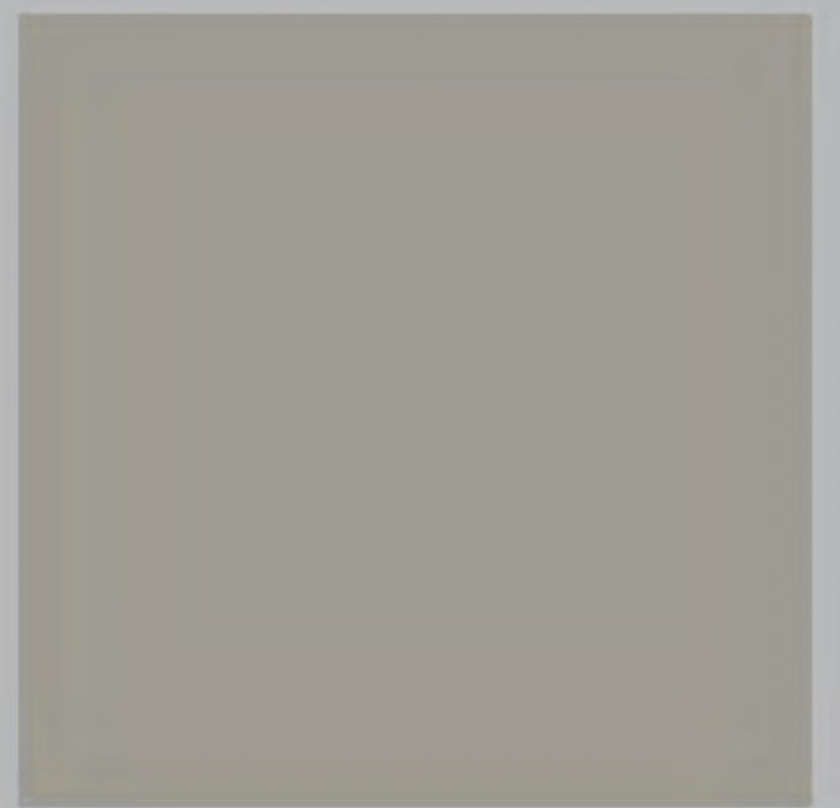
**TOILET PARTITIONS**  
 ASI METALLIC SILVER 9511  
 RESTROOM



**WALL PAINT ACCENT**  
FUNCTIONAL GRAY SW7024



**WALL PAINT ACCENT**  
STAMPED CONCRETE SW7655



**WALL PAINT ACCENT**  
ACIER 9170



**WALL PAINT FIELD**  
DRIFT OF MIST SW9166



**WALL PAINT ACCENT**  
ALPACA SW7022



**Consent Agenda:**

**d. Approval on Color Selections for the District Wide Stucco Repainting At Starr County Campus Workforce Center Building D**

<b>Purpose</b>	To approve the exterior color selections for the project.
<b>Justification</b>	<p>On October 29, 2024, the Board approved contracting construction services with Terra Fuerte Construction, LLC.</p> <p>College staff have prepared a presentation for review by the Facilities Committee.</p>
<b>Enclosed Documents</b>	Appendix A – Color Selections
<b>Staff Resource</b>	<p>Ricardo de la Garza, Executive Director for Facilities Planning &amp; Construction</p> <p>Mary Del Paz, Vice President for Finance and Administrative Services</p>
<b>Recommendation</b>	Administration requested the Committee recommend Board approval of the color selections for the District Wide Stucco Repainting At Starr County Campus Workforce Center Building D project as presented.

**Appendix A**

Color presentation follow in the packet.



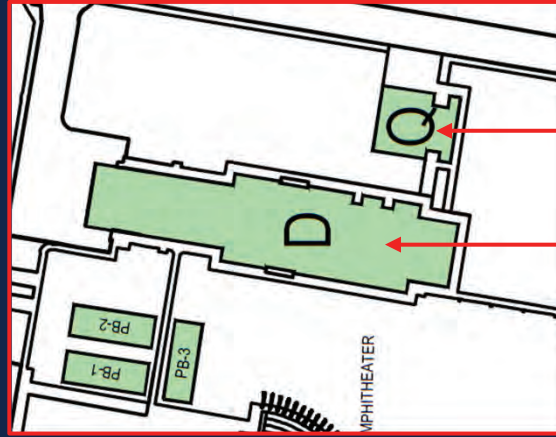
# DISTRICT WIDE STUCCO REPAINTING STARR COUNTY CAMPUS WORKFORCE CENTER BUILDING D

Proposed New Stucco Colors





# STARR COUNTY CAMPUS – SITE PLAN



Workforce Center  
Building D

Automotive Lab  
Building Q



# STARR COUNTY CAMPUS WORKFORCE CENTER BUILDING D

Existing Colors



Southwest View



# STARR COUNTY CAMPUS WORKFORCE CENTER BUILDING D

Existing Colors



Southeast View



# STARR COUNTY CAMPUS WORKFORCE CENTER BUILDING D

Existing Colors



Northeast View





Southeast View

# STARR COUNTY CAMPUS WORKFORCE CENTER BUILDING D & AUTOMOTIVE LAB BUILDING Q

Existing Colors







South View

# STARR COUNTY CAMPUS WORKFORCE CENTER BUILDING D & AUTOMOTIVE LAB BUILDING Q

Existing Colors





# STARR COUNTY CAMPUS AUTOMOTIVE LAB BUILDING Q

Existing Colors



East View



Southwest View



# PROPOSED COLORS

**Fiery Brown (SW 6055)**

Sherwin Williams

**Peppercorn (SW 7674)**

Sherwin Williams

# **STARR COUNTY CAMPUS WORKFORCE CENTER BUILDING D**

Proposed Colors





# STARR COUNTY CAMPUS WORKFORCE CENTER BUILDING D

Proposed Colors



Southwest View





Southeast View

# STARR COUNTY CAMPUS WORKFORCE CENTER BUILDING D

Proposed Colors





# STARR COUNTY CAMPUS WORKFORCE CENTER BUILDING D

Proposed Colors



Northeast View





South View

# STARR COUNTY CAMPUS WORKFORCE CENTER BUILDING D & AUTOMOTIVE LAB BUILDING Q

Proposed Colors





# STARR COUNTY CAMPUS WORKFORCE CENTER BUILDING D

Proposed Colors



Northeast View

**Consent Agenda:**

**e. Approval on Substantial and Final Completion of the Mid Valley Campus Child Development Center Canopy for Portable Building L2**

**Purpose** To approve substantial completion, final completion, and release of final payment for the project.

**Justification** College staff visited the site and developed a construction punch list on August 5, 2025.

- Contractor: Calidad 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 Calidad Construction, LLC. Final Completion, including punch list items, was accomplished as required in the Owner/Contractor agreement for this project. The original cost approved for this project was \$69,005.

**Enclosed Documents**

- Appendix A – Current Budget Status
- Appendix B – Photos
- Appendix C – Substantial Completion
- Appendix D – Final Completion
- Appendix E – Fact Sheet

**Funding** The funds for the Mid Valley Campus Child Development Center Canopy for Portable Building L2 Project 2025-004C 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, final completion, and release of final payment of \$69,005.00 for the Mid Valley Campus Child Development Center Canopy for Portable Building L2 project as presented.

