

# **Board of Trustees**Regular Board Meeting

Tuesday, September 23, 2025 5:30 p.m.

Pecan Campus
Ann Richards Administration
Building
Board Room
McAllen, Texas

### SOUTH TEXAS COLLEGE BOARD OF TRUSTEES REGULAR MEETING

## Tuesday, September 23, 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.	Mission Moment
VI.	Update by the College President
VII.	Consideration and Action on Consent Agenda
	A. Approval of Board Meeting Minutes
	1. August 26, 2025 Public Hearing and Special Board Meeting5 - 8
	2. August 26, 2025 Regular Board Meeting
VIII.	Consideration and Action on New Items
	1. Report of New Grants72
	2. Presentation on Enrollment73
IX.	Consideration and Action on Committee Items
	A. Finance, Audit, and Human Resources Committee Items
	Review of Presentations Prepared for the Finance, Audit and Human Resources Committee
	Review and Discussion of Economic Impact Study of South Texas     College for Fiscal Year 2023-2024
	b. Review and Discussion of Presentation on Employee Grievances and Reporting Channels82 - 101

September 23, 2025 Regular Board Meeting @ 5:30 p.m.
<ul> <li>i. Policy DGBA (Local): Personnel-Management Relations:</li> <li>Employee Grievances</li> <li>ii. Reporting Channels</li> </ul>
Review and Action as Necessary on Consent Agenda Items from the Finance, Audit, and Human Resources Committee
Approval on Award of Proposals, Purchases, Renewals, Purchase Renewals, and Interagency Agreement
Award of Proposals  1) Campus Dining and/or Food Truck Services – Pecan Campus 2) Re-Bid Campus Dining and Food Truck Services – Technology Campus Purchases
Purchases 3) Professional Support Services for Software Integration 4) Graduation Facility Lease Agreement 5) End Point Protection Software Cloud Subscription
Purchase Renewals  6) Microsoft Campus License Agreement  7) Subscription Training and Equipment Partnership Lease Agreement
Renewals  8) Equipment Rental Services 9) Industrial Supplies, Materials, and Accessories 10)Merchant Services Interagency Agreement 11)Employee Assistance Program (EAP) Agreement
b. Approval of Acceptance of the South Texas College Chief Executive Officer Academic Year 2024 – 2025 Report on Sexual Harassment, Sexual Assault, Dating Violence, and Stalking Incidents Under Texas Education Code, Section 51.253(c)
c. Approval to Conduct an Employee Climate Survey and Assess Services
3. Review and Recommend Action on Internal Audit Charter 129 - 135
Review and Recommend Action on Proposed Projects for Internal Auditor for FY 2025 – 2026
Review and Discussion of First Reading of Local Board Policies Included in Numbered Update 49141 - 164
<ul> <li>A. Adopt BCA (Local) – Board Internal Organization: Board Officers and Officials</li> </ul>
B. Adopt BCB (Local) – Board Internal Organization: Board Committees

Committees

D. Adopt CG (Local) – Safety Program

E. Adopt DIAB (Local) – Freedom from Discrimination,

Adopt BCE (Local) – Board Internal Organization: Advisory

- E. Adopt DIAB (Local) Freedom from Discrimination, Harassment, and Retaliation: Other Protected Characteristics
- F. Adopt ECC (Local) Instructional Arrangements: Course Load and Schedules

C.

G.

	Adopt FLBC (Local) – Student Conduct: Prohibited     Organizations and Hazing
6. Re	eview and Discussion of First Reading of Local Board Policies . 165 - 181
	<ul> <li>A. Policy DGBA (LOCAL) – Personnel – Management Relations: Employee Grievances</li> <li>B. Revise Policy FB (LOCAL) – Admissions</li> <li>C. Revise Policy GD – (LOCAL) Community Expression and Use of College Facilities</li> </ul>
7. Re	eview and Discussion of First Reading of Local Board Policy 182 - 190
	Revise CAK (LOCAL) Appropriations and Revenue Sources:     Investments
B. Facili	ities Items
1. Re	eview of Presentations Prepared for the Facilities Committee 191
6	a. Review and Discussion on Contracting Architectural and Engineering On-Call Services191 - 192
	eview and Action as Necessary on Consent Agenda Items from the acilities Committee
;	a. Approval on Renaming the Dr. Ramiro R. Casso Nursing and Allied Health Campus to the Dr. Ramiro R. Casso Health Science Professions Campus194
İ	o. Approval on Color Selections for the Pecan West Continuing Education and Testing Center Building A195 - 203
(	c. Approval on Contracting Construction Services for the Pecan Campus Physical Plant Building E Cooling Tower Above-Ground Piping System204 - 214
(	d. Approval on Contracting Construction Services for the Dr. Ramiro R. Casso Nursing and Allied Health Campus - Health Science Professions Building E
(	e. Approval on Contracting Construction Services for the Dr. Ramiro R. Casso Nursing and Allied Health Campus East Building A Renovation of Radiology Lab to Multipurpose Skills Lab and Community Pharmacy Lab
1	f. Approval on Final Completion of the Technology Campus Advanced Technical Careers Building B Atrium Ceiling Repairs 249 - 254
th	eview and Recommend Action on Contracting Architectural Services for e Pecan Plaza East Building B Renovation for Cosmetology and Police epartment Project
Approva	ıl of Financial Reports for July 2025262

Adopt FFDB (Local) – Freedom from Discrimination,

Harassment, and Retaliation: Other Protected Characteristics

X.

XI.	Review of Informational Reports as of August 2025263				
XII.	Review and Action as Necessary on Executive Session Items 264 - 266				
	<b>A</b> . <b>Update and Action as Necessary</b> on Pending Litigation for Cause No. C-3127-25-D (Texas Government Code 551.071, Consultation with Attorney)				
	<b>B. Consultation with Attorney</b> Regarding Employee Grievance Policy, Pending Complaints, and Review of Complaints. (Texas Government Code 551.071, Consultation with Attorney)				
	C. Update and Action as Necessary on Ground Maintenance Agreement (Texas Government Code 551.071, Consultation with Attorney)				
	<b>D. Update and Action as Necessary</b> on Rio Grande City Debt Collection for Discrepancy on Water Billing for South Texas College Starr County Campus (Texas Government Code 551.071, Consultation with Attorney)				
	<b>E. Review and Discussion</b> of Board Policies (Texas Government Code 551.071, Consultation with Attorney)				
	<b>F. Discussion and Action as Necessary</b> on Board Reorganization (Texas Government Code 551.071)				
	<b>G. Discussion and Action as Necessary</b> on Potential Litigation with Personnel (Texas Government Code 551.071, Consultation with Attorney)				
XIII.	Discussion and Action as Necessary Regarding Complaints and Review Process				
XIV.	Announcements				
	A. Next Meetings:				
	<ul> <li>Tuesday, October 14, 2025</li> <li>➤ 3:00 p.m Education &amp; Workforce Development Committee</li> <li>➤ 4:00 p.m Facilities Committee</li> <li>➤ 5:00 p.m Finance, Audit and Human Resources Committee</li> </ul>				
	<ul> <li><u>Tuesday, October 28, 2025</u></li> <li>▶ 5:30 p.m. – Regular Board Meeting</li> </ul>				
	B. Other Announcements:				
	<ul> <li>Fall Convocation will be held on Friday, September 26, 2025 at the McAllen Convention Center. Breakfast is from 8:00 AM to 10:00 AM. Program starts at 10:00 AM.</li> <li>ACCT Leadership Congress is October 22, 2025 to October 25, 2025 in New Orleans I A</li> </ul>				

September 23, 2025 Regular Board Meeting @ 5:30 p.m.

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

The following Board Meeting Minutes are submitted for approval:

- 1) August 26, 2025 Public Hearing & Special Board Meeting
- 2) August 26, 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

Public Hearing and Special Board Meeting Tuesday, August 26, 2025 @ 5:00 p.m. Ann Richards Administration Building Board Room Pecan Campus, McAllen, Texas 78501

#### **Minutes**

### **Call Meeting to Order:**

The Public Hearing and Special Board Meeting of the South Texas College Board of Trustees was held on Tuesday, August 26, 2025 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 5:01 p.m. with Dr. Alejo Salinas presiding.

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

Members absent: None.

Also present: Dr. Ricardo J. Solis, Ms. Mary Del Paz, Dr. Anahid Petrosian, Dr. Rodney Rodriguez, Mr. Javier Villalobos, Mrs. Myriam Lopez, Mr. Rick De La Garza, Ms. Carla Rodriguez, Mr. Andrew Fish, Ms. Deyadira Leal, Dr. Margo Ayala Vargas, Dr. Brett Millan, Mr. Khalil Abdullah, Dr. Jayson Valerio, Ms. Gardenia Perez, Mr. Lucio Gonzalez, Dr. Matt Hebbard, Ms. Claudia Olivares, Ms. Monica Benitez, Ms. Lynda Lopez, Dr. Rebecca De Leon, Ms. Cindy Blanco, Ms. Marcela Beas, Dr. Marcos Silva, Mr. David Perez via teleconference, Mr. Jose Vela, and Ms. Venisa Earhart.

### **Determination of a Quorum**

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

#### **Public Comments**

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

### The Public Hearing on FY 2025 - 2026 Budget

Ms. Mary Del Paz, Vice President for Finance and Administrative Services, will present the FY 2025 - 2026 Budget to the public and Board of Trustees during the public hearing and prior to the formal adoption of the Budget by the Board.

The Budget was included under separate cover in the Board packet.

The Public Hearing on the FY 2025 - 2026 Budget will consist of:

- Presentation of Overview of FY 2025 2026 Budget
- Public Comments
- Closing of the Public Hearing on FY 2025 2026 Budget
- Public Comments

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

Closing of the Public Hearing on FY 2025 - 2026 Budget
 The Public Hearing closed at 5:38 p.m.

### Consideration and Approval of Resolution 2025-015 Adopting the Budget for FY 2025 – 2026

It was recommended that the Board of Trustees approve Resolution 2025-015 adopting the Budget for FY 2025 - 2026 as presented.

A Notice of the Public Hearing on South Texas College's proposed budget for FY 2025 - 2026 was advertised on August 6, 2025 in the Starr County Town Crier and The Monitor. The Hearing gives the general public the opportunity to make comments and have input with regard to the adoption of the budget. A copy of the budget was included under separate cover.

Resolution 2025-015 adopting the Budget for FY 2025 - 2026 and a presentation on the Budget follow in the packet for the Board's information and review.

A copy of the proposed budget was made available for viewing at the Office of the Vice President for Finance and Administrative Services located in the Building P in Room 3.144 at the Pecan Campus prior to the Public Hearing. Copies of the budget are publicly available online and printed copies were made available at the Public Hearing.

The Finance, Audit, and Human Resources Committee reviewed the FY 2025 – 2026 Proposed Budget, which included all Funds at their August 12, 2025 meeting and recommended approval.

August 26, 2025 Public Hearing and Special Board Meeting Minutes Page 3, Revised 09/16/2025 @ 2:59 PM

Upon a motion by Mr. Paul R. Rodriguez and a second by Ms. Dalinda Gonzalez-Alcantar, the Board of Trustees of South Texas College approved and authorized Resolution 2025-015 adopting the Budget for FY 2025 - 2026 as recommended.

The motion carried.

### **Adjournment**

There being no further business to discuss, the Public Hearing and Special Meeting of the South Texas College Board of Trustees adjourned at 5:39 p.m.

I certify the foregoing are the true and correct minutes of the Tuesday, August 26, 2025 Public Hearing and Special Board Meeting of the South Texas College Board of Trustees.

X	
Mr. Danny Guzman	
Board Secretary	

# 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

#### **Minutes**

### **Call Meeting to Order:**

The Regular Board Meeting of the South Texas College Board of Trustees was held on Tuesday, August 26, 2025 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 5:47 p.m. with Chair, Dr. Alejo Salinas, Jr. presiding.

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

Members absent: None.

Also present: Dr. Ricardo J. Solis, Ms. Mary Del Paz, Dr. Rodney Rodriguez, Ms. Deyadira Leal, Ms. Myriam Lopez, Dr. Jesus Campos, Dr. Anahid Petrosian, Mr. Lucio Gonzalez, 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, Ms. Kelly Nelson, Ms. Marcela Baez, Mr. David Valdez, Dr. De Los Santos, Ms. Cindy Blanco, Mr. Khalil Abdullah, Dr. Marcos Silva, Ms. Kelly Salazar, Ms. Gardenia Perez, Ms. Carla Rodriguez, Dr. Jayson Valeria, Ms. Claudia Olivares, Dr. Margo Vargas Ayala, Ms. Monica Benitez, Mr. Javier Villalobos, Mr. David Perez via teleconference, Mr. Jose Vela, Ms. Janis Lopez, Mr. Sergio Lopez, Mr. John Gates, Mr. Jose L. Silva, Ms. Yesenia Tijerina, Dr. Maria Cervantes, Mr. Robert Gomez, and Ms. Venisa Earhart.

### **Determination of a Quorum**

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

### Invocation

Dr. Marcos Silva, Executive Director of Foundation and External Affairs, 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:**

- VPAAED Faculty Assembly
- RioPlex event
- Dr. Matt Hebbard gave an update regarding enrollment and pop-up events
- Dr. Rodney Rodriguez introduced Dr. Marcos Silva, Executive Director of Foundation and External Affairs
- Dr. Millan gave an update on the Sam Houston University Partnership

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

The following Board Meeting Minutes were submitted for approval:

1) July 22, 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:** 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** 

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

**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** 

**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

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

Purpose Kelly R. Salazar, from Linebarger Goggan Blair & Sampson, will

present the Delinquent Tax Collection Report March 1, 2025 through

May 31, 2025.

**Justification** To inform the Board about the efforts, methods, and frequency with

which Linebarger Goggan Blair & Sampson, LLP has contacted the delinquent taxpayer to ensure the collection of outstanding taxes. They will also present the progress made by detailing the amount of

property taxes collected for Hidalgo County and Starr County.

Enclosed

**Documents** Appendix A – Delinquent Tax Collection Report.

Staff Resource 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

**Recommendation** No action is required from the Board. This item is presented for

information purposes.

Ms. Kelly Salazar with Linebarger Goggan Blain & Sampson, LLP gave a presentation on the Delinquent Tax Collection Report. No action was required on this item.

## 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

#### **Purpose**

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.

#### Justification

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.

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.

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.

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.

### Enclosed Documents

Appendix A - A presentation, which includes a rationale description and a defeasance analysis worksheet submitted by Estrada Hinojosa,

Appendix B - A draft Order #2025-016 provided by Perez Law Firm, Bond Counsel, and

Appendix C - Escrow Agreement were included in the packet for the Board's information and review.

### **Funding**

The Interest and Sinking Fund cash balance.

### Staff Resource

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

August 26, 2025 Regular Board Meeting Minutes Page 6, Revised 09/16/2025 @ 10:27 AM

Miguel De Los Santos, Financial Advisor, Estrada Hinojosa Angel Magallanes, Financial Advisor, Estrada Hinojosa

Upon a motion by Mr. Paul Rodriguez and a second by Mr. David De Los Rios the Board of Trustees of South Texas College approved and authorized 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.

The motion carried.

### 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

August 26, 2025 Regular Board Meeting Minutes Page 8, Revised 09/16/2025 @ 10:27 AM

Dr. Rebecca De Leon presented that this Interlocal Agreement would be retroactive to Sunday, August 24, 2025 in order to accommodate the school's first day of classes.

Upon a motion by Mr. David De Los Rios and a second by Ms. Victoria Cantu the Board of Trustees of South Texas College approved and authorized the Santa Maria ISD Interlocal Agreement for Dual Credit Programs as presented.

The motion carried.

### 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.

Upon a motion by Mr. Paul Rodriguez and a second by Mr. David De Los Rios the Board of South Texas College approved and authorized action as recommended by legal counsel regarding the Technology Campus Building F Welding Lab Expansion architectural services as discussed in Executive Session.

The motion carried.

### 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.

Upon a motion by Mr. Paul Rodriguez and a second by Mr. David De Los Rios the Board of South Texas College approved and authorized action as recommended by legal counsel regarding the Technology Campus Building F Welding Lab Expansion construction services as discussed in Executive Session.

The motion carried.

### 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.

No action was taken on this item.

### 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

Upon a motion by Ms. Victoria Cantu and a second by Mr. David De Los Rios the Board of Trustees of South Texas College approved and authorized items "a- c" 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 \$6,739,319.27

Recommendation: It was 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

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

Vendor (City, State)	Vendor (City, State)
Baker Distributing	Burton Companies
Company, LLC	(Weslaco, TX)
(Jacksonville, FL)	·

Bush Supply Company	Central Plumbing &
(Edinburg, TX)	Electric Supply (Weslaco,
(Ediliburg, TX)	TX )
Continental Battery	Dealers Electrical Supply,
1	
Company (Dallas, TX)	Co. (Waco, TX)
Fairway Supply, Inc.	Guthries Safe & Lock
(Irving, TX)	(McAllen, TX)
Interstate Battery System	John W. Gasparini, Inc./
of the Rio Grande Valley	dba Mark's Plumbing Parts
(McAllen, TX)	(Fort Worth, TX)
Johnstone Supply	Lewis Electrical Motors
(Pharr, TX)	and Pumps (Harlingen, TX)
Luna Glass, LLC	Matt's Building Materials
(McAllen, TX)	(Pharr, TX)
Mission Auto Electric,	Texas Air Products
Inc./ dba MAE Power	(San Antonio, TX)
Equipment (Mission, TX)	, ,
Texas Wood Supply/	The Pittsburgh Paints
South Texas Moulding	Company
(Donna, TX)	(Cranberry Township, PA)
The Sherwin-Williams	Triple-S Steel Supply, LLC/
Company	dba Alamo Iron Works
(McAllen, TX)	(San Antonio, TX)
United Welding Supply,	Winsupply (McAllen, TX)
LLC (Edinburg, 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

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

Vendor	(City, S	State)	Purchasing Cooperative	Amount
B&H	Foto	&	E&I Cooperative Services,	\$120,000.00

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

Vendor (City, State)	Purchasing Cooperative	Amount
HEB LP	Purchasing Association of	\$60,000.00
(San Antonio, TX)	Cooperative Entities (PACE)	
Sam's Club	Purchasing Association of	\$20,000.00
(McAllen, TX)	Cooperative Entities	
,	(PACE)	
	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)
B2Z Engineering, LLC	Intertek PSI
(Mission, TX)	(Harlingen, TX)
L&G Consulting	Millennium Engineers
Engineers, Inc. (Mercedes,	Group, Inc. (Pharr, TX)
TX)	
Raba Kistner, Inc.	Terracon Consultants,
(McAllen, TX)	Inc. (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	Gateway Printing & Office Supply, Inc. (Edinburg, TX)
Secondary Vendors	Copy Plus (McAllen, TX)
	Quill, LLC (Lincolnshire, IL)
	Ray's Business Products (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

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

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

### **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:
  - $\Rightarrow$  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

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

### **Consent Agenda:**

### c. on Proposed Employee Staffing Plan for FY 2025 - 2026

### **Purpose**

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.

### Justification

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.

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.

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.

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.

### Enclosed Documents

Appendix A - Proposed Employee Staffing Plan for FY 2025 – 2026 is included under separate cover.

### Funding

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.

### **Staff Resource**

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

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

### 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, and

Appendix C – Presentation on Proposed 2025 Property Tax Rate were included in the packet for the Board's information and review.

### Funding No funding required.

### Staff Resource Mary Del Paz. V

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

No action was required from the Board on this item.

## 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, and

Appendix C – Roll Call Vote of Members of the Board were included in the packet for the Board's information and review.

August 26, 2025 Regular Board Meeting Minutes Page 26, Revised 09/16/2025 @ 10:27 AM

**Funding** No funding.

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

Myriam Lopez, Associate Vice President – Finance and Management

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 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.

Chair, Dr. Alejo Salinas called for a roll call vote. All seven trustees present voted unanimously in favor of the motion.

The motion was then discussed because Ms. Victoria Cantu did not understand what they were voting for and VP Mary Del Paz also pointed out that the motion did not specify which of the two proposed tax rates was being approved.

After clarification was made Mr. Paul Rodriguez amended his prior motion to the Board of Trustees of South Texas College approved and authorized by record vote to schedule a public hearing on September 23, 2025, at 5:15 PM before adopting the proposed tax rate of \$0.1620, which exceeds the no-new-revenue rate and/or the voter-approval tax rate.

Chair, Dr. Alejo Salinas called for a roll call vote. All seven trustees present voted six in favor of the motion and one opposed. The motion carried.

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

**Purpose** 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.

**Justification** 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.

**Enclosed** Appendix A – Project Timeline and Information,

**Documents** Appendix B – Commission Rate and Projected Commissions, and

Appendix C – Tabulation, Evaluation Summary, and Best and Final Offer Letter were included in the packet for the Board's information

and review.

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

George McCaleb, Executive Director of Operations and Maintenance

**Additional** On August 12, 2025, the Finance Committee authorized **Information** 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.

Upon a motion by Ms. Dalinda Gonzalez-Alcantar and a second by Mr. Paul Rodriguez the Board of Trustees of South Texas College approved and authorized to award the proposal for vending services for beverages at South Texas College campuses and centers to **PepsiCo Beverages Sales, LLC** (Hidalgo, TX) for a five (5) year period beginning October 1, 2025 through September 30, 2030, as presented.

The motion carried.

# 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:

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

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.

August 26, 2025 Regular Board Meeting Minutes Page 29, Revised 09/16/2025 @ 10:27 AM

**Funding** The funding source for the FY 2025 payment will be salary savings

from vacant positions. The salary budget will not be impacted.

**Staff Resource** Cynthia Blanco, Dean of Enrollment Systems and Registrar

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 approval of vacation payout for WorkDay ERP Implementation Primary Leads and Co-Leads for FY 2025.

The motion carried.

# 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

Appendix A – Internal Auditor's Statement of Organizational Independence was included in the packet for the Board's information and review.

**Staff Resource** 

Mr. Khalil Abdullah, Chief Internal Auditor

August 26, 2025 Regular Board Meeting Minutes Page 31, Revised 09/16/2025 @ 10:27 AM

Upon a motion by Ms. Dalinda Gonzalez-Alcantar and a second by Mr. Paul Rodriguez the Board of Trustees of South Texas College approved and authorized the acceptance of the Internal Auditor's Statement of Organizational Independence as presented

The motion carried.

### **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

No action was taken on this item. It was tabled until a later meeting.

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

#### Purpose

To approve the proposed projects for the Internal Auditor for FY 2025 - 2026.

#### Justification

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.

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.

- FY 2025 2026 (Scheduled)
  - 1. Fraud Survey
  - Effort Reporting
  - 3. Scholarships
  - Administrative Vehicles
  - 5. Advisory / Consulting Engagements
  - HR Processes Hiring & Staffing
  - 7. Environmental Health & Safety
  - 8. Account Reconciliations
  - 9. Fixed Assets

# Enclosed **Documents**

Appendix A – List of Internal Audits conducted for FY 2015 through FY 2025

#### Staff Resource

Mr. Khalil Abdullah, Chief Internal Auditor

Dr. Ricardo J. Solis, President

Mary Del Paz, Vice President for Finance and Administrative

Services

# Recommendation

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

The Board of Trustees of South Texas College approves and authorizes the proposed projects for the Internal Auditor for FY 2025 2026 as presented.

No action was taken on this item. It was tabled until a later meeting.

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

**Purpose** 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.

Justification 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 *Standards* 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.

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.

**Enclosed** Appendix A – Internal Audit Report was included for the Board's information and review.

Funding No funds are required.

**Staff Resource** Dr. Ricardo J. Solis, President

Mary Del Paz, Vice President for Finance and Administrative

Services

Khalil Abdullah, Chief Internal Auditor

Upon a motion by Ms. Dalinda Gonzalez-Alcantar and a second by Mr. Paul Rodriguez the Board of Trustees of South Texas College approved and authorized the acceptance of the Internal Audit Report in the Area of Business Continuity and Disaster Recovery as presented.

The motion carried.

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

**Purpose** To adopt the local policies listed in Appendix A to align with the

Texas Association of School Boards (TASB) policy manual.

Justification TASB issues numbered updates semiannually to the College. The

> number updates respond to changes to state and federal law, court cases, and decisions by the attorney general, and may also contain suggested changes to an existing local policy or the development of

a new local policy made by TASB.

Enclosed **Documents**  Appendix A – List of Policies

Appendix B - Policies

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

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

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 adopt the numbered update local policies listed in Appendix A as presented, and which supersedes any previously

adopted Board policy.

No action as taken on this item. This item was tabled until a later meeting.

# Review and Recommend Action to Adopt Local District Update Policies

**Purpose** To adopt the local policies listed in Appendix A to align with College

operations.

**Justification** The local policies reflect the updates to the College's internal

operations. Below is a justification for each local policy.

Enclosed Documents

Appendix A – List of Policies

Appendix B - Policies

Staff Resource 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

Upon a motion by Mr. Paul Rodriguez and a second by Mr. David De Los Rios the Board of Trustees of South Texas College approved and authorized to adopt the local district update for Policy BGC, as presented, and which supersedes any previously adopted Board policy.

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 the local district update for Policy DBF, as presented, and which supersedes any previously adopted Board policy.

The motions carried.

All other policies were tabled until a later meeting.

# 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
- 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
- I. Approval on Annual Facility Usage Agreements for the Kinesiology Program

August 26, 2025 Regular Board Meeting Minutes Page 38, Revised 09/16/2025 @ 10:27 AM

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 items "a-I" of the Facilities Committee Consent Agenda as presented.

# 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 and

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

### **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 46,800Miscellaneous 14,500

FFE 25,000Technology 15,000

Total \$569,300

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

#### Staff Resource

August 26, 2025 Regular Board Meeting Minutes Page 40, Revised 09/16/2025 @ 10:27 AM

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

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 13,740.00
Cost Plus 10%

Total Additional Architectural Services Cost \$55,347.60

Current Architectural Services Fee \$433,286.89 Additional Architectural Services Cost 55,347.60 **Total Revised Architectural Services Fee\$488.634.49** 

# Enclosed Documents

Appendix A – Fact Sheet was included in the packet for the Board's information and review.

### **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 443,500.00Miscellaneous 131,000.00

FFE 277,000.00Technology 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

August 26, 2025 Regular Board Meeting Minutes Page 42, Revised 09/16/2025 @ 10:27 AM

Mary Del Paz, Vice President for Finance and Administrative Services

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 presentation and color board for review by the Facilities Committee.

Enclosed Appendix A – Color Selections was included in the packet for the **Documents** 

Board's information and review.

Staff Resource Ricardo de la Garza, Executive Director for Facilities Planning &

Construction

Mary Del Paz, Vice President for Finance and Administrative

Services

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

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

**Justification** On October 29, 2024, the Board approved contracting construction

services with Terra Fuerte Construction, LLC.

College staff have prepared a presentation for review by the Facilities

Committee.

**Enclosed** Appendix A – Color Selections was included in the packet for the

**Documents** Board's information and review.

Staff Resource Ricardo de la Garza, Executive Director for Facilities Planning &

Construction

Mary Del Paz, Vice President for Finance and Administrative

Services

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

To approve substantial completion, final completion, and release of Purpose

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 Appendix A – Current Budget Status, **Documents** 

Appendix B – Photos,

Appendix C – Substantial Completion, Appendix D – Final Completion, and

Appendix E – Fact Sheet were included in the packet for the Board's

information and review.

**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

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** Appendix A – Current Budget Status, Appendix B – Photos,

Appendix C – Final Completion Letter, and

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

information and review.

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

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** Appendix A – Current Budget Status, Appendix B – Photos,

Appendix C – Final Completion Letter, and

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

information and review.

**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

# 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

### **Updated Contingency Allowance**

\$60,917.74

Enclosed Documents

Appendix A – Current Budget Status,

Appendix B – Photos,

Appendix C - Final Completion Letter, and

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

information and review.

**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

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** Appendix A – Current Budget Status, Appendix B – Photos,

Appendix C – Final Completion Letter, and

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

information and review.

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

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** Appendix A – Current Budget Status,

**Documents** Appendix B – Photos,

Appendix C – Final Completion Letter, and

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

information and review.

**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

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** Appendix A – Current Budget Status,

**Documents** Appendix B – Photos, Appendix C – Final Completion Letter, and

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

information and review.

**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

# 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 Appendix A – Examples of Potential Facilities were included in the **Documents** 

packet for the Board's information and review.

Funds will be budgeted in the proposed FY 2025 - 2026 Physical Funding

Education Facility Rental budget.

Ricardo de la Garza, Executive Director for Facilities Planning &

Staff Resource Construction

Mary Del Paz, Vice President for Finance and Administrative

Services

# Review and Action as Necessary to Execute Lease Agreement with Sam Houston State University for Upper-Level Criminal Justice Course Offerings

# **Purpose**

Administration requests Board approval to execute a lease agreement with Sam Houston State University for offering upper-level Criminal Justice courses in McAllen, Texas.

#### Justification

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.

On May 27, 2025, the Board authorized administration to continue negotiation of the lease agreement to accommodate execution by the Fall 2025 semester.

The negotiated lease is ready for execution, and includes the following terms:

- Leased Space: 1 classroom (Pecan Campus, J 1.516)
- Lease Rate: \$2,141.37 per semester
- Lease Term: August 25, 2025 May 31, 2027
- Lease Renewal: Upon mutual written agreement, for up to 24 months

# Enclosed Documents

None

#### Staff Resource

Dr. Anahid Petrosian, Vice President and Provost for Academic Affairs and Economic Development

Dr. Brett J. Millan, Associate Vice President for Academic Success and Advancement

Ms. Mary Del Paz, Vice President for Finance and Administrative Services

Upon a motion by Mr. Paul Rodriguez and a second by Mr. David De Los Rios the Board of Trustees of South Texas College approved and authorized 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.

The motion carried.

# Review and Recommend Action on Final Completion of the Technology Campus Welding Lab Expansion Building F

## **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) **\$3,779,677.23** 

### **Updated Contract Amount**

**Enclosed** Appendix A – Current Budget Status, Appendix B – Photos,

Appendix C – Final Completion Letter, and

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

information and review.

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

Upon a motion by Mr. David De Los Rios and a second by Ms. Victoria Cantu the Board of Trustees of South Texas College approved and authorized 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.

The motion carried.

# 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**

- 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 514,605Miscellaneous 128,652

FFE 437,414Technology 437,414

Total \$6,664,135

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

Upon a motion by Mr. David De Los Rios and a second by Ms. Victoria Cantu the Board of Trustees of South Texas College approved and authorized proceeding with the Round 3 evaluation process for architectural services for the Pecan Plaza East Building B Renovation for Cosmetology project as presented.

The motion carried.

# 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**

- 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)
- 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

Upon a motion by Mr. David De Los Rios and a second by Ms. Victoria Cantu 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.

The motion carried.

# 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 was needed on this item. It was solely for information

purposes.

Dr. Salinas asked Mr. Rick De La Garza to prepare a report on how often the College needs these services. The discussion on this item was tabled until a later time.

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

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 submitted financial reports for the month of June 2025.

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

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

# Review and Discussion 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.

This item was removed from Executive Session and moved to Open Session. This item was tabled until the next meeting.

# **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.

This discussion item was tabled until the next meeting.

### **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.

# **Adjournment**

There being no further business to discuss, the Regular Board Meeting of the South Texas College Board of Trustees adjourned at 8:45 p.m.

I certify the foregoing are the true and correct minutes of the Tuesday, August 26, 2025 Regular Board Meeting of the South Texas College Board of Trustees.

