



**SOUTH TEXAS
COLLEGE**

Board of Trustees

Regular Board Meeting

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

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

Online Copy

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

AGENDA

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

- I. Call Meeting to Order**
- II. Determination of Quorum**
- III. Invocation**
- IV. Public Comments**
- V. Update by the College President**
- VI. Consideration and Action on Consent Agenda**
 - A. Approval of Board Meeting Minutes 6 - 94
 - 1. March 25, 2025 Regular Board Meeting Minutes - UPDATED
 - 2. October 28, 2025 Public Hearing and Special Board Meeting
 - 3. October 28, 2025 Regular Board Meeting
- VII. Consideration and Action on New Items**
 - 1. Report of New Grants 95 - 96
 - 2. Presentation of the Delinquent Tax Collection Report for the Period Ending August 31, 2025..... 97 - 112
 - 3. Discussion and Action as Necessary on Inter-Institutional Agreement for the Cougar to Jaguar – Rural Scholars Pathway Between Coastal Bend College and South Texas College..... 113 - 120
 - 4. Approval of Resolution #2026-004 and Ballot Casting Votes for Members of the Hidalgo County Appraisal District Board of Directors for Calendar Years 2026 – 2029..... 121 - 123
 - 5. Approval of Resolution #2026-005 and Ballot Casting Votes for Members of the Starr County Appraisal District Board of Directors for Calendar Years 2026 – 2027 124 - 126

VIII. Consideration and Action on Committee Items

A. Education and Workforce Development Committee Items

1. Review of Presentations Prepared for Education and Workforce Development Committee 127 - 143
 - a. Presentation on the South Texas College Child Development Center
 - b. Presentation on the South Texas College and Edcouch-Elsa ISD Partnership for Non-Credit Programming
 - c. Presentation on Adult Learner Enrollment Efforts and JagReconnect Program
2. Review and Action as Necessary on Consent Agenda Items from the Education and Workforce Committee 144 - 153
 - a. Approval to Offer the Proposed Artificial Intelligence Associate of Applied Science Degree and Certificate Credentials in Fall 202

B. Finance, Audit, and Human Resources Committee Items

1. Review of Presentations Prepared for the Finance, Audit and Human Resources Committee 154 - 168
 - a. Update on Organizational Culture Climate Survey
 - b. Review and Discussion of Senate Bill 37 – An Act Relating to the Governance of Public Institutions of Higher Education
 - c. Review and Discussion of Procedures for Determining Sponsorships and Donations through External Affairs
2. Review and Action as Necessary on Consent Agenda Items from the Finance, Audit, and Human Resources Committee 169 - 170
 - a. Approval on Monte Cristo Phase II Windpower, LLC (Terra-Gen Development Company, LLC) Tax Abatement Application... 171 - 197
 - b. Review and Action as Necessary of Rescind Award of Proposal, and Approval of Purchases, Purchase Renewals, Renewals, and Interagency Agreements..... 198 - 215

Rescind Award of Proposal

- 1) Purchase and Installation of Parking Lot LED Light Poles and Fixtures – Pecan Campus and Starr County Campus

Purchases

- 2) Automotive Instructional Equipment
- 3) Automotive Training Equipment
- 4) Compact Desktop Laser System
- 5) Computers, Laptops, Tablets, and Monitors
- 6) Maintenance Parts and Lab Supplies
- 7) Mobile Firefighter Training Device
- 8) Security Cameras and Accessories
- 9) Shuttle Bus

Purchase Renewals

- 10) Case Server Software and Hardware Maintenance Support Agreement
- 11) Virtual Desktop Infrastructure (VDI) VMware Maintenance Agreement

Renewals

- 12) Financial Advisor Services
- 13) Moving Services

Interagency Agreements

- 14) State Records Inquiry Access Agreements

- c. Approval of Proposed Budget Amendment for FY 2025 – 2026 216 - 220
- d. Approval of Annual Investment Report for FY 2024 – 2025.. 221 - 223
- e. Approval on 2025 Tax Roll/Tax Levy for Hidalgo and Starr Counties 224 - 232
- f. Approval on Change Orders for Contract with Precision Task Group (PTG) / Workday..... 233
- g. Approval on South Texas College Public Transportation Agency Safety Plan 234 - 270
- h. Approval to Adopt Local Board Policy Included in Numbered Update 49..... 271 - 273
 - A. Adopt FLBC (Local) – Student Conduct: Prohibited Organizations and Hazing
- i. Approval to Adopt Local Board Policy Included in Numbered Update 49..... 274 - 289
 - A. Adopt DIAB (Local) – Freedom from Discrimination, Harassment, and Retaliation: Other Protected Characteristics
- j. Approval to Adopt Local Board Policies..... 290 - 346
 - A. Adopt CDC (LOCAL) – Accounting: Audits
 - B. Adopt DGBA (LOCAL) – Personnel – Management Relations: Employee Grievances
 - C. Adopt FB (LOCAL) – Admissions
 - D. Adopt GD – (LOCAL) Community Expression and Use of College Facilities
- 3. Review and Recommend Action on Appraisal District Allocated Cost Payments for Hidalgo County 347 - 350
- 4. Review Action as Necessary on Appraisal District Allocated Cost Payments for Starr County 351 - 354
- 5. Discussion and Action as Necessary on Proposed Parking Citation Forgiveness Program..... 355 - 364

6. Review and Discussion of College's Current Organizational Chart	365 - 366
7. Review and Discussion of Executive Leadership Succession Plan	367
8. Review and Recommend Action on Internal Audit Charter	368 - 374
9. Review and Recommend Action on Proposed Projects for Internal Auditor for FY 2025 – 2026	375 - 379
 C. Facilities Items	
1. Review and Action as Necessary on Consent Agenda Items from the Facilities Committee.....	380
a. Approval on Contracting Construction Services for the District Wide Directional Wayfinding Signage	381 - 398
b. Approval on Final Completion of the Regional Center for Public Safety Excellence Perimeter Fence	399 - 404
2. Review and Recommend Action as Necessary on the Process for the Selection of On-Call Services from Architects and Engineers	405 - 412
 IX. Approval of Financial Reports for September 2025	413
 X. Review of Informational Reports as of October 2025.....	414
 XI. Review and Action as Necessary on Executive Session Items.....	415
 A. Update and Action as Necessary Mid Valley Campus South Academic Building H Damage Insurance Payment (Texas Government Code 551.071, Consultation with Attorney)	
 B. Update and Action as Necessary on Pecan West Continuing Education and Testing Center Building A Concrete Testing Results (Texas Government Code 551.071, Consultation with Attorney)	

XII. Announcements 416

A. Next Meetings:

- Tuesday, January 13, 2026
 - 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, January 27, 2026
 - 5:30 p.m. – Regular Board Meeting

B. Other Announcements:

- The College will be closed on November 27-30, 2025 in observance of the Thanksgiving holiday.
- There will be no Committee or Board meetings in December 2025.
- Commencement Ceremonies will take place on Saturday, December 13, 2025 at the Bert Ogden Arena beginning at 10:00 AM.
- The College will be closed for Winter Break on December 18, 2025 – January 4, 2026.

Approval of Board Meeting Minutes

The following Board Meeting Minutes are submitted for approval:

- 1) March 25, 2025 Regular Board Meeting Minutes - UPDATED
- 2) October 28, 2025 Public Hearing & Special Board Meeting
- 3) October 28, 2025 Regular Board Meeting

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

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

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

**SOUTH TEXAS COLLEGE
BOARD OF TRUSTEES REGULAR MEETING
Tuesday, March 25, 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, March 25, 2025 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 5:40 p.m. with Vice-Chair, Mr. Paul Rodriguez presiding until the arrival of Chair Dr. Alejo Salinas.

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

Members absent: None.

Also present: Dr. Ricardo J. Solis, Ms. Mary Del Paz, Dr. Rodney Rodriguez, Ms. Deyadira Leal, Mrs. Myriam Lopez, Dr. Jesus Campos, Mr. Danny Montez, Ms. Carla Rodriguez, Ms. Lynda Lopez, Dr. Matt Hebbard, Mr. Luis De La Garza, Dr. Zachary Suarez, Dr. Brett Millan, Ms. Marcela Beas, Dr. Rebecca De Leon, Mr. Lucio Gonzalez, Ms. Cynthia Blanco, Mr. George McCaleb, Ms. Melissa Pena, Dr. Ali Esmaeili, Mr. Andrew Fish, Mr. Rick De La Garza, Dr. Margo Vargas-Ayala, Mr. Javier Villalobos, Ms. Alicia Correa, Ms. Yolanda Martinez, Mr. David Valdez, , Chief Ruben Suarez, and Ms. Venisa Earhart.

Determination of a Quorum

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

Invocation

Ms. Melissa Pena, Director of Valley Promise Program, 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:

- Met with Edcouch Elsa ISD Board members to discuss expansion of CE programs within their district.

- Met with several mid-valley municipality leaders to discuss developing through our Center of Advanced Training and Apprenticeship department the development of a training program.
- Met with Police Chief Victor Rodriguez from the City of McAllen's Police Department to discuss a collaborative partnership to establish an indoor shooting range.
- Completed first round of interviews for the Executive Director of Foundation and External Affairs position.

College Engagement Events:

- March 13 held the Advanced Manufacturing Career Fair and Expo at the Technology Campus.
- February 27: Hosted event of partnership with National University
- March 6: Construction Supervisors Apprenticeship Program Graduation
- Tomorrow, March 26, Binational Educational Symposium hosted by STC and a consortium of other colleges and universities, including Texas A&M University and the Universidad Autonoma de Tamaulipas.
- April 4 STEM Summit, with guest speaker Kathryn Lueders from Space X as guest speaker.

Approval of Board Meeting Minutes

The following Board Meeting Minutes were submitted for approval:

- 1) February 25, 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 on New Grants

Purpose	Mrs. Carla M. Rodriguez, Executive Director of the Office of Sponsored Initiatives, has reported the following listing of grants recently accepted by the College.
Justification	These grants have been approved and accepted by the College President, in compliance with Board Policy CAM – <i>Appropriations and Revenue Sources: Grants, Funds, Donations from Private Sources</i> , and are reported here for the Board's information and feedback to administration.
Enclosed Documents	List of the grants received.
Staff Resource	Dr. Rodney Rodriguez, Vice President of Institutional Advancement and External Affairs
Recommendation	No action was required from the Board. This item is presented for information purposes.

Grant Title: Perkins Basic Grant Program

Awarding Agency: Texas Higher Education Coordinating Board (THECB)

Amount Awarded: \$388,409

Strategic Goal #4 Alignment: Foster Student Success

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

The following presentation was delivered to the Finance, Audit, and Human Resources Committee on Tuesday, March 11, 2025:

A. Mission Economic Development Authority (MEDA) Scholarship Fund Trust with Edward Jones for Student Scholarships and Report of Funds Distributed and Awarded

Purpose	Ms. Lorena Martinez, Financial Aid Specialist, presented a report on the Mission Economic Development Authority (MEDA) Scholarship Fund Trust.
Justification	To provide the status of the MEDA Scholarship Fund Trust, including the annual obligated amount of distribution, the activity of the trust, and the distribution of MEDA scholarship funds to the students.
Enclosed Documents	Appendix A – Recap of Market Value Activity, Distributions Paid to College, and Fees of the Trust Appendix B – PowerPoint Presentation was included in the packet
Recommendation	No action was required from the Committee. This item was presented for information and feedback.

B. Update and Discussion on Revisions to FY 2024 – 2025 Employee Staffing Plan

Purpose	To provide an update on revisions to vacant or filled position(s) that were approved by the President in accordance with Policy DEA (Local) Compensation and Benefits: Compensation Plan.
Justification	<p>The revisions were initiated by College Administrators and approved by the College President. They are based on assessments of the position's duties, responsibilities, and the needs and objectives of the College department.</p> <p>These revisions are deemed critical and include changes on title and for pay grades, as appropriate to the position's duties, and are effective in the month in which the President's approval was received.</p> <p>The placement and rationale of the reclassified position(s) are included in Appendix A.</p>
Enclosed Documents	Appendix A – Reclassification of Filled or Vacant Non-Faculty Positions with Title Changes, Pay Grade Revisions, and/or Salary Adjustments and Organization Changes, Policy DEA (Local), Job Descriptions, and Organizational Charts
Funding	Funds for these reclassifications are available in the FY 2024 – 2025 salary budget, and the net effect on the FY 2024 – 2025 Salary Budget and Unrestricted Fund Budget is zero.
Staff Resource	Mary Del Paz, Vice President for Finance and Administrative Services Dr. Zachary Suarez, Executive Director for Human Resources and Talent Development
Recommendation	No action was required from the Committee. This item was presented for information only.

C. Update on Student Workday Scope of Work and Budget Amendment

Purpose	Cynthia Blanco, Dean of Enrollment Systems and Registrar, provided an update on the initial steps on the implementation of the Workday Student Enterprise Resource Planning (ERP) System.
Justification	<p>At the September 12, 2023, Public Hearing and Special Board Meeting, the Board of Trustees approved the purchase of the Enterprise Resource Planning System, Workday.</p> <p>Administration is providing an update on the College's (ERP) System for Student.</p>

On Tuesday, March 11, 2025, a preliminary report was provided to the Finance, Audit, and Human Resources Committee, with further details to be provided to the Board of Trustees.

At the time of publication, the detailed update was not yet ready for distribution. Administration will provide an update at the March 25, 2025 Regular Board Meeting.

Enclosed Documents

Appendix A – Student Your Way Project Timeline

Funding

Funds for this expenditure were Board approved in the ten-year budget for Workday in the amount of \$42,934,470, which has been revised to \$38,893,437 due to two Change Orders reducing Subscription and Staff Augmentation budgets.

Staff Resource

Dr. Matthew Hebbard, Vice President for Student Affairs and Enrollment Management
Cynthia Blanco, Dean of Enrollment Systems and Registrar

Recommendation

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

D. Update of Students Awarded South Texas College Relgnite Scholarship

Purpose

Matthew S. Hebbard, Vice President for Student Affairs and Enrollment Management provided an update on Students awarded South Texas College Relgnite Scholarship

Justification

At the September 24, 2025, Board Meeting, the Board of Trustees approved the Resolution #2025-002 for use of Unrestricted Fund Balance for student tuition scholarships to support three (3) Key Initiatives including the funding of the Relgnite Scholarship.

Administration is providing an update on the Relgnite Scholarship spring awards. The Relgnite scholarship is designed to support returning (Stop-Out) students who are near the completion of their degree, wish to continue their higher education, and face significant barriers to re-enrollment due to prior debt. Scholarship funds were made available during the Spring Semester. Through the Relgnite scholarship, the College successfully awarded 18 students a total of \$19, 325.04 in scholarship. Of the 18 recipients, 12 students have been identified as potentially graduating within the 2025 academic calendar.

The Relgnite Scholarship continues to play a critical role in helping student overcome financial obstacle, ensuring they have the opportunity to finish their degrees and achieve their academic goals.

Enclosed Documents	Appendix A – Students Awarded South Texas College Relgnite Scholarship
Funding	Funds for this scholarship were board approved for \$150,000 in FY 25
Staff Resource	Matthew S. Hebbard, Vice President for Student Affairs and Enrollment Management Otoniel Matamoros, Dean – Enrollment Services
Recommendation	No action was required from the Committee. This item was presented for information purposes.

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

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

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

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

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

- a. Approval of Award of Proposals, Purchases, and Renewals at a total cost of \$434,500.77
- b. Approval on Revisions to Tuition and Fees Schedules for FY 2025 – 2026
- c. Approval on Revisions to FY 2024 – 2025 Employee Staffing Plan and Employee Compensation Plan
- d. Approval to Adopt New Personnel Policies and Retire Current Policies
 - A-1. Adopt DGBA (LOCAL) – Personnel-Management Relations: Employee Grievances
 - A-2. Retire Policy #4904: Employee Complaint Procedure
 - B-1. Adopt DH (LOCAL) – Employee Standards of Conduct
 - C-1. Adopt DMAB (LOCAL) – Term Contracts: Nonrenewal
 - D-1. Adopt DMC (LOCAL) – Termination of Employment: Reduction in Force

D-2. Retire Policy #4912: Termination or Reduction of Personnel Due to Financial
Exigency or Program Change

e. Approval to Revise Local Policy

A-1. Revise Policy CDB (LOCAL) – Accounting: Inventories

f. Approval to Adopt Numbered Update 47 and 48 Local Policies

A-1. Adopt CDE (Local) – Accounting: Financial Ethics

B-1. Adopt CHA (Local) -Site Management: Security

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 items a, c, d, e, and f of the Finance, Audit, and Human Resources Committee Consent Agenda as presented. Item “b” was removed from Consent Agenda so that the Board could discuss further.

The motion carried.

Consent Agenda:

a. Approval of Award Proposals, Purchases, and Renewals at a total cost of \$434,500.77

Recommendation: It was requested that the Committee recommend for Board approval of the award of proposals, purchases, and renewals at a total cost of \$434,500.77, as listed below:

Award of Proposals **1) Sport Utility Vehicles II:** award the proposal for sport utility vehicles II to **Payne Auto Group** (Weslaco, TX) at a total amount of \$ 65,586.50;
2) Starr County Campus Building J Analog to Digital Classroom Upgrade: award the proposal for the Starr County Campus Building J analog to digital classroom upgrade to **Audio Visual Aids** (San Antonio, TX) at a total amount of \$94,805.11;

Purchases **3) Computers, Laptops, and Tablets:** purchase computers, laptops, and tablets from the vendors listed in Appendix A at a total amount of \$60,726.23;

APPENDIX A
Vendors List

Vendor (City, State)	Purchasing Cooperative	Amount
Apple, Inc. (Dallas, TX)	Choice Partners Cooperative	1,632.00
Dell Marketing, LP (Dallas, TX)	State of Texas Department of Information Resources (DIR)	59,094.23
Total Amount:		\$60,726.23

Renewals **4) Audio Video Production Services:** renew the audio video production services with **First Born Productions LLC** (Los Fresnos, TX) for the period beginning April 24, 2025 through April 23, 2026, at an estimated total amount of \$80,000.00;
5) Internet Managed Services Agreement: renew the internet managed services agreement with Spectrum Enterprise through the **Texas Department of Information Resources (DIR)** (Austin, TX) for the period beginning May 1, 2025 through April 30, 2026 at an estimated monthly amount of \$6,106.46 and an estimated total annual amount of \$73,277.57;
6) Internet Services Agreement: renew the internet services agreement with Spectrum Enterprise through the **Texas Department of Information Resources (DIR)** (Austin, TX) for the period beginning April 1, 2025 through March 31, 2026 at an estimated monthly amount of \$5,008.78 and an estimated total annual amount of \$60,105.36

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

b. Approval on Proposed Revisions to Tuition and Fees Schedules for FY 2025 – 2026

Purpose Approve proposed revisions to the Tuition and Fees Schedules for FY 2025 – 2026, which include the following:

- Deleting the Non-Credit Students Tuition and Fees schedule and creating and approving the following:
 - ⇒ Center for Advanced Training and Apprenticeships (CATA) Non-Credit Students Tuition and Fees schedule
 - ⇒ Continuing Education and Workforce Development (CWED) Non-Credit Tuition and Fees schedule

Justification The proposed revisions are as follows:

- Delete the Reinstatement Fee (after Census date) from the Credit Students and the Dual Credit Students – Non-Sponsored Tuition and Fees schedules.
- Administration proposes the implementation of specific schedules for the CATA and CWED Students Tuition and Fees, as opposed to including them in a single schedule. The schedules also outline levels of courses provided and also provide cost recovery for materials and supplies.
- Instead of referring to the Non-Credit Tuition and Fees schedule that is being deleted, the Regional Center for Public Safety Excellence (RCPSE) Tuition and Fees schedule will be updated to include the appropriate tuition and fees. Library Fees will be added to the schedule since the services are offered to the students. Fees of cost recovery are added for
 - ⇒ Air Trailer (per 8 hour use)
 - ⇒ FireVent Trailer (per 8 hour use)
 - ⇒ Fire training props (per 8 hour use)
- Increases in the Child Development Center Students Tuition and Fees are also proposed as reflected on the schedule.
- The Employee Fees and the Non-Employees/Non-Student Fees Schedules will now reference the updated Child Development Center Students Tuition and Fees schedule.
- Administration is proposing a \$10 increase for parking permits, from \$25 to \$35, for FY 2025 - 2026 to cover rising operating costs, increases in security staff required at campus events, and the operation of the new parking call center. Additionally, the increase will cover the annual subscription fee incurred for

the new parking system, T2, that records parking permits and fines.

The proposed revisions are highlighted in yellow on the Schedules.

Enclosed Document

Appendix A - Ten (10) proposed Schedules and the Schedule proposed to be deleted

Staff Resource

Mary Del Paz, Vice President for Finance and Administrative Services
Dr. Anahid Petrosian, Vice President and Provost for Academic Affairs and Economic Development
Dr. Matthew Hebbard, Vice President for Student Affairs and Enrollment Management

Recommendation

The Committee recommended Board approval of the proposed revisions to the Tuition and Fees Schedules for FY 2025 – 2026 listed in Appendix A as presented.

This item was removed from Consent Agenda and was discussed by the Board of Trustees. Mr. Danny Guzman wanted to go on record that he is not in favor of the \$10 increase for the parking permit fee. Ms. Dalinda Gonzalez-Alcantar pointed out that the reinstatement fee of \$200 was to be removed and that she felt that this was a revision that was the biggest benefit to the students.

The motion to approve the Proposed Revisions to Tuition and Fees Schedules for FY 2025 – 2026 was made by Mr. Paul Rodriguez and a second was made by Ms. Dalinda Gonzalez-Alcantar. Chair, Dr. Alejo Salinas, asked for a show of hands vote which was as follows: Ms. Dalinda Gonzalez-Alcantar, Ms. Victoria Cantu, Mr. Paul Rodriguez, Ms. Rose Benavidez, and Mr. David De Los Rios all voting “Aye” by show of hands. Mr. Danny Guzman was opposed.

The motion carried.

Consent Agenda:

c. Approval on Revisions to FY 2024 – 2025 Employee Staffing Plan and Employee Compensation Plan

Purpose	To propose revisions to filled or vacant position(s) in accordance with Policy DLC (Local) Employee Performance: Promotion and Demotion.
Justification	<p>College Administration proposes Board approval on revisions to the FY 2024 – 2025 Employee Staffing Plan and Employee Compensation Plan based on assessments of the position's duties, responsibilities, and the needs and objectives of the College department.</p> <p>These revisions are deemed critical and include changes in title and pay grades, as appropriate to the position's duties.</p> <p>The placement and rationale of the reclassified position(s) are included in Appendix A.</p>
Enclosed Documents	Appendix A – Reclassification of Filled or Vacant Non-Faculty Positions with Title Changes, Pay Grade Revisions, and Salary Adjustments, Policy DLC (Local), Job Descriptions, and Organizational Charts
Funding	Funds for these proposed revisions are available in the FY 2024 – 2025 salary budget, and the net effect on the FY 2024 – 2025 Salary Budget and Unrestricted Fund Budget is zero.
Staff Resource	Mary Del Paz, Vice President for Finance and Administrative Services Dr. Zachary Suarez, Executive Director for Human Resources and Talent Development
Recommendation	The Committee recommended Board approval on revisions to the FY 2024 – 2025 Employee Staffing Plan and Employee Compensation Plan to reclassify filled or vacant position(s) in accordance with Policy DLC (Local).

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

Consent Agenda:

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

Purpose	To adopt the new Personnel Policies and retire the current policies to align with the Texas Association of School Boards (TASB) policy manual.
Justification	<p>To provide the new policies in the TASB standardized format. In addition to the policies and, as applicable, internal procedures are currently in place and will continue to be enhanced.</p> <p>The new and retired policies have been reviewed by staff, administrators, TASB staff, STC Legal Counsel, and the Vice President for Finance and Administrative Services.</p>
Enclosed Documents	<p>Appendix A – List of New and Retired Policies</p> <p>Appendix B – New Policies</p>
Staff Resource	<p>Mary Del Paz, Vice President for Finance and Administrative Services</p> <p>Dr. Zachary Suarez, Executive Director of Human Resources and Talent Development</p>
Recommendation	The Committee recommended Board approval to adopt the new local Personnel Policies DGBA, DH, DMAB, and DMC, and retire the current policies as presented, and which supersedes any previously adopted Board policy.

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

Consent Agenda:
e. Approval to Revise Local Policy

Purpose	To revise the local policy listed in Appendix A to align with College operations.
Justification	The local policy was revised to reflect the updates to the College's internal operations. Below is a justification for the revised local policy.
Enclosed Documents	Appendix A – Policy and Justification Appendix B – Policy
Staff Resource	Mary Del Paz, Vice President for Finance and Administrative Services Deyadira Leal, Director of Purchasing
Recommendation	The Committee recommended Board approval to revise local Policy CDB to be effective September 1, 2025, as presented, and which supersedes any previously adopted Board policy.

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

Consent Agenda
f. to Adopt Numbered Update 47 and 48 Local Policies

Purpose	To adopt numbered update policies listed in Appendix A to align with the Texas Association of School Boards (TASB) policy manual.
Justification	<p>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.</p> <p>The policy has been reviewed by staff, administrators, TASB staff, STC Legal Counsel, and the Vice President for Finance and Administrative Services.</p>
Enclosed Documents	<p>Appendix A – List of Policies</p> <p>Appendix B – Policies</p>
Staff Resource	<p>Mary Del Paz, Vice President for Finance and Administrative Services</p> <p>Myriam Lopez, Associate Vice-President for Finance and Management</p> <p>Ruben Suarez, Chief of Police</p>
Recommendation	The Committee recommended Board approval to adopt local numbered update policies CDE and CHA as presented, and which supersedes any previously adopted Board policy.

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

Discussion and Action as Necessary to Purchase Deployment Service for the College's Enterprise Resource Planning (ERP) System

Purpose and Justification — The Board of Trustees is asked to authorize the purchase of Deployment Service for the Enterprise Resource Planning (ERP) System from Alchemy (New) through Precision Task Group (PTG) from the State of Texas Department of Information Resources (DIR) cooperative contract for the period beginning April 1, 2025 through October 31, 2027, subject to further negotiations related to the Statement of Work and not to exceed a total amount of **\$11,981,000**.

On Tuesday, March 11, 2025, a preliminary report was provided to the Finance, Audit, and Human Resources Committee, with further details to be provided to the Board of Trustees.

At the time of publication, the detailed update was not yet ready for distribution. Administration will provide an update at the March 25, 2025 Regular Board Meeting.

Background — Workday is proposed to be deployed in two phases with Phase 2 to be implemented during Fiscal Year 2025 and Fiscal Year 2028. Phase 2 entails the deployment, training, and travel costs for the Workday Student Modules.

The costs for Phase 2 are as follows:

Phase 2 Workday Costs for Student FY 25 — FY 28 Total

Phase 2 Workday Costs Workday Student			
Services	Module	Term	Costs
Deployment	Student	FY 25 - FY 28	\$10,900,000
Training*	Student	FY 25 – FY 28	\$ 196,391
Travel*	Student	FY 25 – FY 28	\$ 1,000,000
Data Conversion	Student	FY 25 - FY 28	\$ 1,081,000
TOTAL			\$ 13,177,391

*Travel and training costs are subject to the College's needs and are not to exceed the amounts shown in the table.

The deployment stage entails for the data conversion, plan, architect and configure, testing, implementation and post-production of the ERP software by using tools/techniques and planning documents to effectively implement Workday applications in the college.

Data Conversion technology consultants that specialize in data migration, providing services and specialized software to help organizations manage and move data efficiently while minimizing risks and improving data quality.

Upon a motion by Mr. David De Los Rios and a second by Ms. Dalinda Gonzalez-Alcantar the Board approved and authorized the purchase of Deployment Service for the Enterprise Resource Planning (ERP) System from Alchemy (New) through Precision

Task Group (PTG) from the State of Texas Department of Information Resources (DIR) cooperative contract for the period beginning April 1, 2025 through October 31, 2027, subject to further negotiations related to the Statement of Work and not to exceed a total amount of \$**11,981,000**.

The motion carried.

Review and Action as Necessary on Approval to Purchase Advisory Services for the College's Enterprise Resource Planning System

Purpose and Justification — The Board of Trustees to authorize the approval for the College Administration to purchase advisory, services for Phase 2 of the Enterprise Resource Planning (ERP) project from Precision Task Group (PTI) (New), a State of Texas Department of Information Resources (DIR) approved cooperative contract vendor for the period beginning April 1, 2025 through October 31, 2027 at total amount subject to further negotiations related to the Statement of Work and not to exceed a total amount of \$10,900,000.

On Tuesday, March 11, 2025, a preliminary report was provided to the Finance, Audit, and Human Resources Committee, with further details to be provided to the Board of Trustees.

At the time of publication, the detailed update was not yet ready for distribution. Administration will provide an update at the March 25, 2025 Regular Board Meeting

Background — The advisory services PTG provides consist of the Workday-related ERP professional services and solutions specifically including Project Management, Change Management, and Functional Staff Augmentation required to implement and execute the new ERP system.