**Appendix A**  
Current Budget Status

Mid Valley Campus Child Development Center Canopy for Portable Building L2					
Construction Budget	Approved Proposal Amount	Net Total Change Orders	Current Project Cost	Previous Amount Paid	Remaining Balance
\$69,005.00	\$69,005.00	\$0	\$69,005.00	\$0	\$69,005.00

**Appendix B**  
Photos follow in the packet.

**Appendix C**  
Substantial Completion follows in the packet.

**Appendix D**  
Final Completion follows in the packet.

**Appendix E**  
Fact Sheet follows in the packet.



## Mid Valley Campus Child Development Center Canopy for Portable Building L2



## District Wide Flooring Replacements Phase IV at Pecan Campus Student Activities Building H





# Substantial Completion Acceptance

AUG 6 2025 PM 4:16

**Project Name:** Mid Valley Campus – Child Care Development Canopy Expansion

**Project No.:** 24-25-1033

**Owner:** South Texas College

**Contractor:** Calidad Construction LLC

**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: 8/5/2025

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 30 Calendar days from the Effective Date of this Acceptance.

Orlando Canza III president [Signature] 8/6/2025  
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.

RICARDO DELAGANTA EXEC. DIRECTOR FPC [Signature] 8-6-2025  
Printed Name and Title Signature Date



**SOUTH TEXAS  
COLLEGE**

P.O. BOX 9701  
McAllen, TX 78502-9701

Facilities Planning & Construction  
3200 W. Pecan Blvd. • McAllen, TX 78501

(956) 872-3737  
(956) 872-3747

August 5, 2025

South Texas College  
3200 W. Pecan Blvd., Bldg N., Suite 179  
McAllen, TX 78501

Re: RFP 24-25-1033 Mid Valley Campus – Child Care Development Canopy Expansion

South Texas College Facilities Planning and Construction recommends Final Acceptance of the STC **Mid Valley Campus – Child Care Development Canopy Expansion** as of **August 5, 2025** and recommends release of final payment to Calidad Construction LLC.

If you have any questions, please contact our office.

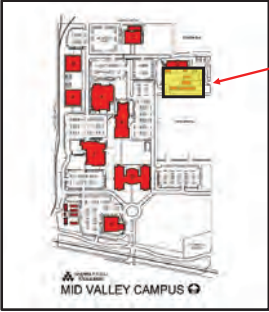
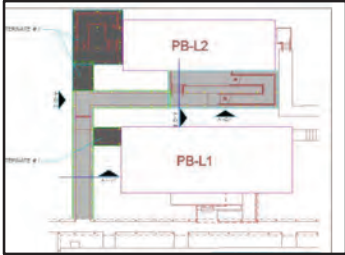
Sincerely,

Rick de la Garza, Executive Director  
Facilities Planning & Construction  
3200 W. Pecan Blvd., Bldg. N. Suite 179  
McAllen, TX 78501  
Phone: 956-872-3737  
Fax: 956-872-3747





Project Fact Sheet  
8/6/2025

Diaz Flooring		Mid Valley Campus Child Care Development Center Canopy Expansion		Project No.		2025-004C	
Funding Source(s):		Unexpended Plant Fund					
		FY 24-25		Variance of			
		FY 24-25		Project Budget		Total Actual	
		Actual		vs. Actual		Expenditures To	
		Expenditures		Expenditures		Date	
Construction:		\$ 60,000.00		\$ -		\$ 60,000.00	
Design		-		-		-	
Miscellaneous:		5,000.00		502.12		4,497.88	
FFE:		-		-		-	
Technology:		-		-		-	
Total:		\$ 65,000.00		\$ 502.12		\$ 64,497.88	
Project Team		Board Status					
Approval to Solicit :		N/A		Board Approval of Schematic Design		Vendor	
Architect/Engineer:				NA		Calidad	
Contractor:		Calidad Construction, LLC				Construction, LLC	
						\$ 69,005.00	
						\$ 69,005.00	
STC FPC Project Manager:		Martin Villarreal		Substantial Completion		Board Acceptance	
				TBD		TBD	
				Final Completion		Board Acceptance	
				TBD		TBD	
Project Description		Project Scope					
Expansion of Existing Canopy to cover walkways and entry ramps at portable building PB-L2.		Provide a new canopy to cover new walkways and entry ramps recently constructed for Portable building PB-L2. Approximately 265 LF.					
Projected Timeline							
Board Approval to Solicit Architect/Engineer	Board Approval of Architect/Engineer	Board Approval of Schematic Design	Board Approval of Contractor	Construction Start Date	Board Approval of Substantial Completion Date	Board Approval of Final Completion Date	FFE Completion of Move In
N/A	N/A	N/A	2/25/2025	4/24/2025	8/26/2025	8/26/2025	N/A
Project Calendar of Expenditures by Fiscal Year							
Fiscal Year	Construction	Design	Miscellaneous	FFE	Tech	Project Total	
2024-25	-	-	502.12	-	-	\$ 502.12	
Project Total	\$ -	\$ -	\$ 502.12	\$ -	\$ -	\$ 502.12	
Current Agenda Item							
8/12/25 Facilities Committee Meeting - Review and Recommend Action on Substantial and Final Completion for the Mid Valley Campus Child Care Development Center Canopy Expansion Project							
<div><div>Project Location</div></div>							

FPC Project Manager

*Martin Villarreal*

FPC Director

*Robert S. Doney*

FPC Executive Director

*R. D. D.*

**Consent Agenda:**

**f. Approval on Final Completion of the Pecan Campus Athletic Fields Reseeding and Regrading**

**Purpose** To approve final completion and release of final payment for the project.

**Justification** On July 22, 2025, the Board of Trustees approved Substantial Completion of this project.

- Contractor: GST Construction, Inc.

Final Completion, including punch list items, was accomplished as required in the Owner/Contractor agreement for this project. The original cost approved for this project was \$113,754.

**Enclosed Documents** Appendix A – Current Budget Status  
Appendix B – Photos  
Appendix C – Final Completion Letter  
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 final completion and release of final payment with GST Construction, Inc. in the amount of \$67,517.50 for 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**

Final Completion Letter follows in the packet.

**Appendix D**

Fact Sheet follows in the packet.

## Pecan Campus Athletic Fields Reseeding and Regrading





**SOUTH TEXAS  
COLLEGE**

P.O. BOX 9701  
McAllen, TX 78502-9701

Facilities Planning & Construction  
3200 W. Pecan Blvd. • McAllen, TX 78501

(956) 872-3737  
(956) 872-3747

August 07, 2025

South Texas College  
3200 W. Pecan Blvd., Bldg N., Suite 179  
McAllen, TX 78501

Re: RFP 24-25-1020 Pecan Campus Reseeding and Regrading of Athletic Fields

South Texas College Facilities Planning and Construction recommends Final Acceptance of the STC **Pecan Campus Reseeding and Regrading of Athletic Fields** as of **August 07, 2025** and recommends release of final payment to GST Construction, Inc.

If you have any questions, please contact our office.