<u>X</u>	
Mr. Danny Guzman	
Board Secretary	

#### **Report of New Grants**

**Grant Title:** Perkins State Leadership

**Awarding Agency:** Texas Higher Education Coordinating Board (THECB)

**Division and Department Awarded:** Institutional Advancement and External Affairs,

Office of Sponsored Initiatives **Amount Awarded:** \$260,000

Funding Period: September 2025 – September 2026

Strategic Goal #2: Promote Academic Integrity and Excellence

**Project Summary:** Funding will allow STC to develop an innovative framework that includes CTE Fellows, professional development and training modules, a Subject Matter Expert Series, and a centralized hub of resources for educators working with special population students. The CTE Educator Framework is designed to address and potentially eliminate the barriers faced by CTE students and educators by consolidating available resources and established best practices. The project will build a network of faculty leaders who promote best practices and strive for continuous improvement in academic quality and student outcomes.

**Grant Title:** Dual Credit Healthcare CTE Grant **Awarding Agency:** Texas Workforce Commission

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

**Dual Credit Programs** 

**Amount Awarded: \$38,478** 

Funding Period: August 29, 2025 to August 31, 2026

**Strategic Goal #3:** Create Educational Opportunities for Students

**Project Summary:** Funding will establish the Medical Office Specialist Dual Credit CTE Healthcare Program. The program will provide students with a comprehensive set of skills

that are important for success in medical environments and the healthcare field.

#### **Presentation on Enrollment**

Purpose Dr. Matt Hebbard, Vice President of Student Affairs and Enrollment

Management will present the Enrollment update to the Board.

Justification To inform the Board about the updated enrollment numbers and

strategies.

Enclosed Documents

None.

**Staff Resource** Dr. Matt Hebbard, VP of Student Affairs and Enrollment

Dr. Fernando Chapa, Dean of Institutional Research & Effectiveness

Recommendation No action is required from the Board. This item is presented for

information purposes.

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

The following presentations were delivered to the Finance, Audit, and Human Resources Committee on Tuesday, September 9, 2025:

# Review and Discussion of Economic Impact Study of South Texas College for Fiscal Year 2023-2024

Purpose To review and discuss the Economic Impact Study of South Texas

College for Fiscal Year 2023-2024.

**Justification** The last Economic Impact Study was conducted in Fiscal Year 2013-

2014; therefore, a new assessment is needed to identify the current

value of the College to the regional economy.

The Economic Impact Study was conducted by Lightcast, and provides clarity on the role of the College in the economic development and investment analysis of Hidalgo and Starr counties, increasing the residents' awareness of the College's commitment to

the area.

Michael Gilman will provide a summary of the findings presented in

Appendix A.

**Enclosed** Appendix A – Economic Impact Study of South Texas College for

**Documents** Fiscal Year 2023-2024 Presentation.

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

Myriam Lopez, Associate Vice-President - Finance and Management

Recommendation No action was required from the Committee. This item was

presented for information purposes.

#### FY 2023-24



# The Economic Value of South Texas College

ANALYSIS OF THE ECONOMIC IMPACT
AND RETURN ON INVESTMENT OF EDUCATION



#### Lightcast & Community Colleges

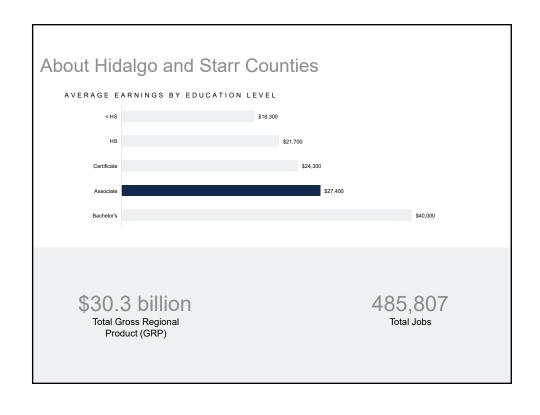
20+ years working with higher education institutions

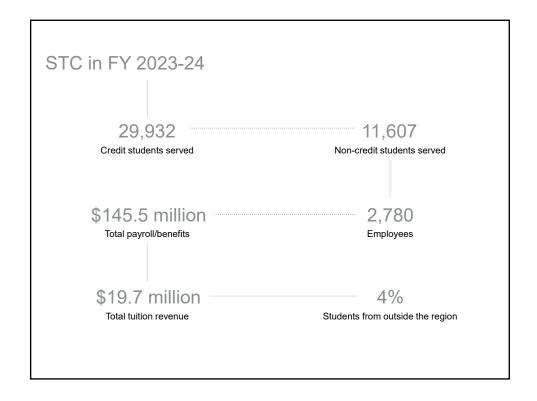
 $3,000 + {}_{economic \, impact \, studies \, completed}$ 

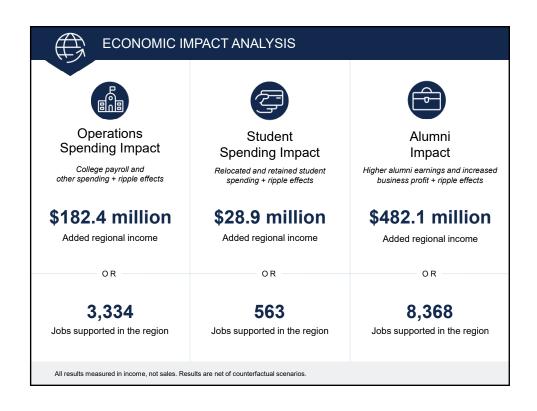
 $2.7 M \ \ \text{students used Lightcast's Career Coach tool in 2023}$ 

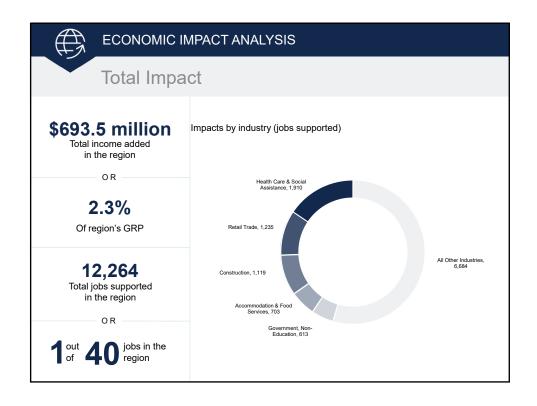
 $8\ of\ 10\ _{2023}$  Aspen Prize finalists are Lightcast customers

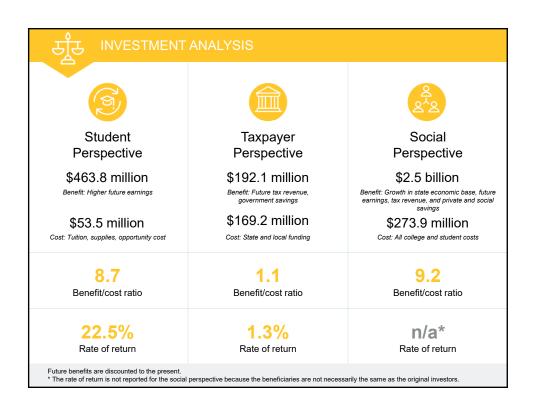


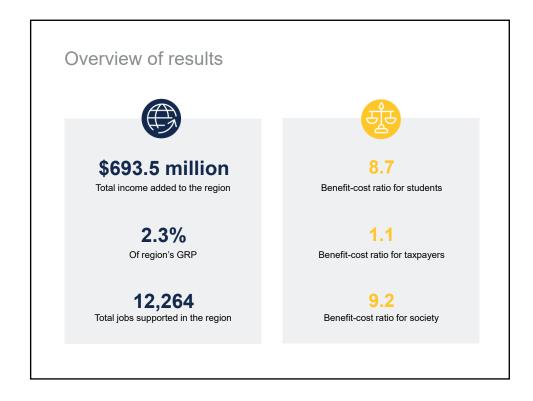


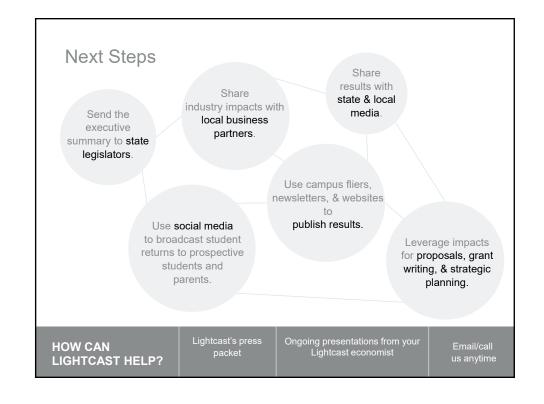


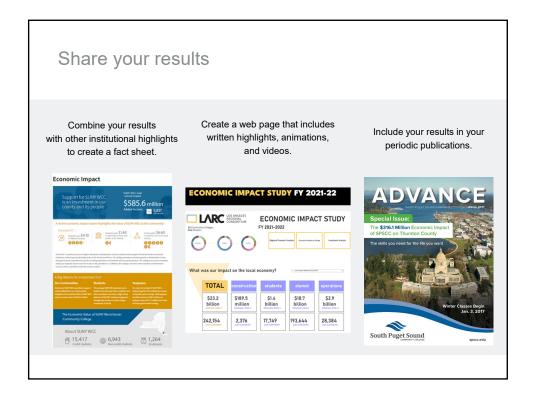


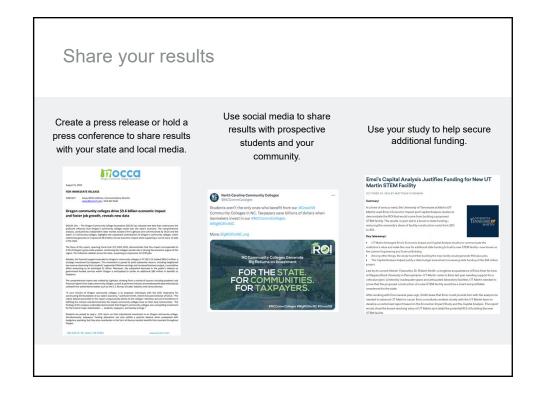












The results of this study were prepared by



For a copy of the report, please contact STC.

# Review and Discussion of Presentation on Employee Grievances and Reporting Channels

#### Purpose

To provide an overview of the employee grievance process and reporting channels.

#### Justification

To illustrate the process for receiving, responding, and resolving complaints involving employees in accordance with Board Policy and internal associated procedures, and to review existing reporting channels. The presentation provides alignment and a better understanding of STC's handling of employee complaints.

## A. Policy DGBA (Local): Personnel-Management Relations: Employee Grievances

The key elements describing the steps taken from start to finish by stakeholders will be illustrated. This illustration raises awareness of South Texas College policy DGBA.

#### **B.** Reporting Channels – Anonymous

Administration will present the existing reporting channels whereby all employees may submit their concerns anonymously at their discretion.

The reporting channels are as follows:

<u>Fraud Survey</u> – The primary purpose of the fraud survey is to serve as an anti-fraud control mechanism per Auditing Standard (AU) Section 316 issued by the American Institute of Certified Public Accountants (AICPA). AU Section 316 acknowledges hotlines as a useful tool in detecting and deterring fraud, especially misstatements in financial statements, such as falsification of accounting records and theft of assets or fraudulent expenditures.

The fraud survey is conducted by the Internal Auditor on an annual basis during the month of September. The fraud survey comments are compiled by the Internal Auditor and issued to the Vice President of Finance and Administrative Services, who disseminates the comments to the respective Vice Presidents or to the President, depending on the nature of the comment. The President or the Vice Presidents must review the comments and provide a response to each comment, including corrective action steps, if applicable.

The responses are updated on the initial fraud survey provided by the Internal Auditor and submitted to the Internal Auditor and External Auditor by November 1<sup>st</sup> of each year, prior to completion of the external audit and annual financial report. The External Auditor takes additional steps to assess the risk of a misstatement, such as asking

management questions about their awareness and understanding of fraud.

<u>Fraud and Integrity Hotline</u> – The primary purpose of the Fraud and Integrity Hotline is to provide employees with a mechanism whereby anonymous reports may be filed when an employee does not feel comfortable discussing the issues via the other existing channels. The anonymous reporting hotline services are via NAVEX, an independent company.

The Fraud and Integrity Hotline reports are received by the Executive Director of Human Resources and Talent Development and the Internal Auditor.

State Auditor's Office Fraud, Waste, and Abuse Hotline - The Texas State Auditor's Office operates a hotline to allow individuals, including employees, to confidentially report suspected misuse of state resources. Reports can be submitted online, by phone, or by mail, and may involve issues like false reporting, theft, or unethical conduct by state employees or contractors. The hotline is managed by the SAO's Investigations Team, which reviews submissions and may refer cases to appropriate agencies for further action. The system is designed to promote accountability and integrity across Texas state government operations.

The State Auditor's Office Hotline reports are received by the Office of the President.

<u>Title IX</u> – An employee may report an incident of sexual harassment, sexual violence, gender-based harassment, interpersonal violence (including domestic and dating violence), stalking, or other Title IX issues to the Title IX Coordinator.

Reports, Complaints, and Appeals On-line Reporting - This on-line reporting page contains links to the primary forms used by South Texas College for employees to file a report, or submit a complaint. The reports are submitted to the respective responsible department, such as Human Resources or Environmental Health, Safety, and Risk.

- The reporting options are as follows:
  - ⇒ Campus Security Authority Report
  - ⇒ Complaints Concerning Faculty/Staff
  - ⇒ Complaints Concerning Students
  - ⇒ Report Sexual Misconduct by Student or Employee
  - ⇒ Report a Safety Incident

## Enclosed Documents

Appendix A – Policy DGBA (Local) Personnel-Management Relations: Employee Grievances

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

Claudia E. Olivares, Employee Relations and Talent Development

**Recommendation** No action was required from the committee. This item was presented

for information purposes only.

DGBA (LOCAL)

## **Employee Grievances**

College District employees have the right to present grievances concerning their wages, hours of employment, or conditions of work, either individually or through a representative. Employees can seek to redress a grievance by filing a complaint in accordance with this policy.

#### **Guiding Principles**

Informal Process

The Board encourages employees to discuss their concerns with their supervisor who has the authority to address the concerns.

Concerns should be expressed as soon as possible to allow early resolution at the lowest possible supervisory level.

Even after initiating the formal grievance process, the College District encourages employees to seek informal resolution of concerns. An employee whose concerns are resolved may withdraw a formal grievance at any time. Informal resolution should not extend any deadlines in this policy, except by mutual written consent.

#### **Definition**

A complaint or grievance is defined as an unresolved issue concerning an employee's wages, hours of employment, unlawful dismissal/contract termination, or conditions of work.

In this policy, the terms "complaint" and "grievance" shall have the same meaning.

#### **Notification of Rights**

The College District shall inform employees of this policy through appropriate College District publications.

The processes described in this policy shall not create new or additional rights beyond those granted by law or other Board policies.

## Whistleblower Complaints

Employees shall file whistleblower complaints within the time specified by law. Such complaints shall first be filed in accordance with initiating grievances at Level Two, below. Timelines for the employee and the College District set out in this policy may be shortened to allow the College President to make a final decision within 60 days of the initiation of the complaint. [See DG(LEGAL)]

## Other Complaint Processes

Employees shall file complaints according to the procedures established by the College President, in accordance with Board policies, except as required by law. For complaints protected by law within this policy, employees shall file according to the policies listed below. Some of these policies require appeals to be submitted in accordance with DGBA(LOCAL) after the relevant complaint process:

 Complaints alleging discrimination, including violations of Title IX (gender), Title VII (sex, race, color, religion, national origin), ADEA (age), or Section 504 (disability). [See DIAA and DIAB]

DATE ISSUED: 7/28/2025 LDU 2025.04

DGBA(LOCAL)-X

Adopted: 6/24/2025

1 of 7

DGBA (LOCAL)

- Complaints alleging certain forms of harassment, including harassment by a supervisor and violations of Title VII. [See DIAA and DIAB]
- 3. Complaints concerning retaliation relating to discrimination and harassment. [See DIAA and DIAB]
- 4. Complaints concerning a commissioned peace officer who is an employee of the College District. [See CHA]
- 5. Complaints concerning an employment preference for former foster children. [See DC]
- 6. Complaints arising from the dismissal of term contract faculty members. [See DMAA]
- 7. Complaints concerning the nonrenewal or termination of term contract faculty members. [See DMAB]

## General Provisions Filing

Employees shall file grievances and appeals in writing with the Office of Human Resources (OHR). While the College District provides an appropriate form in electronic format, employees may also submit written documents or emails as attachments to support their filing via email or hand deliver the form to the OHR.

The employee complaint form must include the following information:

- 1. A clear explanation of the employee's specific concern;
- A description of how the employee's employment has been affected; and
- 3. A description of the relief the employee is seeking.

An employee shall file a grievance within 10 business days of the date the employee first knew, or with reasonable diligence should have known, of the decision or action giving rise to the grievance.

Employees may file complaints and supporting documentation electronically via the College District's complaint submission webpage. Electronic filings shall be timely if the OHR receives the filing by the close of business on the deadline, as indicated by the date/time shown on the electronic communication.

The employee shall attach copies of any documents that support the grievance to the complaint form. If the employee does not have copies, the employee may present the original documents at the Level One conference. After the Level One conference, the employee may not submit new documents unless the employee did not know the documents existed before the Level One conference.

DATE ISSUED: 7/28/2025 LDU 2025.04 DGBA(LOCAL)-X

DGBA (LOCAL)

The College District may dismiss any grievance form that an employee submits as incomplete in any material aspect. The employee may refile the grievance with all the required information if the refiling is within five business days of the dismissal.

Scheduling Conferences

The College District shall make reasonable attempts, including no fewer than three, to schedule conferences at a mutually agreeable time. If the employee fails to appear at a scheduled conference, the College District may hold the conference and issue a decision in the employee's absence.

Response

At Levels One and Two, "response" shall mean a written communication to the employee. Responses may be hand-delivered, sent by electronic communication to the employee's email address of record, or sent by U.S. Mail to the employee's mailing address of record. Mailed responses shall be timely if they are postmarked by U.S. Mail on or before the deadline.

Days

"Days" shall mean College District business days, unless otherwise noted. In calculating timelines under this policy, the day a document is filed is "day zero." The following business day is "day one." A College District business day is defined as a day that the College District at large is open and conducting business.

Representative

"Representative" means any person or an organization that is designated by the employee to represent him or her in the complaint process.

The employee may designate a representative through written notice at any level of this process. If the employee provides less than two days' notice to the College District before a scheduled conference, the College District may reschedule the conference to a later date, if desired, to allow time to consult with its counsel.

The College District may be represented by counsel at any level of the process only in the event the grievant is represented or the grievant themselves is a licensed attorney. In such cases, the College District will provide at least two days' notice to the employee if it intends to have legal counsel present at a conference.

## Consolidating Complaints

Complaints arising out of an event or a series of related events shall be addressed in one complaint. Employees shall not file separate or serial complaints arising from any event or series of events that have been or could have been addressed in a previous complaint.

When two or more complaints are sufficiently similar in nature and remedy sought to permit their resolution through one proceeding, the College District may consolidate the complaints.

DATE ISSUED: 7/28/2025 LDU 2025.04 DGBA(LOCAL)-X Adopted: 6/24/2025

3 of 7

DGBA (LOCAL)

#### **Time Limits and Cost**

All time limits shall be strictly complied with, unless extended by mutual written consent signed by both parties or by extenuating circumstances that are properly documented with the OHR and shared with both parties. Each party shall pay its own costs incurred during the course of the grievance, including attorney fees.

#### **Grievance Process**

Level One

Immediate
Supervisor

The Level One supervisor shall be the lowest level supervisor or designee in the employee's chain of command with the authority to remedy the alleged problem. If that supervisor is the vice president in the employee's chain of command or the College President, the grievance procedure shall begin at Level Two, as appropriate.

The Level One procedure is as follows:

- Upon receipt of the grievance, the OHR shall review the submission and may request clarification from the employee, if necessary. Once the OHR has completed its review, the grievance shall be forwarded to the immediate supervisor, who shall investigate as needed and schedule a conference with the employee within 15 business days of receiving the grievance from the OHR.
- The supervisor may set reasonable time limits for the conference. The supervisor may issue a decision on the basis of the written complaint in instances where an employee is unwilling to conference with the Level One supervisor.
- 3. Absent extenuating circumstances, the supervisor shall provide the employee a written response within 15 business days following the conference stating whether the grievance is being granted or not. If the grievance is being granted, the supervisor will inform the employee whether the relief requested is being granted either in whole or in part or whether an alternate form of relief is being offered. In reaching a decision, the supervisor may consider information provided at the grievance conference and any other relevant documents or information the supervisor believes will help resolve the grievance.
- 4. The supervisor shall forward to the OHR or designee:
  - a. All documents submitted by the employee at Level One, if applicable;
  - b. The written response issued at Level One, if any, and any attachments; and
  - c. All other documents relied upon by the Level One supervisor in reaching the Level One decision.

DATE ISSUED: 7/28/2025 LDU 2025.04 DGBA(LOCAL)-X

DGBA (LOCAL)

Level Two

Vice President

If the employee did not receive the relief requested at Level One or if the time for a response from the Level One supervisor has expired, the employee may request a conference with the vice president or designee to appeal the Level One decision.

The appeal notice must be filed in writing, on a form provided by the College District, within 10 business days of the date of the written Level One response or, if no response was received, within 15 business days of the Level One response deadline.

After receiving notice of the appeal, the Level One supervisor shall forward to the Level Two administrator:

- 1. The original complaint form and any attachments;
- 2. All other documents submitted by the employee at Level One;
- 3. The written response issued at Level One, if any, and any attachments; and
- 4. All other documents relied upon by the Level One administrator in reaching the Level One decision.

The Level Two administrator may schedule a conference within 15 business days after the appeal notice is filed. The conference shall be limited to the issues and documents presented by the employee at Level One and identified in the Level Two appeal notice. At the conference, the employee may provide information concerning any documents or information made part of the Level One conference. The Level Two administrator may set reasonable time limits for the conference.

The Level Two administrator shall provide the employee a written response within 20 business days following the conference or 20 business days after the appeal notice is received. In reaching a decision, the Level Two administrator may consider information provided at the Level One conference, information provided at the Level Two conference, and any other relevant documents or information the Level Two administrator believes will help resolve the complaint. The employee complaint decision of the vice president is final and not appealable under this policy.

College President

In instances where the respective department does not have a vice president, the employee may present the written complaint to the College President. A complaint concerning the proposed termination of an at-will employee may be presented to the College President if the employee has alleged retaliation, harassment, or discrimination in the complaint.

DATE ISSUED: 7/28/2025 LDU 2025.04 DGBA(LOCAL)-X

DGBA (LOCAL)

If the complaint is not resolved to the employee's satisfaction at Level One, and if the employee's supervisor is a vice president or the employee's respective department does not have a vice president, the employee may present the complaint to the College President. The complaint shall be submitted to the College President not later than 10 business days from the date of the decision at Level One. The employee shall provide a clear and concise statement detailing the reason(s) why the Level One decision was not acceptable to the employee.

The College President may consult with the executive director of human resources or designee and shall, not later than 20 business days following receipt of the complaint, issue a written decision, which shall be mailed and/or emailed to the employee. The decision of the College President may grant or deny the remedy being requested by the employee, or offer an alternative resolution. The employee complaint decision of the College President is final and not appealable under this policy.

## Public Comment to the Board

Nothing in this policy precludes an employee who has exhausted the procedures in this policy from addressing the Board of Trustees at the next regular public meeting in accordance with the provision for hearing citizens. The Board is not required to take any action concerning a grievance but will listen to the employee's concerns. [See BDB]

#### Proposed Termination of an At-Will Employee

An at-will employee who is proposed for termination may file a complaint concerning the proposed termination directly with the College President, bypassing Level One and Level Two (vice president), if the employee's complaint alleges that the proposed termination constitutes retaliation, harassment, or discrimination. A complaint concerning the proposed termination of an at-will employee may be presented to the College President within three working days from the date the employee was informed of the proposed termination. The decision of the College President is final and not appealable under this policy.

#### Retaliation

Neither the Board nor any College District employee shall retaliate against an employee for bringing a concern or complaint.

The College District prohibits retaliation against an employee who files a complaint or grievance under this policy, serves as a witness, or otherwise participates in an investigation. The provisions of the policy do not extend into a due process procedure.

The policy is an internal procedure designed to provide employees with the opportunity to address complaints.

DATE ISSUED: 7/28/2025 LDU 2025.04 DGBA(LOCAL)-X

DGBA (LOCAL)

### Other Grievance Provisions

The process described in this policy shall not be construed to create new or additional rights beyond those granted by law or Board policy, nor is it intended to create constitutional due process rights or to require a full evidentiary hearing or "mini-trial" at any level.

Employees who have identical grievances and who seek the same remedy may jointly file a group grievance. A group grievance must be signed by all of the employees in a group and be presented by a representative of the group. The grievance must identify the person acting as the representative of the group. The group representative may be one of the employees in the group or some other person or entity chosen by the group. Any communications regarding the grievance between the College District and the employee group and any decision regarding disposition of the grievance shall be made through the group representative only.

Nothing in this policy shall be construed to prevent the College District from addressing employee conduct that violates College District policies, procedures, or standards of conduct.

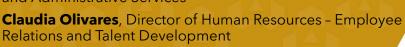
Malicious, false, or frivolous complaints are a violation of the College District's standards of conduct and may be cause for corrective action.

Any supervisor or management official with responsibility for hearing a grievance at Level One or Level Two who knowingly fails to conduct a conference with the grievant within the time period prescribed by this policy may be subject to disciplinary action up to and including termination.

DATE ISSUED: 7/28/2025 LDU 2025.04 DGBA(LOCAL)-X

# Overview of Policy DGBA, Employee Grievances, and Reporting Channels

Mary Del Paz, MBA, CPA, CFE, CGMA, Vice President - Finance and Administrative Services





#### Policy DGBA (Local): Personnel-Management Relations - Employee Grievances

- Governs the employee grievance process.
- Establishes a process for filing and responding to complaints.
- Encourages open communication.
- Information is shared on a need-to-know basis throughout the process.

### Policy DBGA (Local) cont.

- Employees have the right to present grievances concerning their wages, hours of employment, or conditions of work.
- The Board encourages employees to discuss their concerns with their supervisor, who has the authority to address the concerns.
- Concerns should be expressed as soon as possible to allow early resolution at the lowest possible supervisory level.
- The College encourages employees to seek informal resolution of concerns.
- Employees shall file whistleblower complaints within the time specified by law.

# **Grievance process (excluding complaints against the immediate supervisor)**

Scenario	Employee	Level One Immediate Supervisor	Level Two Vice President	Level Two President
Scenario 1	Coordinator	Department Manager	Vice President	N/A
Scenario 2	Manager	Director	Vice President	N/A
Scenario 3	Executive Director	N/A	Vice President	College President
Scenario 4	Vice President	N/A	N/A	College President
Scenario 5	At Will Employee*	N/A	N/A	College President
	(termination)	<b>'</b>		

<sup>\*</sup>A complaint concerning the proposed termination of an at-will employee may be presented to the College President if the employee has alleged retaliation, harassment, or discrimination in the complaint.

# **Grievance Process Complaints Against Supervisors**

Scenario	Employee	Complaint Against Immediate Supervisor	Level One Immediate Supervisor	Level Two Vice President	Level Two President	Board of Trustees
Scenario 1	Coordinator	Manager	Manager's Supervisor	Vice President	N/A	N/A
Scenario 2	Manager	Director	Director's Supervisor (excludes VP or President)		College President llicable)	N/A
Scenario 3	Executive Director	Vice President	N/A	N/A	College President	N/A
Scenario 4	Vice President	College President	N/A	N/A	N/A	Board of Trustees

Note: Level One and Level Two are dependent on the respective next higher reporting supervisor.

#### College President

The employee may present the complaint to the College President if:

- · The complaint is not resolved to the employee's satisfaction at Level Two, and if the employee's supervisor is a vice president.
- The employee's respective department does not have a vice president.
- At-will employees (termination).

#### **Grievance Process - cont.**

**Employee** – submits grievance within 10 business days of the date the employee first knew, or should have known, of the action giving rise to a grievance.

**Office of Human Resources** – reviews the grievance and may request clarification as needed from the employee. The grievance is forwarded to the immediate supervisor.

**Level One (Immediate Supervisor)** – reviews the grievance, schedules a conference with the employee, and attempts to resolve the grievance.

- The Level One supervisor schedules a conference with the employee within 15 business days of receiving the grievance from OHR.
- The Level One supervisor shall provide the employee a written response within 20 business days following the conference.

Level Two (Vice President) – reviews the appeal notice, schedules a conference, and provides a response.

- The appeal notice must be filed in writing, on a form provided by the College District, within 10 business days of the date of the written Level One response or, if no response was received, within 15 business days of the Level One response deadline.
- The Level Two administrator may schedule a conference within 15 business days after the appeal notice is filed.
- The Level Two administrator shall provide the employee a written response within 20 business days following the conference or 20 business days after the appeal notice is received.
- The decision is final and not appealable, as applicable.

Level Two (College President) – reviews the grievance and appeal (as applicable).

- The complaint shall be submitted to the College President not later than 10 business days from the date of the decision at Level One.
- The College President may consult with the executive director of human resources or designee and shall, not later than 20 business days following receipt of the complaint, issue a written decision, which shall be mailed and/or emailed to the employee.
- The decision is final and not appealable.

## **Complaint Reporting Channels**

- Employees may submit a complaint **anonymously**.
- Current reporting channels used to submit a complaint.
  - Fraud Survey
  - Fraud and Integrity Hotline
  - State Auditor's Office (SAO) Fraud, Waste, and Abuse Hotline
  - Reports and Complaints Online Reporting Website
    - Title IX
    - Policy DGBA

## **Why Reporting Matters**

- Ensures employee concerns, including concerns received anonymously are heard, investigated, and addressed.
- Strengthens trust between employees and management.
- Maintains compliance with College policies and procedure.

## **Importance of Anonymous Reporting**

- Anonymity encourages students, staff, and faculty to report unethical or illegal behavior without fear of retaliation. People are more likely to come forward if they know their identity will be protected.
- It sets a tone that fraud, misconduct, or abuse will not be tolerated.
- When people know there's a way to report issues safely, it can deter dishonest behavior before it starts.
- Fosters a safe environment for reporting unethical behavior, misconduct, harassment, and fraud.
- Affirms that the college values responsibility and ethical governance.
- An anonymous reporting system supports compliance with regulations (e.g., Title IX, Clery Act, financial aid laws) and helps maintain accreditation and funding.

### **Fraud Survey**

- The primary purpose of the fraud survey is to serve as an anti-fraud control mechanism per Auditing Standard Section 316 issued by the American Institute of Certified Public Accountants (AICPA).
- AU Section 316 acknowledges hotlines as a useful tool in detecting and deterring fraud, especially misstatements in financial statements, such as falsification of accounting records and theft or assets or fraudulent expenditures.

## **Fraud Survey**

- 1. Questions are reviewed by the College's Internal Auditor.
- 2. Feedback on the survey questions is solicited from the External Auditors.
- 3. Memo from the Office of The President detailing the importance of the fraud survey.
- 4. The fraud survey is distributed to all active employee email addresses by the Research and Analytical Services Department along with the President's Memo.
- 5. The fraud survey responses are compiled by the Internal Auditor and issued to the Vice President of Finance and Administrative Services, who disseminates the comments to the respective Vice Presidents or to the President, depending on the nature of the comment.

## **Fraud Survey**

- 6. The President or the Vice Presidents must review the comments and respond to each comment, including corrective action steps, if applicable.
- 7. The responses are submitted to the Internal Auditor and External Auditor by November 1<sup>st</sup> of each year, prior to completion of the external audit and annual financial report.
- 8. The External Auditor takes additional steps to assess the risk of a misstatement, such as asking management questions about their awareness and understanding of fraud.

### **Fraud Survey: Sample Questions**

- Do you have any personal knowledge of, or are you aware of any allegations of fraud or suspected fraud taking place at the College?
- Are you aware of any areas within the College where internal controls are not sufficient to secure against the theft of cash or prevent the unauthorized removal of assets (e.g., supplies, inventory, equipment, etc.)?
- Are you aware of any circumstances where an employee or management is abusing their position for personal gain?
- Are you aware of any personal relationships (relatives, friends, etc.) that may have influenced business decisions, purchases, or other transactions between the College and vendor/third parties?
- Has anyone ever suggested or implied that a contract for goods or services be directed to a particular vendor?