The advisory services are proposed to be provided by PTG for Phase 2 (Student) of the ERP project. Phase 2 is scheduled for Fiscal Year 2025 — Fiscal Year 2028 and the associated costs are as follows:

Advisory Services — Phase 2	
Student Module	
Type	Total Cost
Project /Change Management	\$ 350,000
Staff Augmentation	\$ 2,887,500
Technology	\$ 437,500
Total	\$ 3,675,000

The services provided by PTG on Project Management help create a governance model that will allow the College to successfully implement the new technology and associated processes to help drive all client-side tasks, deliverables, and milestones and align the team members to work as effectively and efficiently on project-related tasks.

Change Management aims to educate College leadership on organizational change management principles and prepare the project team members for the project, creating a robust communication strategy to ensure all campus stakeholders are aware of changes to their current way of doing business and prepare them for life in the new platform. Change Management helps drive policy and business process changes and assists with testing, training, and the creation of user procedures to ensure the team can utilize the new technology once the system has been implemented.

Staff Augmentation provides targeted assistance to key departments or team members as the need arises to ensure they are able to perform their expected daily job duties in addition to project responsibilities. Staff augmentation will be strategic in nature and intended to offload "commoditized" activities that are low risk in nature to allow client team members to focus on the more strategic tasks and deliverables.

Funds — A portion of the funds proposed for these expenditures are in the Unrestricted Fund Balance Designation for the ERP project pending Board approval of a budget amendment that follows in the packet for the Board's consideration.

Enclosed Documents — A presentation on the ERP Project is included in the packet for the Board's information and review.

Cynthia Blanco, Dean of Enrollment Systems and Registrar, presented at the Board Meeting to address any questions.

Upon a motion by Mr. David De Los Rios and a second by Ms. Dalinda Gonzalez-Alcantar the Board of Trustees approved and authorized the approval for the College Administration to purchase advisory services for Phase 2 of the Enterprise Resource Planning (ERP) project from **Precision Task Group** (PTG), a State of Texas Department of Information Resources (DIR) approved cooperative contract vendor for the period beginning April 1, 2025, through October 31, 2027 at total amount subject to further negotiations related to the Statement of Work and not to exceed a total amount of \$3,675,000

The motion carried.

Review and Action as Necessary on Approval of the Proposed Budget Amendment for FY 2024 - 2025

Purpose	Administration recommends Board approval of the proposed budget amendment for FY 2024 – 2025.
Justification	<p>Background – The proposed budget amendment is necessary to increase the Unrestricted Fund carryover allocations and expenditure budgets for the:</p> <ul style="list-style-type: none">• Proposed purchase of the College's Workday Student Enterprise Resource Planning (ERP) System deployment and associated expenditures. <p>A budget amendment is proposed to increase the Unrestricted Fund Carryover Allocations and Expenditures funded from the Unrestricted Fund Balance Designation for the ERP System for the purpose of funding the proposed FY 2024 – 2025 expenditures associated with the implementation of the College's Workday Student ERP System.</p> <p>At the time of publication of the Board packet, the information for this item was not available. Information will be provided on the day of the Board meeting.</p>
Funding	The proposed Workday Student ERP system purchase and associated costs will be funded from the Unrestricted Fund Balance Designation for the ERP System.
Staff Resource	Dr. Matthew Hebbard, Vice President for Student Affairs and Enrollment Management Cynthia Blanco, Dean of Enrollment Systems and Registrar
Additional Information	Information for this item was not available at the time of the March 11, 2025 Finance, Audit, and Human Resources Committee meeting, and is presented to the Board without a Committee recommendation.
Recommendation	<p><i>It was recommended that the Board of Trustees of South Texas College approve and authorize the following Minute Order proposed for consideration:</i></p> <p>the Proposed Budget Amendment for FY 2024 – 2025 as presented.</p>

Upon a motion by Mr. David De Los Rios and a second by Ms. Dalinda Gonzalez-Alcantar the Board approved and authorized the Proposed Budget Amendment for FY 2024 – 2025 as presented.

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 Contracting Architectural Services for the Pecan Campus Athletic Field Building R
- b. Approval of Schematic Design and Authorization to Proceed with Solicitation of Construction Services for the Pecan Campus Physical Plant Building E Cooling Tower Above Ground Piping System
- c. Approval on Contracting Construction Services for the Technology Campus Advanced Technical Careers Building B Atrium Ceiling Repairs
- d. Approval on Interlocal Agreement between South Texas College and McAllen Public Utility for the Water Tower Logo Replacement

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

The motion carried.

Consent Agenda:

a. Approval on Contracting Architectural Services for the Pecan Campus Athletic Field Building R

Purpose	To contract architectural services for the Pecan Campus Athletic Field Building R project.
Justification	Architectural services are necessary for design and construction administration services for this project. The design scope of work includes, but is not limited to, design, analysis, preparation of plans and specifications, permit applications, construction administration, and inspection of the project.
Enclosed Documents	Appendix A – RFQ Solicitation Information Appendix B – Project Presentation Appendix C – Ranking and Evaluations of Respondents Appendix D – Fact Sheet
Staff Resource	Ricardo de la Garza, Executive Director for Facilities Planning & Construction Mary Del Paz, Vice President for Finance and Administrative Services
Recommendation	The Facilities Committee recommended Board approval to contract architectural services with Negrete & Kolar Architects, LLP. for the Pecan Campus Athletic Field Building R project as presented.

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

Appendix A

RFQ Solicitation Information

Advertised on	February 5, 2025 and February 12, 2025
RFQ Responses Due	February 20, 2025
RFQ Issued To	Twenty -Seven Vendors
Responses Received From	Five Responses
Responses Reviewed By	Facilities Operations & Maintenance, Facilities Planning & Construction, Student Activities and Purchasing Departments

Appendix B

Project Presentation followed in the packet.

Appendix C

Ranking and Evaluations of Respondents followed in the packet.

Appendix D

Fact Sheet followed in the packet.

Consent Agenda:

b. Approval on Schematic Design and Authorization to Proceed with Solicitation of Construction Services for the Pecan Campus Physical Plant Building E Cooling Tower Above Ground Piping System

Purpose To approve the schematic design and authorize the 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 November 19, 2025, the Board of Trustees approved contracting engineering services with DBR Engineering Consultants, Inc. The engineer has worked with College staff to develop the schematic design.

Design and construction of the project to include:

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

Construction Budget

	\$650,000
Engineer's Estimated Construction Cost	720,000
Variance from Construction Budget	(\$70,000)

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

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

Recommendation The Facilities Committee recommended Board approval of the schematic design and authorization of solicitation of construction services for the Pecan Campus Physical Plant Building E Cooling Tower Above Ground Piping System project as presented.

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

Appendix A

Schematic Design followed in the packet.

Appendix B

Fact Sheet followed in the packet.

Consent Agenda:

**c. Approval on Contracting Construction Services for the Technology Campus
Advanced Technical Careers Building B Atrium Ceiling Repairs**

Purpose	To contract construction services for the project.
Justification	On January 28, 2025, the Board of Trustees approved the solicitation of construction services for this project. The project consists of repairing the ceiling in the atrium in Building B.
Enclosed Documents	Appendix A – RFP Solicitation Information Appendix B – Project Presentation Appendix C – Ranking and Evaluations of Respondents Appendix D – Fact Sheet
Staff Resource	Ricardo de la Garza, Executive Director for Facilities Planning & Construction Mary Del Paz, Vice President for Finance and Administrative Services
Recommendation	The Facilities Committee recommended Board approval to authorize contracting construction services with CCL Contracting, LLC. in the amount of \$42,800 for the Technology Campus Advanced Technical Careers Building B Atrium Ceiling Repairs project as presented.

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

Appendix A

RFP Solicitation Information

Advertised on	February 5, 2025 and February 12, 2025
RFP Responses Due	February 24, 2025
RFP Issued To	Forty-four (44) Vendors
Responses Received From	Four (4) Responses
Responses Reviewed By	Facilities Operations & Maintenance, Facilities Planning & Construction, and Purchasing Departments

Appendix B

Project Presentation followed in the packet.

Appendix C

Ranking and Evaluations of Respondents followed in the packet.

Appendix D

Fact Sheet followed in the packet.

Consent Agenda:

d. Approval on Interlocal Agreement between South Texas College and McAllen Public Utility for the Water Tower Logo Replacement

Purpose	To approve an interlocal agreement for the water tower logo replacement.
Justification	The College intends to replace the South Texas College logo on the water tower at McColl Road and K Center Road in McAllen. The interlocal agreement would establish the division of responsibilities between the two entities to perform and fund the replacement.
Enclosed Documents	Appendix A – Draft of the Interlocal Agreement
Funding	The funds for water tower logo replacement 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
Recommendation	The Committee recommended Board approval of the interlocal agreement between South Texas College and McAllen Public Utility for the water tower logo replacement as presented.

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

Appendix A

Draft of the Interlocal Agreement followed in the packet.

Approval of Financial Reports for January 2025

Administration recommends Board approval of the financial reports for the month of January 2025.

The following financial reports have been provided under separate cover:

- 1) Quarterly Investment Report and Money Market Accounts for January 2025.
- 2) Summary of Revenues for January 2025.
- 3) Summary of State Appropriations Revenue for January 2025.
- 4) Summary of Property Tax Revenue for January 2025.
- 5) Summary of Expenditures by Classification for January 2025.
- 6) Summary of Expenditures by Function for January 2025.
- 7) Summary of Auxiliary Fund Revenues and Expenditures for January 2025.
- 8) Summary of Grant Revenues and Expenditures for January 2025.
- 9) Foundation Financial Activity for January 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. David De Los Rios and a second by Ms. Dalinda Gonzalez-Alcantar the Board of Trustees of South Texas College approved and authorized the submitted financial reports for the month of January 2025.

The motion carried.

Review of Informational Reports as of February 2025

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

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

Announcements

A. Next Meetings:

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

B. Other Announcements:

- The College will be closed March 17 – 23 for Spring Break

Prior to Adjournment Board Chair, Dr. Alejo Salinas, addressed the issue of the Board not being advised of the Edinburg State of the City event that was recently held. He discussed the need for more effective communication. Ms. Dalinda Gonzalez-Alcantar wanted the record to show that she did not feel that the Board meeting was the appropriate time and place for the discussion. However, Dr. Salinas said that it was appropriate and it should be noted on record.

Adjournment

There being no further business to discuss, the Regular Board Meeting of the South Texas College Board of Trustees adjourned at 6:54 p.m.

I certify the foregoing are the true and correct minutes of the Tuesday, March 25, 2025 Regular Board Meeting of the South Texas College Board of Trustees.

X_____

Mr. Danny Guzman

Board Secretary

**SOUTH TEXAS COLLEGE
BOARD OF TRUSTEES
Public Hearing and Special Board Meeting
Tuesday, October 28, 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, October 28, 2025 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 5:04 p.m. with Dr. Alejo Salinas, Jr. presiding.

Members present: Mr. Paul Rodriguez, Mr. Danny Guzman, and Mr. David De Los Rios.

Members absent: Ms. Rose Benavidez, Ms. Dalinda Gonzalez-Alcantar, and Ms. Victoria Cantu

Also present: Dr. Ricardo J. Solis, Ms. Mary Del Paz, Dr. Anahid Petrosian, Ms. Deyadira Leal, Ms. Myriam Lopez, Dr. Margo Vargas Ayala, Ms. Carla Rodriguez, Mr. Javier Villalobos, Dr. Matt Hebbard, Mr. Khalil Abdullah, Dr. Brett Millan, Ms. Melissa Pena, Ms. Monica Benitez, Mr. Stephen Crum, Ms. Emily Upton, Mr. Robert Pena via teleconference, Dr. Ali Esmaeilli, Ms. Myra De La Garza, Mr. Carlos Tello, Ms. Claudia Olivares, Ms. Julissa Canales, Ms. Janis Lopez, Ms. Francine Perez, Mr. David Valdez, Dr. Marcos Silva, Dr. Jesus Campos, Ms. Olivia Gomez, Dr. Jayson Valerio, Mr. Tony Matamoros, M. Rains via teleconference, Mr. Andrew Fish, 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 South Texas College Proposed Guidelines and Criteria for Granting Tax Abatements

Purpose Administration will present on the proposed Guidelines and Criteria Governing Tax Abatement Agreements by South Texas College.

Justification Under Chapter 312 of the Texas Tax Code, local taxing units, such as South Texas College, are required to adopt guidelines and criteria governing how tax abatement agreements will be considered. These guidelines apply to both new and existing facilities or structures that may qualify for an abatement. The adoption of such guidelines provides a clear framework for evaluating abatement requests, ensures compliance with state law, and enhances transparency in decision-making. Before adoption, the governing body is required to conduct a public hearing to allow for community input and ensure transparency in the process.

At a minimum, the Guidelines and Criteria must do the following:

- The guidelines must set forth how tax abatements are granted, covering both new development and improvements to existing facilities.
- Effective Term: Once adopted, the guidelines remain in effect for a period of two (2) years. Any amendments or modifications during this time require approval by a three-fourths vote of the governing body.
- Public Access: The adopted guidelines must be made available to the public by posting them on the taxing unit's official website.

Public Hearing

South Texas College is required to hold a public hearing before adopting Guidelines and Criteria. In addition to allowing the Board to hear from the public, this statutorily required hearing establishes the taxing entity's eligibility and the rules for its abatement program. There are no additional notice requirements for this hearing, other than the notice must be published in accordance with the Texas Open Meetings Act.

The Board of Trustees of South Texas College will be asked to take action on the proposed Guidelines and Criteria following the public hearing.

Enclosed Documents

Appendix A – Proposed Guidelines and Criteria
Appendix B – Notice of Public Hearing

Funding No funding required.

Staff Resource Mary Del Paz, Vice President for Finance and Administrative Service
Myriam Lopez, Associate Vice President – Finance and Management
Ben Castillo, South Texas College Legal Counsel

Recommendation No action was required from the Board.

The Public Hearing on the Proposed 2025 Tax Rate opened at 5:05 p.m. and consisted of:

- Presentation on South Texas College Proposed Guidelines and Criteria for Granting Tax Abatements. Ms. Mary Del Paz, Vice President of Finance and Administrative Services presented the Proposed Guidelines and Criteria for Granting Tax Abatements.
- Public Comments
No Public Comments were given at the required notice of the meeting.
- Closing of the Public Hearing on South Texas College Proposed Guidelines and Criteria for Granting Tax Abatements.

The Public Hearing closed at 5:15 p.m.

No action was requested under this presentation agenda item

Review and Recommend Action on Resolution 2026-001: Adopting the Guidelines and Criteria for Governing Tax Abatement Agreements

Purpose	Administration requested Board approval on the Resolution 2026-001 adopting the guidelines and criteria for governing tax abatements agreements by South Texas College.
Justification	<p>Chapter 312 of the Texas Tax Code requires local taxing units to adopt guidelines and criteria for the consideration of tax abatement agreements. These guidelines provide a framework for evaluating both new development and improvements to existing facilities, ensuring transparency, consistency, and compliance with state law.</p> <p>The guidelines must be adopted following a public hearing and remain in effect for two (2) years. They may only be amended or modified during that period by a three-fourths vote of the governing body. To promote accountability and accessibility, the guidelines must be posted on the College's website for public review.</p> <p>As a final compliance step, copies of the adopted guidelines must be provided to the County Appraisal District (CAD). The chief appraiser of each CAD with a reinvestment zone or abatement is then required to file abatement-related reports with the Texas Comptroller's Office.</p> <p>Fiscal Impact: The adoption of guidelines and criteria does not create a direct fiscal impact. Any financial impact will be considered at the time specific tax abatement agreements are brought forward for Board review and approval.</p>
Enclosed Documents	Appendix A – Resolution 2026-001
Funding	No funding required.
Staff Resource	Mary Del Paz, Vice President for Finance and Administrative Service Myriam Lopez, Associate Vice President – Finance and Management Ben Castillo, South Texas College Legal Counsel

Upon a motion by Mr. David De Los Rios and a second by Mr. Danny Guzman the Board of Trustees approves and authorizes the Resolution 2026-001 adopting the guidelines and criteria for governing tax abatements agreements in accordance with Chapter 312 of the Texas Tax Code.

The motion carried.

Appendix A

Order 2026-001

Adjournment

There being no further business to discuss, the Public Hearing and Special Board Meeting of the South Texas College Board of Trustees adjourned at 5:17 p.m.

I certify the foregoing are the true and correct minutes of the Tuesday, October 28, 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, September 23, 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, October 28, 2025 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 5:30 p.m. with Chair, Dr. Alejo Salinas, Jr. presiding.

Members present: Mr. Paul R. Rodriguez, Mr. Danny Guzman, Ms. Victoria Cantu, and Mr. David De Los Rios.

Members absent: Ms. Rose Benavidez and Ms. Dalinda Gonzalez-Alcantar.

Also present: Dr. Ricardo J. Solis, Ms. Mary Del Paz, Dr. Anahid Petrosian, Ms. Deyadira Leal, Ms. Myriam Lopez, Dr. Margo Vargas Ayala, Ms. Carla Rodriguez, Mr. Javier Villalobos, Dr. Matt Hebbard, Mr. Khalil Abdullah, Dr. Brett Millan, Ms. Melissa Pena, Ms. Monica Benitez, Mr. Stephen Crum, Ms. Emily Upton, Mr. Robert Pena via teleconference, Dr. Ali Esmaeilli, Ms. Myra De La Garza, Dr. Rodney Rodriguez, Mr. George McCaleb, Dr. Carlos Margo, Ms. Christina Cavazos, Ms. Lynda Lopez, Dr. Christopher Nelson, Mr. Joel Jason Rodriguez, Mr. Luis De La Garza, Mr. Luis Silva, Mr. Juan Miguel Galvan, Mr. Jose Vela, Ms. Marcela Beas, Ms. Claudia Olivares, Ms. Julissa Canales, Ms. Janis Lopez, Ms. Francine Perez, Mr. David Valdez Dr. Marcos Silva, Dr. Rebecca De Leon, Mr. Rick De La Garza, Mr. Robert Gomez, Mr. Martin Villarreal, Mr. Mark Goulet, Mr. Frank Jason Gutierrez, Mr. Robert Barrera, Ms. Alicia Correa, Ms. Maria Cervantes, Ms. Ana Rocio Davila, Mr. Sergio Rojas, Mr. Alex Salas, Ms. Judy A. Martinez, Dr. Jesus Campos, Ms. Olivia Gomez, Dr. Jayson Valerio, Mr. Tony Matamoros, Mr. Andrew Fish, and Ms. Venisa Earhart.

Determination of a Quorum

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

Invocation

Ms. Claudia Olivares, Director of Employee Relations and Talent Development said the invocation.

Public Comments

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

Update by College President

Dr. Ricardo Solis gave an update on the following items:

- Convocation Re-cap
- Groundbreaking ceremonies Re-cap: Kinesiology building
- Lexus Dealership Tour: Real world job experience that resulted to students being hired
- Seal of Excelencia Recertification
 - a. Recertified till 2028
 - b. Highlighted our workforce strategies to advance economic mobility
 - i. Apprenticeships
 - ii. Noncredit to credit pathways
- College Promise National Impact Award

Update by Trustees

- a. Discussion on Potential Partnership with the City of Weslaco, Weslaco Airport, and County Commissioner Precinct One for Avionics Program: Exploring Opportunities for a Partnership to Enhance the Avionics Program, Including Collaboration with Local Government and Industry Stakeholders – **Mr. Danny Guzman and Mr. David De Los Rios gave an update on this item.**
- b. Discussion on GPA Requirements for Financial Assistance Eligibility: A Review and Discussion of the Current GPA Requirements for Students Seeking Financial Assistance and the Potential for Adjustments or Clarifications – **Mr. David De Los Rios gave an update on this item.**

Approval of Board Meeting Minutes

The following Board Meeting Minutes are submitted for approval:

- 1) September 22, 2025 Board Work Session
- 2) September 23, 2025 Public Hearing & Special Board Meeting
- 3) September 23, 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.

Hearing no corrections, Dr. Alejo Salinas, Chair, accepted the minutes as presented.

Report of New Grants

Grant Title: Kenedy Memorial Foundation

Awarding Agency: John G. and Marie Stella Kenedy Memorial Foundation

Division and Department Awarded: AAED, Division of Business, Public Safety, and Technology (BPST); BPST CTE Programs

Amount Awarded: \$20,000

Grant Title: Gene Haas Foundation

Awarding Agency: Gene Haas Foundation

Division and Department Awarded: AAED, Division of Business, Public Safety, and Technology; Advanced Manufacturing Technology

Amount Awarded: \$22,000

Dr. Rodney Rodriguez gave an update on the new grants received by the College.

Quarterly Investment Report by Valley View Ending August 31, 2025

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

Purpose To approve the College's Quarterly Investment Report for the Quarter Ended August 31, 2025 that was presented by Ms. Emily Upshaw from Valley View Consulting, L.L.C.

Justification To comply with the Texas Public Funds Information Act (PFIA) and the College's Policy CAK Appropriations and Revenue Sources: Investments that require an Investment Report to be prepared and submitted to the Board of Trustees and the President on a quarterly basis.

Ms. Upshaw will present an overview of the investments, the annual interest earnings, the quarterly interest earnings, and the economic overview.

Enclosed Documents Appendix A - Quarterly Investment Report was included in the packet 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

Upon a motion by Mr. Paul Rodriguez and a second by Ms. Victoria Cantu the Board of Trustees of South Texas College approves and authorizes the Quarterly Investment Report for the Quarter Ended August 31, 2025.

The motion carried.

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	<p>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.</p> <p>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.</p> <p>Michael Gilman will provide a summary of the findings presented in Appendix A.</p>
Enclosed Documents	Appendix A – Economic Impact Study of South Texas College for Fiscal Year 2023-2024 Presentation was included in the packet for the Board's information and review.
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 Board. This item was presented for information purposes.

This presentation was deferred until a later time.

Discussion and Action as Necessary on Combining Committee Meetings and Board meeting for November 18, 2025 and No Meetings in December 2025

Purpose Administration requests Board approval to combine the November 11, 2025 Committee Meetings and the November 25, 2025 Board meeting into one Special Board meeting to be held on Tuesday, November 18, 2025 at 5:30 p.m. and that no meetings be held in December 2025.

Justification Administration is requesting that the November 11, 2025 Committee meetings and the November 25, 2025 Board meeting be combined into one Special Board Meeting on Tuesday, November 18, 2025. The original schedule calls for a Board meeting right before the Thanksgiving holiday.

By combining the meetings into one, the College staff and the Board of Trustees can forgo meetings right before the Thanksgiving holiday.

Administration is also requesting that there be no meetings held in December as the month is a short one due to the Commencement Ceremonies and the Winter Break.

Administration requests that the normal meeting schedule be resumed in January 2026.

Funding No funding is required.

Enclosed Documents None.

Staff Resource Ms. Venisa Earhart, Board Relations Administrator

Upon a motion by Mr. Paul Rodriguez and a second by Mr. Danny Guzman the Board of Trustees of South Texas College approved and authorized to keep the November Committee Meeting and Board Meeting dates as scheduled, but to have no meetings in December.

The motion carried.

Review of Presentations Delivered to Education and Workforce Committee

The following presentation was delivered to Education and Workforce Development on Tuesday, October 14, 2025:

Presentation on Valley Promise Update

Purpose	Dr. Matthew Hebbard, Vice President for Student Affairs & Enrollment Management and Melissa Peña-Montes, Director of Promise & Enrollment Management will present an update on Valley Promise.
Justification	<p>The Valley Promise initiative continues to advance regional efforts to expand college access and strengthen student pathways from high school to higher education. The Fall 2025 cohort includes over 2,800 student pledges, representing strong participation from partner school districts across Hidalgo and Starr counties.</p> <p>Through enhanced outreach, coordinated advising, and financial support, the Valley Promise is helping students transition more smoothly into college and persist toward completion. The recently launched Promise Dashboard now provides schools and college staff with real-time data to monitor student progress and improve collaboration across the region.</p>
Enclosed Documents	PowerPoint presentation was included in the packet for the Board's information and review.
Funding	No funds are required.
Staff Resource	Dr. Matthew Hebbard, Vice President for Student Affairs & Enrollment Management and Melissa Peña-Montes, Director of Promise & Enrollment Management
Recommendation	No action was necessary on this item.

Presentation on The Power of Partnerships: Expanding Opportunities through Dual Credit Programs

Purpose	Dr. Rebecca De Leon, Associate Vice President for Dual Credit Programs and School District Partnerships, will present a strategic update on the College's Dual Credit Programs. The presentation will highlight program growth, and the ongoing efforts to strengthen partnerships with school districts, enhance instructional quality, and support student success.
Justification	<p>South Texas College continues to lead in expanding college access through its Dual Credit Programs, which has served 150,000 students across Hidalgo and Starr counties. Our tuition waived courses provide early pathways to higher education and over the past twenty-six years have opened doors for students to earn a college credential while in high school.</p> <p>Dr. Rebecca De Leon will present an overview of the program's growth, student success, and ongoing quality improvement. The College's dual credit efforts have earned state and national recognition, reinforcing its role as a model for educational partnerships.</p>
Funding	The College is not expected to incur unrecouped costs.
Staff Resources	Dr. Rebecca De Leon, Associate Vice President for Dual Credit Programs & School District Partnerships
Recommendation	No action was necessary on this item.

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

The following Consent Agenda items were thoroughly discussed by the Economic and Workforce 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 Education and Workforce Committee recommended Board action on the following items as presented:

- a. Approval to Offer the Proposed Dental Hygiene Associate of Applied Science Degree Program in Fall 2026
- b. Approval to Offer the Proposed Information Systems Associate of Applied Science Degree in Spring 2026

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 items a- b of the Education and Workforce Committee Consent Agenda as presented.

The motion carried.

Consent agenda:

a. Approval to Offer the Proposed Dental Hygiene Associate of Applied Science Degree Program in Fall 2026

Purpose	Administration seeks a committee recommendation for Board approval to finalize and offer the Dental Hygiene Associate of Applied Science program in Fall 2026.
Justification	<p>Administration has undertaken an extensive review of the proposed new program, including determination of occupational need, student demand, and a survey of competing programs in our service area.</p> <p>This high-demand program will prepare graduates for licensure and a career as a dental hygienist. This will be a competitive-entry program, following a point-based process for each cohort.</p> <p>The Credential Development Proposal outlining the program need, enrollment management plan, curriculum & course descriptions, program learning outcomes, and budget projections are available upon request.</p>
Enclosed Documents	The Credential Development Proposal is available upon request.
Funding	<p>Given the initial and ongoing operating expenses associated with this type of program, the College does not expect this program to generate net positive revenue for the first five years; however, its operating costs will be sustained through revenues from other programs.</p> <p>Start-up equipment costs have been supported through a \$1,000,000 grant from the U.S. Department of Labor.</p>
Staff Resources	<p>Ms. Christina Cavazos, Associate Dean for Curriculum, Planning & Compliance</p> <p>Ms. Janis Lopez, Dental Hygiene Faculty</p>
Recommendation	The Committee recommended Board approval to finalize and offer the Dental Hygiene Associate of Applied Science program in Fall 2026.

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

Consent agenda:

b. Approval to Offer the Proposed Information Systems Associate of Applied Science Degree in Spring 2026

Purpose	Administration seeks a committee recommendation for Board approval to finalize and offer the Information Systems Associate of Applied Science degree in Spring 2026.
Justification	<p>Administration has undertaken an extensive review of the proposed new degree, including determination of occupational need, student demand, and a survey of competing programs in our service area.</p> <p>This program will provide students with a robust foundation in the principles and practices of modern information technology, opening career and educational pathways including:</p> <ul style="list-style-type: none">• Web and Digital Interface Designer• Computer User Support Specialist• Computer Systems Analyst• Matriculation into the Bachelors of Applied Technology in Computer Information Technologies Program <p>The Credential Development Proposal outlining the program need, enrollment management plan, curriculum & course descriptions, program learning outcomes, and budget projections are available upon request.</p>
Enclosed Documents	The Credential Development Proposal is available upon request.
Funding	The College anticipates that this degree will begin generating positive net revenue by its second year of operation.
Staff Resources	<p>Ms. Christina Cavazos, Associate Dean for Curriculum, Planning & Compliance</p> <p>Ms. Angelita Teniente, Chair – Information Technology</p>
Recommendation	The Committee recommended Board approval to finalize and offer the Information Systems Associate of Applied Science degree in Spring 2026.