Sincerely,

Rick de la Garza, Executive Director  
Facilities Planning & Construction  
3200 W. Pecan Blvd., Bldg. N. Suite 179  
McAllen, TX 78501  
Phone: 956-872-3737  
Fax: 956-872-3747





Project Fact Sheet  
8/5/2025

Project Name:				Pecan Campus - Reseeding and Regrading of Athletic Fields				Project No.		1920-037R	
Funding Source(s):				Renewal & Replacements Fund							
				FY 24-25							
				FY 24-25				Variance of			
				Actual				Project Budget			
				Expenditures				vs. Actual			
				Expenditures				Expenditures			
Construction:				\$ 100,000.00		\$ 100,000.00		\$ 108,066.30		\$ (8,066.30)	
Design:				10,000.00		10,000.00		-		10,000.00	
Miscellaneous:				1,000.00		1,000.00		502.12		497.88	
FFE:				-		-		-		-	
Technology:				-		-		-		-	
Total:				\$ 111,000.00		\$ 111,000.00		\$ 108,568.42		\$ 2,431.58	
Project Team				Board Status							
Approval to Solicit											
Architect/Engineer:				N/A							
Architect/Engineer:				N/A							
Contractor:				GST Construction, Inc.							
				Board Approval of Schematic Design				N/A			
				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	
N/A		N/A		N/A		1/28/2025		3/31/2025		07/22/2025	
										Board Approval of Final Completion Date	
										08/26/2025	
										FFE Completion of Move In	
										N/A	
Project Calendar of Expenditures by Fiscal Year											
Fiscal Year		Construction		Design		Miscellaneous		FFE		Tech	
2024-25		108,066.30		-		502.12		-		-	
Project Total		\$ 108,066.30		\$ -		\$ 502.12		\$ -		\$ -	
Current Agenda Item											
08/12/2025 Facilities Committee Meeting - Review and Recommend Action on Final Completion of the Pecan Campus Reseeding and Regrading of Athletic Fields											
<div></div>											

FPC Project Manager

David A. Valdez

FPC Director

Robert S. Boney

FPC Executive Director

R. A. A.

**Consent Agenda:**

**g. Approval on Final Completion of the Technology Campus Resurfacing of Parking Lot #2 and Regrading of Existing Swales**

**Purpose** To approve final completion and release of final payment for the project.

**Justification** On May 27, 2025, the Board of Trustees approved Substantial Completion of this project.

- Engineer: Perez Consulting Engineers, LLC
- Contractor: D&J Site Construction

Final Completion, including punch list items, was accomplished as required in the Owner/Contractor agreement for this project. The original cost approved for this project was \$178,723.73.

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

**Funding** The funds for the Technology Campus Resurfacing of Parking Lot #2 and Regrading of Existing Swales Project 2024-010R are available in the Renewals & Replacements Fund for use in FY 2024 – 2025.

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

**Recommendation** Administration requested the Committee recommend Board approval of final completion and release of final payment with D&J Site Construction in the amount of \$25,056.90 for the Technology Campus Resurfacing of Parking Lot #2 and Regrading of Existing Swales project as presented.

**Appendix A**

Current Budget Status

Technology Campus Resurfacing of Parking Lot #2 and Regrading of Existing Swales					
Construction Budget	Approved Proposal Amount	Net Total Change Orders	Current Project Cost	Previous Amount Paid	Remaining Balance
\$178,723.73	\$178,723.73	(\$585.66)	\$178,138.07	\$153,081.17	\$25,056.90

**Appendix B**

Photos follow in the packet.



**Appendix C**

Final Completion Letter follows in the packet.

**Appendix D**

Fact Sheet follows in the packet.

## Technology Campus Resurfacing of Parking Lot #2 and Regrading of Existing Swales



## Technology Campus Resurfacing of Parking Lot #2 and Regrading of Existing Swales







July 31, 2025

South Texas College  
Facilities Planning and Construction  
Attn: Mr. Ricardo De La Garza, Executive Director  
3200 W. Pecan Blvd., Bldg. N, Ste. 179  
McAllen, Texas 78501

**Re: Final Acceptance  
STC Technology Campus – Resurfacing of Parking Lot #2 and Regrading of Existing Swales  
McAllen, Texas**

Dear Mr. De La Garza,

A final inspection of this project was conducted on Monday, July 28, 2025, by David Perez, P.E., along with representatives from STC and Mark Goldammer from D&J Site.

The site was visually inspected, and to the best of my knowledge, this project has been completed and found to be satisfactory in accordance with the plans and specifications.

The Closeout Binder, which will include As-Builts documents, Release of Liens, Warranties, and any product manuals, is pending review and will be submitted early next week as per the Contractor.

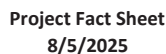
PCE recommends approving this project and the release of any pending retainage payments.

We appreciate the opportunity to offer our consulting services and look forward to collaborating with STC on future projects. If you have any questions, please feel free to contact us at 956.631.4482 or email us at [dp@perezce.com](mailto:dp@perezce.com).

Respectfully submitted,  
Perez Consulting Engineers, LLC

A handwritten signature in black ink, appearing to read 'D. Perez', with a stylized flourish at the end.

David Perez, P.E.  
President



FPC Executive Director

**Consent Agenda:**

**h. Approval on Final Completion of the Starr County Campus Building Q  
Automotive Lab Expansion**

**Purpose** To approve final completion and release of final payment for the project.

**Justification** On April 22, 2025, the Board of Trustees approved Substantial Completion of this project.

- Architect: Able City, LLC.
- Contractor: Triun, LLC.

Final Completion, including punch list items, was not accomplished as required in the Owner/Contractor agreement for this project. The original cost approved for this project was \$2,330,000.

The contract amount will be reduced by the unused Contingency Allowance amount of \$60,917.74. The Contingency Allowance amount is detailed below:

Original Contingency Allowance	\$91,550.00
Change Orders - Deductive	(62,314.76)
Change Order - Credit to Owner	31,682.50
<b>Updated Contingency Allowance</b>	<b>\$60,917.74</b>

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

**Funding** The funds for the Starr County Campus Building Q Automotive Lab Expansion Project 2022-005R are available in the Renewals & Replacements Fund for use in FY 2024 – 2025.

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

**Recommendation** Administration requested the Committee recommend Board approval of final completion and release of final payment with Triun, LLC. in the amount of \$95,011.43 for the Starr County Campus Building Q Automotive Lab Expansion project as presented.

**Appendix A**  
Current Budget Status

Starr County Campus Building Q Automotive Lab Expansion Budget Overview					
Construction Budget	Approved Proposal Amount	Reduction: Contingency Allowance	Current Project Cost	Previous Amount Paid	Remaining Balance
\$2,330,000.00	\$2,330,000.00	(\$60,917.74)	\$2,269,082.26	\$2,174,070.83	\$95,011.43

**Appendix B**  
Photos follow in the packet.

**Appendix C**  
Final Completion Letter follows in the packet.

**Appendix D**  
Fact Sheet follows in the packet.



## Starr County Campus Building Q Automotive Lab Expansion



## Starr County Campus Building Q Automotive Lab Expansion







May 06, 2025

Mr. Ricardo de la Garza  
Executive Director of Facilities Planning and Construction  
South Texas College  
Pecan Campus N-172  
McAllen, Texas 78501

Re: Final Completion for the Auto Lab at South Texas College Starr County

Mr. De la Garza,

As of May 06, 2025 Triun Construction has completed construction and has addressed all punch list items for the Auto Lab at STC Starr County.

To the best of our knowledge the work has been performed in accordance with the Contract Documents and Able City recommends final project acceptance. The close-out documentation including the as-built documents, warranties, O&M manuals have been submitted, and are currently under review. Able City recommends the procuring of the Consent of Surety, and Affidavit for the Release of Liens prior to release of the final retainage payment to Triun.