# Fraud Survey: Finance and Administrative Services Division Sample Questions

- Are you aware of any weakness in internal control that would not allow management or employees, in the normal course of performing their job responsibilities, to prevent, or detect and correct misstatements on a timely basis?
- Are you aware of any manipulation, falsification, or alteration of accounting records or supporting documents from which financial statements are prepared?
- Has anyone (staff or student) asked you to change, alter, or manipulate student transactions without proper authority?

### **Fraud and Integrity Hotline**

- The <u>hotline</u> provides employees with a mechanism to file a report anonymously when an employee does not feel comfortable discussing the issues via the other existing channels.
- The anonymous reporting hotline services are via NAVEX, an independent outsourced company.
- According to the ACFE (Association of Certified Fraud Examiners), tips are the #1way fraud is detected more than audits or internal reviews.

#### **State Auditor's Office Hotline**

- Allows individuals to confidentially report suspected misuse of state resources.
- Reports can be submitted online, phone, or mail, and may involve issues like false reporting, theft, or unethical conduct by employees or contractors.
- SAO reports are received by the Office of the President and the internal auditor.

# **Complaints Online Reporting and Title IX**

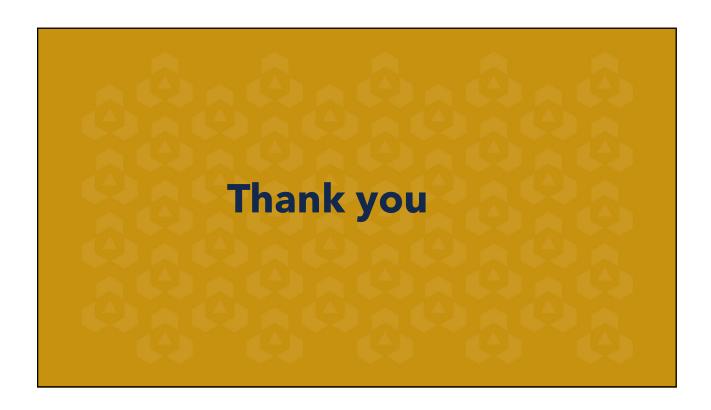
- Complaints concerning sexual harassment, sexual misconduct, including domestic and dating violence, stalking, or other Title IX issues.
- Complaints concerning faculty and staff.
- Complaints concerning students.

## **South Texas College Commitment**

- Fair, consistent, and transparent resolution of complaints.
- Compliance with policy DGBA, other applicable policies, state and federal regulations.
- Protection against retaliation for filing a complaint.
- Foster a professional, respectable, and accountable workplace culture.

## **HR Employee Relations Team**

Title	Employee
Director of HR - Employee Relations	Claudia E. Olivares, MHRM, PHR, SHRM-CP
and Talent Development	
Employee Relations Officer	Jaime "Jim" Navarro, SHRM-CP
Manager - Employee Relations	Angelica Luna-Perera, MBA, SHRM-CP
Manager - Employee Relations	Moises Cortez
Coordinator - Employee Relations	Cynthia Magro
HR Specialist - Employee Relations	Carlos Saenz (Temp)



# 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, Renewals, Purchase Renewals, and Interagency Agreement at a total cost of \$1,564,669.20
- Approval of Acceptance of the South Texas College Chief Executive Officer Academic Year 2024 – 2025 Report on Sexual Harassment, Sexual Assault, Dating Violence, and Stalking Incidents Under Texas Education Code, Section 51.253(c)
- c. Approval to Conduct an Employee Climate Survey and Assess Services

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, Purchases, Purchase Renewals, Renewals, and Interagency Agreement a total cost of \$1,564,669.20

Purpose and Justification – Administration requests Board approval of the following purchases, renewals, and interlocal agreements at a total cost of \$1,564,669.20.

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) Campus Dining and/or Food Truck Services – Pecan Campus

Purpose Award the proposal for Campus Dining and/or Food Truck Services –

Pecan Campus to Chick-fil-A 27th Nolana (McAllen, TX) and

Laredo Comidas, LLC (McAllen, TX).

**Justification** To provide food options for faculty, staff, and students at the Pecan

Campus from Monday through Friday and encompass a selection of breakfast and lunch tacos, quesadillas, panchos, fajita plates, chicken sandwiches, salads, and refreshments. The food service providers' operating times are projected to be from 7:00 a.m. to 2:00 p.m.

The vendors will remit a 2% commission of the total sales to the

College.

**Enclosed** Appendix A – Project Timeline and Information

**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 award the proposals

for Campus Dining and/or Food Truck Services – Pecan Campus to **Chick-fil-A 27th Nolana** (McAllen, TX) and **Laredo Comidas, LLC** (McAllen, TX) for the period beginning October 1, 2025 through September 31, 2026, with two one-year options to renew, at no cost

to the College.

#### **APPENDIX A**

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

Advertised RFP	July 30, 2025 and August 6, 2025
RFP Responses Due	August 14, 2025

RFP Issued To	Twenty-one (21) Vendors
Responses Received From	Four (4) Vendors
Responses Reviewed By	Facilities Operations and Maintenance, and Purchasing
	Department
Highest-Ranked Vendors	Chick-fil-A 27th Nolana and Laredo Comidas, LLC

Award of Proposals - 2) Re-Bid Campus Dining and Food Truck Services -**Technology Campus** 

Award the proposal for Re-Bid Campus Dining and Food Truck Purpose

Services – Technology Campus to Chick-fil-A Sharyland Towne

**Crossing** (Mission, TX).

Justification To provide food options for faculty, staff, and students at the

> Technology Campus. The food will encompass a selection of chicken sandwiches, chicken wraps, salads, fruit cups, cookies, brownies, and refreshments. The food service provider's operating time will be

from 10:30 a.m. to 2:00 p.m., Monday through Friday.

The vendor will remit a 2% commission of the total sales to the

College.

Enclosed Appendix A – Project Timeline and Information **Documents** 

Other information is included in the Supporting Documentation.

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

George McCaleb, Executive Director of Facilities Operations and

Maintenance

Recommendation It is requested that the Board approve to award the proposal for

Campus Dining and Food Truck Services – Technology Campus to Chick-fil-A Sharyland Towne Crossing (Mission, TX) for the period beginning October 1, 2025 through September 31, 2026, with two

one-year options to renew, at no cost to the College.

#### APPENDIX A

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

Advertised RFP	August 13, 2025 and August 20, 2025
RFP Responses Due	August 21, 2025
RFP Issued To	Twenty-five (25) Vendors
Responses Received From	One (1) Vendor
Responses Reviewed By	Facilities Operations and Maintenance, and Purchasing
	Department
Highest-Ranked Vendor	Chick-fil-A Sharyland Towne Crossing

#### Purchase – 3) Professional Support Services for Software Integration

**Purpose** Purchase professional support services for software integration from

TouchNet Information Systems, Inc. (Atlanta, GA), a sole-source

vendor.

Justification To support the transition from Banner to Workday, engaging

professional services is essential to ensure the secure, compliant, and seamless integration of student financial processes. These services will assist with system configuration, maintain PCI compliance, and minimize service disruptions, ultimately enabling a

smooth migration.

**Funding** Funds for this expenditure are budgeted in the Enterprise Resource

Planning Internal Support and Information Technology Project

Management, Risk and Security budget for FY 2025 – 2026.

Enclosed Documents

Other information is included in the Supporting Documentation.

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

Dr. Jesús Campos, Interim Vice President for Technology,

Information, & Planning Services

Lucio Gonzalez, Associate Vice President -Technology and Chief

Information Officer

Myriam Lopez, Associate Vice President of Finance and

Management

**Recommendation** The Committee recommends Board approval to purchase

professional support services for software integration from **TouchNet Information Systems**, **Inc.** (Atlanta, GA), a sole source vendor, for the period beginning September 1, 2025 through October 31, 2028 at

a total amount of \$60,000.00.

#### Purchase – 4) Graduation Facility Lease Agreement

**Purpose** Purchase a graduation facility lease agreement from **Viper Arena**,

**LLC/ dba Bert Ogden Arena** (Edinburg, TX), a sole-source vendor.

**Justification** To lease a facility for the December 2025 graduation ceremonies,

which will be held on Saturday, December 13, 2025, at 9:00 a.m.,

1:00 p.m., and 5:00 p.m.

**Funding** Funds for this expenditure are budgeted in the Graduation budget for

FY 2025 – 2026.

Enclosed Documents

Other information is included in the Supporting Documentation.

Staff Resource Dr. Matthew Hebbard, Vice President of Student Affairs and

**Enrollment Management** 

Cynthia A Blanco, Dean - Enrollment Systems and Registrar

Recommendation The Committee recommends Board approval to purchase a

graduation facility lease agreement from **Viper Arena**, **LLC/ dba Bert Ogden Arena** (Edinburg, TX), a sole source vendor for the period beginning at 8:00 a.m. Friday, December 12, 2025 through midnight Saturday, December 13, 2025, at an estimated total amount

of \$45,000.00.

### Purchase – 5) End Point Protection Software Cloud Subscription

**Purpose** Purchase an end point protection software cloud subscription from

Netsync Network Solutions, Inc. (Houston, TX), a State of Texas

Department of Information Resources (DIR) approved vendor.

**Justification** To upgrade end point protection, a cloud-based solution that defends

college-owned devices from cyberattacks, malware, ransomware, and other threats. This upgrade will enhance protection for workstations both on and off the network, enable detection and removal of malicious code, and ensure real-time threat response to

reduce risk and maintain security.

**Funding** Funds for this expenditure are budgeted in the Information Security

budget for FY 2025 – 2026. Funds for subsequent fiscal years will be

included in future proposed budgets.

Enclosed Documents

Other information is included in the Supporting Documentation.

**Staff Resource** Dr. Jesús Campos, Interim Vice President for Technology,

Information, & Planning Services

Lucio Gonzalez, Associate Vice President -Technology and Chief

Information Officer

**Recommendation** The Committee recommends Board approval to purchase an end

point protection software cloud subscription from **Netsync Network Solutions, Inc.** (Houston, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning November 13, 2025 through November 12, 2028, at an

estimated total amount of \$473,554.23.

Staff Resource

### Purchase Renewals – 6) Microsoft Campus License Agreement

Purpose Renew the Microsoft campus license agreement with SHI

Government Solutions, Inc. (Somerset, NJ), a State of Texas

Department of Information Resources (DIR) approved vendor.

**Justification** To provide non-perpetual licenses from Microsoft software, including

a one-year price assurance. These non-perpetual licenses include upgrades for currently used software products and ensure all College-owned computers have installed copyright-compliant software. Faculty, staff, and students use these software licenses for

instructional and operational purposes.

**Funding** Funds for this expenditure are budgeted in the Information

Technology Client Services budget for FY 2025 – 2026.

**Enclosed** Other information is included in the Supporting Documentation. **Documents** 

Dr. Jesús Campos, Interim Vice President for Technology, Information. & Planning Services

Lucio Gonzalez, Associate Vice President -Technology and Chief

Information Officer

**Recommendation** The Committee recommends Board approval to renew the Microsoft

campus license agreement with **SHI Government Solutions, Inc.** (Somerset, NJ), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning November 1, 2025 through October 31, 2026, at an estimated total

amount of \$300,594.66.

Purchase Renewals – 7) Subscription Training and Equipment Partnership Lease Agreement

Purpose Renew the subscription training and equipment partnership lease

agreement with **VirTra**, **Inc.** (Chandler, AZ), sole-source vendor.

**Justification** To provide firearm training for Police Academy students. The

simulation system offers realistic, scenario-based training that strengthens decision-making, de-escalation, and tactical skills. Its immersive technology ensures students are well-prepared to respond

to real-world situations effectively and responsibly.

**Funding** Funds for this expenditure are budgeted in the Regional Center for

Public Safety Excellence budget for FY 2025 – 2026.

**Enclosed** Other information is included in the Supporting Documentation. **Documents** 

**Staff Resource** Robert Vela, Site Administrator of the Regional Center for Public

Safety Excellence

Jose Vela, Interim Dean for Business, Public Safety, and Technology

Recommendation The Committee recommends Board approval to renew the

subscription training and equipment partnership lease agreement with **VirTra**, **Inc**. (Chandler, AZ), sole-source vendor, for the period beginning November 16, 2025 through November 15, 2026, at an

estimated total amount of \$63,793.11.

### Renewals - 8) Equipment Rental Services

**Purpose** Renew the equipment rental services contracts with **Satori Exhibits**,

**LLC** (Pharr, TX) and **Texas First Rentals, LLC** (San Antonio, TX).

Justification To provide various departments and programs with accessibility to

rent various types of equipment, tables, chairs, linens, lighting, audio systems, audiovisual equipment, and stages for South Texas

College-sponsored events at all campuses.

Additionally, it provides access to heavy equipment used to repair lighting and cameras, installation, maintenance, and other projects.

**Funding** Funds for this expenditure are budgeted in the various requesting

departments' budgets for FY 2025 - 2026. Funds for subsequent

fiscal years will be included in future proposed budgets

Enclosed Documents

Appendix A – Renewal Terms

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

George McCaleb, Executive Director of Facilities Operations and

Maintenance

Lynda Lopez, Executive Director of Communication and Creative

Services

**Recommendation** The Committee recommends Board approval to renew the equipment

rental services contracts with **Satori Exhibits, LLC** (Pharr, TX) and **Texas First Rentals, LLC** (San Antonio, TX) for the period beginning December 1, 2025 through November 30, 2026, at an estimated total

amount of \$50,000.00.

### <u>APPENDIX A</u>

### **Renewal Terms**

The Board awarded the contract as follows:

Term: November 28, 2023 – one year with two (2) one-year annual renewals												
Award	Board	Original Term	Renewal Term									
	Meeting	_										
Original	11/28/2023	12/01/2023 –										
		11/30/2024										
First Renewal	09/24/2024		12/01/2024 - 11/30/2025									
Final	09/23/2025		12/01/2025 - 11/30/2026									
Renewal												

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

### Renewals - 9) Industrial Supplies, Materials, and Accessories

**Purpose** Renew the industrial supplies, materials, and accessories contracts

with the vendors listed in Appendix A.

**Justification** To provide essential industrial supplies, materials, and accessories

that directly support hands-on student instruction in the Welding, HVAC, and Advanced Manufacturing programs. These resources are needed for maintaining a safe, effective, and industry-aligned learning environment, enabling students to gain practical experience with the tools and equipment they will encounter in the workforce. Ensuring consistent access to these materials supports program

quality, student success, and workforce readiness.

**Funding** Funds for this expenditure are budgeted in the Center for Advanced

Training and Apprenticeship, Advanced Manufacturing Technology Program, and the Welding Program budgets for FY 2025 – 2026. Funds for subsequent fiscal years will be included in future proposed

budgets.

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

Staff Resource Erika Guerra, Advanced Manufacturing Technology Program Chair

Hector H. Cavazos, Welding Program Chair

Carlos Mago, Dean - Center for Advanced Training and

Apprenticeship

Jose Vela, Interim Dean for Business, Public Safety, and Technology

**Recommendation** The Committee recommends Board approval to renew the industrial

supplies, materials, and accessories contracts with the vendors listed in Appendix A for the period beginning November 25, 2025 through November 24, 2026, at an estimated total amount of \$250,000.00,

which is based on prior year expenditures.

### **APPENDIX A**

#### **Vendors List**

Vendor (City, State)	Vendor (City, State)
Airgas USA LLC (McAllen, TX)	AOC (Brownsville, TX)
Burton Companies	CV Industrial Hardware LLC
(Weslaco, TX)	(Mission, TX)
Linde Gas and Equipment Inc.	Matheson Tri Gas
(Pharr, TX)	(San Benito, TX)
Triple S Steel/ dba Alamo Iron Works	United Welding Supply LLC
(San Antonio, TX)	(Edinburg, TX)

### APPENDIX B

### **Renewal Terms**

The Board awarded the contract as follows:

Term: October 29, 2024 – one year with two (2) one-year annual renewals										
Award	Board Meeting	Original Term	Renewal Term							
Original	10/29/2024	11/25/2024 – 11/24/2025								
First Renewal	09/23/2025		11/25/2025 – 11/24/2026							

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

### Renewals - 10) Merchant Services

Purpose Renew the merchant services contract with PNC Merchant Services

(Pittsburgh, PA).

**Justification** To facilitate convenient payment options for students, faculty, staff,

and the general public, South Texas College will accept credit and

debit card payments for services and traffic citations.

These services enable the College to process card transactions seamlessly through both online and in-person payment methods. All credit and debit card payments are securely handled at cashier stations located throughout the district, ensuring uninterrupted

service and accessibility.

**Funding** Funds for this expenditure are budgeted in the Business Office –

Credit Card Charges budget for FY 2025 – 2026. Funds for subsequent fiscal years will be included in future proposed budgets

**Enclosed** Appendix A – Renewal Terms **Documents** 

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

Myriam Lopez, Associate Vice President of Finance and

Management

**Recommendation** The Committee recommends Board approval to renew the merchant

services contract with **PNC Merchant Services** (Pittsburgh, PA) for the period beginning December 1, 2025 through November 30, 2026, at an estimated total amount of \$300,000.00, which is based on prior

year expenditures.

### APPENDIX A

### **Renewal Terms**

The Board awarded the contract as follows:

Term: September 26, 2023 – two years with three (3) one-year annual renewals										
Award	Board Meeting	Original Term	Renewal Term							
Original	9/26/2023	12/01/2023 - 11/30/2025								
First Renewal	09/23/2025		12/01/2025 - 11/30/2026							

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

### Interagency Agreements – 11) Employee Assistance Program (EAP) Agreement

**Purpose** 

Renew the employee assistance program (EAP) agreement with The University of Texas Health Science Center at Houston (Houston, TX) through an interagency agreement.

Justification

To permit Benefits Eligible College employees to access resources related to mental health services, work-life services, and leadership development services to help resolve some of the gaps in employee benefits currently existing at South Texas College. This is essential for the college's EAP needs, and the participation of the college faculty and staff is in accordance with Policy CKD (Local), Insurance and Annuities Management: Health and Life Insurance.

Enclosed Documents

Other information is included in the Supporting Documentation.

Funding

Funds for this expenditure are budgeted in the Human Resources- Employee Wellness budget for FY 2025 – 2026.

**Staff Resource** 

Mary Del Paz, Vice President of Finance and Administrative Services

Myriam Lopez, Associate Vice - President of Finance and

Management

Alicia Correa, Director Human Resources - Benefits &

Compensation

Recommendation

The Committee recommends Board approval to renew the employee assistance program (EAP) agreement with The University of Texas Health Science Center at Houston (Houston, TX) through an interagency agreement for the period beginning November 1, 2025 through October 31, 2026, at an estimated total annual amount of \$21,727.20 for 1,646 full-time employees, at a monthly rate of \$1.10 per employee.

Recommendation: It is requested that the Committee recommend for Board approval of the award of proposals, purchases, purchase renewals, renewals, and interagency agreement at a total cost of \$1,564,669.20, as listed below:

### Award Proposals

- of 1) Campus Dining and/or Food Truck Services Pecan Campus: award the proposals for Campus Dining and/or Food Truck Services Pecan Campus to Chick-fil-A 27th Nolana (McAllen, TX) and Laredo Comidas, LLC (McAllen, TX) for the period beginning October 1, 2025 through September 31, 2026, with two one-year options to renew, at no cost to the College;
  - 2) Re-Bid Campus Dining and Food Truck Services Technology Campus: award the proposal for Campus Dining and Food Truck Services – Technology Campus to Chick-fil-A Sharyland Towne Crossing (Mission, TX) for the period beginning October 1, 2025 through September 31, 2026, with two one-year options to renew, at no cost to the College;

#### **Purchases**

- 3) Professional Support Services for Software Integration: purchase professional support services for software integration from TouchNet Information Systems, Inc. (Atlanta, GA), a sole source vendor, for the period beginning September 1, 2025 through October 31, 2028 at a total amount of \$60,000.00;
- 4) Graduation Facility Lease Agreement: purchase a graduation facility lease agreement from Viper Arena, LLC/ dba Bert Ogden Arena (Edinburg, TX), a sole source vendor for the period beginning at 8:00 a.m. Friday, December 12, 2025 through midnight Saturday, December 13, 2025, at an estimated total amount of \$45,000.00;
- 5) End Point Protection Software Cloud Subscription: purchase an end point protection software cloud subscription from Netsync Network Solutions, Inc. (Houston, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning November 13, 2025 through November 12, 2028, at an estimated total amount of \$473,554.23;

### Purchase Renewals

- 6) Microsoft Campus License Agreement: renew the Microsoft campus license agreement with SHI Government Solutions, Inc. (Somerset, NJ), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning November 1, 2025 through October 31, 2026, at an estimated total amount of \$300,594.66;
- 7) Subscription Training and Equipment Partnership Lease Agreement: renew the subscription training and equipment partnership lease agreement with VirTra, Inc. (Chandler, AZ), solesource vendor, for the period beginning November 16, 2025 through November 15, 2026, at an estimated total amount of \$63,793.11;

#### Renewals

- 8) Equipment Rental Services: renew the equipment rental services contracts with Satori Exhibits, LLC (Pharr, TX) and Texas First Rentals, LLC (San Antonio, TX) for the period beginning December 1, 2025 through November 30, 2026, at an estimated total amount of \$50,000.00;
- 9) Industrial Supplies, Materials, and Accessories: renew the industrial supplies, materials, and accessories contracts with the vendors listed in Appendix A for the period beginning November 25, 2025 through November 24, 2026, at an estimated total amount of \$250,000.00, which is based on prior year expenditures;

# APPENDIX A Vendors List

Vendor (City, State)	Vendor (City, State)
Airgas USA LLC	AOC
(McAllen, TX)	(Brownsville, TX)
Burton Companies	CV Industrial Hardware
(Weslaco, TX)	LLC
	(Mission, TX)
Linde Gas and Equipment	Matheson Tri Gas
Inc. (Pharr, TX)	(San Benito, TX)
Triple S Steel/dba Alamo	United Welding Supply
Iron Works (San Antonio, TX)	LLC (Edinburg, TX)

**10) Merchant Services:** renew the merchant services contract with **PNC Merchant Services** (Pittsburgh, PA) for the period beginning December 1, 2025 through November 30, 2026, at an estimated total amount of \$300,000.00, which is based on prior year expenditures;

## Interagency Agreement

11) Employee Assistance Program (EAP) Agreement: renew the employee assistance program (EAP) agreement with The University of Texas Health Science Center at Houston (Houston, TX) through an interagency agreement for the period beginning November 1, 2025 through October 31, 2026, at an estimated total annual amount of \$21,727.20 for 1,646 full-time employees, at a monthly rate of \$1.10 per employee.

### **Consent Agenda:**

b. Approval on Acceptance of the South Texas College Chief Executive Officer Academic Year 2024 – 2025 Report on Sexual Harassment, Sexual Assault, Dating Violence, and Stalking Incidents Under Texas Education Code, Section 51.253(c)

Purpose

Pursuant to the Texas Education Code (TEC), Section 51.253(a), 1

Pursuant to the Texas Education Code (TEC), Section 51.253(a), the College's Title IX Coordinator is required to submit a written report no fewer than every three months to the College's Chief Executive Officer regarding reports **received from employees** who are required to report under TEC, Section 51.252.

According to the TEC, the Chief Executive Officer of every higher education institution must also submit a data report at least once during each fall or spring semester to the governing body and then cause the report to be submitted to the Texas Higher Education Coordinating Board (THECB) and certify to the THECB that the report has been presented to the governing body and posted on the College's website.

### Justification

TEC Section 51.252 requires *employees* of higher education institutions to report actual or suspected incidents of sexual harassment, sexual assault, dating violence, or stalking committed by or against a student or employee to the Title IX Coordinator or a Deputy Title IX Coordinator. If an employee fails to report or falsely reports such incidents, SB212 subjects these employees to criminal liability (misdemeanor) and termination of employment. During academic year 2024 - 2025 (commencing September 1, 2024), the College did receive reports concerning sexual harassment, sexual assault, dating violence, or stalking incidents from employees. The College did not find that any employee failed to make a required report.

For the purposes of complying with the reporting requirements under TEC Section 51.253(a), these reports have been modeled following guidance by the Texas Higher Education Coordinating Board.

# Enclosed Documents

Appendix A – The South Texas College CEO's SB212 Annual Report for the period of September 1, 2024 through August 31, 2025.

### Staff Resource

Todd C. Nelson, Contracts & Regulatory Resources Officer; Title IX & 504 Coordinator

#### Recommendation

The Committee recommended Board acceptance of the South Texas College Chief Executive Officer Academic Year 2024 – 2025 Report on Sexual Harassment, Sexual Assault, Dating Violence, and Stalking Incidents Under Texas Education Code, Section 51.253(c) as presented.

### Office of the President

SOUTH TEXAS COLLEGE

3201 W. Pecan Blvd. McAllen, TX 78501

T: 956-872-8366

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

### South Texas College SB212 Annual Report, 2024-2025

(Commencing September 1, 2024 through August 31, 2025)

**TO:** South Texas College Board of Trustees

FROM: Dr. Ricardo Solis, Ph.D., South Texas College President

DATE: September 23, 2025

RE: President Reporting Requirements under Tex. Educ. Code § 51.253(c)

Under the Texas Education Code (TEC), Section 51.253(c), each institution's President is required to submit a data report at least once during each fall or spring semester to the institution's governing body and post on the institution's internet website a report concerning the reports *received by employees* under the TEC, Section 51.252. This requires reporting of incidents constituting "sexual harassment," "sexual assault," "dating violence," or "stalking" as defined in the TEC, Section 51.251, and any disciplinary actions taken under TEC, Section 51.255.

For the purposes of complying with the President's reporting requirements under TEC, Section 51.253(c), the attached summary data report<sup>1</sup> (Appendix A) includes all of the required reporting information to the Board of Trustees for the 2024-2025 academic year, commencing September 1, 2024 and through August 31, 2025. The summary data in Appendix A is categorized based on the reporting requirements under TEC, Section 51.253(c). The reports received may be applicable in multiple reporting categories, and therefore, the summary data in the categories may not add up to the totals of other categories.

The summary data report is also posted on the South Texas College Title IX Webpage as per the public reporting requirements under TEC, Section 51.253(c) at:

### https://www.southtexascollege.edu/title-ix/index.html.

**Note:** Any additional reports received by the Title IX Coordinator that do not meet the required reporting criteria in the Texas Education Code have been omitted for the compliance purposes of this specific report.

<sup>&</sup>lt;sup>1</sup> When identifiable, duplicate reports were consolidated and counted as one report in the summary data, and confidential employee reporting is noted as a sub-set to the total number of reports received.

### Appendix A

### **Summary Data Report**

### 2024-2025 Academic Year

(Commencing September 1, 2024 through August 31, 2025)

Texas Education Code, Section 51.252	
Number of reports received under Section 51.252	7
Number of confidential reports <sup>1</sup> under Section 51.252	
Number of investigations conducted under Section 51.252	0
Disposition <sup>2</sup> of any disciplinary processes for reports under	
Section 51.252:	
a. Concluded, No Finding of Policy Violation	
b. Concluded, with Employee Disciplinary Sanction	
c. Concluded, with Student Disciplinary Sanction	
d. <b>SUBTOTAL</b>	
Number of reports under Section 51.252 for which the	6
institution determined not to initiate a disciplinary process	

Texas Education Code, Section 51.255								
Number of reports received that include allegations of an employee's failure to report or who submits a false report to the institution under Section 51.255(a)	0							
Any disciplinary action taken, regarding failure to report or false reports to the institution under Section 51.255(c):  a. Employee termination  b. Institutional intent to termination, in lieu of employee resignation								

<sup>&</sup>lt;sup>1</sup> "Number of confidential reports" is a sub-set of the total number of reports that were received under Section 51.252, by a confidential employee or office (e.g., Counseling Center, Student Health Center, Victim Advocate for Students, or Student Ombuds).

<sup>&</sup>lt;sup>2</sup> "Disposition" means "final result under the institution's disciplinary process" as defined in the Texas Higher Education Coordinating Board's (THECB) rules for TEC, Section 51.259 [See 19 Texas Administrative Code, Section 3.6(3) (2019)]; therefore, pending disciplinary processes will not be listed until the final result is rendered.

### **Consent Agenda:**

### c. Approval to Conduct an Employee Climate Survey and Assess Services

### **Purpose**

To conduct an employee climate survey and assess services for Fiscal Year 2026.

#### Justification

Employee climate surveys provide organizations with valuable feedback to improve culture, boost engagement, and increase productivity, leading to higher employee retention, better decision-making, and improved overall performance. By assessing employee perceptions of the work environment, leaders can identify specific areas for improvement, such as management effectiveness or communication, allowing for the development of targeted, data-driven strategies to enhance the employee experience and productive workplace.

Administration plans to solicit proposals or procure services to conduct an employee climate survey in Fiscal Year 2026, contingent on the selected vendor's specifications and availability.

The benefits of performing an employee climate survey include, but are not limited to.

- fostering a culture of trust and continuous improvement,
- strengthening employee confidence in leadership.
- highlighting what motivates employees, leading to higher job satisfaction,
- boost innovation, employees who feel heard and supported tend to contribute new ideas and concepts, thus benefiting an organization's growth.
- retaining top talent

Administration will research the types of surveys available, including the focus, cost range, and vendor options.

Information will be presented to the Board at a later time for approval.

### **Funding**

Funds for this expenditure are budgeted in the Finance and Administrative Services budget for FY 2025 – 2026.

### Staff Resource

Mary Del Paz, Vice President for Finance and Administrative Services

#### Recommendation

The Committee recommended Board approval to conduct an employee climate survey and assess services for the Fiscal Year 2026.



### What is an Employee Climate Survey

An employee climate survey is a tool used to assess the overall work environment and employee perceptions about various aspects of their workplace.

Provides insight about the workplace experience, including areas such as:

- **▶** Leadership
- **▶** Culture
- **▶** Policies and Procedures

1

### **Why It Matters**

- ▶ Promotes transparency and employee engagement
- **▶** Builds trust between employees and leadership
- **▶** Detects issues early
- Improves retention and productivity
- **▶** Supports continuous improvement in practices and culture

### **Key Components**

Anonymous Feedback

**▶** Encourages honest responses without fear of retaliation

Quantitative & Qualitative Data

- **▶** Scaled questions
- ▶Open-ended questions
- **▶** Actionable Insights to identify:
  - **▶** Strengths
  - ▶ Areas for Improvement

2

### **Survey Options**

- ▶ Organizational Culture Surveys
  - Assess alignment with values, ethics, and workplace culture.
- ▶ Pulse Surveys
  - Short, frequent check-ins on specific areas of focus.
- **▶** Onboarding & Exit Surveys
  - Capture feedback at key transition points.
- **▶** Employee Engagement Surveys
  - Measure motivation, commitment and connection to the organization.

# **Example: Organizational Culture Survey**

- ▶ Organizational Values and Culture
  - Alignment with shared principles of integrity, excellence, success, and respect.
- **▶** Job Satisfaction
  - Overall contentment with roles, responsibilities and recognition.
- ▶ Recognition
  - Fairness of compensation and acknowledgment of achievements.
- Leadership and Management
  - Confidence in leaders' integrity, ethics, decision-making, and direction.
- **▶** Communication
  - $\bullet\,$  Clarity, transparency, and effectiveness of organizational communication.
- **▶** Opportunities for Growth
  - Access to professional development, training, and career advancement.
- ▶ Accountability and Enforcement
  - Accountability for decisions and actions are fair and transparent.

### **Sample Survey Questions**

### Organizational Values and Culture

- ▶ How well does the workplace culture support ethical behavior and respect among colleagues?
- **▶** Do the organization's values align with how leadership behaves?
- ▶ Is anonymous reporting supported and taken seriously by leadership?
- ▶ Have you seen leadership take visible action against unethical practices?