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

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

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

Review and Discussion to Amend and Restate the Monte Alto Windpower, LLC and Monte Alto Windpower, LLC – Phase II (Terra-Gen Development Company, LLC) and South Texas College Tax Abatement Agreement

Purpose	Administration requests that the Committee review and discuss amending and restating the Monte Alto Windpower, LLC and Monte Alto Windpower, LLC – Phase II (Terra-Gen Development Company, LLC) and South Texas College tax abatement agreements. Before approving a tax abatement agreement, the Board shall hold a public hearing and provide notice at least 30 days before the scheduled time of the meeting. After adopting the Tax Abatement Guidelines and Criteria, a request to approve the Monte Alto Windpower, LLC and Monte Alto Windpower LLC – Phase II Agreements, will be presented for approval at a later time.
Justification	<p>Terra-Gen Development Company, LLC requested an amendment and restatement to the Board-approved tax abatement agreements for two (2) projects (Monte Alto Windpower, LLC and Monte Alto Windpower, LLC – Phase II). The amendments and restatements of tax abatement agreements for two (2) projects are necessary because Terra-Gen Development Company, LLC, could not meet the commencement date of the projects approved on February 22, 2022 by the College's Board of Trustees.</p> <p>According to Robert Peña, on July 22, 2025, an agreement was reached with Hidalgo County on these projects at a 50% tax rebate percentage.</p>
Enclosed Documents	Appendix A – PowerPoint Presentation
Funding	No funding.
Staff Resource	Mary Del Paz, Vice President for Finance and Administrative Service Myriam Lopez, Associate Vice President – Finance and Management Ben Castillo, South Texas College Legal Counsel Robert Peña, Texas Energy Consultants
Recommendation	No action was required from the Committee. This item is presented for information and feedback to staff.

Review and Discussion on Monte Cristo II Windpower, LLC (Terra-Gen Development Company, LLC) Tax Abatement Application

Purpose Administration requests that the Committee review and discuss the Monte Cristo Phase II Windpower, LLC (Terra-Gen Development Company, LLC, exclusive developer), Tax Abatement Application in order for the College to participate in the new Phase II project.

Justification Terra-Gen Development Company, LLC, the exclusive developer of Monte Cristo Phase II Windpower, LLC (The Project), has submitted the application for tax abatement for its wind-powered electric generating facilities located within Hidalgo County and South Texas College boundaries to participate in the new tax abatement agreement with the Windpower renewable energy company.

Terra-Gen submitted the application for Phase II for the Monte Cristo Windpower, LLC, with the following specs:

- Project will begin construction no later than the 4th quarter of 2027, and it is currently anticipated that construction will be completed by the 4th quarter of 2028.
- The improvements are expected to have an estimated value of approximately \$223,388,000, although the Hidalgo County Appraisal District will determine the actual value. The improvements for Monte Cristo Phase II Windpower, LLC will include:
 - ⇒ Seeking 50% abatement of taxes effective for ten (10) full calendar years beginning on January 1 of the tax year.
 - ⇒ Proposed wind power generation facilities, expected to be comprised of 236 megawatts of nameplate capacity, located in the Hidalgo County Enterprise Zone.
 - ⇒ Expected to include between 53 to 62 wind turbines ranging from 3.4 and 4.0 megawatts turbines from a tier 1 manufacturer, although the exact number may vary substantially depending on factors such as the type and size of turbines used and site wind characteristics.

Subsequent to the review and discussion of the application for the proposed tax abatement for the Terra-Gen Development Company, LLC, Monte Cristo Phase II Windpower, LLC project, staff will obtain the tax abatement agreement for the public hearing and Board of Trustees approval.

Robert Pena, Texas Energy, has been invited to attend the Committee meeting to discuss their proposal and answer any questions.

Enclosed Documents

Appendix A – PowerPoint presentation

Funding No funding.

Staff Resource Mary Del Paz, Vice President for Finance and Administrative Service
Myriam Lopez, Associate Vice President – Finance and Management
Robert Peña, Texas Energy Consultants

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

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

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

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

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

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

- a. Approval of Award of Proposals, Purchases, Purchase Renewals, Renewals, and Interlocal Agreements at the cost of \$2,273,531.82
- b. Approval of Disposal/Recycling of Technology and Electronic Items with an Original Value of \$10,000 and Above
- c. Approval of on Disposal of Surplus Property Valued at \$10,000 and Above
- d. Approval of Resolution #2026-003 Authorizing Investment Brokers/Dealers
- e. Approval for Reaffirming Academic Freedom at South Texas College
- f. Approval of on Proposed Interlocal Agreement Supporting Educational Programming with Edcouch-Elsa ISD
- g. Approval to Adopt Local Board Policy
 - A-1. Adopt CAK (LOCAL) Appropriations and Revenue Sources: Investments
- h. Approve to Adopt the Numbered Update 49 Local Policies
 - A. Adopt CG (Local) – Safety Program
 - B. Adopt ECC (Local) – Instructional Arrangements: Course Load and Schedules
 - C. Adopt FFDB (Local) – Freedom from Discrimination, Harassment, and Retaliation: Other Protected Characteristics
 - D. Adopt FLBC (Local) – Student Conduct: Prohibited Organizations and Hazing

Upon a motion by Mr. Paul Rodriguez and a second by Ms. Victoria Cantu the Board of Trustees of South Texas College approve and authorize items “a- h” of the Finance, Audit, and Human Resources Committee Consent Agenda with the exception of item H-d. Dr. Alejo Salinas requested that the item be pulled form Consent Agenda so that an update could be made to the policy to include the definition of the word “Hazing”.

The motion carried.

Consent Agenda:

a. Review and Action as Necessary on Award of Proposals, Purchases, Purchase Renewals, Renewals, and Interlocal Agreements at a total cost of \$2,273,531.82

Purpose and Justification – Administration requests Board approval of the following purchases, renewals, and interlocal agreements at a total cost of \$2,273,531.82.

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:

Recommendation: The Committee recommended Board approval of the award of proposals, purchases, purchase renewals, renewals, and interlocal agreements at a total cost of \$2,273,531.82, as listed below:

- Award Proposals** of 1) **Audiovisual Upgrade Active Learning Classroom:** award the proposal for an audiovisual upgrade active learning classroom to **Audio Visual Aids** (San Antonio, TX), at a total amount of \$223,690.81;
- 2) **Catering Services:** award the catering services proposals to the vendors listed in Appendix A for the period beginning November 19, 2025 through November 18, 2026, with two one-year options to renew at an estimated total amount of \$120,000.00, which is based on prior year expenditures;

APPENDIX A
Vendors List

Vendor (City, State)	Vendor (City, State)
AC Chicken, LLC (New) (McAllen, TX)	Amaru Book Club A.B.C. (New) (Houston, TX)
Atencion Selecta, LLC (Edinburg, TX)	Coastal Deli, Inc. (Corpus Christi, TX)
Cornerstone Cafe (Mission, TX)	Deliver 4 Every 1 Logistics, LLC (New) (McKinney, TX)
Pizza Properties, Inc. (El Paso, TX)	Protein House (New) (McAllen, TX)
Spiced Lavender Catering (New) (Fort Worth, TX)	

- 3) **Childcare Services - II (Grant Funded):** award the proposals for childcare services - II to the vendors listed in Appendix A for the period beginning November 1, 2025 through August 31, 2026, at an estimated total amount of \$105,500.00;

APPENDIX A
Vendors List

	Vendor	(City, State)
1	Instituto Victoria, LLC	Edinburg, TX
2	New Beginnings Preschool	Edinburg, TX
3	Busy Bee Beehive Learning Center	Elsa, TX
4	The Edutainment Zone 3	McAllen, TX
5	Axol Institute, LLC	McAllen, TX
6	Jennifer Saucedo	McAllen, TX
7	Rhema's Learning Center	McAllen, TX
8	Colegio Bilingue Trinidad	Mission, TX
9	Over the Moon Learning Institute, LLC	Mission, TX
10	Stepping Stones	Mission, TX
11	The Edutainment Zone 4	Mission, TX
12	Go-Go Kids Learning Academy	Pharr, TX
13	Boo Boo's Learning Center	Pharr, TX
14	Magic Kidz Academy, LLC	Pharr, TX
15	Royal Education Center, LLC	Pharr, TX
16	The Edutainment Zone, LLC	Rio Grande City, TX
17	The Edutainment Zone 5, LLC	Rio Grande City, TX
18	The Edutainment Zone 2, LLC	Roma, TX
19	Alpha Kids Early Learning Center LLC	Weslaco, TX

- 4) Fire Suppression Systems Service:** award the proposals for fire suppression systems services to the vendors listed in Appendix A for the period beginning November 29, 2025 through November 28, 2026, with two one-year options to renew, at an estimated total amount of \$240,210.00;

APPENDIX A
District-Wide Services Summary

Service	Vendor	Amount
Fire Alarm Panels Inspections	Luis A. Grimaldo/ dba Strongline Security & Fire	\$23,450.00
Fire Alarm Panels Repairs	Luis A. Grimaldo/ dba Strongline Security & Fire	\$70,000.00
Kitchen Hoods Inspections	EI Fire & Safety, Inc.	\$2,660.00
Kitchen Hood Repairs	EI Fire & Safety, Inc.	\$15,000.00
Fire Sprinklers Repairs	1st FP McAllen, LLC	\$80,000.00
Clean Agent Fire Suppression System Inspections	Security International, Inc.	\$4,100.00

Fire Extinguishers Inspections	El Fire & Safety, Inc.	\$15,000.00
Fire Extinguishers Hydro Testing	El Fire & Safety, Inc.	\$15,000.00
Fire Extinguishers Recharge	El Fire & Safety, Inc.	\$15,000.00
Total Amount:		\$240,210.00

- 5) **In-Store Purchase of Materials and Supplies:** award the proposals for in-store purchase of materials and supplies to the vendors listed in Appendix A for the period beginning November 27, 2025 through November 26, 2026, with two one-year options to renew at an estimated total amount of \$140,000.00;

APPENDIX A
Vendors List

Vendor (City, State)	Vendor (City, State)
Gateway Printing & Office Supply, Inc. (Edinburg, TX)	Hobby Lobby Stores, Inc. (Oklahoma City, OK)
Testimony Ventures, LLC (New) (Arlington, TX)	TS Goods, Inc. DBA Mary Mack's (New) (Clinton, NC)
Walmart (Mission, TX)	

Purchases

- 6) **Automotive Alignment, Inspection, and Safety Training Equipment:** purchase automotive alignment, inspection, and safety training equipment from **PSI JF Petroleum Group Inc., dba JF Petroleum Group** (Edinburg, TX), a Texas Association of School Boards (TASB) - BuyBoard approved vendor, at a total amount of \$102,093.58;
- 7) **Cardiac Monitor:** purchase a cardiac monitor from **Stryker Sales, LLC** (Chicago, IL), a Sourcwell approved vendor, at a total amount of \$66,788.68;
- 8) **Computers, Laptops, and Monitors:** purchase computers, laptops, and monitors from **Dell Marketing, LP** (Dallas, TX), an OMNIA Partners approved vendor, at a total amount of \$180,363.02;
- 9) **Law Enforcement Vehicle:** purchase a law enforcement vehicle from **Sames Laredo Chevrolet, Inc.** (Laredo, TX), The Interlocal Purchasing System (TIPS) approved vendor, at an estimated total amount of \$55,900.00;
- 10) **Learning Management System Support Services:** purchase a learning management system support services from **Blackboard Inc. (Anthology)** (Boca Raton, FL), a sole-source vendor, for the period beginning September 1, 2025 through August 31, 2026, at an estimated total amount of \$75,755.73;
- 11) **Rental of Personal Protective Equipment for Fire Science Academy Students:** purchase rental of personal protective equipment for fire science academy students from **Lion Total Care,**

Inc. (Dayton, OH), a Sourcwell-approved vendor, for the period beginning September 1, 2025 through August 31, 2026, at a total amount of \$75,000.00;

- 12) Training Trailer with an Adjustable Ventilation Prop, and Vent-Enter-Search Window:** purchase training trailer with an adjustable ventilation prop, and a vent-enter-search window from **Braskey Products, LLC** (Era, TX), a sole-source vendor, at a total amount of \$70,174.00;

**Purchase
Renewals**

- 13) Case Management and Mentoring Services:** renew the case management and mentoring services contract with **Valley Initiative for Development and Advancement (VIDA)** (Mercedes, TX), a sole-source vendor, for the period beginning January 1, 2026 through December 31, 2026, at an estimated total amount of \$81,000.00, based on prior year expenditures;
- 14) Institutional Membership:** renew the institutional membership with **Texas Association of Community Colleges (TACC)** (Austin, TX), a sole-source vendor, for the period beginning September 1, 2025 through August 31, 2026, at a total amount of \$105,502.00;
- 15) Intelligent Learning Platform Subscription Agreement:** renew the intelligent learning platform subscription 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, 2028, at an estimated amount of \$37,683 for year one, \$38,814 for year two, \$39,979 for year 3, and a total amount of \$116,476.00;
- 16) Software License Agreement:** renew the software license agreement with **CourseMaven, Inc./ dba DualEnroll.com** (Leesburg, VA), a sole-source vendor, for the period beginning December 1, 2025 through November 30, 2026, at an estimated total amount of \$67,330.00;
- 17) Vehicle Fuel Program:** renew the vehicle fuel program with **U.S. Bank/Voyager Fleet Systems** (Kansas City, MO), the State of Texas Procurement and Support Services (TPASS) approved vendor, acting by and through the State of Texas Council of Competitive Government (CCG), for the period beginning January 1, 2026 through December 31, 2026, at an estimated total amount of \$170,000 which is based on prior year expenditures;

Renewals

- 18) Campus Dining and Food Trucks - Mid Valley Campus:** renew the campus dining and food trucks – Mid Valley Campus contract with **All Affairs and Occasions** (McAllen, TX) for the period beginning February 01, 2026 through January 31, 2027, at no cost to the College;
- 19) Graduation Regalia:** renew the graduation regalia contract with **Jostens, Inc.** (Minneapolis, MN) for the period beginning January 1, 2026 through December 31, 2026, at an estimated total amount of \$98,900.00, which is based on prior year expenditures;

- 20) Printing of Stationery:** renew the printing of stationery contracts with the vendors listed in Appendix A for the period beginning February 1, 2026 through January 31, 2027, at an estimated total amount of \$30,000.00, which is based on prior year expenditures;

APPENDIX A

Vendors List

Primary Vendor	UBEO, LLC /dba Copy Zone (McAllen, TX)
Secondary Vendor	Slate Group (Lubbock, TX)

- 21) Signs, Banners, and Related Products:** renew the signs, banners, and related products contracts with the vendors listed in Appendix A for the period beginning February 1, 2026, through January 31, 2027, at an estimated total amount of \$100,000.00, which is based on prior year expenditures;

APPENDIX A

Vendors List

Vendor (City, State)	Vendor (City, State)
FedEx Office and Print Services, Inc. (Plano, TX)	Gateway Printing (Edinburg, TX)
Huntington Sky Production, Ltd. /dba Fastsigns (McAllen, TX)	Imprezos Pro Uniforms, LLC (Pharr, TX)
Promo Universal, LLC (Corpus Christi, TX)	Slate Group (Lubbock, TX)
UBEO, LLC /dba Copy Zone, Ltd. (McAllen, TX)	

**Interlocal
Agreements**

- 22) Facility Usage Agreements:** enter into facility usage agreements with the **City of Edinburg** (Edinburg, TX) and **City of McAllen** (McAllen, TX) as listed in Appendix A, at an estimated total amount of \$48,578.00;

APPENDIX A

Summary of Facilities and Events

Date	Vendor	Facility	Event	Amount
11/14/2025	City of Edinburg	Edinburg Municipal Auditorium	Amistades Concert Series 2025 Fall Showcase	\$1,175.00
01/20/2026	City of Edinburg	Edinburg Municipal Auditorium	Amistades Concert Series 2025	\$1,175.00

			Spring Showcase	
02/26/2026 - 02/27/2026	City of McAllen	McAllen Performing Arts Center	Tradiciones 2026 Annual Concert Series	\$10,000.00
03/06/2026 - 08/26/2026	City of McAllen	McAllen Convention Center	South Texas State Dance Competition Folklórico & Contemporary Dance Competition	\$20,553.00
07/06/2026 - 07/08/2026	City of McAllen	McAllen Convention Center	STC Summer Dance Workshops	\$15,675.00
Total Amount:				\$48,578.00

23) Supplemental Nutrition Assistance Program (SNAP) Employment and Training (E&T) Third Party Partnership Initiative: enter into the Supplemental Nutrition Assistance Program (SNAP) Employment and Training (E&T) Third Party Partnership Initiative with **Lower Rio Grande Valley Workforce Development Board, dba Workforce Solutions** (McAllen, TX) for the period beginning October 1, 2025 through September 30, 2026, at no cost to the College.

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

Consent Agenda:

b. Approval on Disposal/Recycling of Technology and Electronic Items with an Original Value of \$10,000 and Above

Purpose	Approval of disposal/recycling of technology and electronic items is being requested with an original value of \$10,000 and above. These items will be processed through the Texas Department of Criminal Justice (TDCJ), a State of Texas agency authorized to properly dispose of/recycle technology and electronic equipment.
Justification	<p>The Fixed Assets Department is requesting approval to dispose of obsolete, damaged, and non-functioning technology and electronic items due to safety concerns and limited storage space for surplus items. As technology and electronic equipment become outdated, fall out of warranty, or cease to operate, they are disposed of in accordance with Policy CIB – Equipment and Supplies Management: Disposal of Property and established departmental procedures.</p> <p>To ensure compliance with Environmental Protection Agency (EPA) regulations, the Texas Department of Criminal Justice (TDCJ) has been selected as the approved disposal method. TDCJ securely wipes all data from devices, recycles usable equipment for inmate training or school donations, and properly disposes of irreparable items.</p> <p>These items have been inspected by Information Technology (IT) and Educational Technologies (ET), and the disposal has been reviewed by the Interim Vice President for Technology, Information and Planning Services.</p>
Enclosed Documents	Appendix A – Technology and Electronics for Disposal/Recycle Valued at \$10,000 and Above – List No. 212 was included in the packet for the Board’s information and review.
Staff Resource	Mary Del Paz, Vice President - Finance and Administrative Services Deyadria Leal, Director of Purchasing
Recommendation	The Committee recommended Board approval of the disposal/recycling of technology and electronic items with an original value of \$10,000 and above, as presented.

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

Consent Agenda:

c. Approval on Disposal of Surplus Property Valued at \$10,000 and Above

Purpose	Approval on the disposal of surplus property valued at \$10,000 and above through a live auction. These assets will be removed, as applicable, from the College's inventory system and general ledger.
Justification	<p>The Fixed Assets Department is requesting approval to dispose of obsolete, damaged, and non-functioning property due to safety concerns and limited storage capacity for surplus items.</p> <p>Surplus property undergoes an evaluation process by the respective departments to determine whether the items are beyond repair and no longer usable within the College district. they are disposed of in accordance with Policy CIB – Equipment and Supplies Management: Disposal of Property and established departmental procedures. Once evaluated, departments submit a formal request to have the items removed and relocated to the Central Receiving Warehouse surplus area.</p> <p>The items designated for auction are currently stored at South Texas College's Central Receiving Warehouse, located at the Technology Campus. Due to space limitations at the warehouse, the auction is scheduled to take place in Fall 2025 at the auctioneer's designated site.</p>
Enclosed Documents	Appendix A – Surplus Property Valued at \$10,000 and Above – List No. 213 was included in the packet for the Board's information and review.
Staff Resource	Mary Del Paz, Vice President - Finance and Administrative Services Deyadria Leal, Director of Purchasing
Recommendation	The Committee recommended Board approval on the disposal of surplus property valued at \$10,000 and above through a live auction and for these assets to be removed, as applicable, from the College's inventory system and general ledger.

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

Consent Agenda:

d. Approval on Resolution #2026-003 Authorizing Investment Brokers/Dealers

Purpose	To approve Resolution #2026-003 to update the Investment Brokers/Dealers list.
Justification	<p>The Texas Public Funds Investment Act (PFIA) requires that the Board of Trustees approve any broker and dealer firms that will be used to transact investment business with the College. As per Policy CAK: Appropriations and Revenue Sources: Investments and in accordance with the PFIA, the Board of Trustees shall, at least annually, review, revise, and adopt a list of qualified Investment Brokers/Dealers.</p> <p>The Resolution Authorizing Investment Brokers/Dealers was approved and authorized on October 29, 2024, as amended. The list of brokers/dealers did not change and is included in Appendix "A."</p>
Enclosed Documents	Appendix A – Resolution #2026-003 was included in the packet for the Board's information and review.
Funding	No funds are required.
Staff Resource	Mary Del Paz, Vice President for Finance and Administrative Services Myriam Lopez, Associate Vice-President-Finance and Management
Recommendation	The Committee recommended Board approval of Resolution #2026-003 to update the Investment Brokers/Dealers list.

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

Consent Agenda:

e. Approval for Reaffirming Academic Freedom at South Texas College

Purpose Administration requests a reaffirmed commitment to the College's support of academic freedom at South Texas College.

Justification South Texas College has a longstanding commitment to academic freedom, supporting faculty as they teach, mentor, and challenge students in alignment with both the professional standards of their disciplines and the state and locally approved curriculum. This commitment is formally recognized in Policy DGC (Local) – *Employee Rights and Privileges: Employee Expression and Use of College Facilities*.

Academic freedom is essential to higher education. It enables faculty and students to engage in open inquiry, examine complex issues, and explore the most current knowledge and practices within their fields. At times, this process may raise questions that challenge deeply held beliefs. While the role of faculty is not to change student beliefs, they must retain the freedom to present and aid students to critically evaluate ideas in ways that foster intellectual growth and deeper understanding.

In light of recent concerns at other Texas institutions, administration has reviewed its course offerings. With over four-thousand course sections offered each semester, a quick review has indicated that a majority of courses include some content that could be deemed objectionable by a student or parent based on personally held beliefs and/or opinions.

In 2023, the 88th Texas Legislature enacted Senate Bill 17 (SB 17), which established new restrictions for public institutions of higher education. These restrictions primarily affect diversity, equity, and inclusion (DEI) offices and related functions, including preferential treatment in hiring or services and college-sponsored training activities.

SB 17 legislation also recognizes the importance of academic inquiry and comprehensive curriculum by including explicit exemptions. The law does not apply to academic course instruction (curriculum), scholarly research or creative work, or the dissemination of such research and work. These exceptions reaffirm the importance of academic freedom in preserving the integrity of teaching and scholarship, even in a shifting political and legal landscape.

While STC is working to ensure faculty and staff are well-informed and accountable in their professional and legal responsibilities, we are also creating a disclaimer to clarify and inform students that higher education courses may provoke conversations and challenge

ideas when relevant to the subject matter. This recommended syllabus disclaimer statement is listed below:

“This is a college-level course offered through South Texas College and aligns with the Texas Higher Education Coordinating Board’s established learning outcomes. As part of fostering critical thinking and engaging in academic inquiry, the course may address current or complex topics that some people may find controversial. Such discussions are intended to support student learning, encourage open dialogue across a broad range of viewpoints, and promote the development of analytical and evaluative skills expected at the college level.”

Staff Resource Dr. Anahid Petrosian, Vice President and Provost for Academic Affairs and Economic Development
Dr. Christopher Nelson, Dean for Liberal Arts
Mr. Nicholas Hinojosa, Faculty Senate President

Recommendation The Committee recommended Board reaffirmation of the institution’s commitment to academic freedom and critical scholastic inquiry through the following statement: “South Texas College reaffirms its commitment to academic freedom as a cornerstone of teaching, scholarship, and student learning. In alignment with Board Policy DGC (Local) – Employee Rights and Privileges: Employee Expression and Use of College Facilities – the College empowers faculty to pursue open inquiry, rigorous instruction, and the exchange of ideas that reflect the highest standards and best practices of higher education”, as presented.

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

Consent Agenda:

f. Approval on Proposed Interlocal Agreement Supporting Educational Programming with Edcouch-Elsa ISD

Purpose Administration requests action as necessary on the proposed interlocal agreement supporting education programming with Edcouch-Elsa ISD.

Justification Committee Chair Gonzalez-Alcantar has requested an agenda item allowing the Finance, Audit, and Human Resources Committee an opportunity to discuss proposed educational programming with Edcouch-Elsa ISD, and to make a recommendation as necessary for Board action on this proposal.

In August 2025, STC administration from the Continuing Education and Workforce Development (CEWD) office and the Center for Advanced Training and Apprenticeships (CATA) met with County Commissioner David Fuentes, Precinct 1, to discuss programming that could be supported in a new community resource and wellness center being constructed to serve the Delta area starting in Spring 2026.

Based on the preliminary discussion, South Texas College will be able to offer non-credit programs at the new Hidalgo County Precinct 1 Community Resource /Wellness Center, provided that the facility will include instructional spaces and equipment required to accommodate the following programs listed below:

Dr. Margo identified the following programs that CATA could offer in the facility:

- Welding (in partnership with Region One and Edcouch Elsa ISD)
- Introduction to Robotics and Automation in Advanced Manufacturing
- Construction Technician
- Customs Broker
- Certified Production Technician
- OSHA 10 and 30
- AI Overview

Dean De La Rosa identified the following programs that CEWD could offer in the facility:

- Community/Personal Enrichment:
 - ⇒ ESL, GED, Employability Skills, Cake Decorating, Floral Design
- Health Care:

⇒ Phlebotomy, EKG, CPR, Community Healthcare Worker,
Medication Aide

- Business:

⇒ Real Estate, soft skills

- Technology: Microsoft Office, QuickBooks

The trustees will be asked to provide feedback on this proposal so that administration can determine any details that should be incorporated into a formal Interlocal Agreement with Hidalgo County, Edcouch-Elsa ISD, Region One ESC, and any other stakeholders as appropriate.

**Enclosed
Documents
Staff Resource**

Proposed Interlocal Agreement was included in the packet for the Board's information and review.

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

Ms. Olivia De La Rosa, Dean for Continuing Education and Workforce Development

Dr. Carlos Margo, Dean for the Center for Advanced Training and Apprenticeships

Recommendation

The Committee recommended Board approval on the proposed interlocal agreement supporting education programming with Edcouch-Elsa ISD as presented.

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

Consent agenda:

g. Approval to Adopt 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.

Information for this item was not available at the time of the September 9, 2025, Finance, Audit, and Human Resources Committee meeting, and was presented to the Board without a Committee recommendation. At the September 23, 2025, Board Meeting, the item was deferred, and no action was taken.

This policy must be board-approved in October per PFIA.

Enclosed Documents

Appendix A – List of Policy and
Appendix B – Policy were included in the packet for the Board's information and review.

Staff Resource

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

Recommendation

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

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

Appendix A

Policy	Last Adopted Date	Justification
Policy CAK (LOCAL) – Appropriations and Revenue Sources: Investments	10/29/2024	The policy requires annual Board approval, even if no changes are made, to comply with the Public Funds Investment Act (PFIA) requirements.
Policy Modifications are reflected as follows:		
Additions: blue font	Deletions: red font with a strikethrough.	Repositioned: <ul style="list-style-type: none"> Moved From <u>Moved To</u>

Appendix B

Policy follows in the packet

Consent agenda:

h. Approval to Adopt the Numbered Update 49 Local Policies

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	<p>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.</p> <p>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.</p> <p>This item was presented at the September 9, 2025, Committee Meeting and was deferred to the September 23, 2025, Board Meeting. At the September 23, 2025, Board Meeting, the item was deferred, and no action was taken.</p> <p>This item was presented at the October 14, 2025, Committee Meeting for First Reading, and the Committee recommended that the policies be presented for Board action in the October 28, 2025, Board Meeting.</p>
Enclosed Documents	<p>Appendix A – List of Policies and</p> <p>Appendix B – Policies were included in the packet for the Board ‘s information and review.</p>
Staff Resource	<p>Mary Del Paz, Vice President for Finance and Administrative Services</p> <p>Matthew S. Hebbard, Vice President for Student Affairs and Enrollment Management</p> <p>Cynthia A. Blanco, Dean of Enrollment Systems and Registrar</p> <p>George McCaleb, Executive Director for Facilities Operations and Maintenance</p> <p>Todd Nelson, Contracts and Regulatory Resources Officer-Title IX & 504 Coordinator</p> <p>Venisa Earhart, Board Relations Administrator</p>
Recommendation	No action was 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.

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

Appendix A

Item	Policy	Last Adopted Date	Update	Explanatory Notes
A.	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.
B.	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.
C.	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.
D.	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.
Policy Modifications are reflected as follows:				
Additions: blue font		Deletions: red font with a strikethrough.		Repositioned: <ul style="list-style-type: none"> • Moved From • <u>Moved To</u>

Appendix B

Policies follow in the packet.

Review and Discussion of the Auxiliary Fund for Fiscal Year 2025 - 2026

Purpose	Mary Del Paz, Vice President for Finance and Administrative Services, will discuss the College's Auxiliary Fund for FY 2025 – 2026.
Justification	<p>To provide an overview of the College's Auxiliary Fund. The Auxiliary Fund Budget was approved by the Board during the Public Hearing and Special Board Meeting on August 26, 2025.</p> <p>A presentation of the Auxiliary Fund was requested at the September 9, 2025 Finance, Audit, and Human Resources Committee meeting.</p>
Enclosed Documents	None.
Staff Resource	Mary Del Paz, Vice President for Finance and Administrative Services
Recommendation	No action was required from the Committee.