If you have any questions or need any additional information, please do not hesitate to contact me.

Sincerely,

Ricardo Solis, AIA  
Able City, LLC

Cc: file



Project Fact Sheet  
8/6/2025

Project Name: Starr County Campus - Building Q Automotive Lab Expansion						Project No. 2022-005C	
Funding Source(s): Unexpended Plant Fund							
			FY 21-22			FY 22-23	
	Original Project Budget	*Revised Project Budget	Project Budget	FY 21-22 Actual Expenditures	Variance of Project Budget vs. Actual Expenditures	Project Budget	FY 22-23 Actual Expenditures
Construction:	\$ 820,000.00	\$ 2,330,000.00	\$ 172,000.00	\$ -	\$ 172,000.00	\$ 902,948.00	\$ 248,474.50
Design:	82,000.00	86,000.00	65,600.00	64,872.47	727.53	13,650.00	7,067.16
Miscellaneous:	20,500.00	20,500.00	5,500.00	1,272.32	4,227.68	5,500.00	4,176.33
FFE:	45,100.00	45,100.00	-	-	-	-	-
Technology:	69,700.00	69,700.00	-	-	-	-	-
Total:	\$ 1,037,300.00	\$ 2,551,300.00	\$ 243,100.00	\$ 66,144.79	\$ 176,955.21	\$ 922,098.00	\$ 259,717.99
						*Revised Project Budget based on the Construction cost amount.	
	FY 23-24			FY 24-25			
	Project Budget	FY 23-24 Actual Expenditures	Variance of Project Budget vs. Actual Expenditures	Project Budget	FY 24-25 Actual Expenditures	Variance of Project Budget vs. Actual Expenditures	Total Actual Expenditures To Date
Construction:	\$ 1,700,000.00	\$ 929,352.81	\$ 770,647.19	\$ 699,000.00	\$ 996,243.44	\$ (297,243.44)	\$ 2,174,070.75
Design:	30,000.00	13,900.40	16,099.60	25,800.00	15,363.60	10,436.40	101,203.63
Miscellaneous:	12,000.00	10,447.61	1,552.39	6,000.00	4,729.02	1,270.98	20,625.28
FFE:	45,100.00	-	45,100.00	-	-	-	-
Technology:	69,700.00	-	69,700.00	35,000.00	48,385.36	(13,385.36)	48,385.36
Total:	\$ 1,856,800.00	\$ 953,700.82	\$ 903,099.18	\$ 765,800.00	\$ 1,064,721.42	\$ (298,921.42)	\$ 2,344,285.02
Approval to Solicit Architect/Engineer:	7/27/2021		Board Approval of Schematic Design 2/22/2022			Contract Amount	
Architect/Engineer:	Able City Architects					Actual Expenditures	
Contractor:	Triun		Board Approval of Revised Schematic Elevation 4/26/2022			Variance	
STC FPC Project Manager:	Martin Villarreal		Substantial Completion 4/2/2025			Board Acceptance 4/22/2025	
			Final Completion 6/11/2025			Board Acceptance TBD	
Project Description			Project Scope				
Expansion of the Automotive Lab by providing a new facility .			Design and Construction of Automotive Lab Expansion including 2 bays, storage, wash station, eyewash, mechanical room, electrical room, custodial room, and covered walkway connecting to Building D. 3,272 sqft.				
Projected Timeline							
Board Approval to Solicit Architect/Engineer	Board Approval of Architect/Engineer	Board Approval of Schematic Design	Board Approval of Contractor	Construction Start Date	Board Approval of Substantial Completion Date	Board Approval of Final Completion Date	FFE Completion of Move In
7/27/2021	10/26/2021	2/22/2022	1/31/2023	4/11/2023	4/22/2025	8/26/2025	4/2/2025
Fiscal Year	Construction	Design	Miscellaneous	FFE	Tech	Project Total	
2021-22	\$ -	\$ 64,872.47	\$ 1,272.32	\$ -	\$ -	\$ 66,144.79	
2022-23	248,474.50	7,067.16	4,176.33	-	-	259,717.99	
2023-24	929,352.81	13,900.40	10,447.61	-	-	953,700.82	
2024-25	996,243.44	15,363.60	4,729.02	-	48,385.36	1,064,721.42	
Project Total	\$ 2,174,070.75	\$ 101,203.63	\$ 20,625.28	\$ -	\$ 48,385.36	\$ 2,344,285.02	
Current Agenda Item							
8/12/25 Facilities Committee Meeting - Review and Recommend Action on Final Completion for the Starr County Campus - Building Q Automotive Lab Expansion Project							

FPC Project Manager Martin Villarreal

FPC Director Robert S. Donney FPC Director RHA

**Consent Agenda:**

**i. Approval on Final Completion of the Starr County Campus North Academic Building C HVAC-R Outdoor Covered Area Expansion**

**Purpose** To approve final completion and release of final payment for the project.

**Justification** On April 22, 2025, the Board of Trustees approved Substantial Completion of this project.

- Architect: Able City, LLC.
- Contractor: Triun, LLC.

Final Completion, including punch list items, was not accomplished as required in the Owner/Contractor agreement for this project. The original cost approved for this project was \$438,000.

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

**Funding** The funds for the Starr County Campus North Academic Building C HVAC-R Outdoor Covered Area Expansion Project 2022-007C 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 final completion and release of final payment with Triun, LLC. in the amount of \$49,088.22 for the Starr County Campus North Academic Building C HVAC-R Outdoor Covered Area Expansion project as presented.

**Appendix A**

Current Budget Status

Starr County Campus North Academic Building C HVAC-R Outdoor Covered Area Expansion					
Construction Budget	Approved Proposal Amount	Net Total Change Orders	Current Project Cost	Previous Amount Paid	Remaining Balance
\$438,000.00	\$438,000.00	\$0	\$438,000.00	\$388,911.78	\$49,088.22

**Appendix B**

Photos follow in the packet.

**Appendix C**

Final Completion Letter follows in the packet.

**Appendix D**

Fact Sheet follows in the packet.

## Starr County Campus North Academic Building C HVAC-R Outdoor Covered Area Expansion







May 06, 2025

Mr. Ricardo de la Garza  
Executive Director of Facilities Planning and Construction  
South Texas College  
Pecan Campus N-172  
McAllen, Texas 78501

Re: Final Completion for HVAC-R Addition at South Texas College Starr County

Mr. De la Garza,

As of May 06, 2025 Triun Construction has completed construction and has addressed all punch list items for the HVAC-R Addition at STC Starr County.

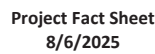
To the best of our knowledge the work has been performed in accordance with the Contract Documents and Able City recommends final project acceptance. The close-out documentation including the as-built documents, warranties, O&M manuals have been submitted, and are currently under review. Able City recommends the procuring of the Consent of Surety, and Affidavit for the Release of Liens prior to release of the final retainage payment to Triun.

If you have any questions or need any additional information, please do not hesitate to contact me.

Sincerely,

Ricardo Solis, AIA  
Able City, LLC

Cc: file



Ralph

**Consent Agenda:**

**j. Approval on Final Completion of the Regional Center for Public Safety Excellence Parking Lot #1 Additional Spaces**

**Purpose** To approve final completion and release of final payment for the project.

**Justification** On June 24, 2025, the Board of Trustees approved Substantial Completion of this project.

- Engineer: Perez Consulting Engineers, LLC.
- Contractor: 2GS, LLC./ dba Earthworks Enterprise

Final Completion, including punch list items, was accomplished as required in the Owner/Contractor agreement for this project. The original cost approved for this project was \$278,334.29.