### **Sample Survey Questions**

### Job Satisfaction

- ➤ Would you recommend this organization to friends or family as a good place to work?
- ▶ What do you like most about working at the College?

### Recognition

- ▶ I feel that I am recognized for my work performance here at our organization.
- **▶** I feel valued and respected by management here.

### **Sample Survey Questions**

### Leadership and Management

- ▶ Do you trust leadership to make decisions that are in the best interest of employees and the organization?
- **▶** Do you feel safe raising concerns about workplace issues?
- **▶** Do you feel that leadership is accountable for their decisions and actions?

### **Sample Survey Questions**

### Communication

- ➤ How effective is leadership in communicating important information and decisions?
- ▶ Do you feel that your opinions are heard and acted upon by management?
- ▶ Do you feel comfortable approaching your supervisor or senior leaders with concerns?

### **Sample Survey Questions**

### Opportunities for Growth

- ▶ Are all employees extended the same opportunity for advancement?
- ▶ Are you satisfied with the opportunities for professional growth and advancement?
- **▶** Do you feel that preferential treatment impacted your own opportunities for advancement?
- ▶ Do you feel promotions and advancement decisions are based on merit rather than favoritism?

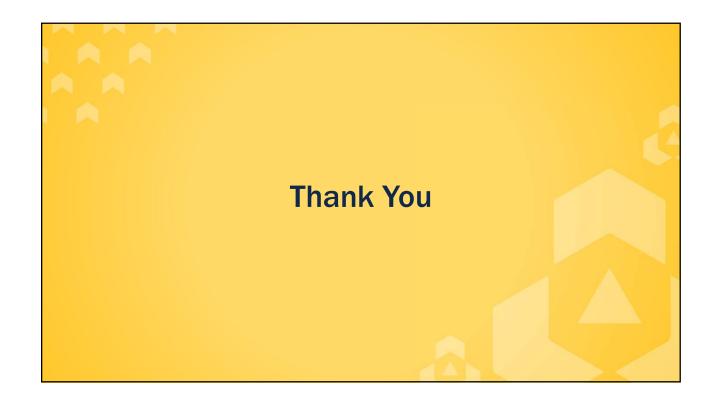
### **Sample Survey Questions**

### Accountability and Enforcement

- ▶ Are leaders held accountable for unethical behavior when it occurs?
- ▶ Are policies enforced consistently, regardless of an employee's level or role?
- **▶** Do you believe misconduct is addressed fairly and without retaliation?

Preliminary Vendor Research

	Climate Survey Vendor Research											
Vendor	Apprx Cost (\$)	Services Included										
А	\$11,000	Initial assessment intake with college team to customize pre-set survey questions.  Standard Draft, Final and Breakout Reports based on groups set by college. (i.e. Work location, division or department)  One time survey.  Base Cost: \$3,500 + \$3 per employee; pricing is for 2,500 employees										
	\$750	Executive summary report designed for employees										
В	\$55,000	Initial Assessment Intake with College team to design survey to meet college needs. Insight Analyst Support - provides strategic survey design, action planning assistance, and an annual executive presentation Pre-Built team reporting with in-depth analytics and Al tools Customizable survey model designed to measure engagement. Customizable survey model designed to measure engagement Package includes: Annual Engagement Survey, Unlimited Pulse Surveys, Ufecycle Surveys (Entrance & Exit Surveys), Action Planning, Retention Radar, Analysis Tools.  *Estimate is annual pricing for a 2-year subscription agreement with unlimited use of Quantum's survey module for 2,500 employees and includes Signature Plus Support.										
С	\$20,825 - \$41,650	Initial Phase  *Climate Survey and Summary Report  *Initial Assessment intake with College team to design survey based on college needs.  *Cost is determined by the hourly rates for the firm's team members assigned to the project.										
C	\$41,025 - \$81,870	Potential Second Phase:  •Climate Review & Detailed Assessment: Includes deep dive into reviewing, summarizing and analyzation of survey results.										



### **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 with the College's '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.

This item was presented at the August 12, 2025, Committee Meeting and was deferred by the Committee Chair to the August 26, 2025 Regular Board Meeting so that all Board members would be available to review and vote. At the August 26, 2025, Regular Board Meeting, the item was not considered, and no action was taken. This item was presented again at the September 9, 2025 Committee Meeting and was deferred by the Committee Chair to the September 23, 2025 Regular Board Meeting.

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: September 23, 2025 Regular Board Meeting Page 27, Revised 09/18/2025 @ 10:27 AM

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.

### 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 ACTIVIES**

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.

### **OUALITY 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	Date
Maria G. Del Paz	Date
Vice President for Finance and Administrative Services	
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

### **Purpose**

To approve the proposed projects for the Internal Auditor for FY 2025 – 2026.

### **Justification**

The Audit Charter requires that an annual work plan using an appropriate risk-based methodology be submitted to the Board of Trustees for review and approval.

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.

- FY 2025 2026 (Scheduled)
  - 1. Fraud Survey
  - 2. Effort Reporting
  - 3. Scholarships
  - 4. Administrative Vehicles
  - 5. Advisory / Consulting Engagements
  - HR Processes Hiring & Staffing
  - 7. Environmental Health & Safety
  - 8. Account Reconciliations
  - 9. Fixed Assets

This item was presented at the August 12, 2025, Committee Meeting and was deferred by the Committee Chair to the August 26, 2025 Regular Board Meeting so that all Board members would be available to review and vote. At the August 26, 2025, Regular Board Meeting, the item was not considered, and no action was taken. This item was presented again at the September 9, 2025 Committee Meeting and was deferred by the Committee Chair to the September 23, 2025 Regular Board Meeting.

### Enclosed Documents

Appendix A – List of Internal Audits conducted for FY 2015 through FY 2025

### Staff Resource

Mr. Khalil Abdullah, Chief Internal Auditor

Dr. Ricardo J. Solis, President

Mary Del Paz, Vice President for Finance and Administrative Services

### Recommendation

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

The Board of Trustees of South Texas College approves and authorizes the proposed projects for the Internal Auditor for FY 2025 – 2026 as presented.



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

	COLLEGE											
	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	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

$\overline{}$	OLLEGE											
	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 Facilities, Operation & Maintenance-											
33	Workorders and Purchase Orders											
34	Custodial Services- Work Orders,	Requested -	Requested -	Requested -		06/06/19						
<u> </u>	Purchase Orders and Inventory Enrollment Audit (Traditional and	Not Performed	Not Performed	Not Performed	Degreested In	00/00/10						
35	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			
	Red Flag Rules											
	IT Security and Procedures IT - Business Continuity / Disaster								Paguastad Nat	Requested - Not	Paguastad Nat	
42	Recovery								Performed	Performed	Performed	08/12/25
	Texas Administrative Code Sec. 202 Banner Computer System Security and	Requested -	Requested -	Requested -	Requested -							
44	Access	Not Performed	Not Performed	Not Performed	Not Performed	In Process	In Process	01/11/21				
45	Instructional Technologies Inventory	11/06/14									Requested - Not	Requested - Not
46	FM Account Reconciliations										Performed	Performed  Requested - Not
47	Environmental Health & Safety				Demuseted						Performed	Performed
48	Clery Act, and VAWA				Requested - Not Performed	In Process	07/14/20	Demuseted				
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				2 of 2 9/5/2025



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

	COLLEGE											
	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	The state of the s	Requested - Not Performed	Requested - Not Performed	Requested - Not Performed
52	Faculty Overloads							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				
	Total Number of Audits Completed	1	0	6	4	6	6	5	4	5	3	4

#### Other Activities

Annual Financial Report [CAFR] Risk Assessment & Audit Plan Internal Audit Annual Report

# Review and Discussion of First Reading of Local Board Policies Included in Numbered Update 49

**Purpose** To review proposed updates to the local policies listed in Appendix

A to align with the Texas Association of School Boards (TASB)

policy manual.

Justification TASB issues numbered updates semiannually to the College. The

number updates respond to changes to state and federal law, court cases, and decisions by the attorney general, and may also contain suggested changes to an existing local policy or the development of

a new local policy made by TASB.

This item was presented at the August 12, 2025, Committee Meeting and was deferred by the Committee Chair to the August 26, 2025 Regular Board Meeting so that all Board members would be available to review and vote. At the August 26, 2025, Regular Board Meeting,

the item was not considered, and no action was taken.

Enclosed Documents

Appendix A – List of Policies

Appendix B - Policies

Staff Resource 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

**Recommendation** No action is required from the Board at this time. This item is

presented as a First Reading to obtain feedback for staff, and will be scheduled for a Second Reading at the next Board meeting for

board action.

### Appendix A

Item	Policy	Last	Update	Explanatory Notes
		Adopted Date		
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.
В.	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.

Item	Policy	Last	Update	Explanatory Notes
		Adopted Date		
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.
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 Chair and a Vice Chair, who shall have the following duties:

- 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;
- 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 themself. 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.

DATE ISSUED: <u>40/19/2022</u>5/21/2025 <u>LDU 2022.02</u><u>UPDATE 49</u> BCA(LOCAL)-X

Adopted: 9/27/2022

## 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 <u>duties</u> required <u>post-election organization</u>, <u>by law</u>, 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.
- 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.

DATE ISSUED: <u>10/19/2022</u>5/21/2025 <u>LDU 2022.02</u>UPDATE 49

BCA(LOCAL)-X

Adopted: 9/27/2022

## 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 operationcommittee;
- 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

<u>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.</u>

#### 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:

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

DATE ISSUED: <del>10/19/2022</del><u>5/21/2025</u> <del>LDU 2022.02</del>UPDATE 49

BCB(LOCAL)-X

Adopted: 9/27/2022

## BOARD INTERNAL ORGANIZATION BOARD COMMITTEES

BCB (LOCAL)

- 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
- 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:

- Budgetary and fiscal matters of the College District within the applicable state laws and rules and regulations of the Coordinating Board;
- 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;
- 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;
- 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.

DATE ISSUED: <u>10/19/2022</u>5/21/2025 <u>LDU 2022.02</u>UPDATE 49

Adopted: 9/27/2022

## BOARD INTERNAL ORGANIZATION BOARD COMMITTEES

BCB (LOCAL)

#### **Facilities**

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:

- Current and long-term facilities' needs of the College District at all campuses and developing plans to meet projected needs:
- Development of the facilities master plan for the College District:
- 3. Capital improvement projects for the College District;
- 4. Development and adherence to facilities design guidelines and standards for projects College District-wide;
- 5. Selection of design professionals, engineering, and construction services firms;
- 6. Priorities for the renovation of existing space or addition of new space;
- 7. Acquisition of real property;
- 8. Naming of College District buildings and other facilities; and
- 9. Project status against contractual arrangements.

## Additional Committees

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.

#### Quorum

A quorum is not necessary to conduct committee business.

DATE ISSUED: <del>10/19/2022</del>5/21/2025 <u>LDU 2022.02</u>UPDATE 49

BCB(LOCAL)-X

Adopted: 9/27/2022

## 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.

DATE ISSUED: 5/21/2025

UPDATE 49 BCE(LOCAL)-AJC Adopted:

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:

- Guidelines and procedures for responding to emergenciesand 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.

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

DATE ISSUED: 4/19/20235/21/2025 LDU 2023.04UPDATE 49 CG(LOCAL)-X Adopted: 3/28/2023

#### 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.

## 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, namecalling, 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.

UPDATE 3549 DIAB(LOCAL)-AJC

DATE ISSUED: <u>41/8/20184/9/2025</u> Adopted: <u>6/24/25</u> 1 of 5

2 of 5

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:

**Todd C. Nelson** Name:

Position: **Contracts & Regulatory Resources Officer /** 

Title IX & 504 Coordinator

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

Telephone: (956) 872-4664

Other Antidiscrimination 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.

DATE ISSUED: 11/8/20184/9/2025 **UPDATE 3549** 

DIAB(LOCAL)-AJC

Adopted: 6/24/25

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.

### **Timely Reporting**

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.

#### **Notice of Report**

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.

### Investigation of the Report

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.

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.

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.

If appropriate, the College District shall promptly take interim action calculated to prevent prohibited conduct during the course of an investigation.

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.

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.

### Concluding the Investigation

Absent extenuating circumstances, the investigation should be completed within ten10 College District business days from the date of the report; however, the investigator shall take additional time if necessary to complete a thorough investigation.

Adopted: 6/24/25

DATE ISSUED: 11/8/20184/9/2025 **UPDATE 3549** 

DIAB(LOCAL)-AJC

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**

<u>Examples of retaliation-may include</u>, without limitation, <u>termination</u>, <u>refusal to hire</u>, <u>demotion</u>, <u>and denial of promotion</u>. 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.

DATE ISSUED: <u>11/8/2018</u>4/9/2025 UPDATE <u>3549</u>

DIAB(LOCAL)-AJC

Adopted: 6/24/25 4 of 5

## FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION OTHER PROTECTED CHARACTERISTICS

DIAB (LOCAL)

**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.

DATE ISSUED: <u>11/8/2018</u>4/9/2025 UPDATE <u>3549</u>

DIAB(LOCAL)-AJC

5 of 5

Adopted: 6/24/25

## 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 bewas permitted to drop the course without receiving a grade or being penalized academically;
- The student's transcript must indicate indicates or will indicate
  the student was enrolled in the course past the census date;
  and
- 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;
- TheResponsibility 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:
- 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 military duty service;

DATE ISSUED: 42/3/20245/21/2025 LDU 2024.08UPDATE 49 ECC(LOCAL)-X Adopted: 10/29/2024

## INSTRUCTIONAL ARRANGEMENTS COURSE LOAD AND SCHEDULES

ECC (LOCAL)

- 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
- A disaster declared by the governor that prevents or limits inperson 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.

DATE ISSUED: <del>12/3/20245/21/2025</del> <del>LDU 2024.08</del>**UPDATE 49** 

ECC(LOCAL)-X

Adopted: 10/29/2024

#### 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.

## 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

UPDATE 3549 FFDB(LOCAL)-AJC

DATE ISSUED: 11/8/20184/9/2025

ADOPTED: 6/24/25

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

#### **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

Student Report

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.

### **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.

### Exceptions

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.

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]

### Responsible Employee

For purposes of this policy, a "responsible employee" is an employee:

- 1. Who has the authority to remedy prohibited conduct.
- 2. Who has been given the duty of reporting incidents of prohibited conduct.
- Whom a student reasonably believes has the authority to remedy prohibited conduct or has been given the duty of reporting incidents of prohibited conduct.

The College District designates the following persons as responsible employees: any instructor, any administrator, or any College District official defined below.

## **Definition of College District Officials**

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

DATE ISSUED: <u>11/8/2018</u>4/9/2025 UPDATE <u>3549</u>

FFDB(LOCAL)-AJC

ADOPTED: 6/24/25

### ADA / Section 504 Coordinator

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:

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

### Alternative Reporting Procedures

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.

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.

#### **Timely Reporting**

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.

## Investigation of the Report

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.

#### Initial Assessment

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.

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.

DATE ISSUED: <del>11/8/20184/9/2025</del>

UPDATE 3549 FFDB(LOCAL)-AJC ADOPTED: 6/24/25

#### 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

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.

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.

## 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.

## Concluding the Investigation

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 ten10 College District business days from the date of the report; however, the investigator shall take additional time if necessary to complete a thorough investigation.

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

### Notification of the Outcome

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.

## College District Action

**Prohibited Conduct** 

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].

DATE ISSUED: <u>11/8/2018</u>4/9/2025 UPDATE <u>3549</u>

FFDB(LOCAL)-AJC

ADOPTED: 6/24/25

#### Corrective Action

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.

### 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 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.

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

### **Examples**

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.

## Failure to Report and False Claims

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.

DATE ISSUED: <u>11/8/2018</u>4/9/2025 UPDATE <u>3549</u>

FFDB(LOCAL)-AJC

ADOPTED: 6/24/25

### **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.

DATE ISSUED: <u>11/8/2018</u>4/9/2025 UPDATE <u>3549</u>

FFDB(LOCAL)-AJC

ADOPTED: 6/24/25

## STUDENT CONDUCT PROHIBITED ORGANIZATIONS AND HAZING

FLBC (LOCAL)

**Hazing Prohibited** 

Hazing by students or student organizations, as defined by law, is prohibited even if the person being hazed consents to the hazing.

Reporting Procedures

Student Report

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.

**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.

Exceptions

A report that includes allegations that may constitute discrimination or harassment on the basis of sex shall be submitted in accordance with FFDA.

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.

Investigation of the Report

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.

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 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.

DATE ISSUED: 5/21/2025

UPDATE 49 FLBC(LOCAL)-AJC Adopted:

## Review and Discussion of First Reading of Local Board Policies

Purpose To review proposed revisions to local board policies listed in

Appendix A to align with College operations.

**Justification** The local board policies reflect the College's internal operations.

Below is a justification for each local policy.

This item was presented at the August 12, 2025, Committee Meeting and was deferred by the Committee Chair to the August 26, 2025, Regular Board Meeting so that all Board members would be available to review and vote. At the August 26, 2025, Regular Board Meeting,

the item was not considered, and no action was taken.

Enclosed Documents

Appendix A – List of Policies

Appendix B – Policies

**Staff Resource** 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 Claudia Olivares, Director for Human Resources – Employee

Relations and Title IX

George McCaleb, Executive Director - Facilities Operations and

Maintenance

**Recommendation** No action is required from the Board. This item is presented as a

First Reading to obtain feedback for staff, and will be scheduled for

a Second Reading at the next Board meeting for Board action.

## Appendix A

Policy	Last Adopted	Justification
Policy DGBA (LOCAL) – Personnel – Management Relations: Employee Grievances	Date 6/24/2025	The policy has been amended to clarify procedures under Level One of the Grievance Process, and a new section has been added to address complaints involving Board Members and the College President.
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.

DGBA (LOCAL)

## **Employee Grievances**

College District employees have the right to present grievances concerning their wages, hours of employment, or conditions of work, either individually or through a representative. Employees can seek to redress a grievance by filing a complaint in accordance with this policy.

## **Guiding Principles**

Informal Process

The Board encourages employees to discuss their concerns with their supervisor who has the authority to address the concerns.

Concerns should be expressed as soon as possible to allow early resolution at the lowest possible supervisory level.

Even after initiating the formal grievance process, the College District encourages employees to seek informal resolution of concerns. An employee whose concerns are resolved may withdraw a formal grievance at any time. Informal resolution should not extend any deadlines in this policy, except by mutual written consent.

#### Definition

A complaint or grievance is defined as an unresolved issue concerning an employee's wages, hours of employment, unlawful dismissal/contract termination, or conditions of work.

In this policy, the terms "complaint" and "grievance" shall have the same meaning.

### **Notification of Rights**

The College District shall inform employees of this policy through appropriate College District publications.

The processes described in this policy shall not create new or additional rights beyond those granted by law or other Board policies.

## Whistleblower Complaints

Employees shall file whistleblower complaints within the time specified by law. Such complaints shall first be filed in accordance with initiating grievances at Level Two, below. Timelines for the employee and the College District set out in this policy may be shortened to allow the College President to make a final decision within 60 days of the initiation of the complaint. [See DG(LEGAL)]

Complaints Against the College President or Board Member Complaints alleging a violation of law or policy by the College President or a Board member may be made to the Board Chair, or to the Vice Chair if the complaint is against the Board Chair.

The Chair or Vice Chair will undertake a process to resolve the complaint.

The Chair or Vice Chair may initiate an independent investigation of a written complaint after receiving approval from a majority of the Board. Upon approval, the Chair or Vice Chair shall consult with Board Counsel, and then name an inde-

DATE ISSUED: 7/28/2025 LDU 2025.04

DGBA(LOCAL)-X

Adopted: 6/24/2025

DGBA (LOCAL)

pendent third party to investigate the complaint within the parameters set by the Board. Further, the Chair or Vice Chair shall provide regular updates to the Board through the named investigator.

If the Chair or Vice Chair finds that a Board member has violated a law or College District policy, the Board can reprimand or censure the Board member, or apply any other sanction available under Texas law. If the Chair finds that the College President has violated a law or College District policy, the Board can take appropriate disciplinary action, up to and including termination of employment.

## Other Complaint Processes

Employees shall file complaints according to the procedures established by the College President, in accordance with Board policies, except as required by law. For complaints protected by law within this policy, employees shall file according to the policies listed below. Some of these policies require appeals to be submitted in accordance with DGBA(LOCAL) after the relevant complaint process:

- Complaints alleging discrimination, including violations of Title IX (gender), Title VII (sex, race, color, religion, national origin), ADEA (age), or Section 504 (disability). [See DIAA and DIAB]
- Complaints alleging certain forms of harassment, including harassment by a supervisor and violations of Title VII. [See DIAA and DIAB]
- 3. Complaints concerning retaliation relating to discrimination and harassment. [See DIAA and DIAB]
- 4. Complaints concerning a commissioned peace officer who is an employee of the College District. [See CHA]
- 5. Complaints concerning an employment preference for former foster children. [See DC]
- Complaints arising from the dismissal of term contract faculty members. [See DMAA]
- 7. Complaints concerning the nonrenewal or termination of term contract faculty members. [See DMAB]

### **General Provisions**

Filing

Employees shall file grievances and appeals in writing with the Office of Human Resources (OHR). While the College District provides an appropriate form in electronic format, employees may also submit written documents or emails as attachments to support their filing via email or hand deliver the form to the OHR.

The employee complaint form must include the following information:

DATE ISSUED: 7/28/2025 LDU 2025.04

DGBA(LOCAL)-X

Adopted: 6/24/2025

DGBA (LOCAL)

- 1. A clear explanation of the employee's specific concern;
- 2. A description of how the employee's employment has been affected; and
- 3. A description of the relief the employee is seeking.

An employee shall file a grievance within 10 business days of the date the employee first knew, or with reasonable diligence should have known, of the decision or action giving rise to the grievance.

Employees may file complaints and supporting documentation electronically via the College District's complaint submission webpage. Electronic filings shall be timely if the OHR receives the filing by the close of business on the deadline, as indicated by the date/time shown on the electronic communication.

The employee shall attach copies of any documents that support the grievance to the complaint form. If the employee does not have copies, the employee may present the original documents at the Level One conference. After the Level One conference, the employee may not submit new documents unless the employee did not know the documents existed before the Level One conference.

The College District may dismiss any grievance form that an employee submits as incomplete in any material aspect. The employee may refile the grievance with all the required information if the refiling is within five business days of the dismissal.

Scheduling Conferences

The College District shall make reasonable attempts, including no fewer than three, to schedule conferences at a mutually agreeable time. If the employee fails to appear at a scheduled conference, the College District may hold the conference and issue a decision in the employee's absence.

Response

At Levels One and Two, "response" shall mean a written communication to the employee. Responses may be hand-delivered, sent by electronic communication to the employee's email address of record, or sent by U.S. Mail to the employee's mailing address of record. Mailed responses shall be timely if they are postmarked by U.S. Mail on or before the deadline.

Days

"Days" shall mean College District business days, unless otherwise noted. In calculating timelines under this policy, the day a document is filed is "day zero." The following business day is "day one." A College District business day is defined as a day that the College District at large is open and conducting business.

DATE ISSUED: 7/28/2025 LDU 2025.04 DGBA(LOCAL)-X Adopted: 6/24/2025

DGBA (LOCAL)

### Representative

"Representative" means any person or an organization that is designated by the employee to represent him or her in the complaint process.

The employee may designate a representative through written notice at any level of this process. If the employee provides less than two days' notice to the College District before a scheduled conference, the College District may reschedule the conference to a later date, if desired, to allow time to consult with its counsel.

The College District may be represented by counsel at any level of the process only in the event the grievant is represented or the grievant themselves is a licensed attorney. In such cases, the College District will provide at least two days' notice to the employee if it intends to have legal counsel present at a conference.

## Consolidating Complaints

Complaints arising out of an event or a series of related events shall be addressed in one complaint. Employees shall not file separate or serial complaints arising from any event or series of events that have been or could have been addressed in a previous complaint.

When two or more complaints are sufficiently similar in nature and remedy sought to permit their resolution through one proceeding, the College District may consolidate the complaints.

### **Time Limits and Cost**

All time limits shall be strictly complied with, unless extended by mutual written consent signed by both parties or by extenuating circumstances that are properly documented with the OHR and shared with both parties. Each party shall pay its own costs incurred during the course of the grievance, including attorney fees.

### **Grievance Process**

Level One

Immediate
Supervisor

The Level One supervisor shall be the lowest level supervisor or designee in the employee's chain of command with the authority to remedy the alleged problem. If that supervisor is the vice president in the employee's chain of command or the College President, the grievance procedure shall begin at Level Two, as appropriate, following the procedure, including deadlines, for filing the complaint form at Level One.

The Level One procedure is as follows:

Upon receipt of the grievance, the OHR shall review the submission and may request clarification from the employee, if necessary. Once the OHR has completed its review, the grievance shall be forwarded to the immediate supervisor, who shall investigate as needed and schedule a conference with the employee within 15 business days of receiving the grievance from the OHR.

DATE ISSUED: 7/28/2025 LDU 2025.04 DGBA(LOCAL)-X Adopted: 6/24/2025

DGBA (LOCAL)

- The supervisor may set reasonable time limits for the conference. The supervisor may issue a decision on the basis of the written complaint in instances where an employee is unwilling to conference with the Level One supervisor.
- 3. Absent extenuating circumstances, the supervisor shall provide the employee a written response within 45-20 business dáys following the conference stating whether the grievance is being granted or not. If the grievance is being granted, the supervisor will inform the employee whether the relief requested is being granted either in whole or in part or whether an alternate form of relief is being offered. In reaching a decision, the supervisor may consider information provided at the grievance conference and any other relevant documents or information the supervisor believes will help resolve the grievance.
- 4. The supervisor shall forward to the OHR or designee:
  - a. All documents submitted by the employee at Level One, if applicable;
  - b. The written response issued at Level One, if any, and any attachments; and
  - c. All other documents relied upon by the Level One supervisor in reaching the Level One decision.

Level Two

Vice President

If the employee did not receive the relief requested at Level One or if the time for a response from the Level One supervisor has expired, the employee may request a conference with the vice president or designee to appeal the Level One decision.

The appeal notice must be filed in writing, on a form provided by the College District, within 10 business days of the date of the written Level One response or, if no response was received, within 15 business days of the Level One response deadline.

After receiving notice of the appeal, the Level One supervisor shall forward to the Level Two administrator:

- 1. The original complaint form and any attachments;
- 2. All other documents submitted by the employee at Level One;
- 3. The written response issued at Level One, if any, and any attachments; and
- 4. All other documents relied upon by the Level One administrator in reaching the Level One decision.

DATE ISSUED: 7/28/2025 LDU 2025.04 DGBA(LOCAL)-X Adopted: 6/24/2025

DGBA (LOCAL)

The Level Two administrator may schedule a conference within 15 business days after the appeal notice is filed. The conference shall be limited to the issues and documents presented by the employee at Level One and identified in the Level Two appeal notice. At the conference, the employee may provide information concerning any documents or information made part of the Level One conference. The Level Two administrator may set reasonable time limits for the conference.

The Level Two administrator shall provide the employee a written response within 20 business days following the conference or 20 business days after the appeal notice is received. In reaching a decision, the Level Two administrator may consider information provided at the Level One conference, information provided at the Level Two conference, and any other relevant documents or information the Level Two administrator believes will help resolve the complaint. The employee complaint decision of the vice president is final and not appealable under this policy.

#### College President

In instances where the respective department does not have a vice president, the employee may present the written complaint to the College President. A complaint concerning the proposed termination of an at-will employee may be presented to the College President if the employee has alleged retaliation, harassment, or discrimination in the complaint.

If the complaint is not resolved to the employee's satisfaction at Level OneTwo, and if the employee's supervisor is a vice president or the employee respective department does not have a vice president, the employee may present the complaint to the College President. The complaint shall be submitted to the College President not later than 10 business days from the date of the decision at Level One. The employee shall provide a clear and concise statement detailing the reason(s) why the Level One decision was not acceptable to the employee.

The College President may consult with the executive director of human resources or designee and shall, not later than 20 business days following receipt of the complaint, issue a written decision, which shall be mailed and/or emailed to the employee. The decision of the College President may grant or deny the remedy being requested by the employee, or offer an alternative resolution. The employee complaint decision of the College President is final and not appealable under this policy.

## Public Comment to the Board

Nothing in this policy precludes an employee who has exhausted the procedures in this policy from addressing the Board of Trustees

DATE ISSUED: 7/28/2025 LDU 2025.04

DGBA(LOCAL)-X

Adopted: 6/24/2025

DGBA (LOCAL)

at the next regular public meeting in accordance with the provision for hearing citizens. The Board is not required to take any action concerning a grievance but will listen to the employee's concerns. [See BDB]

### Proposed Termination of an At-Will Employee

An at-will employee who is proposed for termination may file a complaint concerning the proposed termination directly with the College President, bypassing Level One and Level Two (vice president), if the employee's complaint alleges that the proposed termination constitutes retaliation, harassment, or discrimination. A complaint concerning the proposed termination of an at-will employee may be presented to the College President within three working days from the date the employee was informed of the proposed termination. The decision of the College President is final and not appealable under this policy.

#### Retaliation

Neither the Board nor any College District employee shall retaliate against an employee for bringing a concern or complaint.

The College District prohibits retaliation against an employee who files a complaint or grievance under this policy, serves as a witness, or otherwise participates in an investigation. The provisions of the policy do not extend into a due process procedure.

The policy is an internal procedure designed to provide employees with the opportunity to address complaints.

## Other Grievance Provisions

The process described in this policy shall not be construed to create new or additional rights beyond those granted by law or Board policy, nor is it intended to create constitutional due process rights or to require a full evidentiary hearing or "mini-trial" at any level.

Employees who have identical grievances and who seek the same remedy may jointly file a group grievance. A group grievance must be signed by all of the employees in a group and be presented by a representative of the group. The grievance must identify the person acting as the representative of the group. The group representative may be one of the employees in the group or some other person or entity chosen by the group. Any communications regarding the grievance between the College District and the employee group and any decision regarding disposition of the grievance shall be made through the group representative only.

Nothing in this policy shall be construed to prevent the College District from addressing employee conduct that violates College District policies, procedures, or standards of conduct.

Malicious, false, or frivolous complaints are a violation of the College District's standards of conduct and may be cause for corrective action.

DATE ISSUED: 7/28/2025 LDU 2025.04

DGBA(LOCAL)-X

Adopted: 6/24/2025

DGBA (LOCAL)

Any supervisor or management official with responsibility for hearing a grievance at Level One or Level Two who knowingly fails to conduct a conference with the grievant within the time period prescribed by this policy may be subject to disciplinary action up to and including termination.

DATE ISSUED: 7/28/2025 LDU 2025.04 DGBA(LOCAL)-X Adopted: 6/24/2025

ADMISSIONS FB (LOCAL)

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.

The College District shall disregard the credit earned by the applicant five years or more before the starting date of the semester in which the applicant wishes to enroll.

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.

The College District will apply 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.

DATE ISSUED: 3/20/2024 LDU 2024.02 FB(LOCAL)-AJC Adopted: 1/30/2024

GD (LOCAL)

#### Note:

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

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

## Use of College District Facilities

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

### Requests

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

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

#### Approval

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

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

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

DATE ISSUED: 10/8/2024 LDU 2024.05

GD(LOCAL)-X

Adopted: 6/25/2024

GD (LOCAL)

- 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;
- 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:

- 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

DATE ISSUED: 10/8/2024 LDU 2024.05

GD(LOCAL)-X

Adopted: 6/25/2024

GD (LOCAL)

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.

Campaign-Related Use 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.

No Approval Required 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.

Written Notice if Request Rejected Emergency Use The campus administrator shall provide the applicant a written statement of the grounds for rejection if a request is denied.

In case of emergencies or disasters, the College President may authorize the use of College District facilities by civil defense, health, or emergency service authorities.