Review and Action as Necessary on Parking License Agreement Between McAllen Economic Development Corporation and South Texas College at Technology Campus

Purpose	To approve the parking license agreement between McAllen Economic Development Corporation and South Texas College for the use of fifty (50) striped passenger-vehicle parking spaces at the STC Technology Campus.
Justification	<p>Mr. Ralph Garcia, McAllen Economic Development Corporation (MEDC) Interim Chief Operating Officer contacted the College regarding the use of overflow parking at the Technology Campus for a period of 90 days for one of their clients. The client is GE Engine Services who has recently added over 100 new manufacturing employees and are in need of temporary parking spaces while they are working with the City to approve additional spaces on site. GE has been a training partner with STC for over 20 years and plans to continue partnering with STC for additional workforce training.</p> <p>The license agreement allows for the use of 50 parking spaces for 90 days at no cost (\$0 per monthly).</p>
Enclosed Documents	Appendix A – Parking License Agreement was included in the packet for the Board's information and review.
Staff Resource	<p>Dr. Anahid Petrosian, Vice President and Provost for Academic Affairs and Economic Development</p> <p>Dr. Carlos Margo, Dean – Center for Advanced Training and Apprenticeships</p> <p>Jose Vela, Point of Contact, Division of Business, Public Safety and Technology</p> <p>Mary Del Paz, Vice President for Finance and Administrative Services</p> <p>George McCaleb, Director of Facilities Operations and Maintenance</p>
Additional Information	Information for this item was not available at the time of the October 14, 2025 Finance, Audit, and Human Resources Committee meeting, and is presented to the Board without a Committee recommendation.

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 the parking license agreement between McAllen Economic Development Corporation, and South Texas College for the use of fifty (50) striped passenger-vehicle parking spaces at STC Technology Campus, for the period beginning November 1, 2025 through January 31, 2026, as presented.

The motion carried.

Review and Action as Necessary on the 2025 – 2027 McAllen Holiday Parade Sponsorship Agreement

Purpose	Administration is requesting that the College continue its sponsorship of the annual City of McAllen Holiday Parade to be held on Saturday, December 6, 2025 . The Board is asked to review and approve the 2025–2027 McAllen Holiday Parade Sponsorship Agreement with the City of McAllen.
Justification	<p>The McAllen Holiday Parade is the largest illuminated holiday and helium balloon parade in Texas. Held on the first Saturday in December, the parade’s mission is to enhance the quality of life of residents and visitors through a large-scale, illuminated parade featuring magical floats, giant helium and cold air-filled balloons, marching bands, and celebrities.</p> <p>The parade represents a collaborative effort among City of McAllen departments, sponsors, and community volunteers to bring this uniquely memorable holiday celebration to Texas.</p> <p>The sponsorship allows the College to benefit from prominent logo and brand inclusion in promotional materials, artwork, advertisements, signage, and other branding elements associated with the parade and related activities. As part of the agreement, South Texas College will have a customized, branded float featured on a statewide broadcast.</p> <p>The terms of the agreement shall be for a period of three years, beginning in 2025 through 2027. The sponsorship fee for this agreement is \$30,000 per year for three years, for a total of \$90,000. Non-public funds will be used for this expenditure</p>
Funding	Sponsorship Account (External Affairs)
Enclosed Documents	A copy of the proposed Interlocal Agreement as included in the Board packet for the Board’s information and review.
Staff Resource	Ms. Lynda Lopez, Executive Director for Public Relations and Marketing and Mrs. Olivia Gomez, Director of External Affairs will be present at the Board meeting to address any questions from the Board members.

Upon a motion by Mr. Danny Guzman and a second by Mr. David De Los Rios the Board of Trustees of South Texas College approves and authorizes the 2025–2027 McAllen Holiday Parade Sponsorship Agreement with the City of McAllen for a total of \$90,000, to be paid at \$30,000 each year for a period of three years as presented.

The motion carried.

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.

This item was presented at the September 9, 2025, Committee Meeting and was deferred to the September 23, 2025 Board Meeting. At the September 23, 2025 Board Meeting, the item was deferred, 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 was 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.

Upon a request by Mr. David De Los Rios this item was tabled until these policies could be reviewed by legal counsel.

Appendix A

Item	Policy	Last Adopted Date	Update	Explanatory Notes
A.	BCA (Local) – Board Internal Organization: Board Officers and Officials	9/27/2022	49	New recommended local policy language provides additional information about the selection of board officers and the duties and responsibilities of the officers. Additional revisions are to align the policy with applicable law.
B.	BCB (Local) – Board Internal Organization: Board Committees	9/27/2022	49	New recommended local policy language addresses the formation and authority of board committees, which are committees composed exclusively of members of the board and make non-binding recommendations in an area of specified responsibility.
C.	BCE (Local) – Board Internal Organization: Advisory Committees	New Policy	49	This new recommended local policy addresses the formation and authority of advisory committees, which are mainly composed of college district staff, students, or community members and make non-binding recommendations to the board within an area of specified responsibility.
D.	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.
Policy Modifications are reflected as follows:				
Additions: blue font		Deletions: red font with a strikethrough.		Repositioned: <ul style="list-style-type: none"> Moved From <u>Moved To</u>

Appendix B

Policies follow in the packet.

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	<p>The local board policies reflect the College's internal operations. Below is a justification for each local policy.</p> <p>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.</p> <p>This item was presented at the September 9, 2025, Committee Meeting and was deferred by the Committee Chair to the September 23, 2025 Regular Board Meeting. At the September 23, 2025, Board Meeting, the item was deferred, and no action was taken.</p>
Enclosed Documents	<p>Appendix A – List of Policies</p> <p>Appendix B – Policies</p> <p>Appendix C – Examples of DGBA Policies from other Texas Community Colleges</p> <p>Appendix D – Fee schedules for each campus</p>
Staff Resource	<p>Matthew Hebbard, Vice President for Student Affairs and Enrollment Management</p> <p>Cynthia Blanco, Dean of Enrollment Systems and Registrar</p> <p>Mary Del Paz, Vice President for Finance and Administrative Services</p> <p>Myriam Lopez, Associate Vice President - Finance and Management</p> <p>Claudia Olivares, Director for Human Resources – Employee Relations and Title IX</p> <p>George McCaleb, Executive Director - Facilities Operations and Maintenance</p>
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.

This item was tabled until the November Committee meetings.

Appendix A

Item	Policy	Last Adopted Date	Justification
A.	Policy CDC (LOCAL) – Accounting: Audits	5/28/2024	The policy was amended to include a new section to address internal auditor reporting and direction of work.
B.	Policy DGBA (LOCAL) – Personnel – Management Relations: Employee Grievances	6/24/2025	The policy has been amended to include a new section to address complaints involving Board Members and the College President.
C.	Policy FB (LOCAL) – Admissions	01/30/2024	A part of the 89 th 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.
D.	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.
Policy Modifications are reflected as follows:			
Additions: blue font		Deletions: red font with a strikethrough.	Repositioned: <ul style="list-style-type: none"> • Moved From • <u>Moved To</u>

Appendix B

Policies follow in the packet.

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 at the September 9, 2025, Committee Meeting and was deferred until protocols can be reviewed by the entire Board of Trustees. At the September 23, 2025 Board Meeting, the item was deferred, and no action was taken.

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
President

No action was taken on this item. Mr. Danny Guzman and Mr. David De Los Rios requested that this item be tabled until the Charter could be reviewed by legal counsel and how it aligns with policy CDC.

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
 6. 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 at the September 9, 2025, Committee Meeting and was deferred until the September 23, 2025 Board Meeting. At the September 23, 2025 Board Meeting, the item was deferred, and no action was taken.

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.

Approval Recommended:

Dr. Ricardo J. Solis
President

No action was taken on this item. This item be tabled until the Charter could be reviewed by legal counsel and how it aligns with policy CDC.

Review of Presentations Prepared for the Facilities Committee

The following presentation was delivered to the Facilities Committee on Tuesday, October 14, 2025:

Update on Status of Unexpended Plant Fund Construction Projects and Renewals & Replacements Projects

Purpose	The Facilities Planning and Construction staff prepared the attached design and construction update. This update summarizes the status of each capital improvement and renewals & replacements project currently in progress, including a categorization based on priority.
Enclosed Documents	Appendix A – Capital Improvement Projects Milestones, Appendix B – Budget Report, Appendix C – Capital Improvement Projects Overview, Appendix D – Renewals & Replacements Projects Overview, and Appendix E – Outstanding Issues were included in the packet for the 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
Recommendation	This item is presented for the Committee's information only. No action is requested.

Appendix A

Capital Improvement Projects Milestones follows in the packet.

Appendix B

Budget Report follows in the packet.

Appendix C

Capital Improvement Projects Overview follows in the packet.

Appendix D

Renewals & Replacements Projects Overview follows in the packet.

Appendix E

Outstanding Issues follows in the packet.

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

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

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

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

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

- a. Approval on Substantial Completion of the Regional Center for Public Safety Excellence Perimeter Fence
- b. Approval on Amended Lease Agreement with P&N Shah Family, L.P. for the Cosmetology Program

Upon a motion by Dr. Alejo Salinas and a second by Mr. Paul Rodriguez the Board of Trustees of South Texas College approve and authorize items "a – b" of the Facilities Committee Consent Agenda as presented.

The motion. Carried.

Consent Agenda:

a. Approval on Substantial Completion of the Regional Center for Public Safety Excellence Perimeter Fence

- Purpose** To approve substantial completion of the project.
- Justification** College staff visited the site and developed a construction punch list on October 6, 2025.
- Contractor: AJ3 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 AJ3 Construction, LLC. The original cost approved for this project was \$118,139.76.
- Enclosed Documents** Appendix A – Current Budget Status, Appendix B – Photos, Appendix C – Substantial 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 Perimeter Fence Project 2022-009C 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 of substantial completion of the Regional Center for Public Safety Excellence Perimeter Fence project as presented.

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

Appendix A

Current Budget Status

Regional Center for Public Safety Excellence Perimeter Fence					
Construction Budget	Approved Proposal Amount	Net Total Change Orders	Current Project Cost	Previous Amount Paid	Remaining Balance
\$168,000.00	\$118,139.76	\$0	\$118,139.76	\$38,069.59	\$80,070.17

Appendix B

Photos follow in the packet.

Appendix C

Substantial Completion Certificate follows in the packet.

Appendix D

Fact Sheet follows in the packet.

Consent Agenda:

b. Approval on Amended Lease Agreement with P&N Shah Family, L.P. for the Cosmetology Program

Purpose To approve a facility lease addendum with P&N Shah Family, L.P. for additional space.

Justification On April 25, 2023, the Board of Trustees authorized a facility lease addendum with P&N Shah Family, L.P. for the College's Cosmetology program. This space provided for specific needs including general classrooms, student common area, cosmetology labs, office spaces, and a dispensary/storage area on site.

Since that time, the STC Cosmetology has thrived in that space, and could benefit from an expansion on site, while the College continues its plans to renovate space at the STC Pecan Plaza.

The program currently serves three active student cohorts, totaling 39 students and up to 45 (15 per cohort). The cosmetology program has been extremely successful, filling up cohorts within a matter of days of opening enrollment. Program growth has reached a point where the primary barrier to expansion is the limited space provided in the current lease. Additionally, due to limited space within the leased facility, the program has been utilizing an off-site storage unit at a cost of \$3,504 annually to store program supplies and equipment.

The program has identified three additional rooms at the existing facility that would directly support program operations, student learning, and faculty needs.

The additional spaces are available as follows:

Room Details and Proposed Use

Room	Square Footage	Intended Use
Room 1	227 sq. ft.	Relocate student open lab and include a student dining area; previous open lab repurposed as adjunct faculty office
Room 2	237 sq. ft.	Additional on-site storage adjacent to existing dispensary; consolidate current lab storage, which will be converted into a faculty office
Room 3	359 sq. ft.	Additional classroom

The lessor will renovate existing spaces to make them generally ready for the College, including new entrance doors, removing unnecessary furniture and cabinets, and repainting walls.

The total additional spaces would increase our footprint by 823 square feet. The proposed lease provides these additional spaces at \$1.75 per rentable square foot per month, which reflects an increase of \$17,283 per year.

If the Board approves this addendum, the total facilities lease agreement would cost \$125,643.00 per year.

The additional space will also allow the College to eliminate an off-site storage lease, saving \$3,504 per year.

Administration has confirmed this expansion will strengthen the cosmetology program by improving operational efficiency, increasing instructional and support capacity, and enhancing both the student and faculty experience. The additional lease costs remain within the program's budget capacity, making this a fiscally responsible proposal that directly benefits student success and program quality.

The addendum would extend the current lease and new cost through December 31, 2028, after which renewal terms may be considered.

The proposed lease amendment has been reviewed by Administration and legal counsel and is recommended for Board approval.

Enclosed Documents

None.

Staff Resource

Dr. Anahid Petrosian, Vice President and Provost for Academic Affairs and Economic Development
Mr. Jose Vela, Point of Contact, Technology Campus
Ms. Carla Balleza, Cosmetology Program Chair

Recommendation

The Committee recommended Board approval of the facility lease addendum with P&N Shah Family, L.P. for the use of additional spaces at the Shah Eye Center facility for the period as presented.

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

Review and Recommend Action on Approval of District Wide Building Names

Purpose	To approve the proposed building names as presented.
Justification	The naming of buildings is necessary so that each building can be specifically identified for students, faculty, staff, and the public. It has been proposed that the names of some of the existing and new buildings should be changed to accurately identify their function(s).
Enclosed Documents	Appendix A – List of Proposed Building Names
Staff Resource	Ricardo de la Garza, Executive Director for Facilities Planning & Construction Mary Del Paz, Vice President for Finance and Administrative Services
Recommendation	Administration requested the Committee recommend Board approval of the proposed district wide building names as presented.

Upon a motion by Mr. David De Los Rios and a second by Mr. Paul Rodriguez the Board of Trustees of South Texas College approved and authorized the proposed district wide building names as presented.

Appendix A

Project Presentation follows in the packet

Review and Action as Necessary on the Process for the Selection of On-Call Services from Architects and Engineers

Purpose	To review and take action as necessary on the process for the selection of on-call architectural and engineering services for district-wide construction projects.
Justification	<p>A pre-approved pool of architectural, civil engineering, and mechanical, electrical, and plumbing (MEP) engineering firms reduces the estimated project schedules by eliminating the need to solicit qualifications on a project-by-project basis.</p> <p>On September 9, 2025, the Facilities Committee requested information about procurement processes for on-call professional services. College staff have reviewed the processes used by other entities. They are listed in Appendix A.</p> <p>In each of the processes reviewed, staff evaluates the firms and ranks them to select the most qualified, as per the Texas Government Code, Chapter 2254: Professional and Consulting Services.</p> <p><i>Sec. 2254.004. CONTRACT FOR PROFESSIONAL SERVICES OF ARCHITECT, ENGINEER, OR SURVEYOR.</i></p> <p><i>(a) In procuring architectural, engineering, or land surveying services, a governmental entity shall:</i></p> <p><i>(1) first select the most highly qualified provider of those services on the basis of demonstrated competence and qualifications; and</i></p> <p><i>(2) then attempt to negotiate with that provider a contract at a fair and reasonable price.</i></p> <p><i>(b) If a satisfactory contract cannot be negotiated with the most highly qualified provider of architectural, engineering, or land surveying services, the entity shall:</i></p> <p><i>(1) formally end negotiations with that provider;</i></p> <p><i>(2) select the next most highly qualified provider; and</i></p> <p><i>(3) attempt to negotiate a contract with that provider at a fair and reasonable price.</i></p> <p><i>(c) The entity shall continue the process described in Subsection (b) to select and negotiate with providers until a contract is entered into.</i></p>
Enclosed Documents	<p>Appendix A – On-Call Services Processes Comparison</p> <p>Appendix B – List of FY 2026-2029 Proposed Capital Improvement Projects</p> <p>Appendix C – List of FY 2026-2029 Proposed Renewals & Replacements Projects</p>
Staff Resource	<p>Ricardo de la Garza, Executive Director for Facilities Planning & Construction</p> <p>Deyadira Leal, Director for Purchasing</p>

Mary Del Paz, Vice President for Finance and Administrative Services

Recommendation This item is presented for the Board of Trustees' review to provide direction to College staff and/or take action as necessary on the selection process for on-call architectural and engineering services for district-wide construction projects.

No action was taken on this item. The Board requested that the process be run by Legal Counsel and it be brought back during the November Committee and Board meetings for review.

Appendix A

On-Call Services Processes Comparison follows in the packet.

Appendix B

List of FY 2026-2029 Proposed Capital Improvement Projects follows in the packet.

Appendix C

List of FY 2026-2029 Proposed Renewals & Replacements Projects follows in the packet.

Approval of Financial Reports for August 2025

Administration recommends Board approval of the financial reports for the month of August 2025.

The following financial reports have been provided under separate cover:

- 1) Quarterly Investment Report and Money Market Accounts for August 2025.
- 2) Summary of Revenues for August 2025.
- 3) Summary of State Appropriations Revenue for August 2025.
- 4) Summary of Property Tax Revenue for August 2025.
- 5) Summary of Expenditures by Classification for August 2025.
- 6) Summary of Expenditures by Function for August 2025.
- 7) Summary of Auxiliary Fund Revenues and Expenditures for August 2025.
- 8) Summary of Grant Revenues and Expenditures for August 2025.
- 9) Foundation Financial Activity for August 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 Mr. Danny Guzman the Board of Trustees of South Texas College approved and authorized the submitted financial reports for the month of August 2025.

The motion carried.

Review of Informational Reports as of September 2025

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

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

Update and Action as Necessary on Water Billing for South Texas College Starr County Campus (Texas Government Code 551.071, Consultation with Attorney)

Purpose Administration will provide an update on the Water Billing for South Texas College Starr County Campus.

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 Water Billing for South Texas College Starr County Campus.

No action was taken on this item.

Announcements

A. Next Meetings:

- Tuesday, November 11, 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, November 25, 2025
 - 5:30 p.m. – Regular Board Meeting

B. Other Announcements:

- The College will be closed on November 27-30, 2025 in observance of the Thanksgiving holiday.

Adjournment

There being no further business to discuss, the Regular Board Meeting of the South Texas College Board of Trustees adjourned at 8:47 p.m.

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

X_____

Mr. Danny Guzman

Board Secretary

Report of New Grants

Grant Title: Pre-Apprenticeship Career Pathways

Awarding Agency: Texas Workforce Commission

Division and Department Awarded: AAED, Center for Advanced Training and Apprenticeships (CATA)

Amount Awarded: \$7,733

Funding Period: November 1, 2025 – October 31, 2026

Strategic Goal #2: Develop, Align and Optimize Educational Programs

Project Summary: Funding will support preparatory instruction for seven foster youth enrolled in three Pre-Apprenticeship Programs: Computer User Support Specialist, Construction Technician, and Industrial Machinery Mechanic. These preparatory classes, lasting six months or less, provide the foundational skills necessary for participants to meet the requirements of their apprenticeship agreements.

Grant Title: Texas Reskilling and Upskilling (TRUE) 2025-27

Awarding Agency: Texas Higher Education Coordinating Board

Division and Department Awarded: AAED, Center for Advanced Training and Apprenticeships (CATA)

Amount Awarded: \$218,339

Funding Period: October 2025 – October 2027

Strategic Goal #2: Develop, Align and Optimize Educational Programs

Project Summary: Funding from the Texas Higher Education Coordinating Board will provide 242 hours of Plumbing Technician training for 36 displaced workers over a two-year period. The funds will cover expenses related to instruction, books, supplies, testing, equipment, curriculum development, student support services, marketing and outreach, job placement assistance, and data administration.

Grant Title: Texas Mutual Community Funding - Workforce Development and Safety Training

Awarding Agency: Texas Mutual Insurance Company

Division and Department Awarded: AAED, Center for Advanced Training and Apprenticeships (CATA) and Continuing Education and Workforce Development (CEWD)

Amount Awarded: \$99,000

Funding Period: October 2025 – October 2026

Strategic Goal #2: Develop, Align and Optimize Educational Programs

Project Summary: Funding from Texas Mutual Insurance Company will support workforce development and safety training for 279 underserved participants in construction, manufacturing, warehousing, and transportation. Training will include OSHA, CPR/First Aid, NCCER, CDL, and HAZMAT programs. The funds will cover costs for supplies, credentials, and licensing.

Grant Title: Adult Education and Literacy Service Core Provider Grant

Awarding Agency: Texas Workforce Commission

Division and Department Awarded: AAED, Continuing Education and Workforce Development (CEWD)

Amount Awarded: \$461,209 (additional funds); Total amended grant award: \$1,469,624

Funding Period: July 1, 2025 - June 30, 2026

Strategic Goal #2: Develop, Align and Optimize Educational Programs

Project Summary: Funding will support Integrated English Literacy and Civics Education (IELCE) Section 243 services in Hidalgo and Starr counties. The program will serve individuals with less than a high school education, including up to 786 participants with language barriers and low educational attainment. Workforce Preparation under the Integrated Education and Training (IET) program will focus on workplace ethics, active listening, critical thinking, communication, customer service, digital literacy, and other essential soft skills. Additionally, the grant will fund occupational skills training in areas such as Entrepreneurship and Small Business, Forklift Certification, Microsoft Office Specialist, and Welding.

Presentation of the Delinquent Tax Collection Report for the Period Ending August 31, 2025

Purpose	Kelly R. Salazar, from Linebarger Goggan Blair & Sampson, will present the Delinquent Tax Collection Report through August 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.
Funding	No funds are required.
Staff Resource	Kelly R. Salazar, from Linebarger Goggan Blair & Sampson, LLP Mary Del Paz, Vice President for Finance and Administrative Services Myriam Lopez, Associate Vice-President-Finance and Management
Recommendation	No action is required from the Board. This item is presented for information purposes.



SOUTH TEXAS COLLEGE

Delinquent Tax Collection Report
June 1, 2025 - August 31, 2025



Important Tax Cycle Dates

January

- Jan. 1: Tax lien attaches to all property

April

- Rendition deadline for Business Personal Property (BPP)
- Appraisal Notices mailed
- Appraisal Review Board (ARB) Protests begin

July

- July 25: Appraised Value Certified to School District

August-September

- School District adopts Budget and Tax Rate

October-January

- Oct 1: Tax Bills mailed
- Oct-Jan 31: Time period to pay taxes with no penalty or interest

February

- Feb 1: Delinquency date for Real Estate, Mobile Homes and Business Personal Property (BPP)

April

- **April 1: BPP taxes turned over to Linebarger**
Early BPP Programs Commence:
 - Walk and Talk Teams
 - Targeted Mailings
 - Warrant and Seizure Candidates

July

- **July 1: Real Property Taxes turned over to Linebarger**
 - Every account is reviewed by Linebarger and placed in the collection program
 - Every eligible account is targeted for mailings, phone collections, seizures, site visits, and/or litigation



Collection Activities - Hidalgo County

June 2025 – August 2025

323 Lawsuits Filed—\$290,099

253 Lawsuits Disposed—\$221,884

49,048 Statements Mailed

14,773 Incoming/Outgoing Calls

996 Property Inspections

720 Pay Off Request

Fiscal Year
Linebarger collected
\$3,670,559
in base, penalty & interest
in Hidalgo County



Collection Activities - Starr County

June 2025 – August 2025

61 Lawsuits Filed - \$75,419

30 Lawsuits Disposed - \$25,742

16,583 Statements Mailed

3,144 Incoming/Outgoing Calls

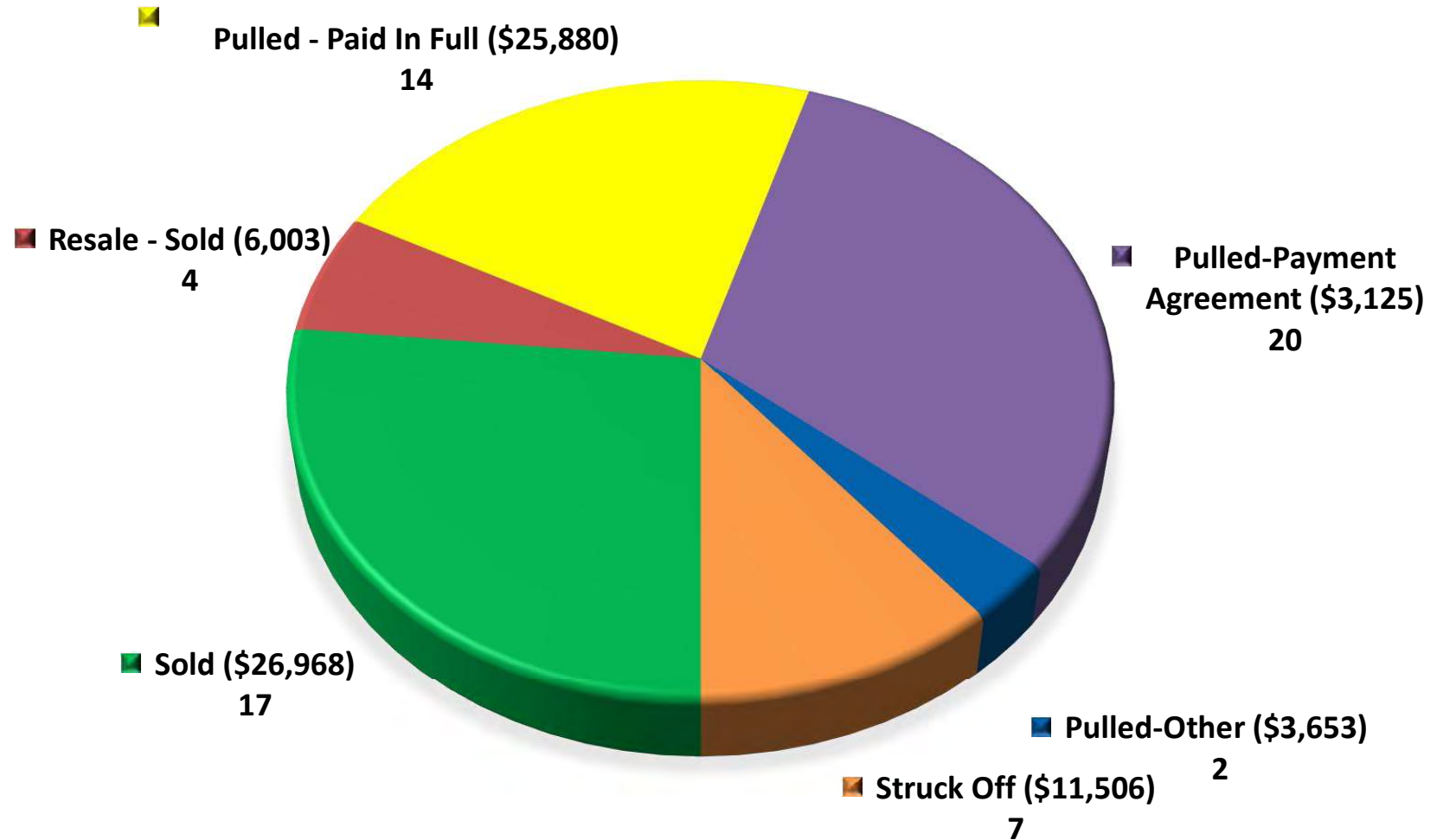
79 Property Inspections

14 Pay Off Request

Fiscal Year
**Linebarger collected
\$638,717**
in base, penalty & interest
in Starr County

Tax Sale Results - Hidalgo County

June 2025 – August 2025



Tax Sale Results - Starr County

June 2025 – August 2025



Paid In Full (\$10,093)

10

Resale - Sold (\$767)

1

Sold (\$5,643)

6

Pulled - Other (\$459)

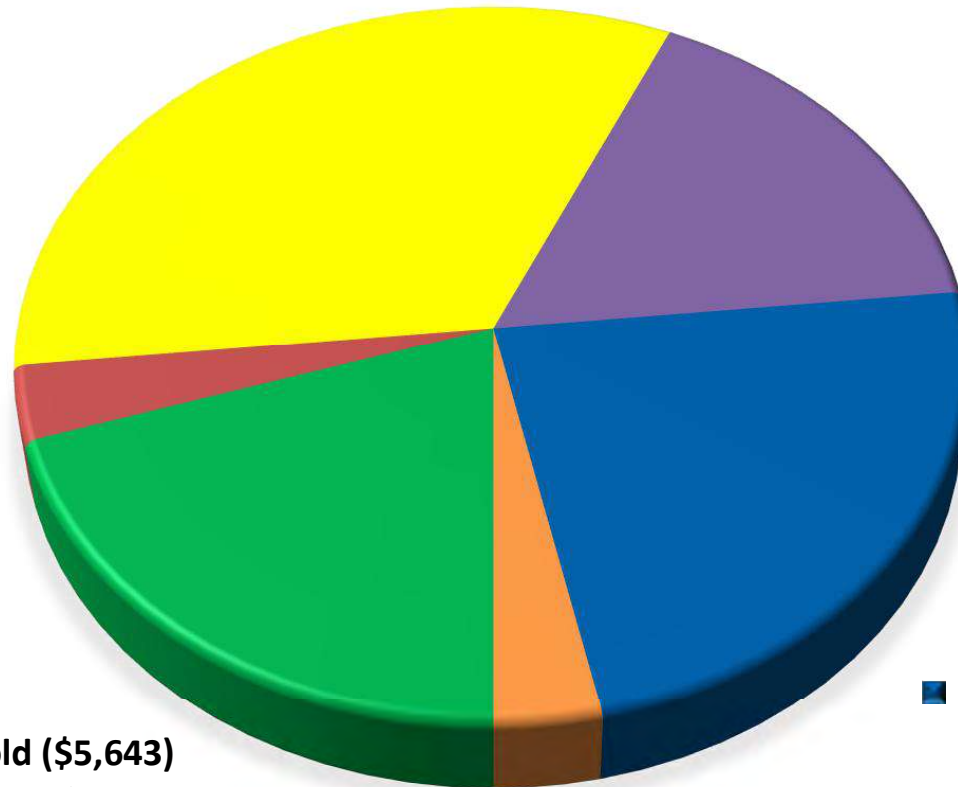
1

**Pulled-Payment
Agreement (\$1,020)**

5

Struck Off (\$8,322)