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

**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

**Recommendation** Administration requested the Committee recommend Board approval of final completion and release of final payment with 2GS, LLC./ dba Earthworks Enterprise in the amount of \$13,916.71 for the Regional Center for Public Safety Excellence Parking Lot #1 Additional Spaces project as presented.

**Appendix A**

Current Budget Status

Regional Center for Public Safety Excellence Parking Lot #1 Additional Spaces					
Construction Budget	Approved Proposal Amount	Net Total Change Orders	Current Project Cost	Previous Amount Paid	Remaining Balance
\$278,334.29	\$278,334.29	\$0	\$278,334.29	\$264,417.58	\$13,916.71

**Appendix B**

Photos follow in the packet.

**Appendix C**

Final Completion Letter follows in the packet.

**Appendix D**

Fact Sheet follows in the packet.

## Regional Center for Public Safety Excellence Parking Lot #1 Additional Spaces





August 6, 2025

South Texas College  
Facilities Planning and Construction  
Attn: Mr. Ricardo De La Garza, Executive Director  
3200 W. Pecan Blvd., Bldg. N, Ste. 179  
McAllen, Texas 78501

**Re: Final Acceptance  
STC Regional Center for Public Safety Excellence Parking Lot #1 Additional Spaces  
RFP # 24-251015**

Dear Mr. De La Garza,

A final inspection of this project was conducted on Thursday, July 31, by David Perez, P.E., along with representatives from STC, Heffner Design Team, Sigma HN Engineers and Earthworks.

The site was visually inspected, and to the best of my knowledge, this project has been completed and found to be satisfactory in accordance with the plans and specifications.

The Closeout Binder, which includes As-Builts documents, Release of Liens, Warranties, and any product manuals, is currently under review.

PCE recommends final project acceptance and approving the release of any pending retainage payments.

We appreciate the opportunity to offer our consulting services and look forward to collaborating with STC on future projects. If you have any questions, please feel free to contact us at 956.631.4482 or email us at [dp@perezce.com](mailto:dp@perezce.com).

Respectfully submitted,  
Perez Consulting Engineers, LLC


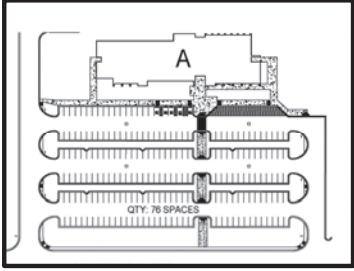
A handwritten signature in black ink, appearing to read 'D. Perez', with a stylized flourish at the end.

David Perez, P.E.  
President





Project Fact Sheet  
8/5/2025

Project Name: Regional Center for Public Safety Excellence - Parking Lot #1 for Additional Spaces				Project No. 2024-008C			
Funding Source(s): Unexpended Plant Fund							
		FY 23-24		FY 24-25			
		Variance of		Variance of			
		FY 23-24		FY 24-25			
		Project Budget		Project Budget			
		Actual Expenditures		Actual Expenditures			
		vs. Actual Expenditures		vs. Actual Expenditures			
		Total Project Budget		Total Actual Expenditures			
Construction:	\$ 287,000.00	\$ 287,000.00	\$ 287,000.00	\$ 287,000.00	\$ 230,619.99	\$ 56,380.01	
Design:	28,700.00	28,700.00	8,421.50	20,278.50	17,346.86	11,353.14	
Miscellaneous:	15,000.00	15,000.00	6,257.45	8,742.55	14,000.00	8,983.43	
FFE:	-	-	-	-	-	-	
Technology:	-	-	-	-	-	-	
Total:	\$ 330,700.00	\$ 330,700.00	\$ 316,021.05	\$ 329,700.00	\$ 72,749.72	\$ 271,629.23	
Project Team				Board Status			
Approval to Solicit Architect/Engineer:	10/31/2023			Vendor	Contract Amount	Actual Expenditures	
Architect/Engineer:	Perez Consulting Engineers, LLC	Board Approval of Schematic Design		Perez Consulting Engineers, LLC	\$ 31,775.00	\$ 25,768.36	
Contractor:	2GS, LLC dba Earthworks, LLC	N/A		2GS, LLC dba Earthworks, LLC	\$ 278,334.29	\$ 230,619.99	
STC FPC Project Manager:	David Valdez	Substantial Completion		Board Acceptance	TBD	\$ 47,714.30	
		Final Completion		Board Acceptance	TBD		
Project Description				Project Scope			
Design and construction of a parking lot extension to the existing Regional Center for Public Safety Excellence Parking Lot #1.				Additional extension of the existing parking lot at the Regional Center for Public Safety Excellence.			
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
10/31/2023	2/27/2024	N/A	11/26/2024	1/18/2025	6/24/2025	08/26/2025	TBD
Project Calendar of Expenditures by Fiscal Year							
Fiscal Year	Construction	Design	Miscellaneous	FFE	Technology	Project Total	
2023-24	\$ -	\$ 8,421.50	\$ 6,257.45	\$ -	\$ -	\$ 14,678.95	
2024-25	\$ 230,619.99	\$ 17,346.86	\$ 8,983.43	\$ -	\$ -	\$ 256,950.28	
Project Total	\$ 230,619.99	\$ 25,768.36	\$ 15,240.88	\$ -	\$ -	\$ 271,629.23	
Current Agenda Item							
08/12/2025 Facilities Committee Meeting - Review and Recommend Action on Final Completion of the Regional Center for Public Safety Excellence Parking Lot #1 Additional Spaces							
							

FPC Project Manager David A. Valdez

FPC Director Robert S. Boney FPC Executive Director R. A. Boney

**Consent Agenda:**

**k. Approval on Final Completion of the District Wide Flooring Replacements Phase IV at Pecan Campus Student Activities Building H**

**Purpose** To approve final completion and release of final payment for the project.

**Justification** On June 24, 2025, the Board of Trustees approved Substantial Completion of this project.

- Contractor: 5 Star GC Construction

Final Completion, including punch list items, was accomplished as required in the Owner/Contractor agreement for this project. The original cost approved for this project was \$124,830.