Repeated Use

The College District shall permit repeated use by any community member or organization in accordance with administrative procedures.

Exception

Any limitations on repeated use by a community member or organization shall not apply to any group or organization when the primary participants in the activities are College District students, faculty, or staff.

Scheduling

Academic and extracurricular activities sponsored by the College District shall always have priority when any use is scheduled. The campus administrator shall have authority to cancel a scheduled use by a community member or organization if an unexpected conflict arises with a College District activity.

**Use Agreement** 

Any community member or organization approved for a nonschool use of College District facilities shall be required to complete a written agreement indicating receipt and understanding of this policy and any applicable administrative regulations, and acknowledging that the College District is not liable for any personal injury or damages to personal property related to the nonschool use.

Fees for Use

A community member or organization authorized to use College District facilities shall be charged a fee for the use of designated facilities.

The Board shall establish and publish a schedule of fees based on the cost of the physical operation of the facilities, as well as any

DATE ISSUED: 10/8/2024

LDU 2024.05 GD(LOCAL)-X Adopted: 6/25/2024

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, er 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;
- 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]
- Make no alteration, temporary or permanent, to College District property without prior written consent from the College President; and
- 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;
- 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;

DATE ISSUED: 10/8/2024 LDU 2024.05 GD(LOCAL)-X Adopted: 6/25/2024

### COMMUNITY EXPRESSION AND USE OF COLLEGE FACILITIES

GD (LOCAL)

- 4. The materials are considered prohibited harassment or antisemitism [see DIA series and FFD series];
- 5. The materials constitute unauthorized solicitation [see Use of College District Facilities, above]; or
- 6. The materials infringe upon intellectual property rights of the College District [see CT].

### Time, Place, and Manner Restrictions

Distribution of materials shall be conducted in a manner that:

- 1. Is not disruptive [see FLB];
- Does not impede reasonable access to College District facilities;
- 3. Does not result in damage to College District property;
- 4. Does not coerce, badger, or intimidate a person;
- 5. Does not interfere with the rights of others; and
- 6. Does not violate local, state, or federal laws or College District policies and procedures.

The distributor shall clean the area around which the literature was distributed of any materials that were discarded or leftover.

The campus administrator shall designate times, locations, and means by which materials that are appropriate for distribution, as provided in this policy, may be made available or distributed by community members or organizations to others in College District facilities and in areas that are not considered common outdoor areas.

### Posting of Signs

For the purposes of this policy, "sign" shall be defined as a bill-board, decal, notice, placard, poster, banner, or any kind of handheld sign; and "posting" shall be defined as any means used for displaying a sign.

No signs may be posted on College District property by a community member or organization unless the posting qualifies as a permitted campaign-related use or is in a common outdoor area subject to administrative procedures.

Exception

A College District support organization may post a sign in College District facilities with prior approval of the campus administrator in accordance with the procedures developed for that purpose.

Identification

A community member or organization distributing materials on campus shall provide identification when requested to do so by a College District representative.

DATE ISSUED: 10/8/2024 LDU 2024.05

LDU 2024.05 GD(LOCAL)-X Adopted: 6/25/2024

5 of 6

### COMMUNITY EXPRESSION AND USE OF COLLEGE FACILITIES

GD (LOCAL)

Violations of Policy Failure to comply with this policy and associated procedures shall

result in appropriate administrative action, including but not limited to, withdrawal of consent to remain on campus, the suspension of the individual's or organization's use of College District facilities

and the confiscation of nonconforming materials.

Interference with Expression

Faculty members, students, or student organizations that interfere with the expressive activities permitted by this policy shall be subject to disciplinary action in accordance with the College District's discipline policies and procedures. [See DH, FM, and FMA]

**Appeals** Decisions made by the administration in accordance with this pol-

icy may be appealed in accordance with GB(LOCAL), DGBA(LO-

CAL), and FLD(LOCAL) as applicable.

Publication This policy and associated procedures must be posted on the Col-

lege District's website and distributed in the employee and student

handbooks and other appropriate publications.

DATE ISSUED: 10/8/2024 LDU 2024.05

GD(LOCAL)-X

Adopted: 6/25/2024

### Review and Discussion of First Reading of Local Board Policy

Purpose To review the local board policy listed in Appendix A to align with

College operations.

**Justification** The local board policy reflects the College's internal operations. In

accordance with the Public Funds Investment Act (PFIA), this policy is required to be Board-approved annually. At this time, there are no

changes to the policy.

In accordance with Policy CAK (Legal Framework), the governing body shall review and adopt its investment policy not less than

annually.

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

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

Myriam Lopez, Associate Vice President - Finance and Management

**Additional** Information for this item was not available at the time of the **Information** September 9, 2025, Finance, Audit, and Human Resources

Committee meeting, and is presented to the Board without a

Committee recommendation.

The policy is included to allow for the first reading at the September Board Meeting, and for the second reading to be included at the October Board Meeting. This policy must be board-approved in

October per PFIA.

**Recommendation** No action is required from the Board. This item is presented as a

First Reading to obtain feedback for staff, and will be scheduled for

a Second Reading at the next Board meeting for board action.

### Appendix A

Policy	Last Adopted	Justification
	Date	
Policy CAK	10/29/2024	The policy requires annual Board approval, even if no
(LOCAL) –		changes are made, to comply with the Public Funds
Appropriations		Investment Act (PFIA) requirements.
and Revenue		
Sources:		
Investments		

### Appendix B

Policy follows in the packet.

CAK (LOCAL)

The College District shall invest all available funds in conformance with these legal and administrative guidelines, including Government Code 2256 – the Public Funds Investment Act (PFIA).

### **Investment Authority**

The vice president for finance and administrative services, the comptroller, and one of the College District's elected officials, who are selected by the Board, shall serve as the investment officers of the College District and shall invest College District funds as directed by the Board and in accordance with the College District's written investment policy and generally accepted accounting procedures.

The Board's Finance and Human Resources Committee shall be the Investment Committee. The Investment Committee shall review the investment portfolio's status and performance, determine and implement appropriate portfolio adjustments, review brokers/dealers and independent training sources, oversee the College District's investment adviser, monitor compliance with the Investment Policy and Investment Strategy Statement, and perform other duties as necessary to manage the College District's funds.

### Approved Investment Instruments

From those investments authorized by law and described further in CAK(LEGAL) under Authorized Investments, the Board shall permit investment of College District funds, including bond proceeds and pledged revenue to the extent allowed by law, in only the following investment types, consistent with the strategies and maturities defined in this policy:

- 1. Obligations of, or guaranteed by, governmental entities as permitted by Government Code 2256.009.
- Certificates of deposit and share certificates, and other financial institution deposits, as permitted by Government Code 2256.010.
- 3. No-load money market mutual funds (MMMFs) as permitted by Government Code 2256.014.
- 4. Public funds investment pools (LGIPs) as permitted by Government Code 2256.016.

### **Existing Investments**

The College District is not required to liquidate investments that were authorized investments at the time of the purchase.

### Prohibited Investments

In accordance with Texas state law, the following are not authorized investments:

1. Obligations whose payment represents the coupon payments on the outstanding principal balance of the underlying mort-gage-backed security collateral and pays no principal;

DATE ISSUED: 3/25/2025

LDU 2025.02 CAK(LOCAL)-X Adopted: 10/29/2024

1 of 7

CAK (LOCAL)

- Obligations whose payment represents the principal stream of cash flow from the underlying mortgage-backed security collateral and bears no interest:
- 3. Collateralized mortgage obligations that have a stated final maturity date of greater than 10 years; and
- 4. Collateralized mortgage obligations the interest rate of which is determined by an index that adjusts opposite to the changes in a market index.

### Safety

The primary goal of the investment program is to ensure safety of principal, to maintain liquidity, and to maximize financial returns within current market conditions in accordance with this policy. Investments shall be made in a manner that ensures the preservation of capital in the overall portfolio.

The College District shall seek to control the risk of loss due to failure of an investment issuer by monitoring the ratings of portfolio positions to ensure compliance with the rating requirements imposed by the PFIA.

The purchase of individual securities shall be executed by "delivery versus payment" (DVP). By doing so, College District funds shall not be released until the College District has received the securities purchased.

### Investment Management

In accordance with Government Code 2256.005(b)(3), the quality and capability of investment management for College District funds shall be in accordance with the standard of care, investment training, and other requirements set forth in Government Code Chapter 2256.

### **Training**

Each member of the Board and the investment officers shall attend at least one training session, relating to the person's responsibilities under the Act within six months after taking office or assuming duties. The Coordinating Board shall provide the training.

The investment officers shall accumulate not less than five hours of instruction within the first 12 months after taking office or assuming duties. The investment officer shall prepare a report on any changes in the Act and deliver the report to the Board of not later than the 180th day after the last day of each regular session of the legislature.

To ensure qualified and capable investment management, the investment officers shall receive investment training not less than once each state fiscal biennium and accumulate not less than five hours of instruction relating to investment responsibilities that addresses investment controls, security risks, strategy risks, market

DATE ISSUED: 3/25/2025 LDU 2025.02

CAK(LOCAL)-X

Adopted: 4/23/2024

2 of 7

CAK (LOCAL)

risks, diversification of investment portfolio and compliance with the Act. The investment training shall be provided by the following approved training sources: the Coordinating Board, the Government Finance Officers Association of Texas, the Government Treasurers' Organization of Texas, the Texas Municipal League, Texas Association of Community College Business Officers, Councils of Government, or the University of North Texas Center for Public Management.

### Liquidity and Maturity

The College District's investment portfolio shall have sufficient liquidity to meet anticipated cash flow requirements. Liquidity shall be achieved by investing in securities with active secondary markets and by maintaining minimum balances in financial institution deposits, eligible MMMFs, and LGIPs.

An investment may be liquidated to meet unanticipated cash requirements, to re-deploy cash into other investments expected to outperform current holdings, or to otherwise adjust the portfolio.

### **Diversity**

The investment portfolio shall be diversified in terms of investment instruments, maturity scheduling, and financial institutions to reduce risk of loss resulting from overconcentration of assets in a specific class of investments, specific maturity, or specific issuer.

### Monitoring Market Prices

The investment officers shall monitor the investment portfolio and shall keep the Board informed of significant changes in the market value of the College District's investment portfolio. Information sources may include financial/investment publications and electronic media, available software for tracking investments, depository banks, commercial or investment banks, financial advisers, and representatives/advisers of investment pools or money market funds. Monitoring shall be done at least quarterly, as required by law, and more often as economic conditions warrant by using appropriate reports, indices, or benchmarks for the type of investment.

### Monitoring Rating Changes

In accordance with Government Code 2256.005(b), the investment officers shall develop a procedure to monitor changes in investment ratings and to liquidate investments that do not maintain satisfactory ratings.

### Collateralization

Consistent with the requirements of state law, the College District requires all banks, savings banks, and credit union deposits to be federally insured or collateralized with eligible obligations. Financial institutions serving as College District depositories shall be required to sign an agreement with the College District in compliance with federal regulations. The agreement shall require compliance with the PFIA and this investment policy, establish an independent custodian for all pledged collateral, define the eligible collateral and

DATE ISSUED: 3/25/2025 LDU 2025.02

CAK(LOCAL)-X

Adopted: 4/23/2024

CAK (LOCAL)

the College District's rights to the collateral in case of default, bankruptcy, or closing, and establish a perfected security interest in compliance with federal and state regulations. The agreement shall:

- Be in writing;
- Be executed by the depository and the College District contemporaneously with the acquisition of the asset;
- Be approved by resolution of the Board or the designated committee of the depository and a copy of the meeting minutes or resolution reference shall be delivered to the College District; and
- Be part of the depository's "official record" continuously since its execution.

### Allowable Collateral

For financial institution deposits, the eligible types of collateralization of deposits are defined by the "Public Funds Collateral Act" (Chapter 2257, Texas Government Code). The eligibility of specific issues may at times be restricted or prohibited, at the sole discretion of the College District.

### **Collateral Levels**

For financial institution deposits, the market value of securities pledged as collateral for deposits shall at all times be equal to or greater than 102 percent of the par value of the deposit plus accrued interest, less the amount insured by the FDIC or the National Credit Union Share Insurance Fund or their successors. The depository shall be liable for monitoring and maintaining the collateral and collateral margins at all times. Letters of credit shall at all times be equal to or greater than 100 percent of the total value of the deposits plus anticipated interest income, less the applicable level of FDIC insurance. A deposit-specific letter of credit shall expire not less than two business days after the anticipated deposit with-drawal.

### Monitoring Collateral Adequacy

For financial institution deposits, the College District requires monthly reports with market values of pledged securities for all financial institutions with which the College District has collateralized deposits. The bank shall be responsible and liable for monitoring and maintaining the collateral and collateral margins on a daily basis and for reporting these activities monthly. The College District shall regularly monitor the adequacy of collateral.

### **Additional Collateral**

If the market value of the securities pledged as collateral for a deposit fall below 102 percent, or 100 percent for letters of credit, of the par value of the deposit plus accrued interest, less FDIC or National Credit Union Share Insurance, the institution shall be notified by the College District and shall be required to pledge additional

DATE ISSUED: 3/25/2025 LDU 2025.02

CAK(LOCAL)-X

Adopted: 4/23/2024

4 of 7

CAK (LOCAL)

collateral no later than the end of the next succeeding business day.

### Collateral Substitution

Collateralized deposits often require substitution of securities. Any financial institution requesting substitution must contact the investment officers for approval and settlement. The substituted security's value will be calculated, and substitution approved if the substitution maintains a pledged value equal to or greater than the required security level. An investment officer must provide written notification of the decision to the bank or the safekeeping agent holding the security prior to any security release. Substitution is allowable for all transactions, but should be limited, if possible, to minimize potential administrative problems and transfer expense. The investment officers may limit substitution and assess appropriate fees if substitution becomes excessive or abusive.

### **Funds / Strategies**

Investments of the following fund categories shall be consistent with this policy and in accordance with the applicable strategy defined below. All strategies described below for the investment of a particular fund should be based on an understanding of the suitability of an investment to the financial requirements of the College District and consider preservation and safety of principal, liquidity, marketability of an investment if the need arises to liquidate before maturity, diversification of the investment portfolio, and yield.

### **Operating Funds**

Investment strategies for operating funds (including any commingled pools containing operating funds) shall have as their primary objectives preservation and safety of principal, investment liquidity, and maturity sufficient to meet anticipated cash flow requirements. The dollar weighted average maturity shall be less than 365 days, and the maximum allowable maturity shall be two years for any investment type.

### **Debt Service Funds**

Investment strategies for debt service funds shall have as their primary objective sufficient investment liquidity to timely meet debt service payment obligations in accordance with provisions in the bond documents. Investments purchased shall not have a stated final maturity date that exceeds the next unfunded debt service payment date.

### Capital Project

**Funds** 

Investment strategies for capital project funds shall have as their primary objective sufficient investment liquidity to timely meet capital project obligations. The stated final maturity dates of investment held should not exceed the estimated project completion date.

### Safekeeping and Custody

The College District shall retain clearly marked receipts providing proof of the College District's ownership or pledge. The College District may delegate, however, to an investment pool the authority

DATE ISSUED: 3/25/2025 LDU 2025.02

CAK(LOCAL)-X

Adopted: 4/23/2024

5 of 7

CAK (LOCAL)

to hold legal title as custodian of investments purchased with College District funds by the investment pool.

Safekeeping Agreement

The College District shall contract with a third-party financial institution for the safekeeping of securities owned by the College District as part of its investment portfolio.

Custody of Collateral

All collateral securing financial institution deposits shall be held by an independent, third-party financial institution approved by the College District, a Federal Home Loan Bank, or the Federal Reserve Bank.

**Brokers / Dealers** 

Securities shall only be purchased from those institutions included on the College District's list of brokers/dealers reviewed and approved by the Board at least annually.

Representatives of brokers/dealers shall be registered with the Texas State Securities Board and must have membership in the Securities Investor Protection Corporation (SIPC) and be in good standing with the Financial Industry Regulatory Authority (FINRA).

**Competitive Bidding** 

The College District shall require competitive bidding for all individual certificate of deposit and security purchases except for those transactions with financial institution money market accounts, MMMFs, and LGIPs, which are deemed to be made at prevailing market rates, and for government securities purchased at issue through a dealer at auction price. Rather than relying solely on yield, investment in financial institution deposits, MMMFs, and LGIPs shall be based on criteria determined by the investment officers, including adherence to SEC guidelines for MMMFs when appropriate. Bids/offers may be solicited either orally, in writing, electronically, or in any combination of those methods.

At least three bidders shall be contacted in all transactions involving individual securities. For those situations where it may be impractical or unreasonable to receive three bids for a transaction due to a rapidly changing market environment or to secondary market availability, documentation of a competitive market survey of comparable securities or an explanation of the specific circumstance must be included with the transaction quote/bid sheet. All bids received shall be documented and filed for auditing purposes.

Interest Rate Risk

To reduce exposure to changes in interest rates that could adversely affect the value of investments, the College District shall use final and weighted-average-maturity limits and diversification.

**Internal Controls** 

A system of internal controls shall be established and documented in writing and must include specific procedures designating who has authority to withdraw funds. Also, they shall be designed to protect against losses of public funds arising from fraud, employee

DATE ISSUED: 3/25/2025

LDU 2025.02 CAK(LOCAL)-X Adopted: 4/23/2024

CAK (LOCAL)

error, misrepresentation by third parties, unanticipated changes in financial markets, or imprudent actions by employees and officers of the College District. Controls deemed most important shall include:

- 1. Separation of transaction authority from accounting and recordkeeping and electronic transfer of funds.
- 2. Avoidance of collusion.
- 3. Custodial safekeeping.
- Clear delegation of authority.
- 5. Written confirmation of telephone transactions.
- 6. Documentation of quotations and bids, evaluations, transactions, and rationale.
- 7. Avoidance of bearer-form securities.

These controls shall be reviewed by the College District's independent auditing firm.

### **Portfolio Report**

In addition to the quarterly report required by law and signed by the College District's investment officers, a comprehensive report on the investment program and activity shall be presented annually to the Board and may be included in the fiscal year end quarterly report. "Weighted average yield to maturity" shall be the standard on which investment performance is calculated.

### **Annual Review**

The Board shall review this investment policy and investment strategies not less than annually and shall document its review in writing, which shall include whether any changes were made to either the investment policy or investment strategies.

### **Annual Audit**

In conjunction with the annual financial audit, the College District shall perform a compliance audit of management controls on investments and adherence to the College District's established investment policies.

If the College District invests in other than money market mutual funds, investment pools or accounts offered by its depository bank in the form of certificates of deposit, or money market accounts or similar accounts, the reports prepared by the investment officers must be formally reviewed at least annually by an independent auditor, and the result of the review shall be reported to the Board by the auditor.

DATE ISSUED: 3/25/2025 LDU 2025.02

CAK(LOCAL)-X

Adopted: 4/23/2024

### **Review of Presentations Prepared for the Facilities Committee**

The following presentation was delivered to the Facilities Committee on Tuesday, September 9, 2025:

### Review and Discussion on Contracting Architectural and Engineering On-Call Services

### **Purpose**

To discuss contracting on-call architectural and engineering services for district-wide construction projects less than \$500,000 in total construction costs.

### Justification

A pre-approved pool of architectural, civil engineering, and mechanical, electrical, and plumbing (MEP) engineering firms reduces the estimated project schedules by not soliciting qualifications on a project-by-project basis. It is recommended that the design on-call services apply to construction projects with budgets under \$500,000, and a minimum of three (3) to five (5) firms in each professional discipline be approved for a period of one year, with the option to renew for two additional one-year periods, with Board approvals.

College staff would present solicitations of qualifications for architectural firms and engineering firms for Board approval, and then recommend contracting with each firm as construction projects under \$500,000 are initiated. The assignment of projects to each firm can be based on a rotational basis or on the most qualified, and then monitored on an annual basis to ensure an equitable amount of work and fees are awarded to each firm on the list.

The selection of a firm per project can be based on considerations including, but not limited to, the following:

- Type of project
- Location of project
- Previous experience with the building
- Previous experience with the site
- Firms availability

The Board of Trustees last approved a pool of on-call design firms on June 26, 2014, which expired in 2017 after renewals. This process has proven effective and allows architectural and engineering design services to be expedited.

### Enclosed Documents

None.

### Staff Resource

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

September 23, 2025 Regular Board Meeting Page 38, Revised 09/18/2025 @ 10:27 AM

Mary Del Paz, Vice President for Finance and Administrative Services

### Recommendation

This item was presented for the Committee's review and discussion only. No recommendation was requested.

### 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 Renaming the Dr. Ramiro R. Casso Nursing and Allied Health Campus to the Dr. Ramiro R. Casso Health Science Professions Campus
- b. Approval on Color Selections for the Pecan West Continuing Education and Testing Center Building A
- c. Approval on Contracting Construction Services for the Pecan Campus Physical Plant Building E Cooling Tower Above-Ground Piping System
- d. Approval on Contracting Construction Services for the Dr. Ramiro R. Casso Health Science Professions Campus Health Science Professions Building E
- e. Approval on Contracting Construction Services for the Dr. Ramiro R. Casso Health Science Professions Campus East Building A Renovation of Radiology Lab to Multipurpose Skills Lab and Community Pharmacy Lab
- f. Approval on Final Completion of the Technology Campus Advanced Technical Careers Building B Atrium Ceiling Repairs

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

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

### **Approval Recommended:**

Dr. Ricardo J. Solis President

### **Consent Agenda:**

a. Approval on Renaming the Dr. Ramiro R. Casso Nursing and Allied Health Campus to the Dr. Ramiro R. Casso Health Science Professions Campus

**Purpose** To approve renaming the campus as presented.

Justification The Dr. Ramiro R. Casso Nursing and Allied Health Campus was

named for the instruction offered in allied health fields and in nursing. After discussions between College staff and Administration, it is proposed to rename the campus to the Dr. Ramiro R. Casso Health

Science Professions Campus.

The newly proposed name is to better address the broad range of

instruction and training at the campus.

Enclosed Documents

None.

**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** The Committee recommended Board approval to rename the Dr.

Ramiro R. Casso Nursing and Allied Health Campus to the Dr. Ramiro R. Casso Health Science Professions Campus as presented.

**Consent Agenda:** 

b. Approval of Color Selections for the Pecan West Continuing Education and Testing Center Building A

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

**Justification** On December 6, 2023, the Board approved contracting architectural

services with goERO International, LLC./dba ERO Architects. On January 28, 2025, the Board approved contracting construction

services with E-Con Group, LLC.

goERO International, LLC./dba ERO 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** The Committee recommended Board approval of the color selections

for the Pecan West Continuing Education and Testing Center Building

A project as presented.

Appendix A

Color Selections followed in the packet.

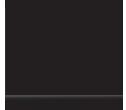


### **CONTINUING EDUCATION** BUILDING **INTERIOR FINISHES**









TYPE-1 USG RADAR ACOUSTICAL PANELS - SQUARE EDGE



CT-2, 3, 4, & 5 - DALTILE
INDOTERRA - WHITE DESERT (COLOR REFERENCE)



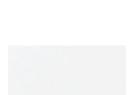
TP-1 SCRANTON PRODUCTS SHALE



CT-1 - DALTILE INDOTERRA - TRAIL (COLOR REFERENCE)



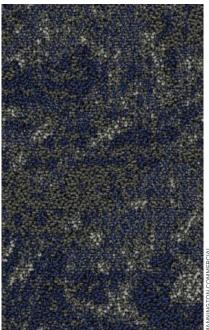
PLAM-1 - WILSONART KENSINGTON MAPLE



QUARTZ-1 - WILSONART









LVT-3 - MANNINGTON COMMERCIAL
NATURAL OPTIMIST - ABSTRACT - GEMMA MOONSLICE









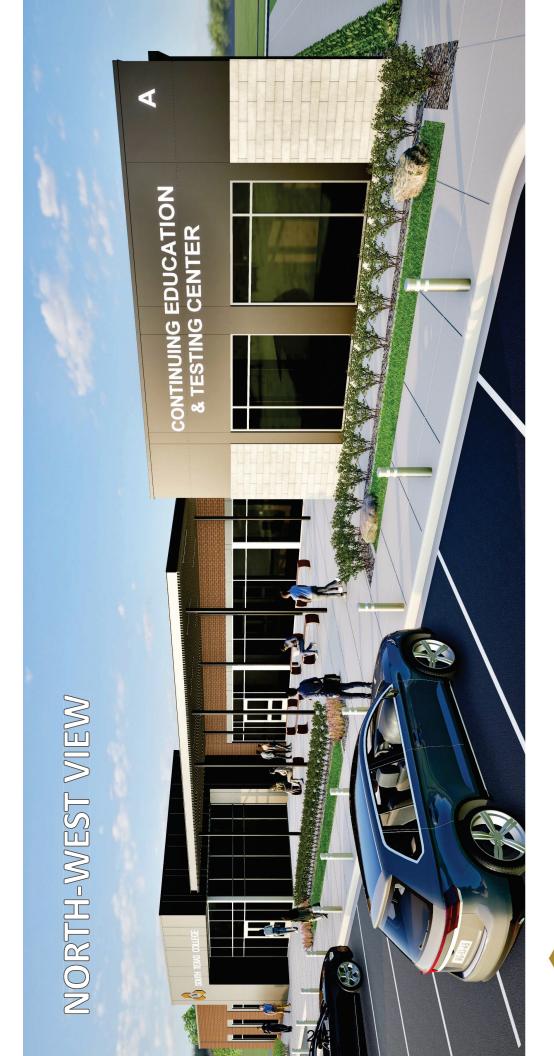






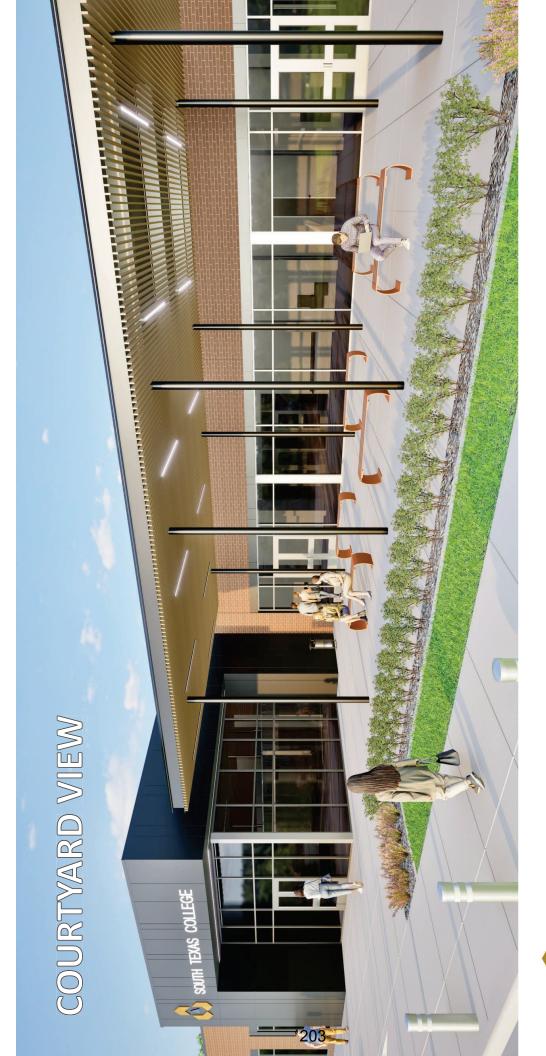
















### **Consent Agenda:**

### c. Approval on Contracting Construction Services for the Pecan Campus Physical Plant Building E Cooling Tower Above-Ground Piping System

### **Purpose**

To contract construction services for the project.

### Justification

On March 25, 2025, the Board of Trustees approved the solicitation of construction services for the project. On June 24, 2025, the Board rejected a construction services proposal. The project was deemed over budget by Administration, and then re-solicited with an updated scope of work.

The project consists of constructing an above-ground piping system for the cooling tower.

The proposed scope of work is summarized as follows:

- Disconnection and abandonment of existing underground piping system.
- Construction of an above-ground piping system.

### Enclosed Documents

Appendix A – RFP Solicitation Information

Appendix B – Project Presentation

Appendix C – Ranking and Evaluations of Respondents

Appendix D – Fact Sheet

### **Funding**

The total estimated cost of the Pecan Campus Physical Plant Building E Cooling Tower Above Ground Piping System Project 2024-010R, including construction, design, and miscellaneous, is \$731,250.

• Construction \$650.000

Design 65,000Miscellaneous 16,250

Total \$731,250

The funds are available in the Renewals & Replacements Fund for use in FY 2025 – 2026.

### **Staff Resource**

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

Mary Del Paz, Vice President for Finance and Administrative Services

### Recommendation

Administration requests the Facilities Committee recommend Board approval to authorize contracting construction services with Johnson Controls, Inc. in the amount of \$886,178 for the Pecan Campus Physical Plant Building E Cooling Tower Above Ground Piping System project as presented.

### Appendix A RFP Solicitation Information

Advertised on	July 16, 2025 and July 23, 2025							
RFP Responses Due	August 21, 2025							
RFP Issued To	Three (3) Vendors							
Responses Received From	Four (4) Responses							
Responses Reviewed By	Representative from the Engineer, Facilities Operations & Maintenance, Facilities Planning & Construction, and Purchasing Departments							

### Appendix B

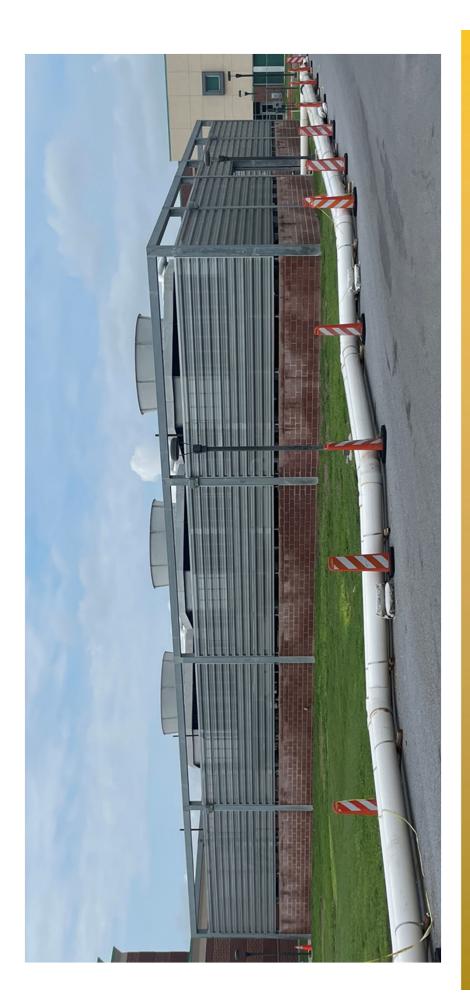
Project Presentation follows in the packet.

### Appendix C

Ranking and Evaluations of Respondents follow in the packet.

### **Appendix D**

Fact Sheet follows in the packet.