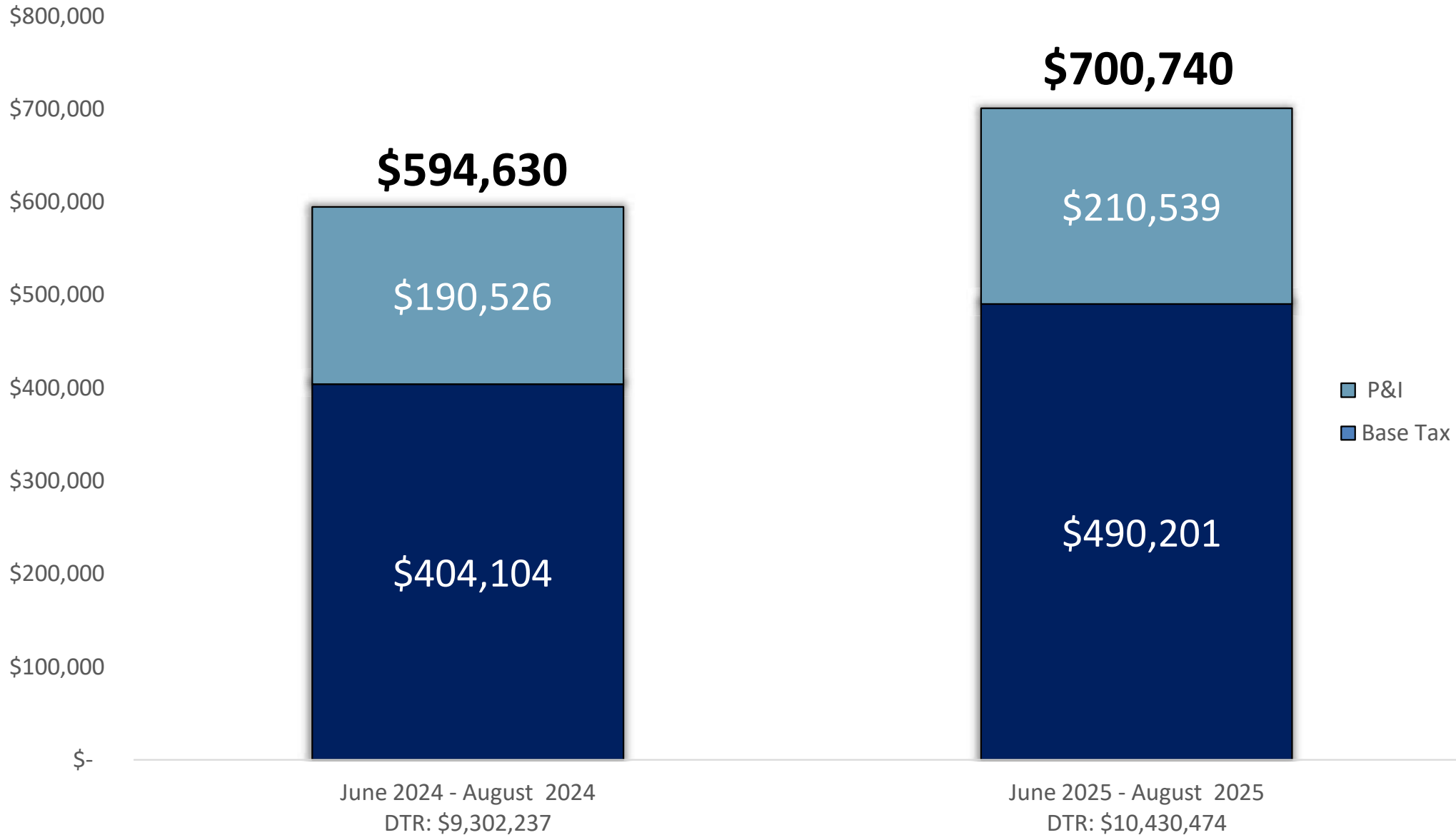
7





Collection Comparison – Hidalgo County

4th Quarter: June – August



Source: Hidalgo County Tax Office Data



Collection Comparison – Hidalgo County

Fiscal Year: September – August

\$4,500,000

\$4,000,000

\$3,500,000

\$3,000,000

\$2,500,000

\$2,000,000

\$1,500,000

\$1,000,000

\$500,000

\$-

\$3,343,864

\$915,816

\$2,428,048

September 2023 - August 2024
DTR: \$9,302,237

\$3,670,559

\$956,318

\$2,714,241

September 2024 - August 2025
DTR: \$10,430,474

P&I

Base Tax

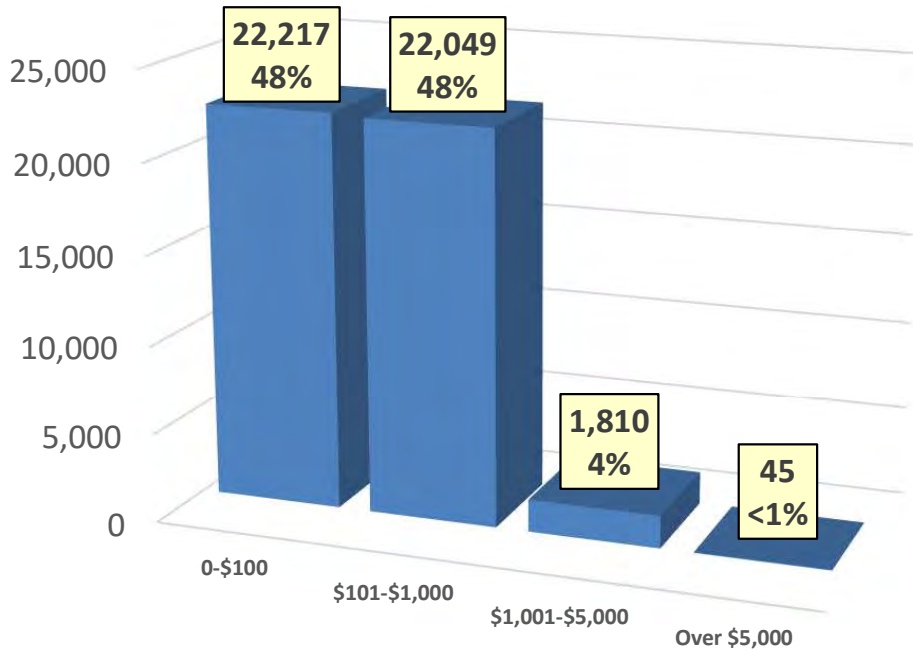
Source: Hidalgo County Tax Office Data

Tax Roll Analysis - Hidalgo County

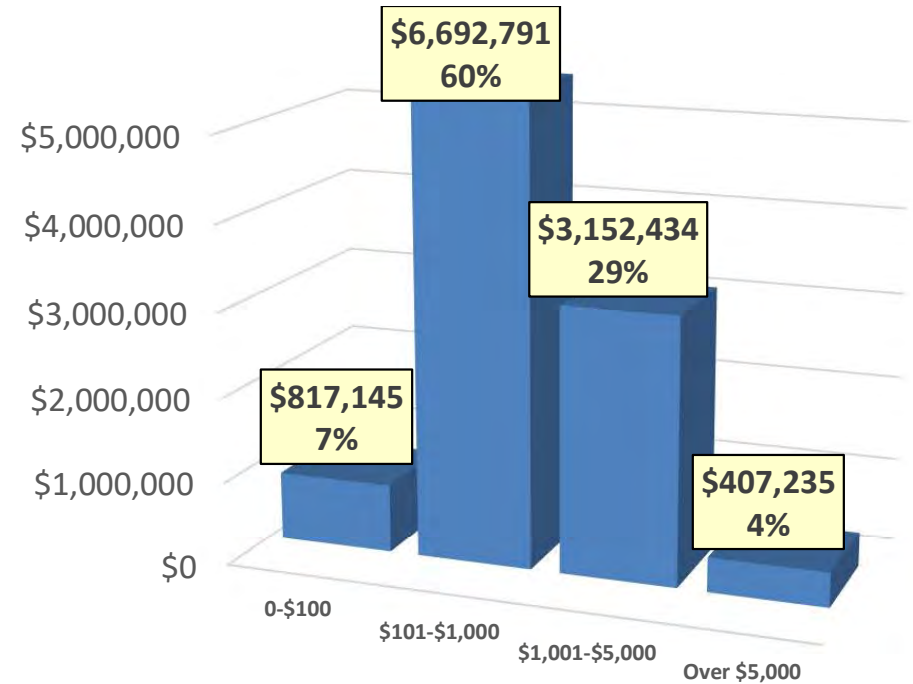
Size of Delinquent Accounts

2024 and Prior Base Tax Only

Accounts



Dollars



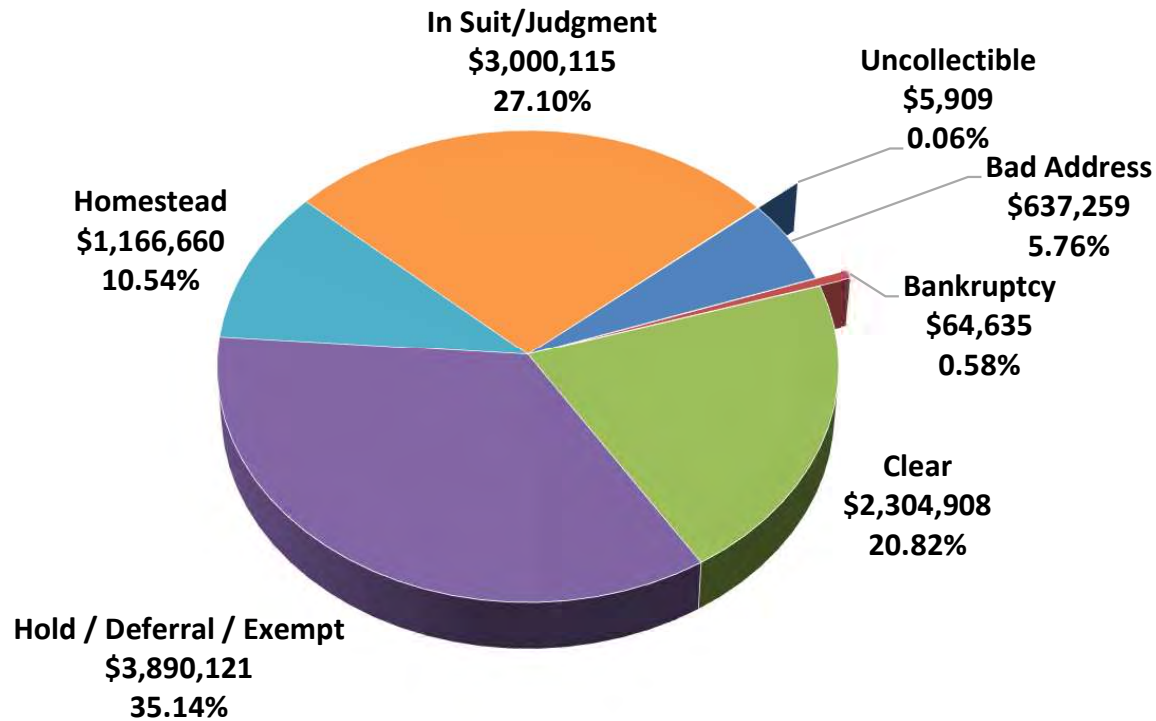
Dollar Range	# of Accounts	% of Accounts
\$0 - \$100	22,217	48%
\$101 - \$1,000	22,049	48%
\$1,001 - \$5,000	1,810	4%
Over 5,000	45	<1%
Total	46,121	100.00%

Dollar Range	Tax Due	% of Accounts
\$0 - \$100	\$ 817,145	7%
\$101 - \$1,000	\$ 6,692,791	60%
\$1,001 - \$5,000	\$ 3,152,434	29%
Over 5,000	\$ 407,235	4%
Total	\$ 11,069,606	100%

Tax Roll Analysis - Hidalgo County

Status of Accounts

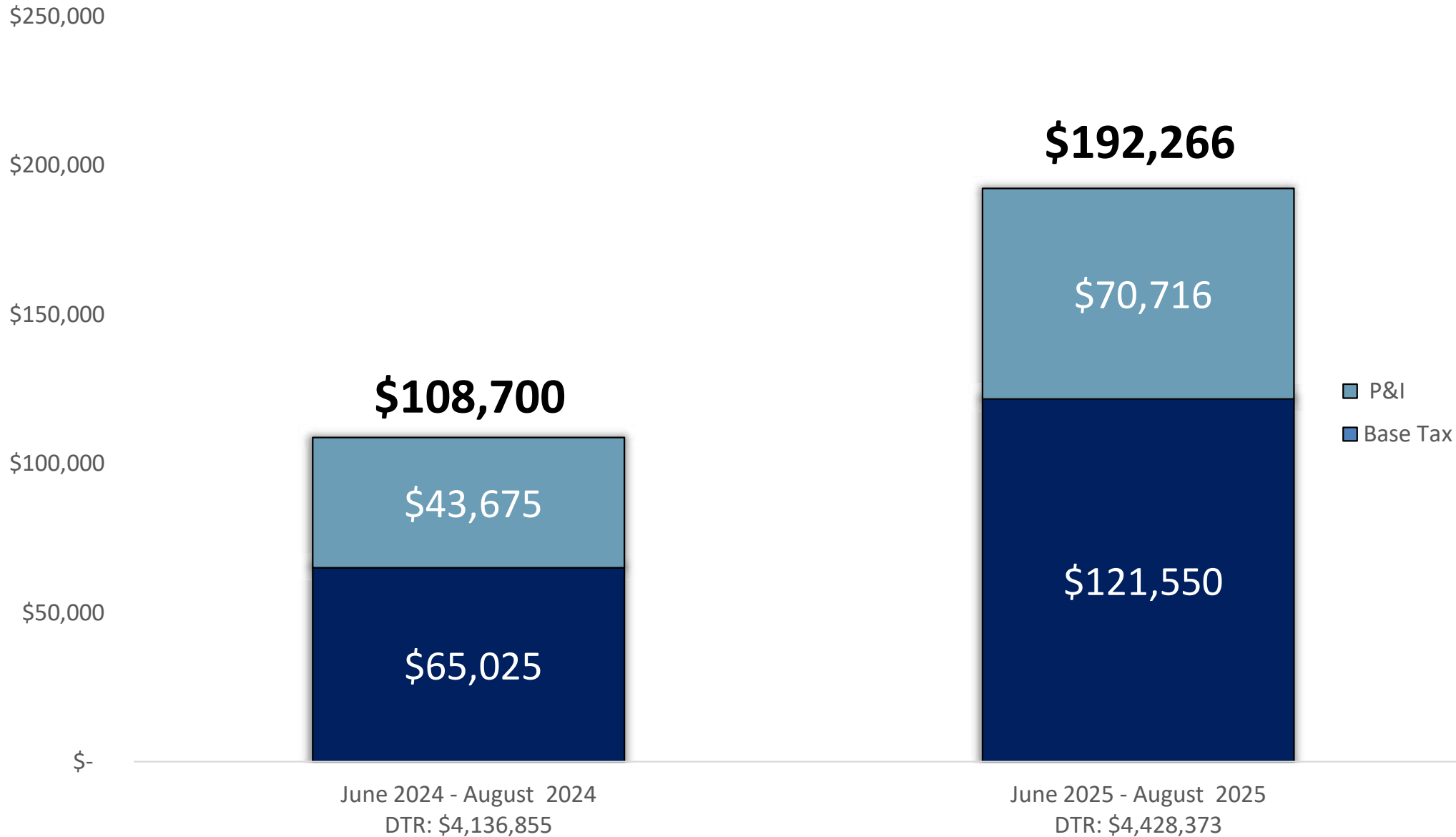
Base Tax Only as of October 2025



Status of Accounts	Tax Due	% of Tax
BAD ADDRESS	\$637,259	5.76%
BANKRUPTCY	\$64,635	0.58%
CLEAR	\$2,304,908	20.82%
HOLD / DEFERRAL / EXEMPT	\$3,890,121	35.14%
HOMESTEAD	\$1,166,660	10.54%
IN-SUIT/JUDGMENT	\$3,000,115	27.10%
UNCOLLECTABLE	\$5,909	0.05%
Total	\$11,069,606	100.00%

Collection Comparison – Starr County

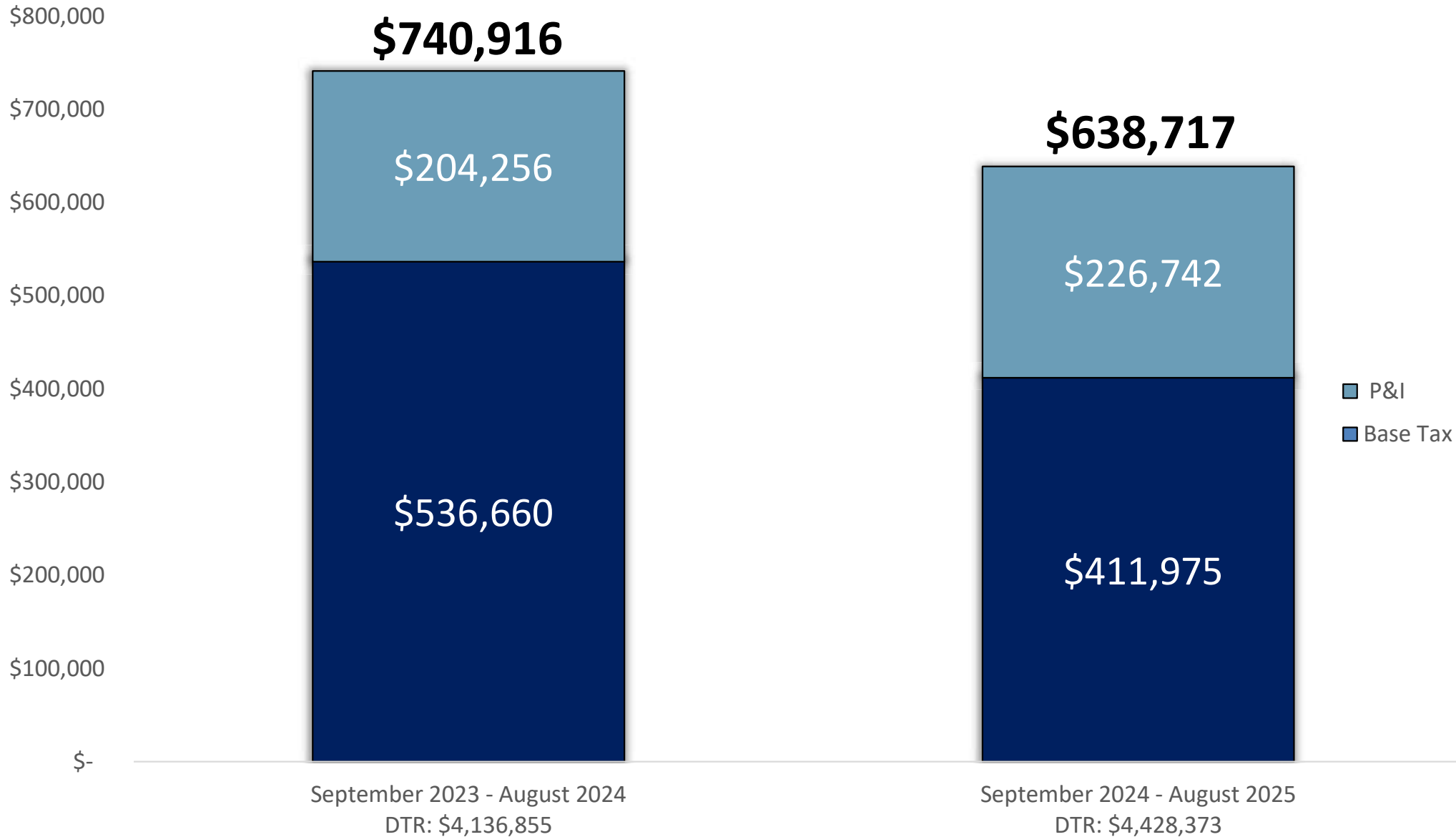
4th Quarter: June – August





Collection Comparison – Starr County

Fiscal Year: September – August



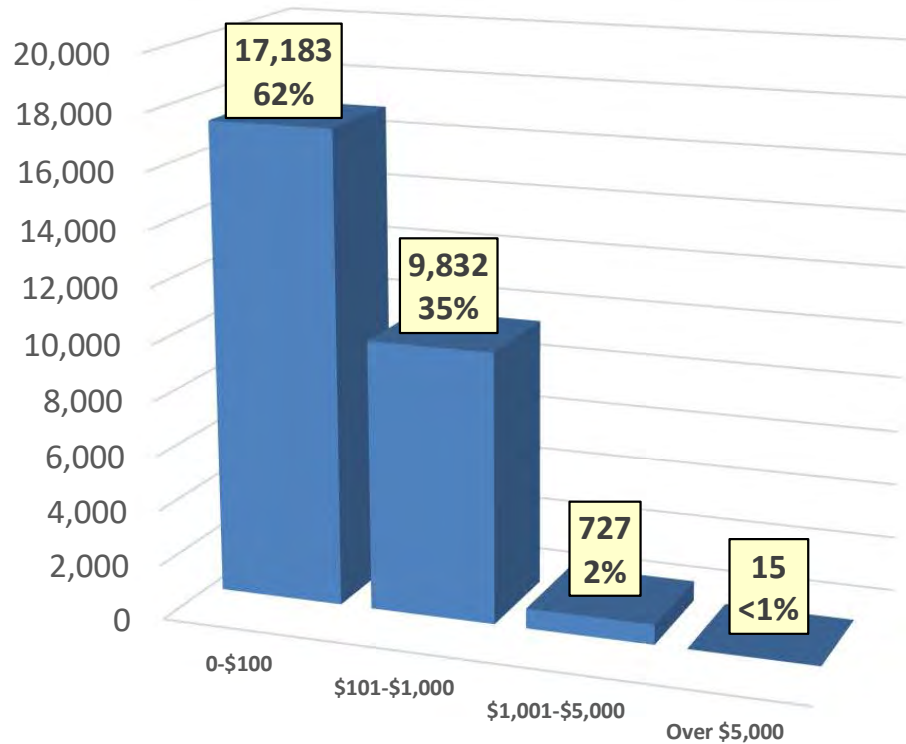
Source: Starr County Tax Office Data

Tax Roll Analysis - Starr County

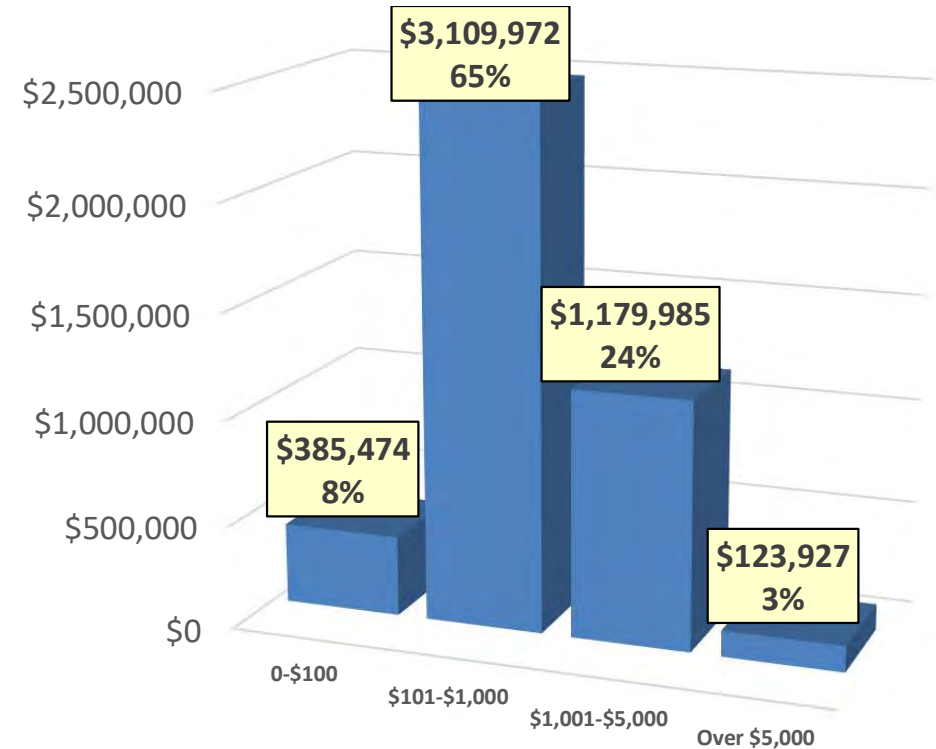
Size of Delinquent Accounts

2024 and Prior Base Tax Only

Accounts



Dollars



Dollar Range	# of Accounts	% of Accounts
\$0 - \$100	17,183	61.91%
\$101 - \$1,000	9,832	35.42%
\$1,001 - \$5,000	727	2.62%
Over 5,000	15	0.05%
Total	27,757	100.00%

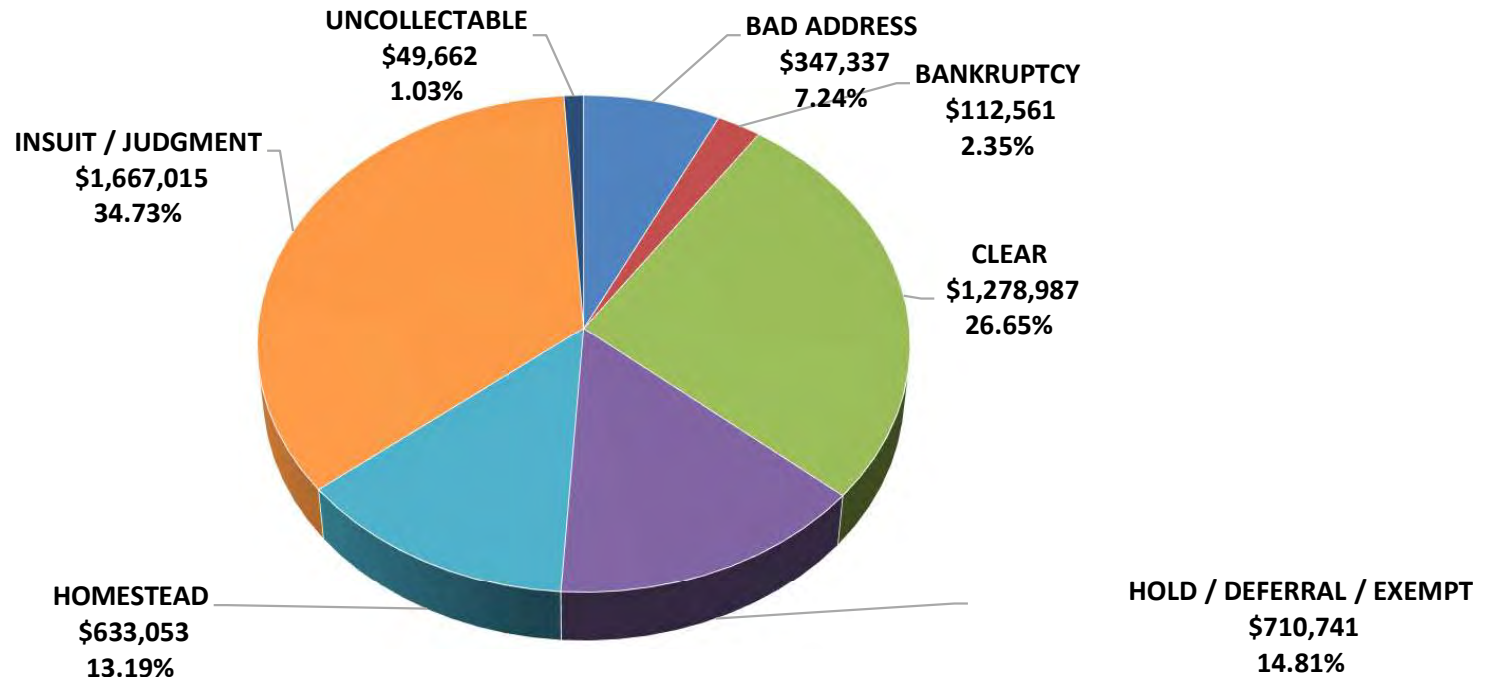
Dollar Range	Tax Due	% of Accounts
\$0 - \$100	\$ 385,474	8%
\$101 - \$1,000	\$ 3,109,972	65%
\$1,001 - \$5,000	\$ 1,179,985	24%
Over 5,000	\$ 123,927	3%
Total	\$ 4,799,358	100%

Source: Starr County Tax Office Data

Tax Roll Analysis - Starr County

Status of Accounts

Base Tax Only as of October 2025



Status of Accounts	Tax Due	% of Tax
BAD ADDRESS	\$347,337	7.24%
BANKRUPTCY	\$112,561	2.35%
CLEAR	\$1,278,987	26.65%
HOLD / DEFERRAL / EXEMPT	\$710,741	14.81%
HOMESTEAD	\$633,053	13.19%
INSUIT / JUDGMENT	\$1,667,015	34.73%
UNCOLLECTABLE	\$49,662	1.03%
Total	\$4,799,358	100.00%



**SOUTH TEXAS
COLLEGE**

THANK YOU



Discussion and Action as Necessary on Inter-Institutional Agreement for the Cougar to Jaguar – Rural Scholars Pathway Between Coastal Bend College and South Texas College

Purpose To approve the Inter-Institutional Agreement between Coastal Bend College (CBC) and the South Texas College (STC) establishing the Cougar to Jaguar – Rural Scholars Pathway program.