**Enclosed Documents** Appendix A – Current Budget Status  
Appendix B – Photos  
Appendix C – Final Completion Letter  
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 final completion and release of final payment with 5 Star GC Construction in the amount of \$124,830 for 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
\$124,830.00	\$124,830.00	\$0	\$124,830.00	\$0	\$124,830.00

**Appendix B**  
Photos follow in the packet.

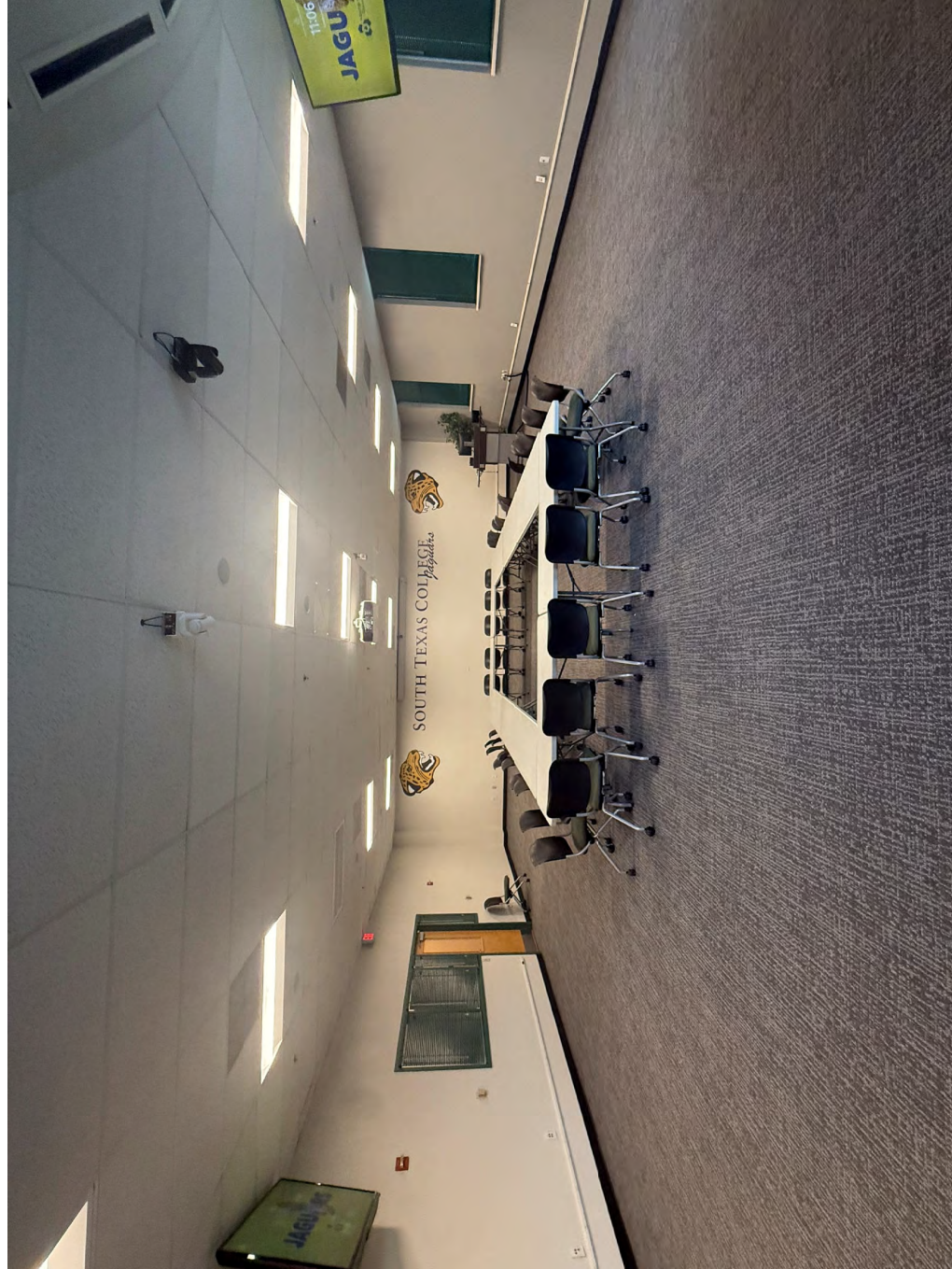
**Appendix C**

Final Completion Letter follows in the packet.

**Appendix D**

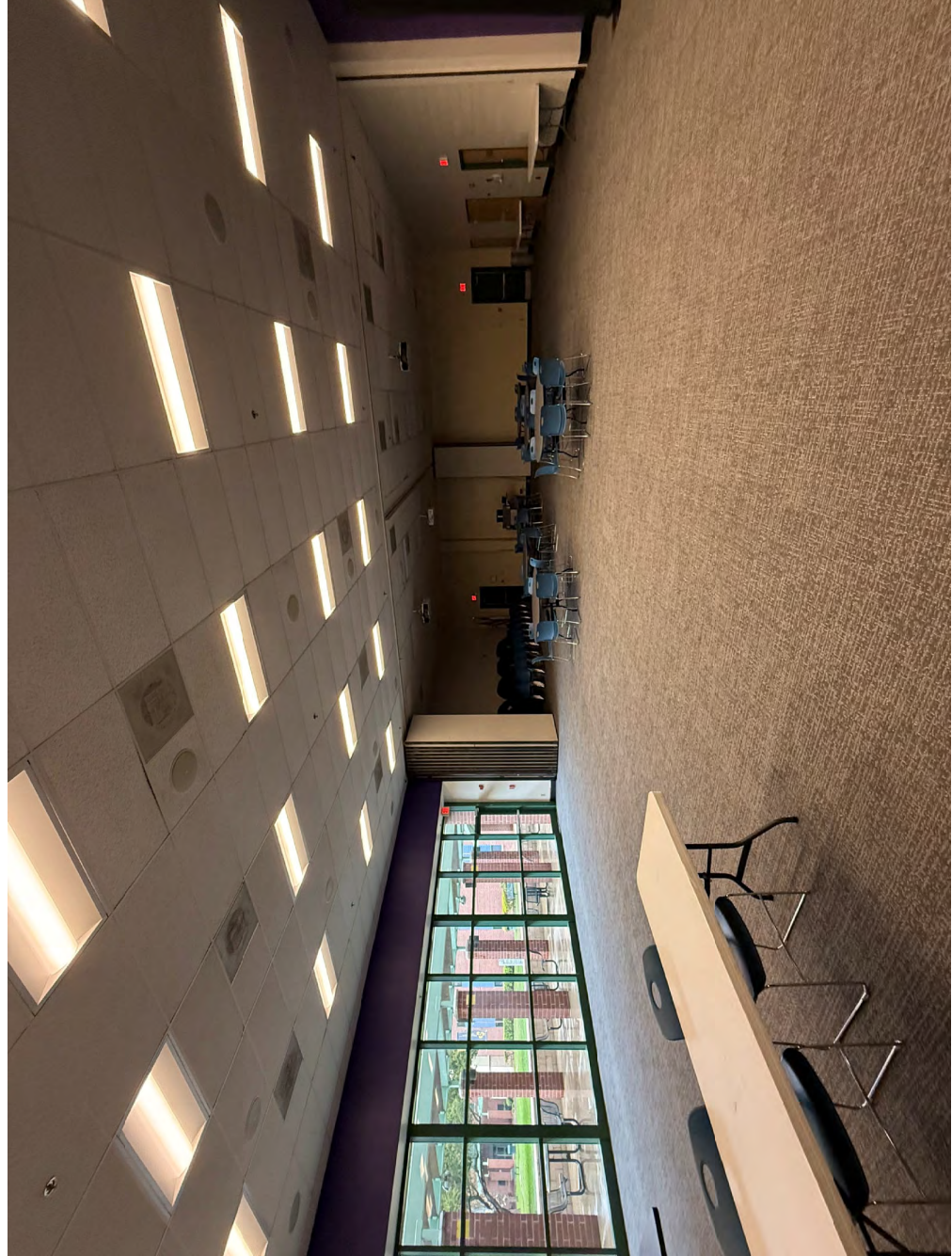
Fact Sheet follows in the packet.