### PECAN CAMPUS

Re-bid Physical Plant Building E Cooling Tower Above Ground Piping System 2025-026R



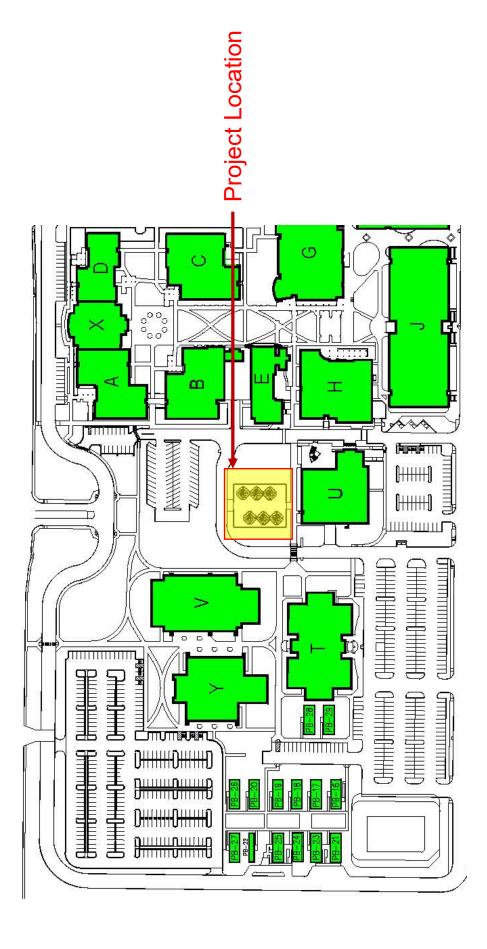
## PROJECT LOCATION





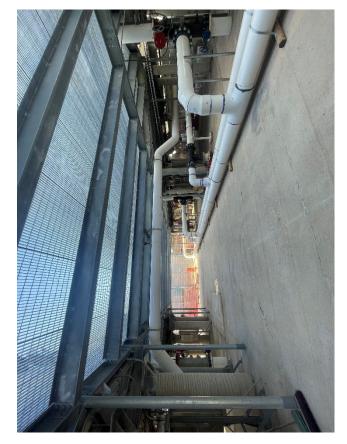








# **EXISTING PHOTOS**



South West Interior View



South Interior View

### Requested By

Facilities Operations and Maintenance

### Scope of Work

New Above Ground Cooling Tower Piping to Replace the Existing Underground Piping System

### **Total Project Budget**

Construction	↔	650,000
Design		65,000
Miscellaneous		16,250
Total Project Budget	\$	731,250



# PROJECT SCOPE & BUDGET

	RE-BID PECAN CAMPUS	SOUTH PHYSICAL PLANT BUILD PROJEG	SOUTH TEXAS COLLEGE RE-BID PECAN CAMPUS PHYSICAL PLANT BUILDING E COOLING TOWER ABOVE GROUND PIPING SYSTEM PROJECT NO. 25-26-1009	BOVE GROUND PIPING SY	STEM
	VENDOR NAME	Holchemont Ltd.	Johnson Controls, Inc.	Texas Chiller Systems LLC	Victoria Air Conditioning, LTD.
	ADDRESS	900 N. Main Street	2209 N. Padre Island Dr. Suite F	1443 N Tower Rd.	200 S. Ben Jordan St.
	CITY/STATE/ZIP	McAllen, TX 78501	Corpus Christi, TX 78408	Alamo, TX 78516	Victoria, TX 77901
	PHONE	956-686-2901	956-451-5470	956-800-4353	361-578-5241
	FAX	956-686-2925			361-576-0811
	CONTACT	Michael C. Montalvo	Omar Rodriguez	Baldemar Quintero	Warren Heilker
#	Description	Proposed	Proposed	Proposed	Proposed
1	Base Proposal	\$ 1,667,000.00	\$ 989,618.00	\$ 1,078,115.00	\$ 1,743,000.00
	-				
2	Alternate #1 Proposal-Contractor shall provide shedule 40 steel pipe for all new pipe in leu of the PVC schedule 80 with PVC (socket) fittings and solvent weld joints.	\$ 1,623,000.00	\$ 886,178.00	\$ 901,400.00	\$ 1,730,000.00
3	Begin Work Within	10 Working Days	10 Working Days	10 Working Days	10 Working Days
4	Completion of Work Within	220 Calendar Days	98 Calendar Days	150 Calendar Days	300 Calendar Days
Alt	Alternate #1 Proposal	\$ 1,623,000.00	\$ 886,178.00	\$ 901,400.00	\$ 1,730,000.00
Ţ	TOTAL EVALUATION POINTS	92.99	91.10	87.84	63.99
8	RANKING	3	1	2	4

	Victoria Air Conditioning, LTD.	200 S. Ben Jordan St.	Victoria, TX 77901	361-578-5241	Warren Heilker			23.05					∞					∞					3.8		
	Victoria Air	200 S. Ber	Victoria,	361-57	Warren	23.05	23.05	23.05	23.05	23.05	7.5	∞	∞	∞	8.5	~	∞	7	∞	6	4	4	3	4	4
SYSTEM	Systems LLC	ower Rd.	X 78516	0-4353	Quintero			44.24					8.5					8					3.8		
OUND PIPING	Texas Chiller Systems LLC	1443 N Tower Rd	Alamo, TX 78516	956-800-4353	Baldemar Quintero	44.24	44.24	44.24	44.24	44.24	8	~	∞	9.5	6	8	~	7	6	∞	4	4	4	4	3
R ABOVE GRO	ntrols, Inc.	e Island Dr. e F	ti, TX 78408	1-5470	odriguez			45					∞					8.3					4		
LLEGE OLING TOWE 26-1009 AMARY	Johnson Controls, Inc.	2209 N. Padre Island Dr. Suite F	Corpus Christi, TX 78408	956-451-5470	Omar Rodriguez	45	45	45	45	45	7	8	8	8	6	6	8	7	8.5	6	4	4	4	4	4
SOUTH TEXAS COLLEGE I BUILDING E COOLING? PROJECT NO. 25-26-1009 EVALUATION SUMMARY	ont Ltd.	in Street	X 78501	-2901	Montalvo	24.57				7.8			7.9			 80 80									
SOU AL PLANT BU PRO EVA:	Holchemont Ltd.	900 N. Main Street	McAllen, TX 78501	956-686-2901	Michael C. Montalvo	24.57	24.57	24.57	24.57	24.57	7.5	∞	~	8.5	7	8	∞	7	8.5	∞	4	3	4	5	3
SOUTH TEXAS COLLEGE RE-BID PECAN CAMPUS PHYSICAL PLANT BUILDING E COOLING TOWER ABOVE GROUND PIPING SYSTEM PROJECT NO. 25-26-1009 EVALUATION SUMMARY	VENDOR NAME	ADDRESS	CITY/STATE/ZIP	PHONE	CONTACT			The Respondent's price proposal. (up to 45 points)  1-a. Refer to RFP Section 4. Pricing and Delivery Schedule.			The Respondent's experience and reputation, (up to 10 points)	Livovac do ana financia vicinaria conquisi employee.     Provide dollar amounts for each project contracted in the past twenty four months.     Provide number of years your company has been in business.	-d. Are there currently or in the past they years, any judgements, claims, aroutandon -d. Are there carriedly or in the past they years, any judgements, claims, aroutandon or is -different?	<ul> <li>Provide a usefulorar derence is of no ises fain in rec's organization in on whom your organization has previously provided services of equal type and expery within they not it is on the services of equal type and expery within they have five (5) years as requested in the RFP. Reference list is to include company name, contact person.</li> </ul>	response number and description of the project. Activities will be connected as part of this cealuation.	The quality of the Respondent's goods or services, (up to 10 points)	Describe your company's quality control program.     Baplain the methods asked to maintain quality control in the construction project.     Describe commands encoured to the Advances of	Describe Company's process on second responsible for mantaning quality control.	<ul> <li>Provide examples of past SIC construction projects or other similar projects. (all responses will receive an minimum of 3 points for item (e) unless it is determined that past performance bond is poor). Reference for similar projects will be confacted that past performance bond is poor). Reference for similar projects will be confacted.</li> </ul>	and responses will be considered as part of this evaluation.	The Resnondent's safety record, (un to 5 noints)	-a. Provide copy of your company's safety program or describe how job site safety is managed. Include safety policies which employees must be in	compliance with.  4 -b. What is your company's Experience Modifier Rate (EMR) for the three	(3) most recent annual insurance-year ratings? -c. Have you had any OSHA fines within the last three (3) years? If yes,	provide details.

	SOUTH TEXAS COLLEGE RE-BID PECAN CAMPUS PHYSICAL PLANT BUILDING E COOLING TOWER ABOVE GROUND PIPING SYSTEM PROJECT NO. 25-26-1009 EVALUATION SUMMARY	SOU L PLANT BU PRO EVAI	SOUTH TEXAS COLLEGE F BUILDING E COOLINGT PROJECT NO. 25-26-1009 EVALUATION SUMMARY	OLING TOWE 26-1009 MMARY	R ABOVE GR	OUND PIPING	SYSTEM		
	VENDOR NAME	Holchemont Ltd.	ont Ltd.	Johnson Controls, Inc.	ntrols, Inc.	Texas Chiller Systems LLC	Systems LLC	Victoria Air Conditioning, LTD.	onditioning, D.
	ADDRESS	900 N. Main Street	in Street	2209 N. Padre Island Dr Suite F	e Island Dr. e F	1443 N Tower Rd	ower Rd.	200 S. Ben Jordan St	Jordan St.
	CITY/STATE/ZIP	McAllen, TX 78501	FX 78501	Corpus Christi, TX 78408	ti, TX 78408	Alamo, TX 78516	X 78516	Victoria, TX 77901	X 77901
	PHONE	956-686-2901	5-2901	956-451-5470	1-5470	956-800-4353	0-4353	361-578-524	3-5241
	CONTACT	Michael C. Montalvo	Montalvo	Omar Rodriguez	odriguez	Baldemar	Baldemar Quintero	Warren Heilker	Heilker
	The Respondent's proposed personnel, (up to 8 points)  -a. Provide resumes of the Respondent's team that will be directly involved in the project. The	7		<i>L</i>		7		7	
	resume must include experience in similar projects, number of years with the firm and oity of residence.  1. Tostdence.  1. Tostdence a continuous and the monetar of time and team will be included in the	7		7		7	•	7	
S	project.  c. Provide list of member(s) on your	7	7	9	8.9	9	8.9	7	7
	Certified Construction Manager through the Construction Management Association of America (CMAA) or similar.  -d. Within 24 hours after the proposal delivery date and time, provide a list of key	~		7		7		9	
	subcontractors to be used including a list of five projects recenly completed by each subcontractor.	9		7		7		8	
	The Respondent's financial capability in relation to the size and scope of the project. (up to 8	7		7		7		7	
	points)  - A thuch a letter of intent from a surety company indicating your company's ability to bond for the entire construction costs of the reviews and total bondino limitation	9		7		9		7	
9		9	9.9	7	7	7	7	9	6.9
	resolution.  -c. Provide a list and description of all construction projects currently under contract including total cost after and end dates.	7		7		8		7	
	-d. Attach a Dunn and Bradstreet Analysis or current financial statements, preferably audited.	7		7		7		7.5	
	The Beenondente organization and anaroach to the project	5		5		5		5	
	the respondents organization and approach to the project. (up to 6 points)	4		5		5		5	
7	<ul> <li>-a. Provide a statement of the project approach.</li> <li>-b. Submit a work schedule with key dates and milestones.</li> </ul>	5	4.8	5	5	4	4.8	4	4.8
	-c. Do you anticipate difficulties in serving STC and how do you plan	5		5		5		5	
	to manage mose. Thus assistance will you require from 510.	5		5		5		5	
		3.29		7		4.7	•	2.44	
		3.29		7		4.7		2.44	:
∞	(up to 7 points)  -a. Refer to RFP Section 4, Pricing and Delivery Schedule.	3.29	3.29	7	7	4.7	4.7	2.44	2.4
		3.29		, ,		7.4	•	2.44	
		1.5.		,		ì ·		1	
	The impact on the ability of the district to comply with laws and rules	-   -		0		0	1	0	
6	relating to historically und	1	1	0	0	0	0	0	0
	(mod co.da)	1		0		0		0	
		1		0		0		0	
ΤC	TOTAL EVALUATION POINTS	92.99	76	91.10	10	87.84	84	63.99	66
₹	RANKING	3				2		4	
Ę	The Director of Durchasing has reviewed all the responses and evaluations completed	malatad							

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



### **Project Fact Sheet** 9/4/2025

Project Name:	Pecan Campus - Phys	ical Plant Building	E Cooling Towers					Project No.	2025	5-026R
Funding Source(s):	Renewals & Replacer	nents Fund								
					FY 24-25			FY 25-26		
						Variance of			Variance of	
					FY 24-25	Project Budget		FY 25-26	Project Budget	Total Actual
			Original		Actual	vs. Actual		Actual	vs. Actual	Expenditures 1
			<b>Project Budget</b>	Project Budget	<b>Expenditures</b>	<b>Expenditures</b>	Project Budget	<b>Expenditures</b>	<b>Expenditures</b>	<u>Date</u>
Construction:			\$ 650,000.00	\$ 650,000.00	\$ -	\$ 650,000.00	\$ 720,000.00	\$ -	\$ 720,000.00	\$ -
Design:			65,000.00	65,000.00	39,000.00	26,000.00	13,000.00		13,000.00	39,000.0
Miscellaneous:			16,250.00	16,250.00	1,706.45	14,543.55	16,020.00		16,020.00	1,706.4
FFE:			-	-	-	-	-	-	-	
Technology:			-	-	-	-	-	-	-	
Total:			\$ 731,250.00	\$ 731,250.00	\$ 40,706.45	\$ 690,543.55	\$ 749,020.00	\$ -	\$ 749,020.00	\$ 40,706.4
	Project Team						Board Status			
Approval to Solicit Architect/Engineer:	9/24/2024						Vendor	Contract Amount	Actual Expenditures	Variance
Architecty Engineer.	3/24/2024			Board Approval of			vendor	Amount	Expellultures	variance
Architect/Engineer:	DBR Engineering			Schematic Design	3/25/2026		DBR	\$ 48,750.00	\$ 39,000.00	9,750.0
Contractor:	TBD						TBD	\$ -	\$ -	\$ -
STC FPC Project Manager:	Martin Villarreal			Substantial Completion Final Completion	TBD		Board Acceptance	TBD		
Design and construction of a	Project Description			Danier and second	4:fb		Project Scope em to replace the exis	*:	d	+=ll=d := 201C ==
Design and construction of a	ibove ground piping sys	stem.		-			al leaks occurring und		u piping system ins	italieu III 2016 as
				Project	ed Timeline					
Board Approval to Solicit Architect/Engineer	Board Approval of Architect/Engineer	Board Approval of Schematic	Board Approval of Contractor	Construction Start Date		pproval of ompletion Date	Board Appi Final Comple		FFE Complet	ion of Move In
9/24/2024	11/26/2024	3/25/2025	9/23/2025	10/30/2025		1/2026	04/21/2		+	I/A
	<u> </u>		P	roject Calendar of Ex	xpenditures by Fi	scal Year				
Fiscal Year	Construction	De	sign	Miscellar		FFE	Tecl	1		ct Total
2024-25			39,000.00		1,706.45				\$	40,706.4
2025-26 Project Total	- \$ -	\$	39,000.00		1,706.45	\$ -	Ś		\$	40,706.4
	1 8	1.5	39.000.00	1.3	1.706.45		1.5	_	1.3	40.706.4

8/12/25 Facilities Committee Meeting - Review and Recommend Action on Construction Services for the Pecan Campus - Physical Plant Building E Cooling Towers Project





FPC Project Manager Muts Illuneal FPC Director Robot 5. Donney

FPC Executive Director

### **Consent Agenda:**

d. Approval on Contracting Construction Services for the Dr. Ramiro R. Casso Nursing and Allied Health Campus - Health Science Professions Building E Purpose

To contract construction services for the project.

### Justification

On February 25, 2025, the Board of Trustees approved the solicitation of construction services for the project.

The project consists of renovating the building to accommodate labs and instructional spaces for various health science professions, faculty/staff areas, and conference rooms expansion.

The proposed scope of work is summarized as follows:

- Renovation of the existing building for faculty/staff and instruction.
- Construction of a conference rooms expansion.

### **Enclosed Documents**

Appendix A – RFP Solicitation Information

Appendix B – Project Presentation

Appendix C – Ranking and Evaluations of Respondents

Appendix D – Fact Sheet

### **Funding**

The total Nursing and Allied Health Campus - Health Science Professions Building E 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 2025 – 2026.

### **Staff Resource**

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

Mary Del Paz, Vice President for Finance and Administrative Services

### Recommendation

The Committee recommended Board approval to authorize contracting construction services with Tri-Gen Construction, LLC in the amount of \$6,557,100 for the the Nursing and Allied Health Campus - Health Science Professions Building E project as presented.

## Appendix A

## RFP Solicitation Information

Advertised on	August 13, 2025 and August 20, 2025
RFP Responses Due	August 28, 2025
RFP Issued To	Five (5) Vendors
Responses Received From	Five (5) Responses
Responses Reviewed By	Representative from the Architect, Facilities Operations & Maintenance, Facilities Planning & Construction, and Purchasing Departments

## Appendix B

Project Presentation followed in the packet.

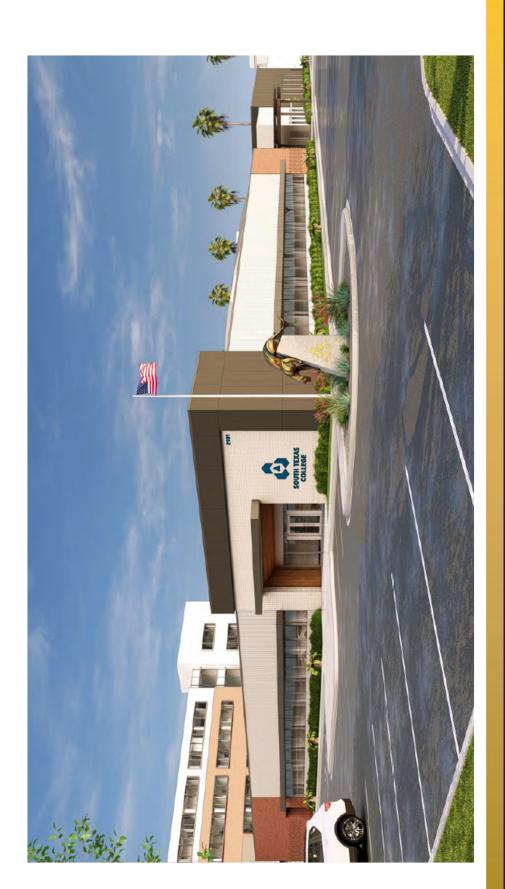
## Appendix C

Ranking and Evaluations of Respondents followed in the packet.

## Appendix D

Fact Sheet followed in the packet.



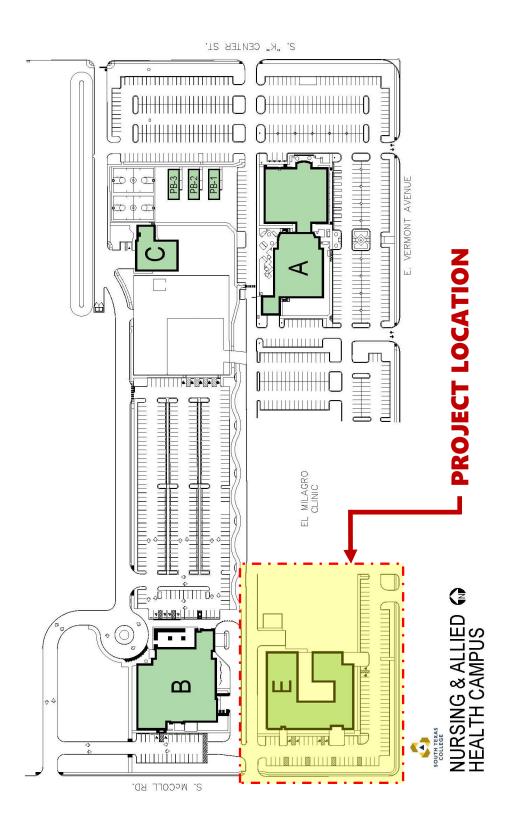


# **NURSING AND ALLIED HEALTH CAMPUS**

Health Science Professions Building E 2023-020C



# PROJECT LOCATION







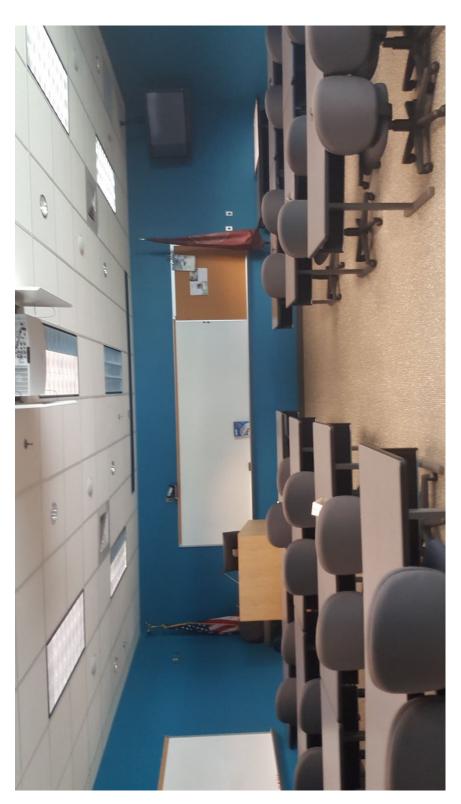




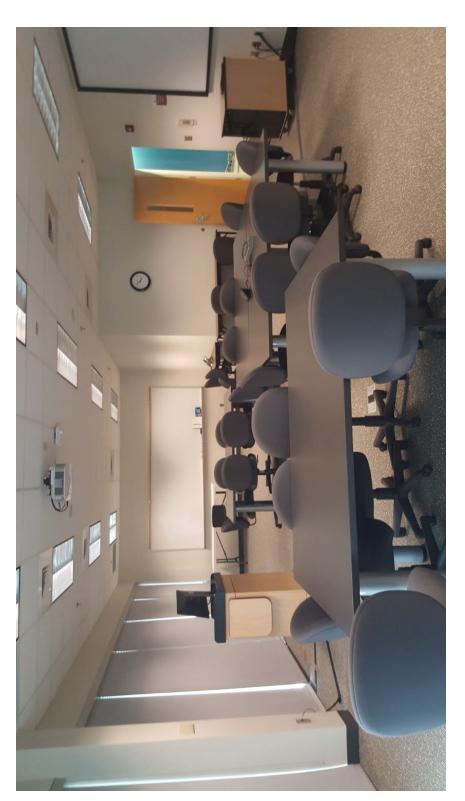


View from South McColl Road











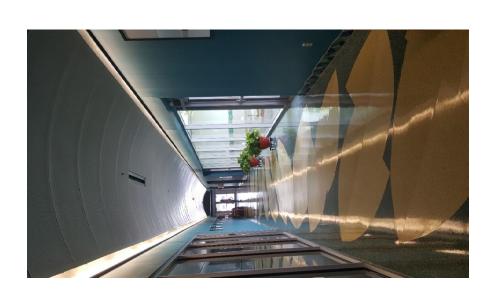


Courtyard View









## Requested By

Nursing and Allied Health Department

## Scope of Work

includes instructional spaces for various health science professions, faculty/staff areas, and Renovation and expansion of the existing Health Science Professions Building E, which conference room expansion.

# **Estimated Total Project Budget**

Construction	\$ 6,169,052.50
Design	443,500
Miscellaneous	131,000
FFE	277,000
Tech	277,000
Total Project Budget	\$ 7,297,552.50



# PROJECT SCOPE

		SOUTH TEXAS C REGIONAL WORKFOI	TEXAS COLLEGE NURSING AND ALLIED HEALTH CAMPUS ORKFORCE DEVELOPMENT HEALTHCARE CENTER BUILD PROJECT NO. 25-26-1011	SOUTH TEXAS COLLEGE NURSING AND ALLIED HEALTH CAMPUS REGIONAL WORKFORCE DEVELOPMENT HEALTHCARE CENTER BUILDING E PROJECT NO. 25-26-1011	NG E	
	VENDOR NAME	E-Con Group, LLC	Holchemont Ltd.	Kimber 1985, LLC	NM Contracting	Tri-Gen Construction, LLC
	ADDRESS	3025 S. Sugar Rd.	900 N. Main Street	302 S. Taylor Rd	2022 Orchid Ave.	2900 N Texas Blvd., Ste. 201
	CITY/STATE/ZIP	Edinburg, TX 78539	McAllen, TX 78501	Mission, TX 78572	McAllen, TX 78504	Weslaco, TX 78599
	PHONE	956-259-8005	956-686-2901	956-279-2954	956-631-5667	956-447-1048
	FAX	956-259-8009	956-686-2925		956-627-3959	956-447-2003
	CONTACT	Gilbert Enriquez	Michael C. Montalvo	Joshua Belgum	Noel Munoz Jr.	Jorge Gonzalez
#	# Description	Proposed	Proposed	Proposed	Proposed	Proposed
1	Base Proposal	\$ 7,785,000.00	\$ 7,677,000.00	\$ 7,500,000.00	\$ 7,450,300.00	\$ 6,490,000.00
7	Alternate #1  2 Parking expansion on the east side of the	\$ 86,000.00	\$ 110,500.00	\$ 115,000.00	\$ 77,200.00	\$ 67,100.00
3	Begin Work Within	10 Working Days	10 Working Days	10 Working Days	10 Working Days	10 Working Days
4	Completion of Work Within	425 Calendar Days	365 Calendar Days	305 Calendar Days	365 Calendar Days	340 Calendar Days
Ĭ	TOTAL AMOUNT PROPOSED	\$ 7,871,000.00	\$ 7,787,500.00	\$ 7,615,000.00	\$ 7,527,500.00	\$ 6,557,100.00
T	TOTAL EVALUATION POINTS	81.96	82.07	78.35	77.17	92.00
_ ≥	RANKING	3	2	4	S	_

	truction, LLC	3lvd., Ste. 201	Weslaco, TX 78599	7-1048	onzalez			45					8.5					8.4					4		
	Tri-Gen Construction, LLC	2900 N Texas Blvd., Stc. 201	Weslaco,	956-447-1048	Jorge Gonzalez	45	45	45	45	45	6	6	8	8	8.5	6	8	8	8	6	4	4	4	4	4
9 E	NM Contracting	hid Ave.	McAllen, TX 78504	1-5667	ınoz Jr.			39.19					8.4					S					3.7		
ER BUILDING	NM Cor	2022 Orchid Ave.	McAllen,	956-631-5667	Noel Munoz Jr.	39.19	39.19	39.19	39.19	39.19	5	5	5	5	4	5	S	5	9	4	3.5	4	4	4	3
SOUTH TEXAS COLLEGE ALLIED HEALTH CAMPUS REGIONAL WORKFORCE DEVELOPMENT HEALTHCARE CENTER BUILDING E PROJECT NO. 25-26-1011 EVALUATION SUMMARY	Kimber 1985, LLC	302 S. Taylor Rd	Mission, TX 78572	956-279-2954	Joshua Belgum			38.75					5.4					5.4					4		
MENT HEALT	Kimber 1	302 S. T	Mission,	956-27	Joshua	38.75	38.75	38.75	38.75	38.75	5	5	5	7	5	5	S	5	7	5	4	7	4	4	4
JLLEGE CE DEVELOP! 26-1011 MMARY	Holchemont Ltd.	900 N. Main Street	McAllen, TX 78501	6-2901	Michael C. Montalvo			37.89					7.6					7.8					3.7		
SOUTH TEXAS COLLEGE DNAL WORKFORCE DEVI PROJECT NO. 25-26-1011 EVALUATION SUMMARY	ноно	900 N. M	McAllen,	956-686-2901	Michael C	37.89	37.89	37.89	37.89	37.89	8	8	8	7	7	8	8	8	8	7	3.5	4	4	3	4
SOU US REGIONA PRC EVA	E-Con Group, LLC	iugar Rd.	Edinburg, TX 78539	956-259-8005	Gilbert Enriquez			37.49					8.7					8.1					4		
ЕАГТН САМР	E-Con Gr	3025 S. Sugar Rd.	Edinburg,	956-25	Gilbert I	37.49	37.49	37.49	37.49	37.49	8	6	6	6	8.5	8	8	8	8	8.5	4	4	4	4	4
NURSING AND ALLIED HE	VENDOR NAME	ADDRESS	CITY/STATE/ZIP	PHONE	CONTACT			The Respondent's price proposal. (up to 45 points)  1-a. Refer to RFP Section 4. Pricing and Delivery Schedule.			The Respondent's experience and reputation (up to 10 points)	<ul> <li>revote our animers or team temporary employees.</li> <li>b. Provide dollar amounts for each project contracted in the past twenty four months.</li> <li>c. Provide number of years your company has been in business.</li> </ul>	Are there currently or in the past five years, any judgenents, claims, arbitration     procedurgs, claim on bonds or suits pending or cutstanding against your organization or its     officers?	<ul> <li>trovide a assistemer retenence is not not easies that it to Oppmizations from whom your organization has previously provided services of equal type and scope within the past five (5) years as requested in the RPP. Reference list is to include company name, contact person.</li> </ul>	recipione number and description of the project. References will be connacted as part of this craluntion.	The quality of the Respondent's goods or services. (up to 10 points)	<ul> <li>-a. Describe your company's quality control program.</li> <li>-b. Explain the methods used to maintain quality control in the construction project.</li> <li>-c. Describe company's process for addressing warranty claims.</li> </ul>	-d. Describe the experience of key personnel responsible for maintaining quality control.	<ul> <li>e. Provide examples of past STC construction projects or other similar projects. (all respondents will receive an minimum of 3 points for item (e) unless it is determined that near ancieronance lond is need). Defension the received will be contracted that the standard project in the contracted of the project of the projec</li></ul>	and peak performance order is poor). Accretice to similar projects will be considered as part of this evaluation.	The Respondent's safety record. (up to 5 points)	<ul> <li>-a. Provide copy of your company's safety program or describe how job site safety is managed. Include safety policies which employees must be in</li> </ul>	compliance with.  4 -b. What is your company's Experience Modifier Rate (EMR) for the three	<ul><li>(3) most recent annual insurance-year ratings?</li><li>-c. Have you had any OSHA fines within the last three (3) years? If yes,</li></ul>	provide details.