Justification The Agreement outlines the collaborative academic partnership between CBC and STC, including program eligibility, advising alignment, cohort structure, financial commitments, student supports, and data-sharing. The program provides CBC graduates with an opportunity to complete high-demand bachelor's degrees at South Texas College, with tuition and mandatory fees covered after grants and gift aid through last-dollar scholarships or third-party sponsorships

Key elements of the Agreement include:

- Annual cohorts of 15 CBC graduates, with at least 75% Pell-eligible
- Coordinated advising, degree-map alignment, and shared student-success supports
- Eligibility for high-demand bachelor's programs in organizational leadership, management/technology, health/allied fields, and applied sciences
- Joint commitment to wraparound services, micro-grants, and data-sharing for monitoring outcomes
- A two-year term with options for renewal and teach-out provisions for enrolled students

Enclosed Documents None

Funding No funds are required.

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

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

It is recommended that the Board of Trustees of South Texas College approve and authorize the Inter-Institutional Agreement between Coastal Bend College and South Texas College for the Cougar to Jaguar – Rural Scholars Pathway.



INTER-INSTITUTIONAL AGREEMENT

COUGAR TO JAGUAR – RURAL SCHOLARS PATHWAY

Between Coastal Bend College (CBC) and South Texas College (STC)

Pursuant to the Interlocal Cooperation Act, Chapter 791 of the Texas Government Code, this Interlocal Agreement is entered into by and between Coastal Bend College (hereinafter “CBC”) and South Texas College (hereinafter “STC”), individually referred to herein as “Party” and collectively as the “Parties,” to implement a cooperative baccalaureate access program offering CBC graduates the opportunity to complete a bachelor’s degree tuition-free at STC (subject to the terms herein).

1. Term

This Agreement shall commence on the effective date and remain in force for two years, unless earlier terminated in accordance with Section 10. The Parties may renew or extend the Agreement by mutual written amendment prior to its expiration.

2. Purpose

The purpose of this Agreement is to define the roles, responsibilities, and processes by which CBC and STC will collaborate on the Cougar to Jaguar – Rural Scholars Pathway, a program guaranteeing eligible students tuition-free access (for tuition and fees not covered by Pell or other aid) to complete a bachelor’s degree at STC. The initiative is intended to remove financial and geographic barriers to access, promote degree completion in our region, and serve as a replicable model for rural higher education partnerships.

3. Definitions

Program — The Cougar to Jaguar – Rural Scholars Pathway.

Participant — A student accepted into the Program.

Unmet Cost — The amount of tuition and fees remaining after application of Pell, state grants, and other aid.

Cohort Year — The academic year in which a new group of students begins the Program.

4. Program Parameters

Cohort Size & Composition: Each new Cohort Year will enroll 15 Participants. At least 75% of Participants must be Pell-eligible. Up to 25% may be non-Pell with demonstrated financial need or hardship.

Participant Eligibility Criteria: Must reside in CBC's rural service area; Must hold an associate degree from CBC; Must maintain a cumulative GPA of at least 2.5; Must have FAFSA or TASFA filed. Priority shall be given to recent CBC graduates (within the last year). CBC alumni and current CBC employees meeting eligibility may also apply, but preference will be given to recent graduates.

Programs of Study: Participants may enroll in high-demand bachelor's programs at STC including organizational leadership, technology/management, health/allied, and applied fields. CBC and STC shall coordinate degree maps and 2+2 templates to ensure smooth course alignment. Special emphasis will be placed on alignment between CBC's A.A.S. in Project Management (launching Fall 2026) and STC's Operations Management bachelor's degree.

5. Financial Commitments

Student-Facing Guarantee: Participants shall pay no tuition or mandatory fees for bachelor's coursework at STC to the extent any Unmet Cost (after application of all grants and gift aid) is covered through last-dollar scholarships, foundation funds, or third-party sponsorships administered by or on behalf of STC.

STC shall: Administer and, subject to the availability of funds, apply last-dollar scholarships and/or third-party sponsor payments to cover each Participant's Unmet Cost of resident-tuition and mandatory fees, after all grants and gift aid are applied; participate in advising, degree-map development, and reporting.

Student-Facing Coverage. Participants will not pay resident tuition and mandatory fees for bachelor's coursework at STC to the extent any Unmet Cost (after application of Pell, state grants, and other gift aid) is covered through last-dollar scholarships and/or third-party sponsor payments administered by or on behalf of STC.

STC Commitments. Subject to the availability of funds each term, STC (or the STC Foundation or designated third-party sponsors) will apply last-dollar scholarships/sponsorships to cover Participants' Unmet Cost of resident tuition and

mandatory fees. STC will also participate in advising, degree-map development, and reporting.

CBC Commitments. Conduct Participant recruitment, selection, and onboarding; Offer wraparound services (tutoring, counseling, library, housing support as needed) to Participants; Provide regalia to and coordinate commencement participation for Participants.

Joint Commitments: Fund micro-grants (books, transportation, essentials) via both Parties' foundations and donors; Pursue external philanthropic, industry, and governmental support to sustain and scale; Monitor costs to ensure predictability and control, especially for non-Pell Participants. Any local funds expended will be from current revenues available to the paying party.

Funds Availability. The Parties acknowledge that financial commitments under this Agreement are subject to the availability of appropriated funds, donor-restricted or foundation funds, and third-party sponsorships. Nothing herein obligates STC to expend institutional funds beyond amounts appropriated or otherwise available for this purpose in a given term or year.

6. Student Supports & Services

The Parties shall jointly design and deliver comprehensive support services to ensure Participant success from admission through degree completion. These supports will include:

- **Joint Advising and Case Management:** CBC and STC advisors will collaborate to provide integrated academic advising, ensuring alignment of degree requirements, transfer of credits, and timely progression toward completion. Each Participant will have a shared advising record accessible to both institutions for coordinated support.
- **Cohort Seminars and Development Workshops:** Participants will engage in structured cohort-based seminars that foster academic belonging, leadership, and professional skill development. These sessions may include topics such as financial literacy, career readiness, and transition support between the associate and bachelor's levels.
- **Degree Planning, Progress Monitoring, and Retention Interventions:** The Parties will utilize shared data dashboards and academic planning tools to monitor Participant progress and identify early alerts. Advisors will proactively engage Participants who exhibit risk factors for attrition and connect them to available institutional or community-based resources.

7. Data, Reporting & Compliance

The Parties agree to share and report data in accordance with applicable federal and state laws, including the Family Educational Rights and Privacy Act (FERPA), and to maintain appropriate safeguards to protect student information.

- **Data Sharing:** Each Party may disclose and receive student education records from the other as a “school official” with a legitimate educational interest for the limited purpose of administering this Program, or pursuant to valid student consent. Data exchanges will include, but are not limited to, Participant enrollment, academic progress, completion, and financial aid status.
- **Annual Program Reports:** The Parties will jointly prepare an annual summary report at the conclusion of each academic year. This report will include aggregate Participant outcomes such as enrollment persistence, credit accumulation, degree completion rates, and scholarship fund utilization. The report will be submitted to each institution’s respective president and governing board (or designee) for informational and accountability purposes.
- **Inclusion in Performance Metrics:** Participants and outcomes under this Agreement may be incorporated into institutional performance, accountability, or strategic plan metrics (e.g., graduation rates, transfer success, and regional attainment goals) as mutually agreed upon by the Parties. Such inclusion shall be for institutional planning, evaluation, and public reporting purposes consistent with Texas Higher Education Coordinating Board (THECB) and accrediting standards.

Each Party will use the data and reports solely for legitimate educational and evaluative purposes related to this Program, and all disclosures or publications will use de-identified or aggregated data unless otherwise authorized in writing.

8. Coordination & Governance

To ensure effective administration and continuous improvement of the Program, the Parties agree to the following governance structure:

- **Designated Liaisons:** Each Party shall appoint a **Designated Liaison** to serve as the primary point of contact for all matters related to this Agreement. The Designated Liaison shall (a) receive all official notices and communications under this Agreement; (b) coordinate day-to-day Program operations, including advising alignment, cohort tracking, and student support coordination; (c) facilitate data exchange and reporting in collaboration with institutional research and financial aid offices; and (d) convene internal teams as necessary to address Program-related issues.

The Designated Liaisons are as follows:

- For **Coastal Bend College (CBC): Daniel Rea, Student Success Coordinator, drea@coastalbend.edu**
- For **South Texas College (STC):** [Name, Title, Office, Email]

Either Party may change its Designated Liaison by providing written notice to the other Party.

- **Quarterly Coordination Meetings:** The Designated Liaisons shall convene quarterly (or as mutually agreed) to review Program operations, enrollment and financial data, and participant outcomes. These meetings will also serve as the forum for identifying areas for improvement, discussing funding sustainability, and preparing annual reports for submission to the respective presidents and governing boards.
- **Amendments and Operational Decisions:** Amendments to this Agreement may be made by mutual written consent of the Parties. Operational adjustments consistent with the intent of this Agreement may be approved jointly by the Designated Liaisons, provided such changes do not alter financial obligations or legal terms.

9. Communications & Branding

Any marketing must state that the Pathway covers resident tuition and mandatory fees after grants and gift aid are applied, through last-dollar scholarships and/or third-party sponsorships administered by or on behalf of STC; it must not characterize the benefit as a statutory “waiver”.

10. Termination & Teach Out

Either Party may terminate this Agreement for convenience upon 180 days’ written notice to the other Party’s designated liaison listed above. Upon termination, the Parties will implement a reasonable teach-out to permit active Participants to complete the then-current academic year at STC; financial coverage during the teach-out remains subject to available funds. Either Party may terminate for material breach if not cured within 30 days after written notice to the designated liaison listed above.

11. Representations, Warranties, and General Conditions

Authority. The Parties’ governing bodies have authorized this Agreement, and by the signatures below, both Parties represent that they have authority to execute this Agreement.

Compliance. Each Party complies with applicable state and federal laws, including, but not limited to, nondiscrimination statutes, data privacy laws, and accrediting requirements.

No Waiver of Governmental Immunity. Nothing in this Agreement waives or is intended to waive any immunity, defense, or limitation of liability available to either Party and its officers, employees, or agents under Texas law.

Governing Law & Venue. This Agreement is governed by the laws of the State of Texas. Venue lies in a court of competent jurisdiction in Hidalgo or Bee County, Texas (or mutually acceptable venue).

Public Information. The Parties acknowledge that some or all records related to this Agreement may be subject to the Texas Public Information Act and will be released if required by law. (Notice to the other Party before releasing marked confidential information.)

Independent Contractors; No Agency/Joint Venture. The Parties are independent contractors; no employment, partnership, or agency is created.

No Third-Party Beneficiaries. This Agreement does not create rights in any third party; Participants are not intended third-party beneficiaries.

Amendment/Assignment. This Agreement may be amended only by the mutual agreement of the Parties, in writing, to be attached to and incorporated in this Agreement. Neither this Agreement nor any duties or obligations under it shall be assignable by either Party without the prior written acknowledgment and authorization of the other Party.

Force Majeure. Neither Party is liable for delays/failures caused by events beyond reasonable control; obligations resume when performance becomes practicable.

Severability. In the event that any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provisions, and the Agreement shall be construed as if such invalid, illegal, or unenforceable provision had never been contained in it.

Entire Agreement. This Agreement contains the entire agreement of the Parties relative to the purpose(s) of the Agreement and supersedes any other representations, agreements, arrangements, negotiations, or understanding, oral or written, between the Parties to this Agreement.

12. Execution

Executed in duplicate originals, each Party retaining one.

Signatures

For Coastal Bend College
Dr. Zachary Z. Suarez, President
Date: _____

For South Texas College
Dr. Ricardo J. Solis, President
Date: _____

Approval of Resolution #2026-004 and Ballot Casting Votes for Members of the Hidalgo County Appraisal District Board of Directors for Calendar Years 2026 – 2029

Purpose Approval of a Resolution and Ballot casting votes for members of the Hidalgo County Appraisal District Board of Directors for Calendar Years 2026 - 2029 is requested.

Justification The Appraisal District Board of Directors consists of nine (9) members: five (5) voting members who are appointed by participating entities, three (3) members elected by voters of the county, and one (1) ex-officio member, by which state statute is the County Tax Assessor/Collector, Pablo “Paul” Villarreal, Jr.

At the November 19, 2024 Special Board Meeting, the Board of Trustees approved a nomination of Joe D. Olivarez by written resolution.

Since that time, four (4) candidates have been declared by Mr. Rolando Garza, Chief Appraiser, and the South Texas College Board of Trustees is asked to cast their votes by written resolution at the first or second open meeting after having received this notice, which was delivered to South Texas College on Friday, October 31, 2025. South Texas College is allowed 160 votes. Votes can be cast for one candidate or distributed among any number of candidates. A voting unit can only cast its votes for candidates named on the ballot. There is no provision for write-in candidates.

The four candidates declared by the Chief Appraiser are:

Richard A. Garza
George Martinez
David Moreno
Joe D. Olivarez

Funding No funding is required.

Enclosed Documents Resolution 2026-004 is included in the packet.

Staff Resource Ms. 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:***

It is recommended that the Board of Trustees of South Texas College approve and adopt Resolution #2026-004 casting their votes on the official ballot for the members of the Hidalgo County Appraisal District Board of Directors for Calendar Years 2026 - 2029 as presented.”

Approval Recommended:

Dr. Ricardo J. Solis
President

RESOLUTION 2026-004

STATE OF TEXAS

COUNTY OF HIDALGO

WHEREAS, the Chief Appraiser of Hidalgo County Appraisal District has called for the election of the Hidalgo County Appraisal District Board of Directors: and

WHEREAS, South Texas College is entitled to cast a total of 160 votes in said election; and

WHEREAS, ballots must be cast by written resolution at the first or second open meeting after having received this notice, which was delivered to South Texas College on Tuesday, October 31, 2025.

NOW THEREFORE BE IT RESOLVED South Texas College does hereby cast

___ votes for Richard A. Garza

___ votes for George Martinez

___ votes for David Moreno

___ votes for Joe D. Olivarez

for Hidalgo County Appraisal Board of Directors for 2026 - 2029.

READ. PASSED AND APPROVED at a regular meeting by the Board of Trustees for South Texas College on this the 25th day of November, 2025.

BY: _____
Dr. Alejo Salinas, Jr.
Chair, Board of Trustees

ATTEST:

BY: _____
Mr. Danny Guzman
Secretary, Board of Trustees

Approval of Resolution #2026-005 and Ballot Casting Votes for Members of the Starr County Appraisal District Board of Directors for Calendar Years 2026 – 2027

Purpose Approval of a Resolution and Ballot casting votes for members of the Starr County Appraisal District Board of Directors for Calendar Years 2026 - 2027 is requested.

Justification The Appraisal District Board of Directors consists of five (5) directors who are elected by the taxing units that participate in the district, which governs Starr Central Appraisal District. Additionally, Ms. Ameida Salinas serves on the Board as a non-voting Director.

At the November 28, 2024 Regular Board meeting, the Board of Trustees approved a nomination of Eloy Vera and Eloy Garza by written resolution.

Since that time, five (5) candidates have been declared by Ms. Sonia R. Garza, Chief Appraiser, and the South Texas College Board of Trustees is asked to cast their votes by written resolution prior to December 15, 2025. South Texas College is allowed 428 votes. Votes can be cast for one candidate or distributed among any number of candidates. A voting unit can only cast its votes for candidates named on the ballot. There is no provision for write-in candidates.

The five candidates declared by the Chief Appraiser are:

Jaime Escobar	Eleazar Velasquez
Rogelio Olivarez, Jr.	Eloy Vera
Encarnacion Saenz, III	

Funding No funds are required.

Enclosed Documents Resolution 2026-005 is included in the packet.

Staff Resource Ms. 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:***

It is recommended that the Board of Trustees of South Texas College approve and adopt Resolution #2026-005 casting their votes on the official ballot for the members of the Starr County Appraisal District Board of Directors for Calendar Years 2026 - 2027 as presented."

Approval Recommended:

Dr. Ricardo J. Solis
President

RESOLUTION 2026-005

STATE OF TEXAS

COUNTY OF STARR

WHEREAS, the Chief Appraiser of Starr County Appraisal District has called for the election of the Starr County Appraisal District Board of Directors: and

WHEREAS, South Texas College is entitled to cast a total of 428 votes in said election; and

WHEREAS, ballots must be returned by December 15, 2025 which is the deadline for accepting votes.

NOW THEREFORE BE IT RESOLVED South Texas College does hereby cast

___ votes for Jaime Escobar
___ votes for Rogerio Olivarez, Jr.
___ votes for Encarnacion Saenz III
___ votes for Eleazar Velasquez
___ votes for Eloy Vera

for Starr County Appraisal Board of Directors for 2026 - 2027.

READ. PASSED AND APPROVED at a regular meeting by the Board of Trustees for South Texas College on this the 25th day of November, 2025.

BY: _____
Dr. Alejo Salinas
Chair, Board of Trustees

ATTEST:

BY: _____
Mr. Danny Guzman
Secretary, Board of Trustees

Review of Presentations Delivered to Education and Workforce Committee

The following presentation was delivered to Education and Workforce Development Committee on Tuesday, November 11, 2025:

Presentation on the South Texas College Child Development Center

Purpose	<p>At the October 28, 2025 Regular Board Meeting, Trustee Victoria Cantu had a number of questions about the operation of the South Texas College Mid-Valley Campus Child Development Center (CDC).</p> <p>This presentation is provided to address those questions and foster further discussion.</p>
Justification	<p>The Child Development Center (CDC) was established in 2007 through federal CCAMPIS grant funding to serve as a teaching laboratory for students in the Child Development and Early Childhood programs and provide child care services to eligible student parents. Since 2008, the CDC has maintained a 4-star quality rating from Workforce Solutions and, since 2010, National Accreditation through the National Accreditation Commission for Early Care and Education Programs.</p> <p>Ms. Veronica Rodriguez, Program Chair for Child Development and Early Childhood, will provide an overview of the CDC's current capacity and enrollment, its historical reliance on federal and state grant support, and its established tuition and fee structure. She will also discuss considerations and recommendations for future operations.</p>
Staff Resources	<p>Ms. Veronica Rodriguez, Program Chair for Child Development and Early Childhood</p>
Recommendation	<p>This item was presented for the Trustees' information, and no formal action is requested.</p>

Mid-Valley Campus Child Development Center

Education and Workforce
Development Committee (EWDC)
November 11, 2025

Presented by: Veronica Rodriguez,
Associate Professor, Program Chair
Child Development and Early
Childhood



Overview

- History
- Enrollment
- Funding Sources
 - Tuition and Fees
 - CCAMPIS Grant
 - Workforce Solutions Child Care Services
- Moving Forward & Next Steps



History of Child Development Center

- South Texas College Mid-Valley Child Development Center (CDC) was **established in 2007** with the assistance from the Child Care Access Means Parents in Schools (CCAMPIS) Grant awarded in 2006.
- The CDC is **Nationally Accredited** through the National Accreditation Commission since 2010. Required by CCAMPIS.
- The CDC has had a **4- star rating** from Workforce Solutions Texas Rising Star since 2010.



ASSOCIATION FOR
**Early
Learning
Leaders**

**National
Accreditation
Commission**
FOR EARLY CARE AND
EDUCATION PROGRAMS

Mission Statement

The **STC Child Development Center** will serve as a model program to train early childhood professionals, serve as a catalyst for quality care and education for children and their families in the community, and parallel the mission of South Texas College.



Funding Sources MV Campus Child Development Center

FY 2024-2025 Funding Sources

External Funding Sources:
\$367,335

- CCAMPIS = \$184,582
- Workforce Solution Child Care Services - (tuition, fees, awarded grants) = \$34,864
- Tuition & Fees Cash Parents = \$147,941

Internal (STC) Funding Source:
\$352,752

- 7 Staff for the Center = \$352,752



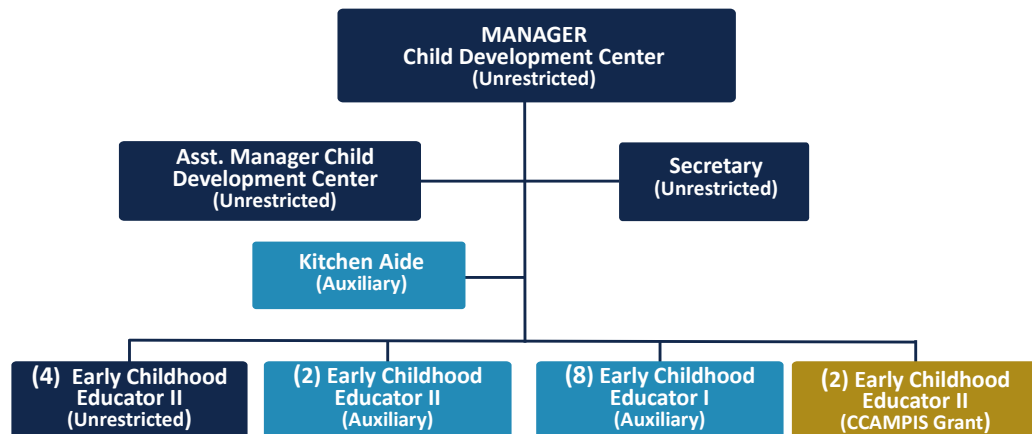
Mid-Valley Campus Child Development Center

Staffing Plan – By Funding

STC Staff (7)

Tuition Revenue (11)

CCAMPIS Position (2)



Texas CCS Licensing and NAC Accreditation Ratios

Licensing Minimum Standards for Texas

Age Ranges	Staff / Child Ratio	
0-11 months	1:4	2:10
12 - 17 months	1:5	2:13
18-23 months	1:9	2:18
2 Years	1:11	2:22
3 Years	1:15	2:30
4 Years	1:18	2:35
5 Years	1:22	2:35

National Accreditation Standards (STC)

Age Ranges	Staff / Child Ratio	
0-1 Year	1:4	2:8
1-2 Years	1:5	2:10
2-3 Years	1:6	2:12
3-4 Years	1:9	2:18
4-5 Years	1:12	2:18

Center Enrollment

Fiscal Years 2022-2025

Number of Children Served at MVC Child Development Center Licensed Capacity 132

Fiscal Year	CCAMPIS Grant (must serve 45) Student Parents	Cash Parents	Workforce Solution	Total
2022-2023	56	27	3	86
2023-2024	56	33	10	99
2024-2025	67	47	14	128
2025-*	35	25	6	66*
Total	214	132	33	379

*As of October 2025; 6 out of 8 classrooms operating

Tuition Rates in Weslaco – Licensed

Operation #	Operation/Caregiver Name	Price/Week Toddler		Phone	Address	City	State	Capacity
246707	Bess Knapp Child Development and Child Care	\$160.00	Varies by Age group	956-969-2894	600 S KANSAS AVE	WESLACO	TX	170
1805757	Miles of Smiles Learning Center INC	\$175.00	Varies by Age group	956-351-5105	4000 N WESTGATE DR	WESLACO	TX	160
1794092	City Kids Learning Academy #2	\$120.00	Varies by Age group	956-294-1203	1100 WEST EXPRESSWAY 83	MERCEDES	TX	146
867986	South Texas College MVC Child Development Center	\$140.00	Varies by Age group	956-447-1254	401 N REPUBLIC ST	WESLACO	TX	132
1625231	Little Braves Child Care	\$202.00	Varies by Age group	956-377-5466	2010 REDSKIN AVE STE B	DONNA	TX	117
1626189	Mimi's & Popo's Learning Center	Disconnected	Varies by Age group	956-351-5071	1300 N INTERNATIONAL BLVD	WESLACO	TX	103
1644024	Lollipops and Dragons, LLC	\$203.00	Varies by Age group	956-647-5262	723 N PADRE AVE	WESLACO	TX	100
1809535	The Tot Spot Learning Center RGV Inc	\$165.00	Varies by Age group	956-351-5395	1317 N 6 1/2 MILE W	WESLACO	TX	99
1715434	Maelee's Learning Academy 3	\$130.00	Varies by Age group	956-520-8486	515 S INTERNATIONAL BLVD	WESLACO	TX	99
1667641	Maelee's Learning Academy #2	\$130.00	Varies by Age group	956-447-0700	1525 W EXPRESSWAY 83 STE 5	WESLACO	TX	90
1743606	City Kids Learning Academy #3	\$120.00	Varies by Age group	956-405-3105	1002 S AIRPORT DR	WESLACO	TX	90
Average for Centers of a Capacity of 90 or more		\$154.50						

Proposal to increase tuition \$5 per week for the next two years

Tuition and Fees 2007-2025

Source of Auxiliary Funds				
	FY 2007	FY 2010	FY 2024	FY 2026
Tuition per Week	\$85	\$100	\$130 B-17mo \$125	\$140
Registration Fee Fall/Spring Semester Summer Session I *upon enrollment	\$25	\$40 \$20	\$50 \$25	\$60* \$30
Reservation/Holding Fee Fall/Spring Semesters Summer Session I	\$50	\$60 \$20	\$65 \$25	\$65 \$25
Supply Fee Fall/Spring Semesters Summer Session I	\$25	\$25 \$10	\$40 \$20	\$50 \$25

Workforce Solution CCS Daily Rates 10/10/2025

Ages Served	Fulltime CCS Maximum Rate*		STC Mid-Valley CDC Published Rate	
	Daily	Weekly	Daily	Weekly
0-11 Months	\$42.41	\$212.05	\$28.00	\$140.00
12-17 Months	\$41.76	\$208.80	\$28.00	\$140.00
18-23 Months	\$41.10	\$205.50	\$28.00	\$140.00
2 Years	\$40.45	\$202.25	\$28.00	\$140.00
3 Years	\$39.79	\$198.95	\$28.00	\$140.00
4 Years	\$38.92	\$194.60	\$28.00	\$140.00
5 Years	\$38.26	\$191.30	\$28.00	\$140.00
6 Years and Older	\$38.04	\$190.20	\$28.00	\$140.00

*The CCS Maximum Rate is the reimbursement rate paid to a provider when the provider's published rate are at or above the Board's maximum rates

*The provider agrees to be paid the lower of the provider's published rates or the Boards maximum rate.



Moving Forward

- Current CCAMPIS Grant **ends September 2026**
- CCAMPIS Budget for 2025-2026 pending approval due to shut- down
- **After grant cycle is over**, student parents will be asked to apply at Workforce Solution Child Care Services
- Proposed **Tuition/Fee increases**
- **Staggered re-hiring** based on number of students



Proposed Tuition Increases for MV Child Care Center

Revenue and Expenditure	FY 2027 Aug 2026 - July 2027
Revenue Based on 100 children x44 weeks	\$150 Per week tuition
Total Revenue (Tuition and Fees)	\$688,000
Projected Expenditures (salaries, benefits operational, technology, travel)	\$684,321
Difference	\$3,679

Expenditure excludes \$352,752 in STC – funded staff salaries (7 positions).