## 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



District Wide Flooring Replacements Phase IV at  
Pecan Campus Student Activities Building H







**SOUTH TEXAS  
COLLEGE**

P.O. BOX 9701  
McAllen, TX 78502-9701

Facilities Planning & Construction  
3200 W. Pecan Blvd. • McAllen, TX 78501

(956) 872-3737  
(956) 872-3747

August 5, 2025

South Texas College  
3200 W. Pecan Blvd., Bldg N., Suite 179  
McAllen, TX 78501

Re: RFP 24-25-1037 District Wide Flooring Replacement – Pecan Campus Students Activities Center Building H

South Texas College Facilities Planning and Construction recommends Final Acceptance of the STC **District Wide Flooring Replacement Pecan Campus Students Activities Center Building H** as of **July 28, 2025** and recommends release of final payment to Diaz Floors & Interiors, LLC.

If you have any questions, please contact our office.

Sincerely,

Rick de la Garza, Executive Director  
Facilities Planning & Construction  
3200 W. Pecan Blvd., Bldg. N. Suite 179  
McAllen, TX 78501  
Phone: 956-872-3737  
Fax: 956-872-3747



**Consent Agenda:**

**I. Approval on Annual Facility Usage Agreements for the Kinesiology Program**

**Purpose** To approve the annual facility usage agreements.

**Justification** The College leases available facilities on an annual basis which are used for various instructional purposes. The facilities will provide for Bowling, Golf, Basketball, Volleyball, Swimming, Softball, Soccer, Flag Football, and Tennis courses in the Kinesiology Program for the Fall 2025, Spring 2026, and Summer 2026 semesters.

Additional facilities may be required through the fiscal year due to unforeseen circumstances. In these circumstances, the President will be asked to review and approve the use of various facilities as needed, pursuant to Policy CF — Purchasing and Acquisition.

**Enclosed Documents** Appendix A – Examples of Potential Facilities

**Funding** Funds will be budgeted in the proposed FY 2025 - 2026 Physical Education Facility Rental budget.

**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 FY 2025 – 2026 annual facility usage agreements for use by the Kinesiology program as presented.

**Appendix A**

Examples of Potential Facilities follow in the packet.

- City of McAllen
  - Boys and Girls Club Othal Brand Center
  - Boys and Girls Club Roney Center
  - Boys and Girls Club Pool
  - Las Palmas Park
  - Los Encinos Park Tennis Courts
  - Municipal Baseball Complex
  - Municipal Pool
  - Champion Lakes Golf Course
  - Parks and Recreation Bicentennial Soccer Field
  - Westside Park
- City of Mission
  - Bannworth Park
  - Parks & Recreation North Side Pool
- City of Weslaco
  - Weslaco City Park
  - Harlon Block Park (Weslaco, TX)
- Main Event (Pharr, TX)
- Flamingo Bowl (McAllen, TX)
- McAllen ISD – McAllen High School Tennis Courts

## **Review and Action as Necessary to Execute Lease Agreement with Sam Houston State University for Upper-Level Criminal Justice Course Offerings**

<b>Purpose</b>	Administration requests Board approval to execute a lease agreement with Sam Houston State University for offering upper-level Criminal Justice courses in McAllen, Texas.
<b>Justification</b>	<p>The College is working with Sam Houston State University (SHSU) to support SHSU in offering a bachelor's in Criminal Justice/Law Enforcement in McAllen, Texas. This program would increase the opportunities for South Texas College Law Enforcement and Criminal Justice graduates to earn a bachelor's degree from a premier institution in that field without leaving the region.</p> <p>On May 27, 2025, the Board authorized administration to continue negotiation of the lease agreement to accommodate execution by the Fall 2025 semester.</p> <p>The negotiated lease is ready for execution, and includes the following terms:</p> <ul style="list-style-type: none"><li>• Leased Space: 1 classroom (Pecan Campus, J 1.516)</li><li>• Lease Rate: \$2,141.37 per semester</li><li>• Lease Term: August 25, 2025 – May 31, 2027</li><li>• Lease Renewal: Upon mutual written agreement, for up to 24 months</li></ul>
<b>Enclosed Documents</b>	None
<b>Staff Resource</b>	<p>Dr. Anahid Petrosian, Vice President and Provost for Academic Affairs and Economic Development</p> <p>Dr. Brett J. Millan, Associate Vice President for Academic Success and Advancement</p> <p>Ms. Mary Del Paz, Vice President for Finance and Administrative Services</p>
<b>Recommendation</b>	<p><b>It is recommended that the Board of Trustees of South Texas College approve and authorize the following Minute Order proposed for consideration:</b></p> <p>The Board of Trustees of South Texas College approves and authorizes administration to proceed with the negotiation and execution of a lease agreement with Sam Houston State University to offer upper-level Criminal Justice courses in McAllen, Texas as presented.</p> <p><b>Approval Recommended:</b></p> <p><b>Dr. Ricardo J. Solis</b> <b>President</b></p>

## **Review and Recommend Action on Final Completion of the Technology Campus Building F Automotive Lab Expansion**

**Purpose** To approve final completion and release of final payment for the project.

**Justification** On February 25, 2025, the Board of Trustees approved Substantial Completion of this project.

- Architect: EGV Architects, Inc.
- Contractor: Kimber 1985, LLC.

Final Completion, including punch list items, was not accomplished as required in the Owner/Contractor agreement for this project. The original cost approved for this project was \$3,800,000.

The contract amount will be reduced by a change order, which authorizes additional work and credits for items removed from the scope of work, in the amount of \$20,322.77, as presented.

Original Contract Amount	
	\$3,800,000.00

Change Order

	(20,322.77)
<b>Updated Contract Amount</b>	<b>\$3,779,677.23</b>

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

**Funding** The funds for Technology Campus Welding Lab Expansion Building F Project 2022-036C are available in the Unexpended Plant Fund for use in FY 2024 – 2025.

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

**Recommendation** **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 final completion and release of final payment with Kimber 1985, LLC. in the amount of \$178,565.43 for the Technology Campus Welding Lab Expansion Building F project as presented.



**Approval Recommended:**

**Dr. Ricardo J. Solis**  
President

**Appendix A**  
Current Budget Status

Technology Campus Welding Lab Expansion Building F					
Construction Budget	Approved Proposal Amount	Change Orders	Current Project Cost	Previous Amount Paid	Remaining Balance
\$3,800,000.00	\$3,800,000.00	(\$20,322.77)	\$3,779,677.23	\$3,601,111.80	\$178,565.43

**Appendix B**  
Photos follow in the packet.

**Appendix C**  
Final Completion Letter follows in the packet.

**Appendix D**  
Fact Sheet follows in the packet.

## Technology Campus Welding Lab Expansion Building F



## Technology Campus Welding Lab Expansion Building F







August 5, 2025

South Texas College  
Mr. Ricardo De La Garza, Director of  
Facilities Planning and Construction  
P. O. Box 9701  
McAllen, TX 78501

Re: South Texas College Technology Campus Welding Lab Building F

Dear Mr. De La Garza,

To the best of our knowledge, all work has been performed as per manufacturer's specifications. Kimber 1985 has completed the punch list items. We recommend release of final payment to Kimber 1985 for the above referenced project once the closing documents have been submitted.

On behalf of the design team, and to the best of our knowledge and ability all work has been performed as per manufacturer's specifications. The General Contractor, Kimber 1985, only installed non-asbestos materials as per attached memo dated December 19, 2024.