AUTHORS NAME   E-Cont Cross   E-Co		NURSING AND ALLIED HE	SALTH CAMP	SOUT US REGIONAI PRO EVAI	SOUTH TEXAS COLLEGE DIVAL WORKFORCE DEVE PROJECT NO. 25-26-1011 EVALUATION SUMMARY	OLLEGE CE DEVELOP! 26-1011 MMARY	MENT HEAL!	SOUTH TEXAS COLLEGE ALLIED HEALTH CAMPUS REGIONAL WORKFORCE DEVELOPMENT HEALTHCARE CENTER BUILDING E PROJECT NO. 25-26-1011 EVALUATION SUMMARY	ER BUILDIN	<u>역</u> 명		
CONTACT   Cont		VENDOR NAME	E-Con Gn	oup, LLC	Holchem	nont Ltd.	Kimber 1	985, LLC	NM Col	ntracting	Tri-Gen Cons	truction, LLC
CONTINUENCINA   Continue   Cont		ADDRESS	3025 S. S	ugar Rd.	900 N. M	ain Street	302 S. T	aylor Rd	2022 Or	shid Ave.	2900 N Texas	Blvd., Stc. 201
PHIONE   PHIONE   S96-619-2081   S96-648-1384   S		CITY/STATE/ZIP	Edinburg,	TX 78539	McAllen,	TX 78501	Mission,	TX 78572	McAllen,	TX 78504	Weslaco,	TX 78599
Control Cont		PHONE	956-25	9-8005	926-68	6-2901	956-27	9-2954	956-63	1-5667	956-44	7-1048
Any control of the proposate is and the state of the control in page in the control in page in the control of the proposate is and the state of the control of the proposate is and the state of the control of the proposate is and the state of the control of the proposate is and the state of the control of the proposate is and the control of the proposate is anot of the control of the control of the control of the control of		CONTACT	Gilbert F	inriquez	Michael C.	Montalvo	Joshua	Belgum	Noel M	unoz Jr.	Jorge	ionzalez
Interference interpretation and improved in manifolding the project, the and interference and the protection of the manifolding the project, the analysis of the project interpretation and approach on the project, the analysis of the project interpretation and approach on the project, the analysis of the project interpretation and approach on the project interpretatio		The Respondent's proposed personnel. (up to 8 points) -a. Provide resumes of the Respondent's team that will be directly involved in the project. The	7		7		7		9		7	
or the control of the		resume must include experience in similar projects, number of years with the firm and city of residence.  J. Describe the major assignment and the nervorn of time each team will be involved in the	7		7		9		7		7	
Above the fet reproduct state of the control for the control for the control for the control for the control fet reproduct state of the project reproduct state of the p	S		7	7	7	8.9	9	6.2	9	6.4	7	7
Leave, the conjugate the project control for the project control for the conjugate that the project control for the project co		Certified Construction Manager through the Construction Management Association of America (CMAA) or similar.  -d. Within 24 hours after the proposal delivery date and time, provide a list of key	7		9		9		7		7	
the circuit from to be circuit from the circuit		subcontractors to be used including a list of five projects recently completed by each subcontractor.	7		7		9		9		7	
the refresh the state of the complexity which the state of the complexity of the state of the complexity which the state of the complexity of the state of the complexity which the state of the complexity of the complexity of the state of the complexity of the complexity of the s	<u> </u>		7		7		7		7		7	
wompay cannot be deal and several property of the control property of the cont		~~	7		7		7		7		7	
the and description of all contraction projects currently under contract including 6 of the project of the proj	9		9	9.9	7	7	7	7	7	8.9	7	7
Dominand Interlatives Completing statements, profitably, unified sets Analysis or current francial statements, britishing and Delivery Schedule.  5		resolution.  - Provide a list and description of all construction projects currently under contract including hash cost and star and end dates.	9		7		7		7		7	
oundern's regunization and approach to the project.  5		-d. Attach a Dunn and Bradstreet Analysis or current financial statements, preferably audited.	7		7		7		9		7	
Sound base of the project approach   Sound base assument of the project and how do you plan   Sound base assument of the project and how do you plan   Sound base assument of the project   Sound base assistance will you require from STCT   Sound base assistance will you require from STCT   Sound base assistance will you require from STCT   Sound base		The Demondent's correspondent and asserted to the assigne	5		5		S		5		5	
the avork schedule with heyer appearationes.  5		The respondents organization and approach to the project. (up to 6 points)	5		5		5		5		5	
but an anticipate difficulties in serving STC and how do you plan  5.07  5.07  5.07  5.08  5.07  5.08  5.07  5.08  5.07  5.08  5.07  5.08  5.07  5.08  5.07  5.08  5.07  5.08  5.07  5.08  5.09  5.07  5.08  5.07  5.08  5.09  5.07  5.08  5.09  5.09  5.09  5.09  5.00	7		5	5	4	4.4	4	4.6	4	4.4	4	4.8
Soft		-c. Do you anticipate difficulties in serving STC and how do you plan to manage these? What assistance will you require from STC?	5	•	4		5		4		5	
Soft on Residue to RFP Section 4, Pricing and Delivery Schedule.         5.07         5.88         7         5.88         7         5.88         6.3           Soints)         5.07         5.88         5.88         7         7         5.88         6.3           Soints)         5.07         5.88         7         7         5.88         6.3           sc on the ability of the district to comply with laws and rules         0         1         0         1 <td></td> <td>to manage areae. That assistance will you require none of the</td> <td>5</td> <td></td> <td>4</td> <td></td> <td>4</td> <td></td> <td>4</td> <td></td> <td>5</td> <td></td>		to manage areae. That assistance will you require none of the	5		4		4		4		5	
ondent's time frame for completing the project.  5.07  5.07  5.07  5.08  5.07  5.08  5.08  5.08  5.08  5.08  5.08  5.08  5.08  5.08  5.08  5.09  5.09  5.09  5.09  5.00  1  0  1  0  1  0  1  0  1  0  1  0  1  0  1  0  1  1			5.07	•	5.88		7		5.88		6.3	
onints)         5.07         5.88         5.88         7         7         5.88         7         5.88         6.3           to RFP Section 4, Pricing and Delivery Schedule.         5.07         5.88         7         7         5.88         7         5.88         6.3           school on the ability of the district to comply with laws and rules         0         1         0         1		The Respondent's time frame for completing the project.	5.07	•	5.88		7		5.88		6.3	
Since the ability of the district to comply with laws and rules   Since     Since	∞		5.07	5.07	5.88	5.88	7		5.88	5.88	6.3	6.3
cc on the ability of the district to comply with laws and rules         5.07         5.88         7         5.88         6.3           o historically underutifized businesses.         0         1         0         1         0         1			5.07	•	5.88		7		5.88		6.3	
$ \begin{array}{c ccccccccccccccccccccccccccccccccccc$			5.07		5.88		7		5.88		6.3	
$ \begin{array}{c ccccccccccccccccccccccccccccccccccc$			0	•	1		0		1		1	
$\begin{array}{c ccccccccccccccccccccccccccccccccccc$		The impact on the ability of the district to comply with laws and rules	0		1		0		1		1	
ALUATION POINTS         0         1         0         1         0         1         2         2         2         2         2	6		0	0	1	-	0	0	1	п	-	-
ALUATION POINTS         0         1         0         1         1         1         1         1         1         1         1         1         1         1         1         1         1         1         1         1         2         2         4         3         7         1         7         1         7         1         1         1         1         1         1         1         2         2         4         3         2         4         5         2         4         5         4         5         4         5         4         5         4         5         4         5         4         5         4         5         6         4         5         6         4         5         6         6         7         6         7         6         7         6         7			0	•	1		0		1		1	
ALUATION POINTS         81.96         82.07         78.35         77.17           3         2         4         5			0		1		0		1		-	
3 2 4	Τ	OTAL EVALUATION POINTS	81.	96	82.	.07	78	.35	77	.17	92	.00
	2	ANKING	3			2		4		5		

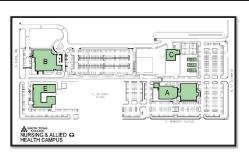
The Director of Purchasing has reviewed all the responses and evaluations completed.

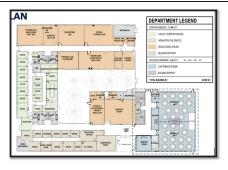




Project Name:	Dr. Ramiro R. Casso	Nursing and Allied He	ealth Campus - Health	Science Professions	Building E			Project No.	. 2023	-020C
Funding Source(s):	Unexpended Plant Fu	und								
· · · ·	·	*Original	Revised		FY 22-23 FY 22-23 Actual	Variance of Project Budget vs. Actual		FY 23-24 <u>FY 23-24</u> Actual	Variance of Project Budget vs. Actual	
		Project Budget	Project Budget	Project Budget	Expenditures	Expenditures	Project Budget	Expenditures	Expenditures	
Construction:		\$ 4,000,000.00	\$ 6,169,052.50		\$ -	\$ -	2,500,000.00		\$ 2,500,000.00	
Design:		\$ 400,000.00	443,500.00				250,000.00		250,000.00	
Miscellaneous:		\$ 120,000.00	131,000.00				5,000.00	498.51	4,501.49	
FFE:		\$ 240,000.00	277,000.00				.,		-	
Technology:		\$ 240,000.00	277,000.00						_	
Total:		\$ 5,000,000.00	\$ 7,297,552.50	\$ -	\$ -	\$ -	\$ 2,755,000.00	\$ 498.51	\$ 2,754,501.49	1
		+ -,,	+ 1,201,002.00	*	•	*	, ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	,	7 -,10 1,002.10	1
* Pending Architect's Pr	obable Cost for Cor	nstruction								1
					FY 24-25			FY 25-26		
					FV 3 4 3 5	Variance of		FV 25 26	Variance of	T-4-1
					FY 24-25	Project Budget		FY 25-26	Project Budget	Total Actual
				Project Budget	Actual Expenditures	vs. Actual Expenditures	Project Budget	Actual Expenditures	vs. Actual Expenditures	Expenditure To Date
Construction:				\$ 4,433,000.00	_xpciluitures	\$ 4,433,000.00		Experiences	\$ 5,140,880.00	
Design:				443,500.00	398,182.07	45,317.93	66,525.00		66,525.00	
Miscellaneous:				131,000.00	7,658.92	123,341.08	87,000.00		87,000.00	
FFE:				277,000.00	.,030.32	277,000.00	-		-	- 0,137.5
Technology:				277,000.00		277,000.00	_		_	1 _
Total:				\$ 5,561,500.00	¢ 40E 940 00	\$ 5,155,659.01	\$ 5,294,405.00	ć	\$ 5,294,405.00	\$ 406,339.5
. • • • • • • • • • • • • • • • • • • •	Project Te	am		\$ 3,301,300.00	y 403,040.33	\$ 3,133,035.01	Board Status	· -	÷ 3,234,405.00	y 400,339.3
Approval to Solicit	-						200.4 364643	Contract	Actual	
Architect/Engineer:	7/25/2023			Board Approval of Schematic Design	02/25/2025		Vendor	Amount	Expenditures	Variance
Architect/Engineer:	goERO International,	IIC		outermatic Design			goERO International	\$ 406,563.75	\$ 398,182.07	\$ 8,381.6
	8	, ===					TBD	\$ -	\$ -	\$ -
Contractor:	TBD						IBD	ý -	· -	· -
				Substantial Completion	TBD		Board Acceptance	TBD		
STC FPC Project Manager:	David Valdez			Final Completion	TBD		Board Acceptance	TBD		
				Time completion						
Design, renovation, and exp	Project Description of an existing the	•	al Workforco	Ponovation of the	victing 21 066 a	nd 6 900 ovnamic	Project Scope  n to provide classroom	of office spaces	and awant contact fo	r the Pegional
Development Healthcare C		acility for the Region	al Workforce	Workforce Develop			i to provide classroom	is, office spaces, a	ina event center ic	r the Regional
			II.	Projected	Timeline		11			
Board Approval to	Board Approval of	Board Approval	of Board Approva	Construction Start	Roard A	Approval of	Board App	roval of		
Solicit Architect/Engineer	Architect/Engineer	Schematic Desig		Date		Completion Date	Final Comple		FFE Completi	on of Move In
7/25/2023	5/28/2024	2/25/2025	9/23/2025	10/31/2025		24/2026	12/22/			2/2025
<u> </u>				ject Calendar of Expe		•			· · · · · · · · · · · · · · · · · · ·	
Fiscal Year	Constr	uction	Design	Miscella	neous	FFE	Tec	h	Projec	t Total
2022-23	Consti	-	20.5	·	-	-	100	-	\$	-
2023-24		-	,		498.51	-		-	\$	498.
2024-25		-	398,182.07	,	7,658.92	-		-	\$	405,840.
2025-26		-		-	-	-		-	\$	
Project Total	\$	-	\$ 398,182.07	\$	8,157.43	\$ -	\$	-	\$	406,339.

09/03/2025 Facili Center Building E





FPC Project Manager <u>David A. Valdaz</u>

FPC Director Rollet 5. Doorey

### **Consent Agenda:**

e. Approval on Contracting Construction Services for the Dr. Ramiro R. Casso Nursing and Allied Health Campus East Building A Renovation of Radiology Lab to Multipurpose Skills Lab and Community Pharmacy Lab

Purpose

To contract construction services for the project.

### Justification

On April 22, 2025, the Board of Trustees approved the solicitation of construction services for the project.

The project consists of renovating the existing Radiology lab to a Multipurpose Skills Lab for instruction, and renovating the Community Pharmacy Lab on the 3<sup>rd</sup> floor to meet American Society of Health-System Pharmacists / Accreditation Council for Pharmacy Education (ASHP/ACPE) standards for accreditation.

The proposed scope of work is summarized as follows:

- Renovation and conversion of the Radiology Lab
  - o Total Renovation Space 1,278 sq. ft.
- Renovation of the Community Pharmacy Lab on 3<sup>rd</sup> Floor
  - o Total Square Feet = 1,373 sq. ft.
  - o Spaces to Include:
    - Large Pharmacy Lab
    - Pharmacy Prep Area
    - Pharmacy Storage

## Enclosed Documents

Appendix A – RFP Solicitation Information

Appendix B – Project Presentation

Appendix C – Ranking and Evaluations of Respondents

Appendix D – Fact Sheet

### **Funding**

The total estimated cost of the Dr. Ramiro R. Casso Nursing and Allied Health Campus East Building A Renovation of Radiology Lab to Multipurpose Skills Lab Project 2023-003C, including construction, design, miscellaneous, FFE, and technology, is \$161,640.

	Total	\$161,640
•	Technology	10,320
•	FFE	10,320
•	Miscellaneous	3,500
•	Design	12,500
•	Construction	\$125,000

The total estimated cost of the Dr. Ramiro R. Casso Nursing and Allied Health Campus East Building A Community Pharmacy Lab Renovations Project 2025-005C, including construction, design, miscellaneous, FFE, and technology, is \$355,607.

Construction \$274,600
 Design 27,460
 Miscellaneous 6,865

FFE 23,341
 Technology 23,341
 Total \$355,607

The funds are available in the Unexpended Construction Plant Fund for use in FY 2025 – 2026.

**Staff Resource** 

Ricardo de la Garza, Executive Director for Facilities Planning &

Construction

Mary Del Paz, Vice President for Finance and Administrative

Services

Recommendation

The Committee recommended Board approval to authorize contracting construction services with CRC Development & Construction Co., LLC. in the amount of \$265,320.00 for the Dr. Ramiro R. Casso Nursing and Allied Health Campus East Building A Renovation of Radiology Lab to Multipurpose Skills Lab and Community Pharmacy Lab project as presented.

## Appendix A

**RFP Solicitation Information** 

Advertised on	July 23, 2025 and July 30, 2025
RFP Responses Due	August 14, 2025
RFP Issued To	Seven (7) Vendors
Responses Received From	Six (6) Responses
Responses Reviewed By	Facilities Operations & Maintenance, Facilities Planning & Construction, and Purchasing Departments

## Appendix B

Project Presentation followed in the packet.

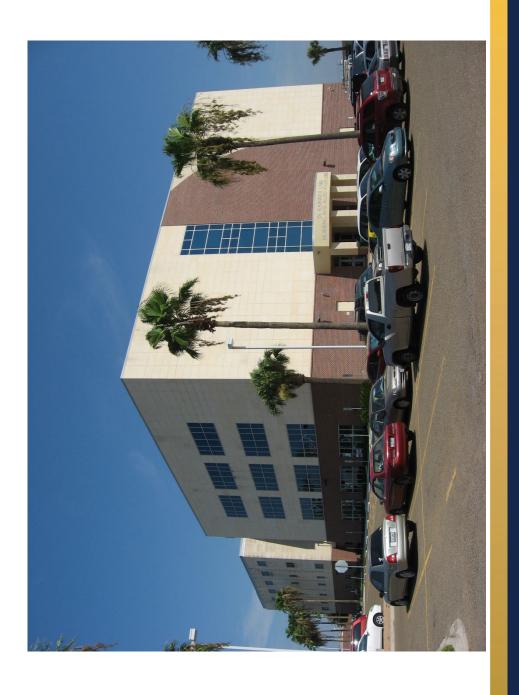
## Appendix C

Ranking and Evaluations of Respondents followed in the packet.

## Appendix D

Fact Sheet followed in the packet.



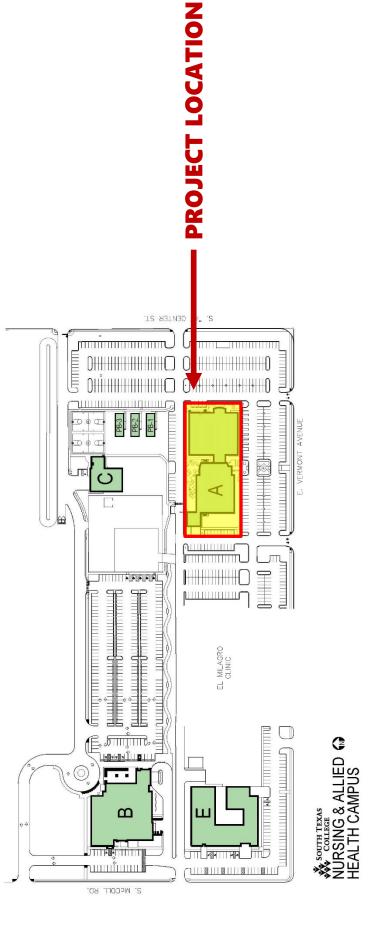


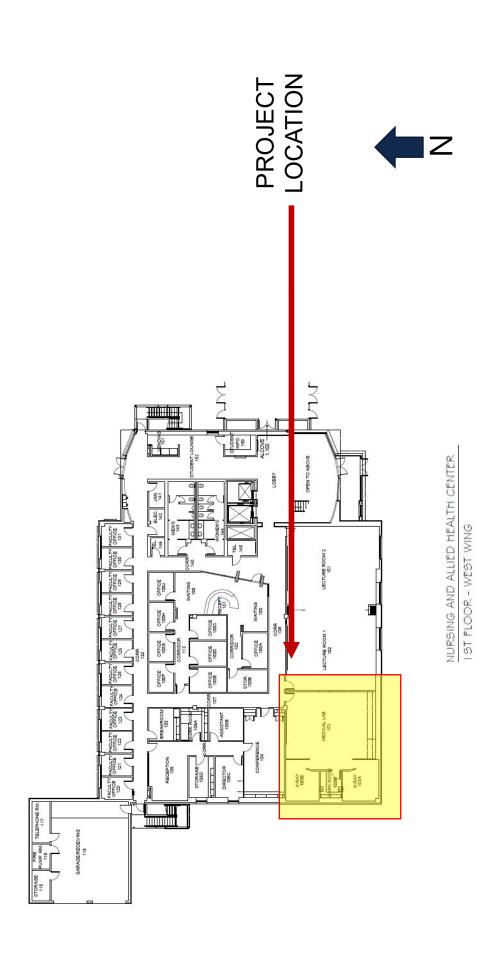
# NURSING AND ALLIED HEALTH CAMPUS

East Building A Renovation of Radiology Lab to Multidisciplinary Skills Lab 2023-003C



# PROJECT LOCATION







## **MULTIPURPOSE SKILLS LAB** PROJECT LOCATION RADIOLOGY LAB TO







East Interior View

West Interior View





## Requested By

Nursing and Allied Health Department

## **Scope of Work**

Renovation of existing Radiology Lab Space to a multi purpose instructional skills lab for hands on training.

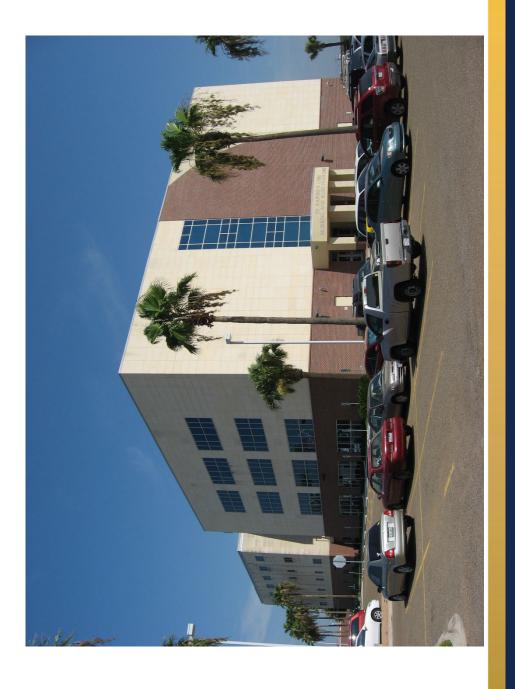
- Total Square Feet = 1,278 s.f.
- Renovation to Include:
- Demolition of Two X-Ray Rooms and One Dark Room
  - New Flooring and Wall Base, New Ceiling, Paint Existing Walls

# **Estimated Total Project Budget**

Formigred Total I Tolert Dunger	בכר בממקבו
Construction	\$ 125,000
Design	12,500
Miscellaneous	3,500
FFE	10,320
Tech	10,320
Total Project Budget	\$ 161.640



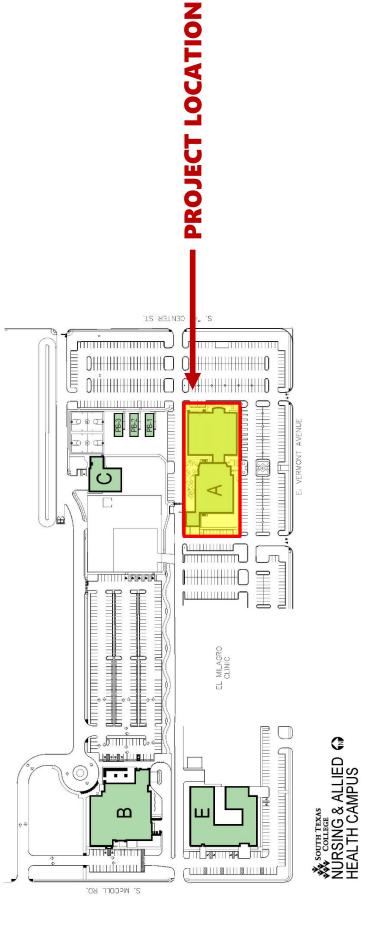
# PROJECT SCOPE & BUDGET

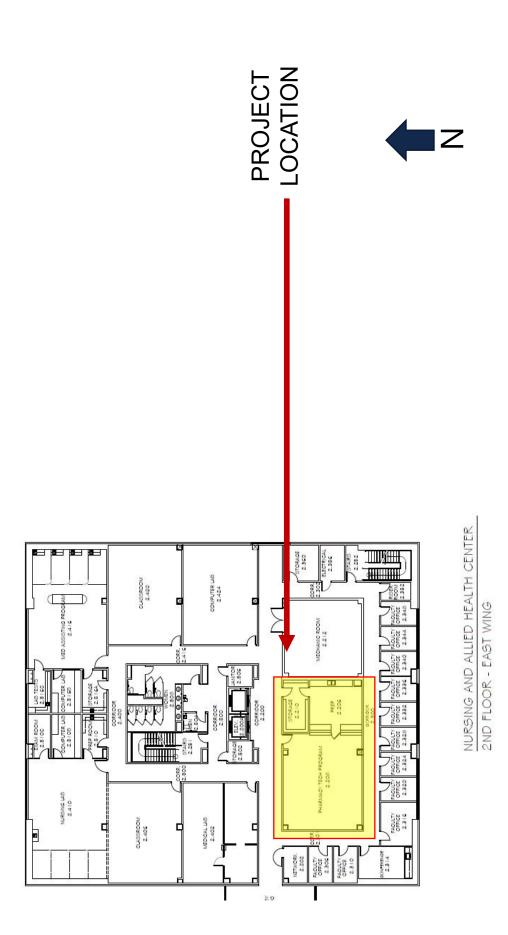


## **NURSING AND ALLIED HEALTH CAMPUS Community Pharmacy Lab Renovation** 2025-005C



# PROJECT LOCATION





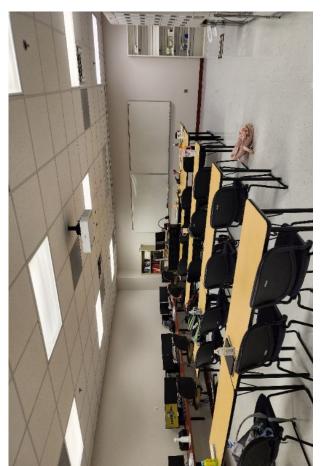


## **COMMUNITY PHARMACY LAB** PROJECT LOCATION









West Interior View





## COMMUNITY PHARMACY LAB FLOOR PLAN

## Requested By

Nursing and Allied Health Department

## Scope of Work

Renovation of existing Community Pharmacy Lab and Pharmacy Technology Lecture area in NAHA 2.206 & 2.208 to include 1 large Community Pharmacy Lab for 8 students, 1 instructor, and 1 lab assistant to work in community pharmacy simulation simultaneously.

Total Square Feet = 1,373 s.f.

2.206 317 s.f.2.208 888 s.f.2.210 168 s.f.

Spaces to Include:

Large Pharmacy Lab

Pharmacy Prep area

Pharmacy Storage

# **Estimated Total Project Budget**

Construction	\$ 274,600
Design	27,460
Miscellaneous	6,865
FFE	23,341
Tech	23,341
<b>Total Project Budget</b>	\$ 355,607



## PROJECT SCOPE

SOUTH TEXAS COLLEGE
NURSING AND ALLIED HEALTH CAMPUS EAST BUILDING A RENOVATION OF RADIOLOGY LAB TO MULTI-PURPOSE SKILLS LAB AND COMMUNITY PHARMACY LAB
PROJECT NO. 24-25-1071

	VENDOR NAME	8/A Builders, LLC.	Celso Gonzalez Construction, Inc.	CRC Development & Construction Co., LLC.	EB Merit Construction	Holchemont, Ltd.	NM Contracting, LLC.
	ADDRESS	1301 Cedro St	614 N Conway Ave	2016 S 45th St	505 E Interstate 2	900 N Main St	2022 Orchid Ave
	CITY/STATE/ZIP	Penitas, TX 78576	Mission, TX 78572	McAllen, TX 78503	Pharr, TX 78577	McAllen, TX 78501	McAllen, TX 78504
	PHONE	956-627-1327	956-585-3848	208-972-1192	956-601-0336	956-686-2901	956-631-5667
	FAX		956-585-7773			956-686-2925	
	CONTACT	Arnoldo Ochoa	Celso Gonzalez, Jr.	Carlo Cantu	Aurelio Turrubiates	Michael C. Montalvo	Noel Munoz, Jr.
41	# Description	Proposed	Proposed	Proposed	Proposed	Proposed	Proposed
1	Radiology Lab Renovation to Multi- Purpose Lab Base Proposal	\$ 288,000.00	\$ 169,900.00	\$ 132,660.00	\$ 157,721.00	\$ 145,000.00	\$ 155,700.00
(4	Community Pharmacy Lab Renovation Base Proposal	\$ 380,000.00	\$ 212,100.00	\$ 132,660.00	\$ 151,535.00	\$ 298,000.00	\$ 183,100.00
ж	Begin Work Within	10 Working Days	10 Working Days	10 Working Days	3 Working Days	10 Working Days	10 Working Days
4	Completion of Work Within	127 Calendar Days	150 Calendar Days	150 Calendar Days	90 Calendar Days	100 Calendar Days	120 Calendar Days
T	TOTAL PROJECT AMOUNT	\$ 668,000.00	\$ 382,000.00	\$ 265,320.00	\$ 309,256.00	\$ 443,000.00	\$ 338,800.00
Τ	TOTAL EVALUATION POINTS	60.42	74.11	88.06	85.80	73.65	78.64
2	RANKING	9	4	1	2	S	3

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

SOUTH TEXAS COLLEGE
NURSING AND ALLIED HEALTH CAMPUS EAST BUILDING A RENOVATION OF RADIOLOGY LAB TO MULTI-PURPOSE SKILLS LAB AND COMMUNITY PHARMACY LAB
PROJECT NO. 24-25-1071
EVALUATION SUMMARY

VENDOR NAME	8/A Builders, LLC.	ers, LLC.	Celso Gonzalez Construction, Inc	onzalez ion, Inc.	CRC Development & Construction Co., LLC.	opment & Co., LLC.	EB Merit C	EB Merit Construction	Holchemont, Ltd.	ont, Ltd.	NM Contracting, LLC.	cting, LLC.
ADDRESS	1301 Cedro St	edro St	614 N Conway Ave	way Ave	2016 S 45th St	45th St	505 E In	505 E Interstate 2	900 N Main St	Aain St	2022 Orc	2022 Orchid Ave
CITY/STATE/ZIP	Penitas, TX 78576	X 78576	Mission, TX 78572	X 78572	McAllen, TX 78503	FX 78503	Pharr, T	Pharr, TX 78577	McAllen, TX 78501	TX 78501	McAllen,	McAllen, TX 78504
PHONE	956-627-1327	7-1327	956-585-3848	5-3848	208-972-1192	2-1192	09-956	956-601-0336	956-686-2901	5-2901	956-631-5667	1-5667
FAX			956-585-7773	5-7773					956-686-2925	5-2925		
CONTACT	Arnoldo Ochoa	Ochoa	Celso Gonzalez, Jr.	zalez, Jr.	Carlo Cantu	Cantu	Aurelio T	Aurelio Turrubiates	Michael C. Montalvo	Montalvo	Noel Munoz, Jr.	ınoz, Jr.
	17.87		31.25		45		38.6		26.95		35.24	
	17.87		31.25	· ·	45		38.6		26.95		35.24	
The Respondent's price proposal. (up to 45 points)  -a. Refer to RFP Section 4, Pricing and Delivery Schedule.	17.87	17.87	31.25	31.25	45	45	38.6	38.6	26.95	26.95	35.24	35.24
	17.87		31.25		45		38.6		26.95		35.24	
	17.87		31.25		45		38.6		26.95		35.24	
The Respondent's experience and reputation. (up to 10 points)	<i>L</i>		8		8		7		8		7	
- rrown on manner or curren company empower.  - Provide dulla amounts for each project contracted in the past twenty four months.  - Provide number of years your company has been in business.	~		7		6		6		6		9	
-d. Are there currently or in the past two years, any judgements, chaims, arbitration receipting coloring and past two years and provided and past two regarization or its officers?	8	7.6	8	∞	8	8	∞	8.2	8	8.2	7	7
<ul> <li>Provide a customer refore let of the Set han five () organizations from whom your organization has previously provided services of equal type and scope within the past five (s) years as requested in the RFP. Reference list is to include company name, contact person,</li> </ul>	7		8		7		∞		8		7	
erepaione namer and description of the project references will be connacted as part of this evaluation.	8		6		8		6		8		8	
The quality of the Respondent's goods or services, (up to 10 points)	7		8		8		7		8		7	
<ul> <li>a. Describe your company's quality control program.</li> <li>b. Explain the methods used to maintain quality control in the construction project.</li> <li>c. Describe commands are necessed for addressing warmants claims.</li> </ul>	8		8		8		6		6		8	
-d. Describe the experience of key personnel responsible for maintaining quality control.	8	7.4	8	8.2	8	8.2	8	8.2	8	8.4	7	7.4
<ul> <li>Fronte examples of past 81 L construction projects or other similar projects. (all respondents will receive an minimum of 3 points for item (e) unless it is determined that past performance bond is poor). Reference for similar projects will be contacted</li> </ul>	<i>L</i>		8		8		8		8		7	
and responses will be considered as part of this evaluation.	L		6		6		6		6		8	
The Respondent's safety record. (up to 5 points)	4		4		4		4		4		4	
<ul> <li>-a. Provide copy of your company's safety program or describe how job site safety is managed. Include safety policies which employees must be in</li> </ul>	5		4	· I	4		5		4		4	
compliance with.  4	4	4	4	4	4	3.8	3	4	4	4	4	4
(3) most recent annual insurance-year ratings? -c. Have you had any OSHA fines within the last three (3) years? If yes,	3		4		4		4		4		4	
provide details.	4		4		3		4		4		4	

SOUTH TEXAS COLLEGE
NURSING AND ALLIED HEALTH CAMPUS EAST BUILDING A RENOVATION OF RADIOLOGY LAB TO MULTI-PURPOSE SKILLS LAB AND COMMUNITY PHARMACY LAB
PROJECT NO. 24-25-1071
EVALUATION SUMMARY