Child Development - Center Opportunities

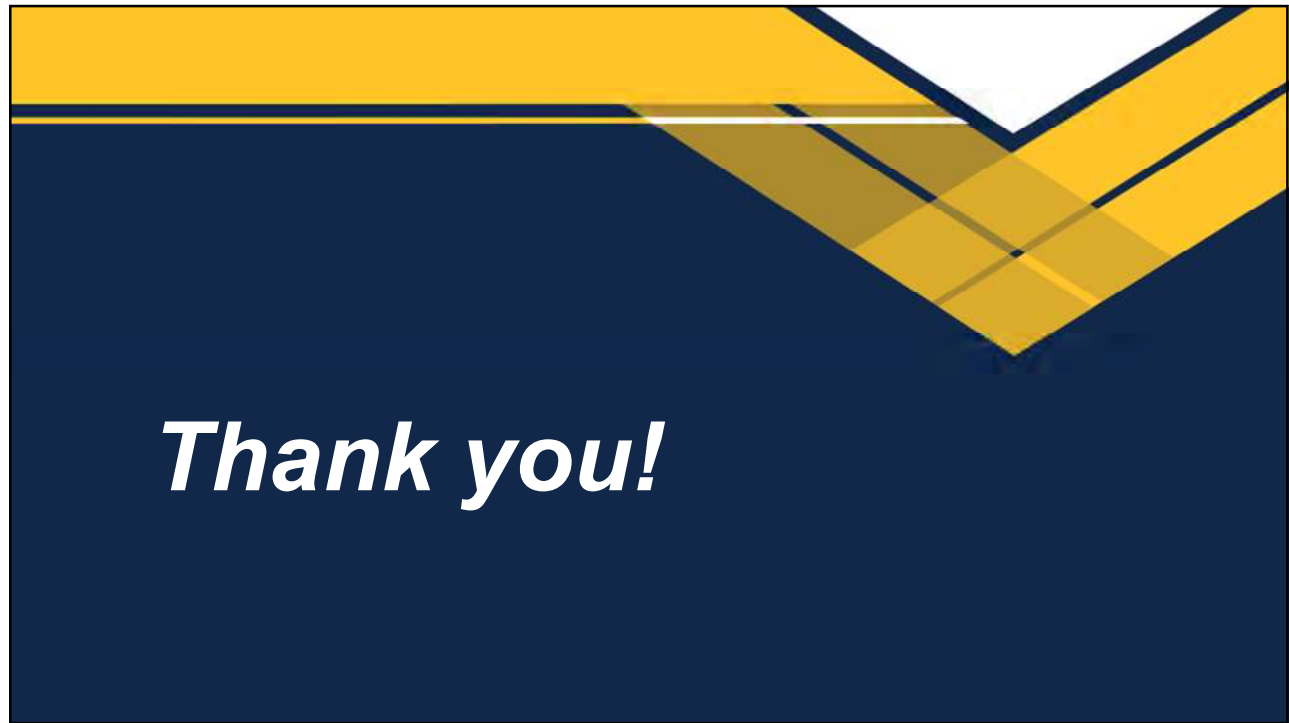
Pecan Campus New Building Proposal

- Location TBD
- Capacity: 8 classrooms / 120 children
- Timeline: 17 months to build
- **Construction Cost: Estimated \$3M**
- **STC Supporting 7 staff: Estimated \$350,00 Annually**
- Anticipate the site will operate with full capacity
- Proposed tuition rate: To be Determined

Starr County Campus Proposal

- Rural Technology Building J.
- Capacity: 3 classrooms / 40 children
- Timeline: 12 months to renovate
- **Renovation Cost: Estimated \$859,000**
- **STC supporting 3 staff: Estimated \$116,000 Annually**
- Need to conduct a survey to determine demand

Construction estimates developed in Spring 2025



Presentation on the South Texas College and Edcouch-Elsa ISD Partnership for Non-Credit Programming

Purpose	<p>At the October 28, 2025 Regular Board Meeting, the Board of Trustees approved an interlocal agreement supporting educational programming in Edcouch-Elsa ISD (EEISD).</p> <p>This presentation will provide an update on the activities related to that partnership.</p>
Justification	<p>On November 4, 2025, STC administration gathered to discuss the partnership opportunities supported by the interlocal agreement with EEISD.</p> <p>With EEISD Board President Juan Jose Ybarra joining by teleconference, administration outlined the steps to properly prepare for, promote, and operate programming that would benefit the communities of EEISD.</p> <p>Mr. Ybarra identified a leadership team from EEISD who will be point of contact to help ensure the facilities are prepared as needed for the courses to be offered. He also suggested reviewing the proposed timeline of activities to support proper planning.</p> <p>STC will meet with EEISD's leadership team to identify space needs and support required from EEISD to promote these non-credit programs to the communities.</p> <p>STC will work to launch grant-funded courses, including ESL, ESL/Bus Driving, ESL/Forklift, and CPR programs by Spring 2026 as long as facilities and equipment are available.</p> <p>Longer-term goals include offering Construction Technician, Certified Customs Specialist, OSHA 10 and 30, Phlebotomy, and EKG certificate programs. These may be offered by Fall 2026 if facilities and equipment are ready.</p>
Staff Resources	<p>Ms. Olivia De La Rosa, Dean for Continuing Education and Workforce Development</p>
Recommendation	<p>This item was presented for the Trustees' information, and no formal action is requested.</p>

Presentation on Adult Learner Enrollment Efforts and JagReconnect Program

Purpose	Mr. Matamoros, Dean of Enrollment Services, provided an update on strategic enrollment initiatives focused on adult learners who have completed some college coursework but have not earned a credential (stop-outs). The presentation will also include an overview of the JagReconnect Program.
Justification	This presentation will outline current strategies aimed at re-engaging adult learners and increasing enrollment among students with prior college experience but no degree. Mr. Matamoros will highlight the successful launch and first-year outcomes of the JagReconnect Program in Fall 2025, along with ongoing efforts to support this population.
Enclosed Documents	PowerPoint presentation is included in the packet for the Board's information and review.
Funding	No funds are required.
Staff Resource	Tony Matamoros, Dean of Enrollment Services.
Recommendation	No action was necessary on this item.

Update on JagReconnect and Adult Reengagement Efforts

Education & Workforce Development Committee

November 11, 2025



Barriers for Returning Students

- Balancing work, school, and family
- Tuition costs with limited aid
- Ineligible for financial aid
- Outstanding debt
- Imposter syndrome
- Confusion and frustration with re-enrollment
- Lack of basic needs (transportation, childcare)



Program Overview

- Last-dollar tuition assistance matching
- Support for paying outstanding balances
- Personalized enrollment guidance
- Coaching and mentorship
- Wrap-around services



Criteria

- No college attendance in prior semester
- Texas resident in Hidalgo or Starr County
- Declared major; enroll in degree-plan courses
- Graduate in 3 semesters; minimum 6 credit hours
- Demonstrate financial need (per U.S. Dept. of Ed.)
- Maintain GPA of 2.0 or higher
- Be in good financial aid standing



Student Outreach

- Tailored and personalized messaging
- Multi-channel communication
- Targeted marketing
- Flexible hours of operation



College Navigators

- Provide personalized enrollment support
- Foster a caring culture and build relationships
- Conduct student intake assessments
- Offer case management services
- Monitor academic progress
- Connect students to basic needs supports



Student Intake Process

- Build meaningful relationships with students from the start
- Understand why students paused their education
- Assist with transfer options and career advisement
- Identify and address barriers for re-enrollment
- Guide students on regaining financial aid eligibility
- Advise students on strategies to improve their GPA
- Explore additional financial aid options

1st Cohort

- 162 students enrolled
- Approximately \$113,000 awarded
- 52 students (32%) have graduated or will graduate by December 2025
- 18% increase in returning student enrollment (Fall 2025)



Program Highlights

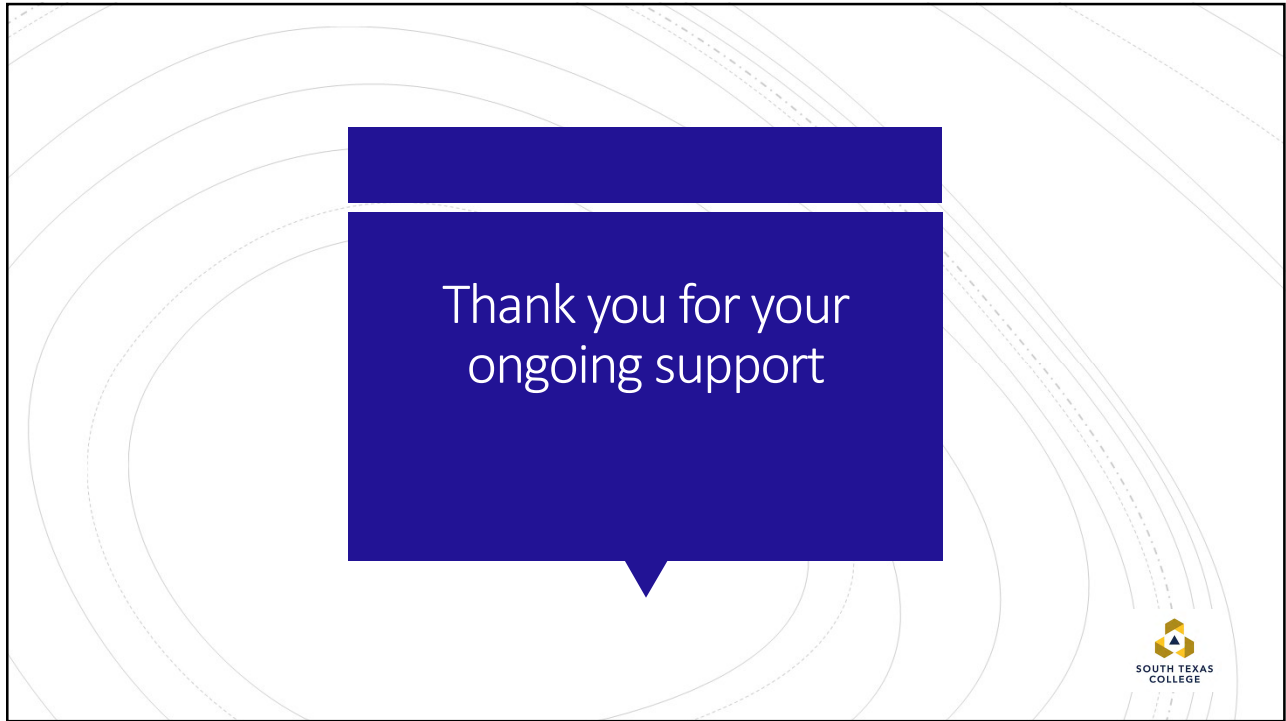
- Established Office of Student Reengagement in 2023
- Re-enrolled over 3,000 students
- Achieved 7.8% re-enrollment rate (national average: 2.6%)
- 60% of re-enrolled students persist, transfer, or graduate within one year (national average: 55%)



Major Initiatives

- Expand outreach to adult learners
- Engage ISD parents, municipalities, and GED programs
- Launch coaching & mentoring certification for staff
- Implement Salesforce
- Secure additional funding





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

The following Consent Agenda items were thoroughly discussed by the Economic and Workforce Development 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 Education and Workforce Development Committee recommended Board action on the following items as presented:

- a. Approval to Offer the Proposed Artificial Intelligence Associate of Applied Science Degree and Certificate Credentials in Fall 2026

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

The Board of Trustees of South Texas College approve and authorize item "a" of the Education and Workforce Development Committee Consent Agenda as presented.

Approval Recommended:

Dr. Ricardo J. Solis

President

Consent agenda:

a. Approval to Offer the Proposed Artificial Intelligence Associate of Applied Science Degree and Certificate Credentials in Fall 2026

Purpose	Administration seeks a committee recommendation for Board approval to finalize and offer the Artificial Intelligence Associate of Applied Science and Certificate credentials in Fall 2026.
Justification	<p>Administration has undertaken an extensive review of the proposed new programs, including determination of occupational need, student demand, and a survey of competing programs in our service area.</p> <p>The Artificial Intelligence pathway at South Texas College consists of a 32 semester credit hour certificate that builds into a 60 semester credit hour Associate of Applied Science degree. This pathway will prepare students for employment in fields such as Junior Data Analyst, AI Research Assistant, Junior Software Engineer or AI Customer Support Specialist.</p> <p>Market data shows increasing demand and job opportunities in this field, at competitive salaries.</p>
Enclosed Documents	The Credential Development Proposal is available upon request.
Funding	Budget projections anticipate the program reaching positive net revenue by year three, as our students begin earning the two-year degree and the associated performance-based funding mechanisms take effect.
Staff Resources	<p>Dr. Brett Millan, Associate Vice President for Academic Success and Advancement</p> <p>Mr. Francisco Salinas, Assistant Professor of Cybersecurity</p>
Recommendation	The Committee recommended Board approval to finalize and offer the Artificial Intelligence Associate of Applied Science and Certificate credentials in Fall 2026.



ARTIFICIAL INTELLIGENCE

ASSOCIATE OF APPLIED SCIENCE
& CERTIFICATE

Presenters:

Dr. Brett Millan, Associate Vice President for Academic Success and Advancement
Francisco Salinas, Department Chair, Cybersecurity



Outline



- Program Objective
- Approval Process
- Occupational Need
- Educational Pathways
- Projected Outcomes & Funding
- Advisory Committee Membership
- Proposed Curriculum

Program Objective



The Artificial Intelligence program will:

- Provides students with **foundational knowledge** and skills in the field of **AI**.
- Offers a comprehensive introduction to the **principles**, concepts, and techniques of artificial intelligence; Understanding the **history**, development, and **current applications** of AI.
- Students will have the opportunity to earn various **industry certifications** related to AI while enrolled in the program. Students will engage in practical projects, which can include **developing AI models**, working with **real-world data sets**, and building AI applications.



Approval/Review Process



APPROVAL/REVIEW PROCESS

- | | |
|---|---|
| INTERNAL | <input checked="" type="checkbox"/> THECB Planning Notification (if applicable) |
| | <input checked="" type="checkbox"/> Advisory Committee |
| | <input checked="" type="checkbox"/> Division Curriculum Committee |
| | <input checked="" type="checkbox"/> College-Wide Curriculum Committee |
| | <input checked="" type="checkbox"/> SACSCOC Liaison Review |
| | <input checked="" type="checkbox"/> Academic Council |
| | <input type="checkbox"/> Institutional Leadership Council |
| | <input type="checkbox"/> Education and Workforce Development Committee |
| <input type="checkbox"/> STC Board of Trustees (Certification Form) | |

- | | |
|----------|--|
| EXTERNAL | <input type="checkbox"/> Texas Higher Education Coordinating Board |
| | <input type="checkbox"/> Department of Education |
| | <input type="checkbox"/> Specific Program Accreditation or Licensing Agencies (if applicable) |
| | <input type="checkbox"/> Southern Association of Colleges and Schools – Commission on Colleges (SACSCOC) |

Program Development Checklist



Program Demand and **Projected Outcomes** must be **documented** prior to the development of any new workforce or academic program.

The following categories serve as an **initial guide** for program developers to start the development process.

Program Demand

- Occupational Need
- Student Demand
- Existing Programs
- Educational Pathways

Projected Outcomes

- Declared Majors
- Number of Graduates

Occupational Need



Occupational Growth	Occupational growth in this field* for the South Texas region** is projected to be 52.3% between 2025 to 2035. Occupational growth for the state of Texas is projected to be 41.65% .
Number of New Jobs	In Texas , approximately 73,712 new jobs in this field * are expected between 2025 to 2035. In the region , approximately 610 jobs are expected.
Pay Level	In the South Texas region, the projected median pay level for professionals in this field* is \$45.69 an hour. The U.S Bureau of Labor Statistics reports a median hourly wage of \$54.13 for Data Scientists, a median hourly wage of \$63.91 for Software Developers, a median hourly wage of \$67.74 for Computer and Information Research Scientists, and a median hourly wage of \$60.05 for Information Security Analysts.

* Lightcast™ and Bureau of Labor Statistics reports reference the following groups: Data Scientists, Software Developers, Computer and Information Research Scientists, and Information Security Analysts.

Student Demand



Student demand exists and is documented through student survey data collected by the South Texas College Research & Analytical Services department.

Student survey administered to 10,000 students:

- **33%** preferred this program to their current major
- **75%** felt it sounded like a good-paying job
- **54%** felt it sounded like a job that would make their family proud
- **35%** felt it sounded like the kind of job that employers are hiring for in the Rio Grande Valley

Existing Programs

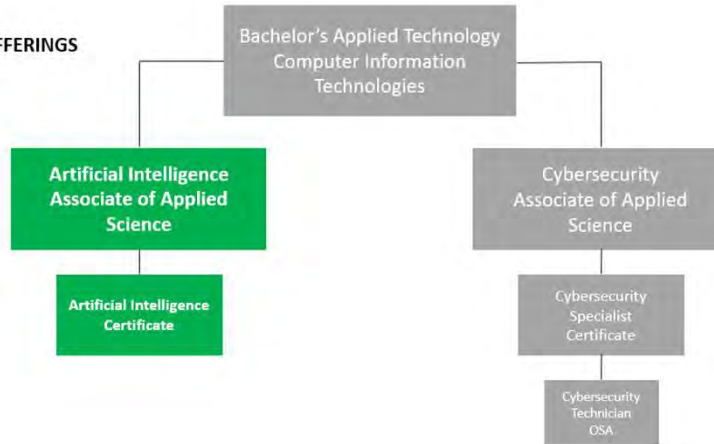


- **Houston City College:** approximately 348 miles from McAllen
 - Associate of Applied Science in Artificial Intelligence
- **Alamo Colleges-Northeast Lakeview/San Antonio College:** approximately 239 miles from McAllen
 - Associate of Applied Science in Data Science and Artificial Intelligence
- **Lone Star College:** approximately 340 miles from McAllen
 - Associate of Applied Science and a level-two certificate in Artificial Intelligence and Machine Learning.

Educational Pathways



FALL 2026 OFFERINGS



Industry Certifications



Artificial Intelligence (Certificate & Associate Degree)			
South Texas College Course Number and Title		Industry-Based Certification	
Course Number	STC Course Title	Certification Title	Recognized by TEA
ITSY 2400	Operating System Security	<ul style="list-style-type: none"> Google IT Support Professional Certificate Certiport/Pearson: Information Technology Specialist: Device Configuration and Management 	Yes
ITSE 2421	Object-Oriented Programming	<ul style="list-style-type: none"> Python Institute: Certified Entry level Python Programmer (PCEP) 	Yes
CYAI 1470	Artificial Intelligence History, Theory and Platforms	<ul style="list-style-type: none"> Certiport/Pearson Information Technology Specialist: Cloud Computing Support 	Yes

Upon completion of the Artificial Intelligence Certificate, students will be eligible for the following TEA-recognized certifications:

- Cisco Certified Support Technician Cybersecurity
- Cisco Certified Support Technician IT Support
- Cisco Certified Support Technician Networking

Projected Enrollment



Projected Declared New Majors Associate of Applied Science and Certificate– Artificial Intelligence

Years	AY2027	AY2028	AY2029	AY2030	AY2031
	10	12	14	16	20

Projected Number of Graduates

Years	AY2027	AY2028	AY2029	AY2030	AY2031
Certificate	3	7	9	10	12
AAS	0	4	6	6	6

Performance-Based Funding (HB8)



The projected funding for the **Artificial Intelligence AAS and Artificial Intelligence Specialist Certificate** based on projected number of graduates:

State Appropriations	Year 1	Year 2	Year 3	Year 4	Year 5	Total
No. of Unduplicated Certificate Graduates per year	3	7	9	10	12	
No. of Unduplicated Associate Graduates per year	0	4	6	6	6	
Level 1 Certificate @ \$1,750 per student	\$5,250	\$12,250	\$15,750	\$17,500	\$21,000	
Associate @ \$3,500 per student	-	\$14,000	\$21,000	\$21,000	\$21,000	
Total Funding Reimbursement	\$5,250	\$5,250	\$26,250	\$36,750	\$38,500	\$112,000



Advisory Committee Membership

Alex Velazquez, IT Assistant Director
City of Pharr

Rick Mendoza, Information Technology (IT) Director
City of Weslaco

Ray Mendoza, Chief Executive Officer
Mendoza Technologies

Jose Pena, Information Technology (IT) Director
City of Pharr

Matthew Navarro, Information Security Analyst
City of McAllen

Dirce Hernandez, Director of CyberPros to Success
Raices Cyber

Proposed Curriculum Certificate



FICE CODE: 031034

CIP CODE: 11.0102

Major: TBD


Award Title: Artificial Intelligence Specialist
Certificate

			Lecture Hours	Lab Hours	External Hours	Contact Hours	Credit Hours
Semester One							
CYAI	1470	Artificial Intelligence History, Theory, and Platforms	3	3	0	96	4
CYAI	1471	Introduction to Machine Learning	3	3	0	96	4
CYAI	1472	Artificial Intelligence in Cybersecurity	3	3	0	96	4
ITSY	2400	Operating System Security	3	3	0	96	4
Total Semester Hours:			12	12	0	384	16
			Lecture Hours	Lab Hours	External Hours	Contact Hours	Credit Hours
Semester Two							
ITSC	1416	Linux Installation and Configuration	3	3	0	96	4
ITSE	2421	Object-Oriented Programming	3	3	0	96	4
CYAI	2472	Artificial Intelligence Applications & Case History	3	3	0	96	4
CYAI	2474	Robot Operating System & Platforms in AI	3	3	0	96	4
Total Semester Hours:			12	12	0	384	16
					Total Contact Hours:		768
Existing Coursework					Total Credit Hours:		32

Proposed Curriculum

Associate of Applied Science



 SOUTH TEXAS COLLEGE						FICE CODE: 031034 CIP CODE: 11.0102 Major: TBD	
Award Title: Artificial Intelligence Specialist Associate of Applied Science							
Semester One		Lecture Hours	Lab Hours	External Hours	Contact Hours	Credit Hours	
CTAI	1470	Artificial Intelligence History, Theory, and Platforms	3	3	0	96	4
CTAI	1471	Introduction to Machine Learning	3	3	0	96	4
CTAI	1472	Artificial Intelligence in Cybersecurity	3	3	0	96	4
ITSY	2400	Operating System Security	3	3	0	96	4
Total Semester Hours:			12	12	0	384	16
Semester Two		Lecture Hours	Lab Hours	External Hours	Contact Hours	Credit Hours	
ITSC	1416	Linux Installation and Configuration	3	3	0	96	4
ITSE	2421	Object-Oriented Programming	3	3	0	96	4
CTAI	2472	Artificial Intelligence Applications & Case History	3	3	0	96	4
CTAI	2474	Robot Operating System & Platforms in AI	3	3	0	96	4
Total Semester Hours:			12	12	0	384	16
Semester Three		Lecture Hours	Lab Hours	External Hours	Contact Hours	Credit Hours	
PHIL	2506	Introduction to Ethics	3	0	0	48	3
SRCH	1318	Interpersonal Communications	3	0	0	48	3
		Social and Behavioral Sciences Elective	3	0	0	48	3
CTAI	2477	Data Science in Artificial Intelligence	3	3	0	96	4
CTAI	2476	Deep Learning in Artificial Intelligence	3	3	0	96	4
Total Semester Hours:			15	6	0	336	17
Semester Four		Lecture Hours	Lab Hours	External Hours	Contact Hours	Credit Hours	
ENGL	1301	Composition	3	0	0	48	3
MATH	1332	Contemporary Mathematics or MATH 1414	3	1	0	64	3
CTAI	2473	Natural Language Processing	3	3	0	96	4
CTAI	2170	Prachoun: Artificial Intelligence	0	0	10	160	1
Total Semester Hours:			9	4	10	368	11
Existing Coursework						Total Contact Hours:	1472
						Total Credit Hours:	60

QUESTIONS



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

The following presentation was delivered to the Finance, Audit, and Human Resources Committee on Tuesday, November 11, 2025, 2025:

Update on Organization Culture Climate Survey

Purpose	To provide an update and obtain guidance from the Board of Trustees regarding survey focus, questions, and themes to include in the fiscal year 2026 organization culture climate survey.
Justification	<p>On September 23, 2025, the Board of Trustees approved conducting an employee climate survey and assessing services in fiscal year 2026.</p> <p>Climate surveys provide organizations with valuable feedback to enhance their culture, increase productivity, improve employee retention, and develop targeted, data-driven strategies that enhance the employee experience.</p> <p>The Administration requests guidance and feedback from the Board of Trustees regarding the focus, themes, and questions to be included in the climate survey.</p>
Enclosed Documents	Appendix A – Presentation
Staff Resource	Mary Del Paz, Vice President for Finance and Administrative Services
Recommendation	No action was required from the Committee. This item is presented for information and feedback purposes only.



Survey Focus

- » Management Values and Culture
- » STC Core Values
 - » Caring - We are committed to creating a campus culture that embodies respect, empathy, and genuine care for all.
 - » Integrity - We are committed to being respectful, professional, honest, accountable and transparent.

Sample Themes and Questions

Ethical Behavior and Integrity

- ▶ *Management in this organization demonstrates honesty and integrity in their actions.*
- ▶ *I feel comfortable reporting unethical behavior without fear of retaliation.*

Respect, Dignity, and Inclusion

- ▶ *Management treats all employees with respect, regardless of position or background.*
- ▶ *The workplace culture promotes mutual respect and collaboration.*

Sample Themes and Questions

Trust and Accountability

- ▶ *I trust management to follow through on their commitments.*
- ▶ *I can rely on my supervisor to act in the best interests of the team.*

Caring and Employee Well-being

- ▶ *Management genuinely cares about employees as people, not just as workers.*
- ▶ *Management supports work-life balance and well-being.*

Sample Themes and Questions

Organizational Values and Alignment

- ▶ *Management consistently models the organization's stated values.*
- ▶ *I am proud of the ethical and cultural standards set by our leaders.*

Overall Climate and Culture

- ▶ *The organization fosters an open, trusting, and ethical work environment.*
- ▶ *I would recommend this organization as a place with strong values and integrity.*

Sample Themes and Questions

Opportunities for Growth

- ▶ *Are all employees extended the same opportunity for advancement?*
- ▶ *Do you feel promotions and advancement decisions are based on merit rather than favoritism?*


Next Steps

- ▶ Research and Secure Vendor
- ▶ Spring 2026 Issue Survey

Thank You
Questions?

Review and Discussion of Senate Bill 37 – An Act Relating to the Governance of Public Institutions of Higher Education

Purpose	To provide an overview of Senate Bill 37 (SB 37) and its provisions.
Justification	<p>The presentation provides an overview of the requirements of SB 37, specific to institutional governance, implications for compliance, and operational adjustments.</p> <p>Key provisions of SB 37:</p> <ul style="list-style-type: none">• Curriculum and Academic Programs• Institutional Governance• Coordination and Oversight of Institutions of Higher Education
Enclosed Documents	Appendix A – Senate Bill 37 Presentation
Staff Resource	<p>Anahid Petrosian, Vice President and Provost for Academic Affairs and Economic Development</p> <p>Mary Del Paz, Vice President for Finance and Administrative Services</p> <p>Alicia Correa, Director of Benefits and Compensation</p> <p>Claudia Olivares, Director of Employee Relations and Talent Development</p> <p>Laura Casas, Senior Manager for Staffing and Recruiting</p>
Recommendation	No action was required from the committee. This item is presented for information purposes only.




**SOUTH TEXAS
COLLEGE**

Presentation of Senate Bill 37 Provisions

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

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



Senate Bill 37 Overview

Senate Bill (SB) 37 introduces significant reforms in Texas public higher education to strengthen governance, accountability, and academic excellence through legislation focusing on four key areas:

- Curriculum and Academic Programs
- Institutional Governance
- Coordination and Oversight of Institutions of Higher Education
- Effective Date

Curriculum and Academic Programs

- **At least once every five years**, the governing board shall conduct a comprehensive review of the general education curriculum.
- Requires institutions of higher education to **annually submit to the governing board** an update regarding any changes to the general education curriculum offered at the institution.
- Authorizes the governing board to reserve the right to **overturn a decision made by the institution** regarding any changes to the general education curriculum.

Curriculum and Academic Programs cont.

- Requires the governing board to consider the potential **costs the curriculum may impose on students**, including additional tuition, fees, and time a student is required to spend to complete an undergraduate degree program at the institution.
- Governing boards **may appoint a committee to assist with general education curriculum review**.
- The governing board **shall certify compliance** to the Texas Higher Education Coordinating Board.

Institutional Governance

- Only the governing board is authorized to **establish a faculty council or senate**.
- Requires the governing board to **adopt a policy** governing the selection of the faculty council/senate members that meets certain requirements.
- Official faculty senate/council duties are to advise the administration.

Institutional Governance cont.

- Requires each governing board to take certain actions, including **approving or denying the hiring of an individual for the position of provost** or deputy, associate, or assistant provost by each institution under the board's control and management.
- Authorizes the governing board to **overturn any hiring decision for the position of vice president or dean**.

Institutional Governance cont.

- Requires the governing board to annually submit to the governor, the lieutenant governor, the speaker of the house of representatives, and each member of the legislature a **report regarding decisions made by the governing board** for the applicable academic year on any hiring of administration.
- Requires the president of an institution of higher education to conduct annual evaluations for individuals who hold the positions of vice president, provost, dean, or a similar leadership position **that oversees curriculum or student affairs** and report to the institution's governing board regarding any decision to remove an individual from a position.

Coordination and Oversight of Institutions of Higher Education

- Requires a member of a governing board, on completion of a training program, to provide a sworn statement affirming the member's understanding of the member's duties and responsibilities.

Effective Date

- Effective date: January 1, 2026.
- Exception for the faculty council/senate, which is September 1, 2025.

Questions?

Thank You

Review and Discussion of Procedures for Determining Sponsorships and Donations through External Affairs

Purpose	Dr. Ricardo J. Solis, President, and Ms. Olivia Gomez, Director of External Affairs, will present the procedures for determining sponsorships and donations through External Affairs.
Justification	Dr. Alejo Salinas, Jr., Chairman of the Board of Trustees, requested that the College President present the procedures for determining sponsorships and donations through External Affairs.
Enclosed Documents	None.
Funding	No funds are required.
Staff Resource	Dr. Ricardo J. Solis, President Ms. Olivia Gomez, Director of External Affairs
Recommendation	No action was necessary on this item.