If you have any questions, please call at (956) 843-2987.

Sincerely,

A handwritten signature in blue ink, appearing to read 'E. Vela', is written over a blue horizontal line.

Eduardo G. Vela, Architect

## **Review and Recommend Action on Proceeding with Round 3 Evaluation Process for Architectural Services for the Pecan Plaza East Building B Renovation for Cosmetology**

**Purpose** To approve proceeding with Round 3 evaluation process for evaluating architectural firms for the project.

**Justification** The project consists of creating an area for the new Cosmetology program

The proposed scope of work is summarized as follows:

- Renovation to accommodate cosmetology classrooms and training
- Renovation for the Cosmetology Area – 9,916 sq. ft.

On April 23, 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 August 12, 2025, the Facilities Committee recommended proceeding to Round 3 of the evaluation process for the top two (2) ranked firms.

The Board of Trustees approved the following Round 3 evaluation questions on May 27, 2025.

### Evaluation Questions

1. How will your design support the space programming needs to meet the usage of this space, including flow of traffic, furniture options, and storage? **(0 – 20 points)**
2. What considerations will you undertake to support the needs of the program? **(0 – 20 points)**
3. What design elements will ensure the space delivers a strong, positive impact for the College? **(0 – 20 points)**
4. What steps will your firm undertake to contain costs and deliver the project within the proposed budget? Provide details describing the team's knowledge and experience with the local construction market. **(0 – 20 points)**
5. What examples can you provide of comparable projects designed by your team? **(0 – 20 points)**

### Scoring Rubric

- Each trustee will score the presentations according to the following rubric:
  - a. 20 points: Excellent
  - b. 15 points: Good
  - c. 10 points: Fair
  - d. 5 points: Poor
  - e. 0 points: Not addressed

The scoring from the Board of Trustees Round 3 evaluations, to be conducted in September 2025, will be tabulated, and only the scoring from Round 3 will be utilized to determine the final ranking and selection.

**Enclosed Documents**

None.

**Funding**

The total Pecan Plaza East Building B Renovation for Cosmetology Project 2024-005C estimated cost, including construction, design, miscellaneous, FFE, and technology, is \$6,664,135.

• Construction	\$5,146,050	
• Design	514,605	
• Miscellaneous	128,652	
• FFE	437,414	
• Technology	437,414	
<b>Total</b>		<b>\$6,664,135</b>

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**

**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 proceeding with the Round 3 evaluation process for architectural services for the Pecan Plaza East Building B Renovation for Cosmetology project as presented.

**Approval Recommended:**

**Dr. Ricardo J. Solis**  
President



## **Review and Action as Necessary on the Round 3 Evaluation Process to Contract Architectural and Engineering Services**

**Purpose** To review and approve Round 3 evaluation process for the design firm.

**Justification** Architectural and engineering services are necessary for design and construction administration services for construction projects. 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 Board of Trustees approved the evaluation and selection process for architectural and engineering services on July 20, 2023. College staff evaluates the submissions from the architectural and engineering firms in Rounds 1 and 2 of the evaluation process. The Board of Trustees may employ Round 3 of the evaluation process and take additional steps to evaluate the firms, including requesting a presentation and/or an interview.

On August 12, 2025, the Facilities Committee recommended to proceed to Round 3 of the evaluation process for the top two (2) ranked firms. The top ranked architectural firms will be invited to make a presentation to the Board on the topics listed below.

### Evaluation Questions

6. How will your design support the space programming needs to meet the usage of this space, including flow of traffic, furniture options, and storage? **(0 – 20 points)**
7. What considerations will you undertake to support the needs of the program? **(0 – 20 points)**
8. What design elements will ensure the space delivers a strong, positive impact for the College? **(0 – 20 points)**
9. What steps will your firm undertake to contain costs and deliver the project within the proposed budget? Provide details describing the team's knowledge and experience with the local construction market. **(0 – 20 points)**
10. What examples can you provide of comparable projects designed by your team? **(0 – 20 points)**

### Scoring Rubric

- Each trustee will score the presentations according to the following rubric:
  - a. 20 points: Excellent
  - b. 15 points: Good
  - c. 10 points: Fair
  - d. 5 points: Poor
  - e. 0 points: Not addressed

The scoring from the Board of Trustees Round 3 evaluations will be tabulated, and only the scoring from Round 3 will be utilized to determine the final ranking and selection.

**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**

**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 Round 3 evaluation process for evaluating and selecting architectural and engineering firms, including the evaluation questions and Round 3 scoring superseding Rounds 1 and 2, as presented.

**Approval Recommended:**

**Dr. Ricardo J. Solis**  
President

## **Discussion on Potential Use of Engineering and Architectural Pools**

**Purpose** The Board will discuss the advantages and disadvantages of using Engineering and Architectural pools as opposed to individual requests.

**Justification** The Board will discuss if Engineering and Architectural pools would be more beneficial to the College rather than the College's current methods of selecting these services.

**Enclosed Documents** None.

**Recommendation** No action is needed on this item. It is solely for information purposes.

## **Approval of Financial Reports for June 2025**

Administration recommends Board approval of the financial reports for the month of June 2025.

The following financial reports have been provided under separate cover:

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

**Approval Recommended:**

**Dr. Ricardo J. Solis**  
**President**

### **Review of Informational Reports as of July 2025**

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

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

**Discussion and Recommend Action as Necessary on Technology  
Campus Building F Welding Lab Expansion Architectural Services  
(Texas Government Code 551.071, Consultation with Attorney)**

- Purpose** Administration will review the Technology Campus Building F Welding Lab Expansion architectural services with the Facilities Committee and legal counsel will discuss the options regarding the matter in executive session.
- 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 action as recommended by legal counsel regarding the Technology Campus Building F Welding Lab Expansion architectural services.

**Discussion and Recommend Action as Necessary on Technology  
Campus Building F Welding Lab Expansion Construction Services  
(Texas Government Code 551.071, Consultation with Attorney)**

- Purpose** Administration will review the Technology Campus Building F Welding Lab Expansion construction services with the Facilities Committee and legal counsel will discuss the options regarding the matter in executive session.
- 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 action as recommended by legal counsel regarding the Technology Campus Building F Welding Lab Expansion construction services.



### **Discussion and Action as Necessary Potential Litigation (Texas Government Code 551.071, Consultation with Attorney)**

**Purpose** Administration will discuss the options regarding potential litigation in executive session.

**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 action as discussed regarding the Potential Litigation.

### **Review and Discussion as Necessary on Possibility of Conducting Personnel Climate Survey/Study (Texas Government Code 551.074, Personnel Matters)**

**Purpose** Administration will review the possibility of conducting a Personnel Climate Survey/Study in executive session.

**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 action as discussed regarding the Possibility of Conducting Personnel Climate Survey/Study.

## **Discussion on Personnel Policies**

- Purpose** The Board will discuss Personnel Policies.
- Justification** Board Chair will discuss current Personnel Policies with the Board.
- Enclosed Documents** None.
- Recommendation** No action is needed on this item.

## **Announcements**

### **A. Next Meetings:**

- *Tuesday, September 9, 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, September 23, 2025*
  - 5:15 p.m. – Public Hearing and Special Board Meeting
  - 5:30 p.m. – Regular Board Meeting

### **B. Other Announcements:**

- The College will be closed on Monday, September 1, 2025 in observance of the Labor Day holiday.