JWYN GUUNAA	O/A Buildow 11	011	Celso Gonzalez	onzalez	CRC Deve	CRC Development &	FD Mowit	GD Mawit Construction	Holohomont Itt	b+ I +00	NM Contracting 11C	O LI
	Ping C/S	as, ppc.	Onigina	non, me.	Olon nello		O IIIOMI GT	manananan	Hololicii	OIII, LIU.	TAIN COININ	curg, rrc.
The Respondent's proposed personnel. (up to 8 points) -a. Provide resumes of the Respondent's team that will be directly involved in the project. The	7		7		7		7		7		7	
resume must include experience in similar projects, number of years with the firm and city of residence.  1. Passidence.  2. Passidence are projected as a property of time and the income of time and time	7		7		7		∞		7		9	
consecution are project assignment and use percent of time constraint and or universe in the percent project.  5 project.  6. Provide list of member(s) on your staff, directly involved in managing the project, who are	9	9.9	7	7.2	7	9.9	L	7.2	7	8.9	9	8.9
Certified Costruction Manager through the Construction Management Association of America (CMAA) or similar.  d. Within 24 hours after the proposal delivery date and time, provide a list of key	9		7		9		7		7		7	
sub-contractors to be used including a list of five projects recently completed by each sub-contractor.	7		8		9		7		9		8	
The Respondent's financial capability in relation to the size and scope of the project. (up to 8	7		7		<i>L</i>		L		7		7	
pomis) -a. Attach a leter of intent from a surety company indicating your company's ability to bond for the entire construction cost of the project and total bonding limitation.	9		9		9		8		7		7	
b. Is your company currently in default on any loan agreement or financing agreement with any bank, financial institution or other entity? If yes, provide details and prospects for	7	8.9	7	8.9	9	9.9	9	7.2	7	7.2	7	7
resolution.  -c. Provide a list and description of all construction projects currently under contract including total cost and stars and end dates.	9		9		9		L		7		9	
-d. Atnech a Dum and Bradstreet Analysis or current financial statements, preferably audited.	8		8		8		8		8		8	
The Decondante amonization and annovable to the morian	5		5		5		5		5		5	
(up to 6 points)	5		4		4		9		9		5	
7 -a. Provide a statement of the project approachb. Submit a work schedule with key dates and milestones.	5	4.4	5	4.6	5	4.8	5	5.4	5	5.2	5	5.2
-c. Do you anticipate difficulties in serving STC and how do you plan	4		4		5		5		5		5	
to manage these: what assistance will you require from 51 C:	3		5		5		9		5		9	
	4.75		4.06		4.06		7		5.9		5	
The Respondent's time frame for completing the project.	4.75		4.06		4.06		7		5.9		5	
8 (up to 7 points)	4.75	4.75	4.06	4.06	4.06	4.06	7	7	5.9	5.9	5	5
-a. Keter to KFP Section 4, Pricing and Delivery Schedule.	4.75		4.06		4.06		7		5.9		5	
	4.75		4.06		4.06		7		5.9		5	
	1		0		1		0		1		1	
The impact on the ability of the district to comply with laws and rules	1		0		1		0		1		1	
relating to historically underutilized businesses.  (up to 1 point)	1	1	0	0	1	1	0	0	1	1	1	1
	1		0		1		0		1		1	
	1		0		1		0		1		1	
TOTAL EVALUATION POINTS	60.42	42	74.11	11	88	90.88	85.	85.80	73.65	65	78.64	64
RANKING	9		4					2	5		3	

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



FPC Project Manager Martin Muneal

### **Project Fact Sheet** 9/4/2025

SOUTH TEXAS COLLEGE				,	9/4/2025					
	Nursing and Allied He	ealth Campus - Reno	vation of Radiology	Lab to Multipurpo	se Skills Lab			Project No.	. 2023	3-003C
Funding Source(s):	Unexpended Constru	ction Fund						-		
					FY 24-25 FY 24-25	Variance of Project	" ■	FY 25-26 FY 25-26	Variance of Project Budget	Total Actua
				Total Project Budget	Actual Expenditures	Budget vs. Actual Expenditures	Total Project Budget	Actual Expenditures	vs. Actual Expenditures	Expenditures Date
Construction:				\$ 125,000.00		\$ 125,000.00			\$ 160,000.00	\$ -
Design				12,500.00	10,620.00	1,880.00	2,880.00	-	2,880.00	10,620
Miscellaneous:				3,500.00	620.21	2,879.79			2,750.00	620
FFE:				10,320.00		10,320.00			10,320.00	
Гесhnology: Г <b>otal:</b>				10,320.00 \$ 161,640.00		10,320.00 \$ <b>150,399.79</b>			10,320.00 \$ <b>186,270.00</b>	\$ 11,240
				Ţ 101/0 10100	¥ 11/2 10121	¥ 130,055.115	100,270,000		Ţ 100,270.00	Ų 12/2 IV
	Project Team						Board Status	Contract	Actual	
Approval to Solicit :	9/24/2024			Board Approval of Schematic	4/22/2026		Vendor  Boulthinghouse Simpson Gates	Amount	Expenditures	Variance
Architect/Engineer:	Boulthinghouse Simpson Gates Architects			Design			Architects TBD	\$ 14,850.00	\$ 10,620.00	\$ 4,230 \$
Contractor:	TBD									
				Substantial Completion	TBD		Board Acceptance	TBD		
STC FPC Project Manager:	Martin Villarreal			Final Completion	TBD		Board Acceptance	TBD		
	Project Descript	ion					Project Scope			
Renovation of existing Radiation ands on training.	on Lab Room 103 to a m	iulti purpose instruct	onal skills lab for			Room 103 to a multi p	urpose instructional ski	lis lab for nands on	training.	
			T.	Proje	ected Timeline				1	
Board Approval to Solicit Architect/Engineer	Board Approval of Architect/Engineer Schematic Design Contractor			Construction Start Date		Approval of Completion Date	Board App Final Compl		FFE Complet	ion of Move In
9/24/2024	11/26/2024 4/22/2025 9/23/2025			10/22/2025	4/	/28/2026	5/26/2			5/2026
				Project Calendar o	f Expenditures by F	Fiscal Year			1	
Fiscal Year 2024-25	Constr	uction	Design 10,620.00		llaneous 620.21	FFE -	Teo	h -	Proje	ct Total 11,240
2025-26		-	-		-	-		-	\$	
Project Total	\$		\$ 10,620.00		620.21	\$ -	\$	-	\$	11,240
					nt Agenda Item					
9/09/25 Facilities Committee	Meeting - Review and F	Recommend Action o	n Construction Sen	vices for the Nursin	ng and Allied Health	Campus - Renovation	of Radiology Lab to Mu	ltipurpose Skills Lal	b Project	
					i in the second		n			
B 1	Comp				TI III				-	
A MINISTER ALLED CHEATH CAMPUS	A STATE OF THE STA	Organization of					1250		THE STATE OF THE S	RO
	Allied Health				Project Location			Existing Radiology Lab		
Nursing and Allied Health				1 Toject Location			капоюду Lab			

FPC Director Robert S. Doorwy

FPC Executive Director



FPC Project Manager

## Project Fact Sheet 9/4/2025

SOUTH TEXAS COLLEGE				9	9/4/2025						
	Nursing and Allied He	ab Renovations			Project No. 2025-005C						
unding Source(s):	Unexpended Constru	iction Fund									
Construction: Design				Total Project Budget \$ 274,600.00 27,460.00	22,950.00	Budg	nce of Project get vs. Actual penditures 274,600.00 4,510.00	6,120.00	FY 25-26  FY 25-26  Actual  Expenditures  \$ -	Variance of Project Budget vs. Actual Expenditures \$ 340,000.00 6,120.00	Total Actual Expenditures To Date \$ - 22,950.00
Miscellaneous: FFE: Technology:				6,865.00 23,341.00 23,341.00	-		6,244.81 23,341.00 23,341.00	6,104.00 23,341.00 23,341.00	-	6,104.00 23,341.00 23,341.00	620.19 - -
Total:				\$ 355,607.00	\$ 23,570.19	\$	332,036.81	\$ 398,906.00	\$ -	\$ 398,906.00	\$ 23,570.19
	Project Team							Board Status	Contract	Actual	
Approval to Solicit: Architect/Engineer:	9/24/2024  Boultinghouse Simps	on Gates Architects		Board Approval of Schematic Design	4/22/25			Vendor Boultinghouse Simpson Gates Architects	\$ 30,150.00	Expenditures  0 \$ 22,950.00	\$ 7,200.00
Contractor:	TBD			Substantial Completion	TBD			Board Acceptance	TBD		
STC FPC Project Manager:	Martin Villarreal			Final Completion	<u>TBD</u>			Board Acceptance	TBD		
	Project Descript							Project Scope			
Renovation of existing Commu NAH A 2.206 & 2.208 to includinstructor, and 1 lab assistant	le 1 large Community Ph	narmacy Lab for 8 stu	idents, 1					nacy Technology Lectur . lab assistant to work ii			
				Proj	ected Timeline						
Board Approval to Solicit Architect/Engineer 9/24/2024	Solicit Architect/Engineer         Architect/Engineer         Schematic Design         Contractor           9/24/2024         11/26/2024         4/22/2025         9/23/2025			Date 10/22/2025	Substantial	/28/2026	ion Date	Final Comple	Board Approval of Final Completion Date  5/26/2026  FFE Completion of Mo 3/15/2026		
				Toject calcilaar o	- Expenditures by I	iscai rec	ui				
Fiscal Year 2024-25 2025-26	Constr	ruction -	<b>Design</b> 22,950.00		620.19		FFE -	Tech	Tech		t Total 23,570.19
Project Total	\$	-			620.19	\$	-	\$		- \$	23,570.19
9/09/25 Facilities Committee	Mosting Povious and F	Pacammand Action a	n Construction Son		ent Agenda Item	h Campu	ıs Community	, Pharmacy Lab Ponov	ations		
9/09/25 Facilities Committee	ivieeting - Review and F	Recommend Action o	in Construction serv	vices for the <b>Nursi</b> r	ng and Allied Healt	n Campu	is - Community	y Pharmacy Lab Renova	ations		
NEWS ALIEO OPERATION		1 1 2 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0		10 So FT							
Nursing and Allied Health				Project Lo	ocation	_			Existing Pharmacy		

FPC Director Robert 5 Doors

FPC Executive Director

### **Consent Agenda:**

f. Approval on Final Completion of the Technology Campus Advanced Technical Careers Building B Atrium Ceiling Repairs

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: CCL Contracting, 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 \$42,800.

**Enclosed** Appendix A – Current Budget Status

**Documents** Appendix B – Photos

Appendix C – Final Completion Letter

Appendix D – Fact Sheet

Funding The funds for Technology Campus Advanced Technical Careers

Building B Atrium Ceiling Repairs Project 2025-027R are available in

the Unexpended Plant Fund for use in FY 2025 – 2026.

Staff Resource Ricardo de la Garza, Executive Director for Facilities Planning &

Construction

Mary Del Paz, Vice President for Finance and Administrative

Services

**Recommendation** The Committee recommended Board approval of final completion and

release of final payment with CCL Contracting, LLC. in the amount of \$1,753.61 for the Technology Campus Advanced Technical Careers

Building B Atrium Ceiling Repairs project as presented.

## Appendix A

**Current Budget Status** 

Technology Campus Advanced Technical Careers Building B Atrium Ceiling Repairs									
Construction Budget	Approved Proposal Amount	Net Total Change Orders	Current Project Cost	Previous Amount Paid	Remaining Balance				
\$42,800.00	42,800.00	\$7,298.59	\$35,501.41	\$33,747.80	\$1,753.61				

### Appendix B

Photos follow in the packet.

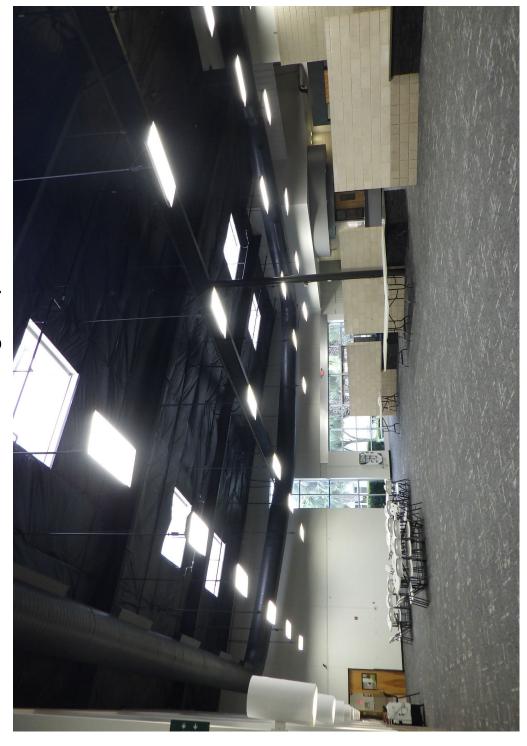
September 23, 2025 Regular Board Meeting Page 49, Revised 09/18/2025 @ 10:27 AM

Appendix C
Final Completion Letter follows in the packet.

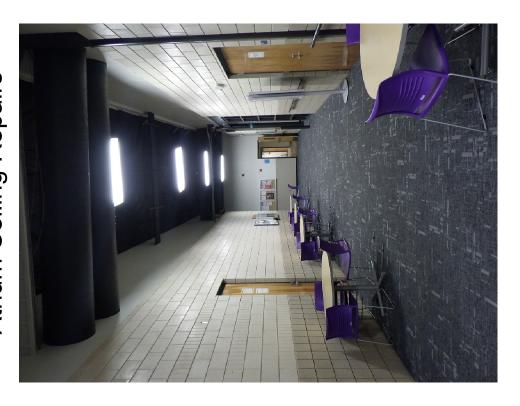
## Appendix D

Fact Sheet follows in the packet.

Technology Campus Advanced Technical Careers Building B Atrium Ceiling Repairs



Technology Campus Advanced Technical Careers Building B Atrium Ceiling Repairs





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 27, 2025

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

Re: 24-25-1046 Technology Campus Advanced Technical Careers Building B Atrium Ceiling Repairs

South Texas College Facilities Planning and Construction recommends Final Acceptance of the STC <u>Technology Campus Advanced Technical Careers Building B Atrium Ceiling Repairs</u> as of <u>August 22, 2025</u> and recommends release of final payment to CCL Contracting, 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 9/4/2025

Project Name	Technology Campus	Advanced Technical Ca	reers Building B At	trium Ceiling Repairs				Project No	. 2025	5-027R
Funding Source(s):	Renewals & Replace	ments Fund								
				<u>Total</u> Project Budget	FY 24-25  FY 24-25  Actual  Expenditures	Variance of Project Budget vs. Actual Expenditures	<u>Total</u> Project Budget	FY 25-26  FY 24-25  Actual Expenditures	Variance of Project Budget vs. Actual Expenditures	Total Actual Expenditures  Date
Construction:				\$ 60,000.00		\$ 26,252.20	\$ -	\$ -	\$ -	\$ 33,747.8
Design				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	33,747.
Miscellaneous:				\$ 1,200.00			\$ -	\$ -	\$ -	\$ 502.
FFE:				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Technology:				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	_
Total:				\$ 61,200.00		\$ 26,950.08		\$ -	\$ -	\$ 34,249.
	Project Tear	n					Board Status	<b>.</b>		
Approval to Solicit						Location		Contract	Actual	
Architect/Engineer:	N/A			Board Approval of	NA		Vendor	Amount	Expenditures	Variance
Architect/Engineer:	N/A			Schematic Design		TECH Bldg. B	CCL Contracting	\$ 42,800.00	\$ -	\$ 42,800.
Contractor:	CCL Contracting, LLC			Substantial Completion	6/12/2025		Board Acceptance	7/22/2025		
STC FPC Project Manager:	Kelly Nelson			Final Completion	8/22/2025		Board Acceptance	TBD		
	Project Descrip	tion					Project Scope	2		
his project will involve, but i iner	not limited to, replacing	s existing ceiling liner w	ith new ceiling	Need to replace exi	sting damaged ceili	ng liner in the Atr	ium area of the expos	ed ceiling.		
	T	T		Proj	ected Timeline		1			
Board Approval to Solicit Architect/Engineer	Board Approval of Architect/Engineer	Board Approval of Schematic Design	Board Approval of Contractor	Construction Start Board Approval of Date Substantial Completion Date		Final C	d Approval of ompletion Date		FFE Completion of Move In	
N/A	N/A	N/A	3/25/2025	5/15/2025	7/22,		9	9/23/2025	N	N/A
				Project Calendar o	f Expenditures by	-iscal Year				
Fiscal Year	Const	truction	Design	Miscella	neous	FFE		Tech	Projec	ct Total
2024-25		33,747.80			502.12	-		-	\$	34,249.
Project Total	\$	33,747.80	\$ -	\$	502.12	\$ -	\$	-	\$	34,249.9
				Curre	nt Agenda Item					
09/09/2025 Facilities Commi	ttee Meeting - Review	and Recommend action	n on Final Complet	tion of the Technolog	y Campus Advance	d Technical Caree	rs Building B Atrium C	eiling Repairs		
Charles Control Contro	2	OMFORMACE TO SHARE				1/4				

FPC Project Manager

Building B -Atrium

FPC Director Rollet 5. Doors FPC Executive Director

Site Plan

TECHNOLOGY CAMPUS €

Technology Campus Advanced Technical Careers Building B

# Review and Recommend Action on Contracting Architectural Services for the Pecan Plaza East Building B Renovation for Cosmetology and Police Department Project

Purpose

To contract architectural services for the project.

**Justification** 

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

The project consists of creating an area for the new Cosmetology Program. The proposed scope of work is summarized as follows:

- Design and renovation to accommodate the Cosmetology Program and expansion of the Police/Security Department
- Renovation for the Cosmetology Area 9,916 sq. ft.
- Renovation for the Security Area
  Total Renovated Space:
  4,787 sq. ft.
  14,703 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. On August 26, 2025, the Board of Trustees requested to interview the top two (2) ranked architectural firms and approved the questions to be asked at the interviews.

The scoring from the Board of Trustees Round 3 evaluations, conducted on September 22, 2025, will be tabulated, and the scoring option approved by the Board in a previous agenda item will be utilized.

# Enclosed Documents

Appendix A – Project Presentation

Note: The Evaluation Summary of the Round 3 scoring will be provided at the Board meeting.

## Funding

The total Pecan Plaza East Building B Renovation for for Cosmetology and Police Department 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

### **Total**

\$6,664,135

The funds are available in the Unexpended Construction Plant Fund for use in FY 2025 – 2026.

Staff Resource

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

Mary Del Paz, Vice President for Finance and Administrative Services

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

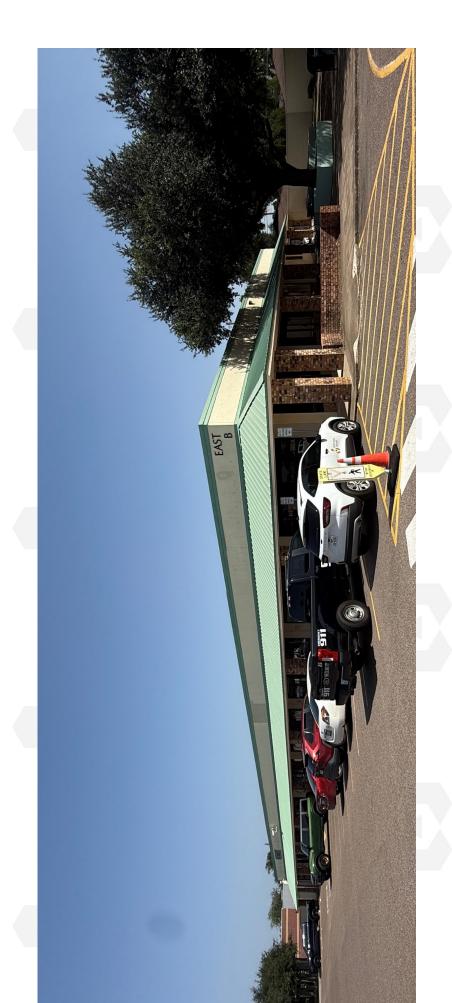
> The Board of Trustees of South Texas College approves and authorizes to contract architectural services with the highest ranked architect for the Pecan Plaza East Building B Renovation for Cosmetology and Police Department project as presented.

## **Approval Recommended:**

Dr. Ricardo J. Solis President

### Appendix A

Project Presentation follows in the packet



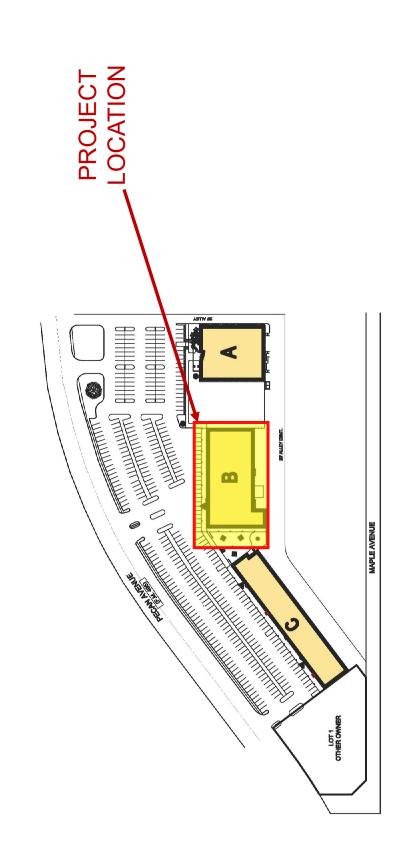


# PECAN PLAZA EAST BUILDING B RENOVATIONS RFQ-24-25-1008

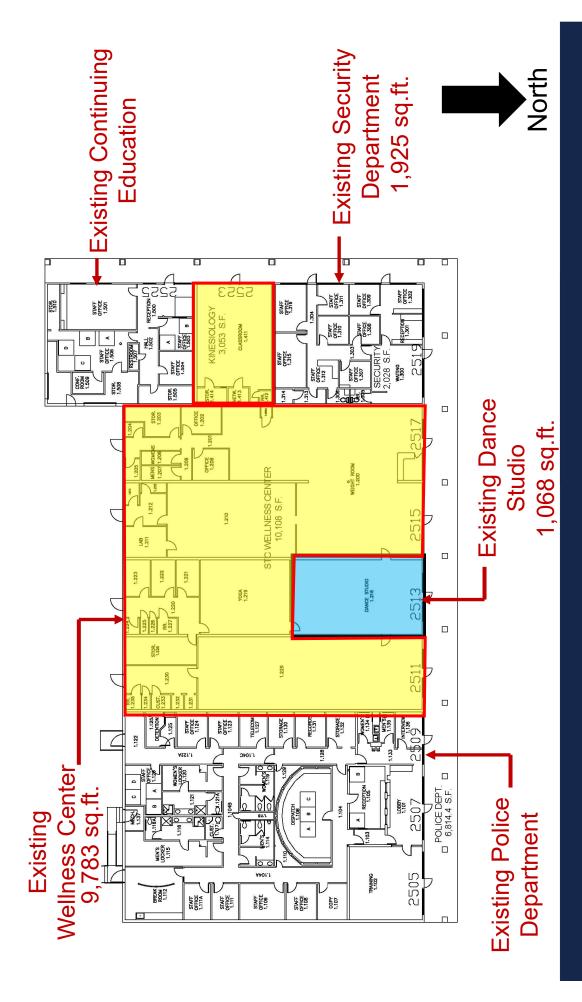
257



# PECAN PLAZA EAST BUILDING B RENOVATIONS PROPOSED SITE



# PECAN PLAZA 🚯

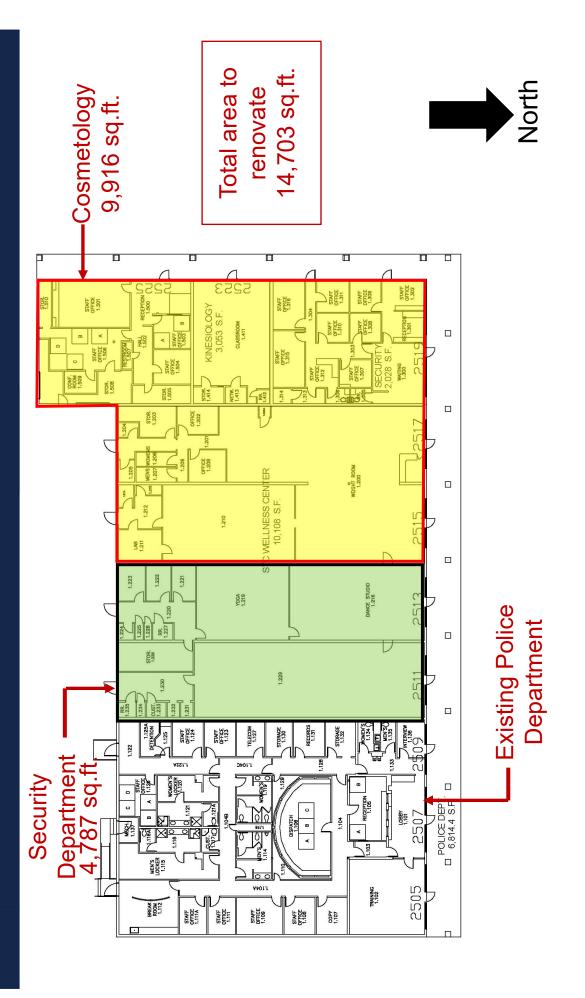




# PECAN PLAZA BUILDING B RENOVATIONS EXISTING FLOOR PLAN



# PECAN PLAZA EAST BUILDING B RENOVATIONS PROPOSED SITE



# ❖ Scope of Work – Construction & Design

Design and Renovation of existing space to accommodate the proposed Cosmetology Program and Expansion of the Police/Security Department, to include Restrooms, Storage, Supporting services and Renovation of Exterior Building Façade.

# Total Square Feet Area

Cosmetology 9,916 sq.ft.

Security 4,787 sq.ft.

Total = 14,703 sq.ft.

\*Estimated Construction Cost per Square Foot = \$350/sq.ft.

# Estimated Total Project Budget

Construction

\$ 5,146,050

# EAST BUILDING B RENOVATIONS Proposed Scope & Budget PECAN PLAZA



# Approval of Financial Reports for July 2025

Administration recommends Board approval of the financial reports for the month of July 2025.

The following financial reports have been provided under separate cover:

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

## **Approval Recommended:**

Dr. Ricardo J. Solis President

## Review of Informational Reports as of August 2025

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

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

# Update and Action as Necessary on Pending Litigation for Cause No. C-3127-25-D (Texas Government Code 551.071, Consultation with Attorney)

**Purpose** Administration will provide an update on pending litigation for Cause

No. C-3127-25-D.

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 pending litigation

for Cause No. C-3127-25-D.

# Consultation with Attorney Regarding Employee Grievance Policy, Pending Complaints, and Review of Complaints. (Texas Government Code 551.071, Consultation with Attorney)

Purpose Administration will consult with attorney regarding employee

grievance policy, pending complaints, and review of complaints.

**Recommendation** No action is needed.

# Update and Action as Necessary on Ground Maintenance Agreement (Texas Government Code 551.071, Consultation with Attorney)

**Purpose** Administration will provide an update on the Ground Maintenance

Agreement.

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 Ground Maintenance

Agreement.

# Update and Action as Necessary on Rio Grande City Debt Collection for Discrepancy on Water Billing for South Texas College Starr County Campus (Texas Government Code 551.071, Consultation with Attorney)

**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.

# Review and Discussion of Board Policies (Texas Government Code 551.071, Consultation with Attorney)

**Purpose** Administration will discuss the Board Policies in executive session.

Recommendation No Action is needed on this item.

# Review and Action as Necessary on the Board Reorganization (Texas Government Code 551.071, Consultation with Attorney)

**Purpose** Administration will discuss Board Reorganization 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 Board Reorganization.

# Discussion and Action as Necessary on Potential Litigation with Personnel (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.

# Discussion and Action as Necessary Regarding Complaints and Review Process

Purpose Administration and legal counsel recommended board action as

necessary related to complaints and the grievance review process.

Justification Legal Counsel has requested an agenda item that will permit the

Board of Trustees for South Texas College to act as necessary following an update and recommendation related to complaints and

the grievance review process.

Enclosed Documents

None

**Staff Resource** Mr. Ben Castillo, Legal Counsel

Ms. 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 is asked to approve and authorize action as necessary and upon the recommendation of legal counsel in

response to complaints and the grievance review process.

**Approval Recommended:** 

Dr. Ricardo J. Solis

President

## **Announcements**

## A. Next Meetings:

- Tuesday, October 14, 2025
  - > 3:00 p.m. Education & Workforce Development Committee
  - ➤ 4:00 p.m. Facilities Committee
  - ➤ 5:00 p.m. Finance, Audit and Human Resources Committee
- Tuesday, October 28, 2025
  - > 5:30 p.m. Regular Board Meeting

### B. Other Announcements:

- Fall Convocation will be held on Friday, September 26, 2025 at the McAllen Convention Center. Breakfast is from 8:00 AM to 10:00 AM. Program starts at 10:00 AM.
- ACCT Leadership Congress is October 22, 2025 to October 25, 2025 in New Orleans, LA.

# The following document was provided as a handout at the meeting.

# Review and Recommend Action on Contracting Architectural Services for the Pecan Plaza East Building B Renovation for Cosmetology and Police Department Project

Purpose

To contract architectural services for the project.

Justification

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

The project consists of creating an area for the new Cosmetology Program. The proposed scope of work is summarized as follows:

- Design and renovation to accommodate the Cosmetology Program and expansion of the Police/Security Department
- Renovation for the Cosmetology Area 9,916 sq. ft.
- Renovation for the Security Area 4,787 sq. ft.
- Total Renovated Space:

14,703 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. On August 26, 2025, the Board of Trustees requested to interview the top two (2) ranked architectural firms and approved the questions to be asked at the interviews.

The scoring from the Board of Trustees Round 3 evaluations, conducted on September 22, 2025, will be tabulated, and the scoring option approved by the Board in a previous agenda item will be utilized.

Enclosed Documents

Appendix A – Project Presentation

Note: The Evaluation Summary of the Round 3 scoring will be

provided at the Board meeting.

Appendix B – Evaluation Summary

Funding

The total Pecan Plaza East Building B Renovation for Cosmetology and Police Department Project 2024-005C estimated cost, including construction, design, miscellaneous, FFE, and technology, is \$6,664,135.

Construction

\$5,146,050

Design

514,605

# September 23, 2025 Regular Board Meeting Page 51, Revised 09/23/2025 @ 10:27 AM

•	Miscellaneous	128,652
•	FFE	437,414
•	Technology	437,414
	Total	\$6,664,135

The funds are available in the Unexpended Construction Plant Fund for use in FY 2025 – 2026.

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

Mary Del Paz, Vice President for Finance and Administrative Services

## Additional Information

On September 22, 2025, interviews of the top two (2) ranked architectural firms were conducted by the Board of Trustees. After the architectural firms presented on the project, the Board of Trustees evaluated the firms, and the results are included in the attached Evaluation Summary.

### 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 contract architectural services with goERO International, LLC/ dba ERO Architects the highest ranked architect for the Pecan Plaza East Building B Renovation for Cosmetology and Police Department project as presented.

Approval Recommended:

Dr. Ricardo J. Solis President

### Appendix A

Project Presentation follows in the packet

### Appendix B

**Evaluation Summary follows in the packet** 

# SOUTH TEXAS COLLEGE PECAN PLAZA BUILDING G RENOVATIONS PROJECT NO. 25-26-1008 EVALUATION SUMMARY

Evalu	VENDOR ADDRESS CITY/STATE/ZIP PHONE FAX CONTACT tation Points for Round 3 How will your design support the space	dba ERO 135 Paseo De Edinburg, 956-65 956-38 Brian O	ational, LLC. / Architects el Prado Ste 58 TX 78539 55-4655 62-6256 Godinez	Orange Made 910 Redwoo McAllen, 956-80 Carolina	d Ave Ste 10 TX 78501 0-4384
1	programming needs to meet the usage of this space, including flow of traffic, furniture options, and storage? $(0-20 \text{ points})$	20 15 19 18	18.20	20 20 10 8	14.60
2	What considerations will you undertake to support the needs of the program? $(0-20 \text{ points})$	20 18 10 20 15	16.60	18 20 20 10 15	16.60
3	What design elements will ensure the space delivers a strong, positive impact for the College? $(0-20 \text{ points})$	20 18 10 20 15	16.60	17 19 20 15 17	17.60
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)	20 15 20 18 18	18.20	15 20 13 10 15	14.60
5	What examples can you provide of comparable projects designed by your team? (0 – 20 points)		17.80	18 17 20 10 17	16.40
TOTAL EVALUATION POINTS  RANKING  The Director of Purchasing has reviewed all the responses		87.40 1		79.80 2	

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