EXTERNAL AFFAIRS

**MRS. OLIVIA GOMEZ, ED.D CANDIDATE
DIRECTOR OF EXTERNAL AFFAIRS**

STRATEGIC PLAN 2025-31

GOAL 04 CULTIVATE COMMUNITY ENGAGEMENT



STRATEGIC DIRECTION 2

DEEPEN STRATEGIC & REGIONAL PARTNERSHIPS

STRATEGIC DIRECTION 3

GROW EXTERNAL INVESTMENT & PHILANTHROPIC SUPPORT



EXTERNAL AFFAIRS

HIGHLIGHTS



• \$50,000 DONATION

- from HCO Pct 1 for future Avionics program (in process)

• \$16,000 DONATION: for food pantries

• RURAL ENGAGEMENT & RECRUITMENT:

- Pop Up Registrations in partnership with county and city entities & VALLEY PROMISE

• HIDALGO COUNTY:

- CSA (wrap-around services for students)
- Housing (vouchers & rent catch up)
- Transportation
- Programs (Avionics, GED, ESL, FAFSA)

• STATE & FEDERAL PARTNERSHIPS:

- Rebuilding Futures Second Chance Panel Discussion
- Texas Workforce Commission

• LOCAL REVIVED & NEW MOU's:

- Comfort House
- Weslaco Airport & Pct 1

• LAPTOP DONATIONS:

- 10 laptops donated to disability services

• PHILANTHROPIC & PROGRAMMING EFFORTS:

- L&F Distributors
- Bert Ogden
- Boys & Girls Club of Pharr- San Juan

SPONSORSHIP CHECKLIST

INTERNAL USE



**SOUTH TEXAS
COLLEGE**



Institutional Advancement & External Affairs

Pre- Sponsorship Checklist

1. Before engaging with any external entity, ask the following:

Question	Yes/No
Does the event align with the College's mission or strategic goals (education, workforce, or community development)?	
Will the College receive tangible benefits (branding, recruitment, engagement, etc.)?	
Is there a conflict of interest involved?	
Has the external entity provided a formal, written sponsorship request?	

2. Required Documents for Submission

Ensure the external entity includes the following in their application: ☐

Completed Sponsorship Request Form

- ☐ Description of the entity's mission and event purpose
- ☐ Explanation of expected outcomes and public/educational benefit
- ☐ Tangible benefits for the College (e.g., logo placement, speaking time)

3. Internal Approval

Sponsorship Amount	Sponsorship Amount	Yes/No
Under \$10,000	VP IAEA Only VPIAEA + VP of Finance +	
\$10,000 OR more	College President	

4. Brand Use Approval Checklist

- ☐ Has the entity requested to use the College logo or name? Have draft press releases, social posts, or marketing materials been submitted? Has the Executive Director of Communications approved the use of the brand? Have branding guidelines been shared with the entity?



QUESTIONS?

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

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

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

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

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

- a. Approval on Monte Cristo Phase II Windpower, LLC (Terra-Gen Development Company, LLC) Tax Abatement Application
- b. Review and Action as Necessary of Rescind Award of Proposal, and Approval of Purchases, Purchase Renewals, Renewals, and Interagency Agreements at the cost of \$1,553,629.19
- c. Approval of Proposed Budget Amendment for FY 2025 - 2026
- d. Approval of Annual Investment Report for FY 2024 – 2025
- e. Approval on 2025 Tax Roll/Tax Levy for Hidalgo and Starr Counties
- f. Approval on Change Orders for Contract with Precision Task Group (PTG) / Workday
- g. Approval on South Texas College Public Transportation Agency Safety Plan
- h. Approval to Adopt Local Board Policy Included in Numbered Update 49
 - A. Adopt FLBC (Local) – Student Conduct: Prohibited Organizations and Hazing
- i. Approval to Adopt Local Board Policy Included in Numbered Update 49
 - A. Adopt DIAB (Local) – Freedom from Discrimination, Harassment, and Retaliation: Other Protected Characteristics
- j. Approval to Adopt Local Board Policies
 - A. Adopt CDC (LOCAL) – Accounting: Audits
 - B. Adopt DGBA (LOCAL) – Personnel – Management Relations: Employee Grievances
 - C. Adopt FB (LOCAL) – Admissions
 - D. Adopt GD – (LOCAL) Community Expression and Use of College Facilities

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- j” of the Finance, Audit, and Human Resources Committee Consent Agenda as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President

Consent Agenda:

a. Approval on Monte Cristo Phase II Windpower, LLC (Terra-Gen Development Company, LLC) Tax Abatement Application

Purpose To approve the tax abatement application for Monte Cristo Phase II Windpower, LLC (Terra-Gen Development Company, LLC, as the exclusive developer), to enable the College's participation in the new Phase II project.

Justification Terra-Gen Development Company, LLC, has submitted the application for tax abatement for its wind-powered electric generating facilities located within Hidalgo County and South Texas College boundaries to participate in the new tax abatement agreement with the Windpower renewable energy company.

Terra-Gen submitted the application for Phase II for the Monte Cristo Windpower, LLC, with the following specs:

- Project will begin construction no later than the 4th quarter of 2027, and it is currently anticipated that construction will be completed by the 4th quarter of 2028.
- The improvements are expected to have an estimated value of approximately \$223,388,000, although the Hidalgo County Appraisal District will determine the actual value. The improvements for Monte Cristo Phase II Windpower, LLC will include:
 - ⇒ Seeking 50% abatement of taxes effective for ten (10) full calendar years beginning on January 1 of the tax year.
 - ⇒ Proposed wind power generation facilities, expected to be comprised of 236 megawatts of nameplate capacity, located in the Hidalgo County Enterprise Zone.
 - ⇒ Expected to include between 53 to 62 wind turbines ranging from 3.4 and 4.0 megawatts turbines from a tier 1 manufacturer, although the exact number may vary substantially depending on factors such as the type and size of turbines used and site wind characteristics.

Subsequent to the review and discussion of the application for the proposed tax abatement for the Terra-Gen Development Company, LLC, Monte Cristo Phase II Windpower, LLC project, a tax abatement agreement will be presented to the Board for approval at a later date. Notice of the public hearing will be advertised at least 30 days prior to the scheduled date of the hearing.

Robert Pena, Texas Energy Consultant, has been invited to attend the Committee meeting to discuss their proposal and answer any questions.

Enclosed Documents

Appendix A – PowerPoint presentation
Appendix B – Monte Cristo Phase II Application

Funding

No funding.

Staff Resource

Mary Del Paz, Vice President for Finance and Administrative Service
Myriam Lopez, Associate Vice President – Finance and Management
Robert Peña, Texas Energy Consultant

Recommendation

The Committee recommended Board approval on the tax abatement application for Monte Cristo Phase II Windpower, LLC (Terra-Gen Development Company, LLC, as the exclusive developer), to enable the College's participation in the new Phase II project.



Monte Cristo Windpower II

Terra-Gen Development Company, LLC. is the exclusive developer of Monte Cristo Windpower II

- The project is a special-purpose entity formed to facilitate the development and commercialization of a utility-scale wind energy project.
- Terra-Gen is in the business of:
 - Initiating, Developing,
 - Producing and owning, and
 - Operating electricity from renewable energy projects including wind and solar.
- Requesting a 50% Tax Abatement

Monte Cristo Windpower II

- Estimated taxable value to be \$223,388,000
- The developer estimates the project will have retained a value of approximately \$68,250,923
- Anticipating that construction will begin no later than the 4th quarter of 2027 and be completed by the 4th quarter of 2028
- Its expected to include between 53 to 62 wind turbines each ranging from 3.x and 4.x MW turbines from a tier 1 manufacturer
- Proposed wind power generation facility, comprised of approximately 236 megawatts ("MW")

Monte Cristo Windpower II

- ❖ Create two (2) permanent jobs
- ❖ Base salary of \$49,392.20
- ❖ Estimates that the installation of the wind turbines will create 100-150 temporary construction jobs over the course of the project
- ❖ Estimated to last twelve to fourteen (12-14) months of construction
- ❖ Terra-Gen, LLC is committed to the continuing education of local workforce and employees through local scholarships and or student support services



Questions?

Application for Chapter 312 Tax Abatement Agreement by Monte Cristo Windpower, LLC – (Monte Cristo Phase II)



Submitted by:

Terra-Gen, LLC



August 2025

SCHEDULE I

“Buy Local” Annual Reports

The following information shall be reported to the College on a calendar-year basis during the first four years of the tax abatement program:

1. Dollar amount spent for materials* (local): \$500,000
2. Dollar amount spent for materials* (total): \$500,000.
3. Dollar amount spent for labor** (local): \$325,000.
4. Dollar amount spent for labor** (total): \$325,000.
5. Number of jobs created in the construction of the Facility (local): 150 FTE's.
6. Number of jobs created in the construction of the Facility (total): 200 FTEs.
7. Number of jobs created on a permanent basis (local): 2 per site.
8. Number of jobs created on a permanent basis (total): 2 per site.

* The term “materials” is defined to include all materials used in excavation, site improvement, demolition, concrete, structural steel, fireproofing, piping, electrical, instruments, paintings and scaffolding, insulation, temporary construction facilities, supplies, equipment rental in construction, small tools and consumables. This term does not include major items of machinery and equipment not readily available locally.

** The term “labor” is defined to include all labor in connection with the excavation, site improvement, demolition, concrete construction, structural steel, fireproofing, equipment placement, piping, electrical, instruments, painting and scaffolding, insulation, construction services, craft benefits, payroll burdens, and related labor expenses. This term does not include engineering services in connection with the design of the Facility.

The term “local” as used to describe manufacturers, suppliers, contractors and labor shall include firms, businesses, and persons who reside in or maintain an office in either Hidalgo County or Starr County.

SCHEDULE II

ADDITIONAL INFORMATION REQUIRED OF APPLICANT FOR TAX ABATEMENT

Section 1. Eligibility Criteria

1. To be eligible for consideration by College for a tax abatement under these Guidelines, an Owner of the Facility must meet or exceed all of the criteria described below:
 - The Facility must be one that will generate renewable energy;
 - The minimum amount of new real and/or personal property capital investment shall exceed \$200 million (at start of project or by year 2028);
 - Shall exceed minimum levels of full-time job creation;
 - Provide employee and dependent access to health care benefits;
 - Provide a minimum living and all-industry wage requirements for new and existing employees at project site;

Terra-Gen Development Company, LLC, ("Terra-Gen") is the exclusive developer of Monte Cristo Windpower II (The Project). Each project is a special purpose entity formed to facilitate the development and commercialization of a utility-scale wind energy project. Terra-Gen is in the business of initiating, developing, producing and owning and operating electricity from renewable energy projects including wind and solar. Each project is anticipating total capital costs of \$223,388,000. It is anticipated that all of the Monte Cristo project will be located within Hidalgo County and South Texas College boundaries. The Project will be providing 200 construction jobs for Hidalgo County residents and 2 permanent operations jobs, which includes: wind turbine technicians, electrical engineers and other management positions with a starting salary of \$49,392.20 with access to employee/dependent health care benefits.

Section 2. Amount and Terms of Tax Abatement Subject to Additional Commitments

- 2.1 The amount and term of the tax abatement offered will be dependent upon the Owner's commitment to exceed the minimum eligibility criteria, consideration of other public incentives offered for the same project and the overall benefit to the College and the community.
- 2.2 What resources will the Owner commit to, of the following:

- (a) Sponsorship of scientific events, teacher research grants to the College; materials and equipment, teaching materials to the College; R&D collaboration with local college;
- (b) Total number of jobs created and maintained in the area;
- (c) Number of high-wage jobs.

Terra Gen, LLC is committed to the continuing education of local workforce and employees through local scholarship and or student support services.

Monte Cristo Windpower II will maintain 2 permanent jobs with a base salary of \$49,392.20, which exceeds the current County average earnings which are above the Hidalgo County average weekly wage (average for the most recent four quarters) as reported quarterly by the Bureau of Labor Statistics (currently \$42,224 in 2021-2022) qualifying as a “High-Wage Job”, in addition to health care benefits, retirement, & leave time with pay

Section 3. Wage Requirements

Companies receiving a tax abatement from the College must meet certain minimum wage requirements for all new and existing (i.e., retained) jobs at the project site.

- 3.1 Living Hourly Wage Requirement: In order to be eligible for a tax abatement, one hundred percent (100%) of the company’s new and existing employees ***at the project location*** must earn no less than a “living wage” throughout the full term of the Tax Abatement Agreement. This wage is based on the poverty level for a family of four, as determined annually (January) by the U.S. Department of Health and Human Services (HHS). As of January 22, 2015, the living wage requirement is \$11.66 per hour.
- 3.2 All Industries Median Hourly Wage Requirement: In addition to the “Living Wage” requirement, after one year of initiating full operations at the project location, but not more than two years after execution of the Tax Abatement Agreement with the College, at least seventy percent (70%) of all new and existing employees, with at least one year of full employment with the company at the project location, must earn a cash wage at or exceeding the annual Edinburg, Pharr McAllen Metropolitan Statistical Area (MSA) Median Hourly Wage for All Industries (Companies) for the most recent year available. This wage is compiled by the Bureau of Labor Statistics (BLS) Occupational Employment Survey and published annually by the Texas Workforce Commission (TWC). This wage is updated annually, and for 2014 the current applicable wage is \$11.32 per hour.

High-Wage Jobs: High-wage jobs are either: (I) Qualified professional jobs reported in high-wage industries (e.g., advanced business services, aerospace, life sciences, renewable energy, high-tech/IT); or (2) Jobs for which earnings are above the Hidalgo County average weekly wage (average for the most recent four quarters) as reported quarterly by the Bureau of Labor Statistics (currently \$33,592 in 2017).

- 3.3 If the company does not meet and maintain these wage requirements for all new and existing employees at the project location, the company will be in default of its Tax Abatement Agreement, which could result in termination of the Agreement and the recapture of all or a portion of the previously abated property taxes.

Monte Cristo Windpower II is committed to creating 2 permanent jobs with a base salary of \$49,392.20, which exceeds the current County average earnings which are above the Hidalgo County average weekly wage (average for the most recent four quarters) as reported quarterly by the Bureau of Labor Statistics (currently \$42,224 in 2021-2022) qualifying as a “High-Wage Job”, in addition to health care benefits, retirement, & leave time with pay.

Section 4. Targeted and Qualifying Industries/Business Activities or Project team

The majority of the company’s business at the project location must be engaged in one of the following qualifying industries, business activities, or Project team:

Targeted Industries:

- Energy

Each special purpose entity is an entity created for the sole purpose of interconnecting 200-472 Megawatts (“MW”) of renewable energy into the ERCOT market.

Section 5. Local Assessment: County and Community:

- 5.1 Describe how has the company’s plan been prepared in consultation with the local community, property owners and local political leaders?
- (a) Local Community:
The projects are located in rural portions of Hidalgo County & do not have immediate impact on local communities other than the acquisition of goods & services, and employment.
 - (b) Property Owners:
During leasing and prior to construction Terra-Gen has consulted with each individual landowner to ensure the development meets the desired goals of each party.
 - (c) Local Political Leaders:
The projects have been introduced to Hidalgo County leadership and have already sought the guidance of County’s permitting office, fire marshal, and drainage/irrigation entities.
- 5.2 Identify the local, state and federal bodies that have jurisdiction over the design, construction, licensing, regulation and operation of the Facility and here any public records of review of the Facility may be accessed by the College and the public:
- (a) Local: Hidalgo County Permit, Fire Marshall, Solid Waste, Irrigation/Drainage Offices.
 - (b) State: TCEQ, Tx Parks & Wildlife, State Comptroller
 - (c) Federal: Federal Aviation Admin (FAA), U.S. Fish & Wildlife
- 5.3 Outline what processes, if any, were followed for community consultation for the

Facility's development.

Per requirements of Hidalgo County permitting office, Terra Gen will be applying for County Permit for construction of the wind farm at each location. At their request, each permit will be routed for approval to the County's fire marshal, solid waste and irrigation/drainage districts.

- 5.4 Is there an Environmental Impact Statement and Clearance required for the Facility? If so, identify where any public records of environmental review may be assessed by the College and members of the public.

Neither an EIS or Clearance is required for the wind farm facilities by any state or federal regulatory agency.

- 5.5 If the Facility is a wind farm, did the assessment of the Facility by any governmental agency measure and assess potential environmental noise impacts from wind turbines? If so, please provide copies of any records with the Application.

To date, there have been no requirements or requests by any governmental agency for the assessment of environmental noise impacts.

- 5.6 Identify the Texas agency, if any, which has on-going regulatory authority over the Facility. Describe any approval process which has taken place in connection with locating the Facility.

There is no state regulatory agency currently required to oversee or monitor the wind farm projects. However, Electric Reliability Council of Texas ("ERCOT") is responsible for the reliability of the energy transmission grid and is the only authority that The Project will interface with on an ongoing basis.

- 5.7 Please state whether any of the following were considered in the assessment and location of wind turbines, and if so, how any negative impacts have/or will be addressed:

- landscape and visual amenity:
- noise impacts (have noise guidelines been developed to assess regulate noise):
- health issues (what health issues, if any, have been identified and what guidelines or policies have been adopted to address potential health impacts, if any):
- economic issues, including potential impacts on property values:
- ecological issues, including potential impacts on threatened species:
- decommissioning and rehabilitation:

Terra Gen, LLC as developer of the projects will rely on the review of the applicable County and State agencies with regulatory responsibility over the compatibility of the Facility site(s) with the surrounding uses, to include aviation, noise impacts, visual amenity and ecological issues.

Section 6. Life of Facility and Decommissioning

Include life projections for the Facility, depreciation schedules for income tax purposes and the decommissioning plan. State if the Owner on the Application is a “pass-through” owner or intends to assign its interest in the Facility and the Abatement Agreement, include proposed contractual language that obligates Owner and any future assignee to comply with the decommissioning plan. To assure the College that the Owner, or Owner’s assignee, will perform the decommissioning plan, what financial security, bond or enforceable pledge does the Owner proposed.

The wind turbine generators that will make up the Projects have an estimated life expectancy of 25 years. Within the leases executed with the local landowners, Terra-Gen has included a Removal Bond to insure funding for The Projects decommissioning., Every turbine and associated infrastructure will be removed at the project’s end of life. The lessors have allowed for Terra-Gen to have an option to assign interests to a qualified party if the opportunity is considered, however the lease obligates the qualified party to comply with all aspects of the lease including the removal bond, term of lease, and payments to the landowner.

Section 7. Noise Auditing and compliance:

Has applicant developed a plan or procedure to undertake compliance monitoring and auditing. If so, please describe and submit relevant documents.

- Does Owner propose to maintain noise monitoring facilities? Will Special audible characteristics such as excessive amplitude modulation (including the van den Berg effect) together with cumulative impacts be considered?
- What noise standards and reporting of noise records have been developed? Does Owner propose to prepare and submit a noise compliance report on a regular basis? If so, to whom? Will Owner make noise compliance reports publicly available?

At this time there are no state or federal regulatory compliance regulations that require the developer to maintain noise monitoring facilities.

EXHIBIT A

Application for Tax Abatement South Texas College

Please submit the answers to the following questions and attach any additional pages as needed. Please complete and attach to the application along with completed Schedules I and II.

Part I. Applicant Information

Application Date: 08/06/2025

Applicant Name: Monte Cristo Windpower, LLC Monte Cristo Windpower II, LLC – Monte Cristo Phase II

Applicant's address: 11455 El Camino Real, Suite 160 San Diego, CA 92130

Applicant's phone number: 858-764-3754

Applicant's organization: Terra-Gen, LLC

Type of Business: Renewable Energy

Organization address: 11455 El Camino Real, Suite 160 San Diego, CA 92130

Organization's phone number: 858-764-3754

Authorized Representative: Milton Howard

Authorized Representative's address (if different than above): Same as above

Authorized Representative's phone number: 713-703-7044

Part II. Project Information

Proposed project or facility address: (see specifics for each Project below)

1. Provide brief description of project or facility for which tax abatement is sought.

Monte Cristo Windpower II, LLC- Monte Cristo Phase II:

Monte Cristo Windpower II, LLC ("Monte Cristo Phase II") is a Renewable Energy project located in Hidalgo County, Texas north/northwest of the La Joya/Sullivan City boundaries to be located on west of Jarachinas Rd & South of Mile 14 Rd. Monte Cristo Phase II seeks to develop and interconnect approximately 236 megawatts ("MW") of power into the ERCOT market via interconnect into the AEP 345 kV Lon C Hill transmission line.

The improvements for Monte Cristo Windpower II, LLC - Monte Cristo Phase II will consist of a proposed wind power generation facility, comprised of approximately 236 megawatts ("MW") of nameplate capacity located in the Hidalgo County Enterprise Zone. Construction is anticipated to begin no later than the 4th quarter of 2027 and it is currently anticipated that construction will be complete by the 4th quarter of 2028.

The improvements are expected to have an estimated value of at least \$223,388,000 upon

completion, although the actual value will be determined by the Hidalgo County Appraisal District. The Project is expected to include between 53 to 62 wind turbines ranging from 3.4 and 4.0 MW turbines from a tier 1 manufacturer, although the exact number may vary depending on factors such as the type and size of turbines used and site wind characteristics. Exact turbine specifications are reserved due to an unannounced competitive turbine supply procurement process between select manufacturers. However, such factors will not pose a significant impact on the anticipated investment amount. The improvements shall also include any other property in the Enterprise Zone meeting the definition of "Eligible Property" contained in the Tax Abatement Guidelines and criteria for South Texas College that will be used to produce wind power and perform other functions related to the production, distribution and transmission of electric power.

2. Does this property fall under the definition of "Eligible Property" provided in the Hidalgo County Guidelines & Criteria?

☒ Yes
☐ No

3. This application is for (*choose one*):

☒ New plant
☐ Expansion
☐ Modernization

4. Please list all the taxing jurisdictions in which the proposed projects or facilities will be located.

Taxing Entity #1: Hidalgo County

Taxing Entity #2: South Texas College

Taxing Entity #3: South Texas ISD

Taxing Entity #4: Edinburg CISD

- a. Are applications for tax abatement being submitted to all these jurisdictions?

☐ Yes
☒ No

Monte Cristo will not be receiving value limitation agreements with South Texas ISD or Edinburg CISD. A Tax abatement agreement with Hidalgo County has already been approved.

5. Please describe the nature and scope of the tax abatement that is sought. What is the total estimated taxable value or total range of taxable values of the project or facility for which abatement is sought?

Monte Cristo Windpower, LLC – Monte Cristo Phase II is seeking an ~~100%~~ 50% abatement of taxes effective for ten (10) full calendar years for the projects beginning on January 1 of the tax year following the date that the College President and/or the President of the Board of Trustees receives a letter certifying completion of construction of Projects, outlining the Improvements included in the Projects, and stipulating the overall turbine capacity.

Monte Cristo Windpower, LLC – Monte Cristo Phase II is anticipating individual capital costs of at least \$223,388,000. The improvements for The Project will consist of the proposed wind power generation facility, comprised of approximately 236 megawatts (“MW”) of nameplate capacity located within the Hidalgo County Enterprise Zone.

The improvements for Monte Cristo Windpower, LLC – Monte Cristo Phase II is expected to have an individual estimated value of at least \$223,388,000 upon completion, although the actual value will be determined by the Hidalgo County Appraisal District. The Project phases are expected to include between 53 to 62 wind turbines each ranging from 3.x and 4.x MW turbines from a tier 1 manufacturer, although the exact number may vary depending on factors such as the type and size of turbines used and site wind characteristics. Exact turbine specifications are reserved due to an unannounced competitive turbine supply procurement process between select manufacturers. However, such factors will not pose a significant impact on the anticipated investment amount. Improvements should also include any other property in the Enterprise Zones meeting the definition of “Eligible Property” contained in the Tax Abatement Guidelines and criteria for South Texas College that will be used to produce wind power and perform other functions related to the production, distribution and transmission of electric power.

a. What is the extent of the abatement being requested?

Monte Cristo Windpower, LLC – Monte Cristo Phase II seeks an abatement of taxes of the cited projects effective for ten (10) full calendar years for the project beginning on January 1 of the next tax year, after the date that the College President and/or the President of the Board of Trustees receives a letter certifying completion of construction of Projects, outlining the Improvements included in the Projects, and stipulating the overall turbine capacity.

b. Does applicant contemplate that the Project will be completed in Phases?

☐ Yes

☒ No

6. What will be the total estimated taxable value or total range of taxable values of the project or facility in the first year after the expiration of the abatement? (*The amount represents 5% depreciation over 10 years*)

The initial estimated taxable value of the Project phase when completed is expected to be \$223,388,000 within Hidalgo County. Although the actual value after year 10 will depend upon an annual appraisal by the Hidalgo County Appraisal District and specific decisions to be made by Terra-Gen, LLC in the future, the developer estimates of each project, will have retained a value of approximately \$68,250,923.

7. Please attach information describing how the proposed project or facility meets the minimum Requirement for tax abatement outlined in the Guidelines & Criteria.

The Project will contribute to the expansion of employment, attract major investment to Hidalgo County, benefit the property on which it is constructed, and contribute to the economic development of the County.

Monte Cristo Windpower II, LLC, Monte Cristo Phase II intends to construct a wind powered electric generating facility with an expected value of approximately \$223,388,000 in Hidalgo County for each phase. At a minimum, the phase will result in a wind power facility with an estimated 236-megawatt nameplate capacity.

Monte Cristo Windpower, LLC – Monte Cristo Phase II estimates that the installation of the wind turbines will create 100-150 temporary construction jobs over the course of the Project's construction, which is estimated to last twelve to fourteen (12-14) months of construction. Monte Cristo further anticipates the creation of 2 full-time jobs for the operation and maintenance of the Projects. Continuing operations and maintenance activities in Hidalgo County will create opportunities for purchase of contracting services and supplies from Hidalgo County businesses. Over the course of construction of the Projects, Terra Gen will make an effort to use local labor and purchase services and materials local businesses where practicable.

The Project will make use of land that is currently used for agricultural and ranching purposes. The location of the Projects is remote and not ideal for industrial or commercial development but is well suited for a wind farm. Without the Projects, the land could remain in its current state and would be unlikely to attract new investment to the area.

The wind farm will provide "clean" renewable power to customers served by Terra Gen, LLC. Wind energy creates little or no emissions impacting the environment. The project will continue to provide this clean energy source for decades to come.

The addition of full-time and contract-related jobs, the purchase of local services, supplies and materials, and the productive use of land to generate revenue and spur investment are examples of the kind of economic benefit that the proposed wind farm will bring to Hidalgo County.

8. Please attach information on the following aspects of the proposed project or facility:

- (1) current value of land and existing improvements, if any;
- (2) type, value and purpose of proposed improvements;
- (3) productive life of proposed improvements;
- (4) impact of proposed improvements and other expenditures on existing jobs;
- (5) number and type of new jobs, if any, to be created by proposed improvements and expenditures;
- (6) costs to be incurred by County, if any, to provide facilities or services directly resulting from the new improvements;
- (7) types and values of public improvements, if any, to be made by applicant seeking abatement;
- (8) estimation of the amount of ad valorem property taxes to be paid to County after

- expiration of the abatement agreement;
- (9) the impact on the business opportunities of existing businesses and the attraction of new businesses to the area, if any;
 - (10) the overall compatibility with the zoning ordinances and comprehensive plan, if any, for the area;
 - (11) whether the applicant's proposed facility or improvement or modernization is an industry which is new to County.

9. Please attach the following information to this application:

- (1) A map and description of the property for which abatement is sought;
[See page 13-15](#)
- (2) A time schedule for completing the planned improvements; and,
[Monte Cristo Windpower, LLC - Monte Cristo Phase II is anticipating that construction will begin no later than the 3rd 4th Quarter of 2027 and will be completed by the 4th Quarter of 2028.](#)
- (3) Basic financial information about yourself and your organization sufficient to enable evaluation of the applicant's financial capacity.
<https://www.terra-gen.com/>

10. Please describe the proposed or existing Investment Zone in which this project will be located.

[Please see Attachment. The Project is located within the designated Hidalgo County Enterprise Zone. Hidalgo County Commissioners Court has previously recognized the existing enterprise zones for purposes of The Project.](#)

11. Please attach a copy of the County's approved Tax Abatement Agreement with applicant, or, if not yet approved, a copy of the proposed County's Tax Abatement Agreement.

[Please see Attachment.](#)

I attest that the information provided in this application is true and correct to the best of my knowledge.

Authorized Representative's Signature:

Milt Howard

Milton Howard
Vice President of Development
Terra-Gen, LLC

Date of application submission: _____

Exhibit A

Legal Descriptions of Investment Zones Containing Proposed Projects

Please attach a copy of the map of the Counties Zones and the locations of the facilities

Monte Cristo II:

The legal descriptions for Monte Cristo Windpower, LLC – Monte Cristo Phase II are as follows:

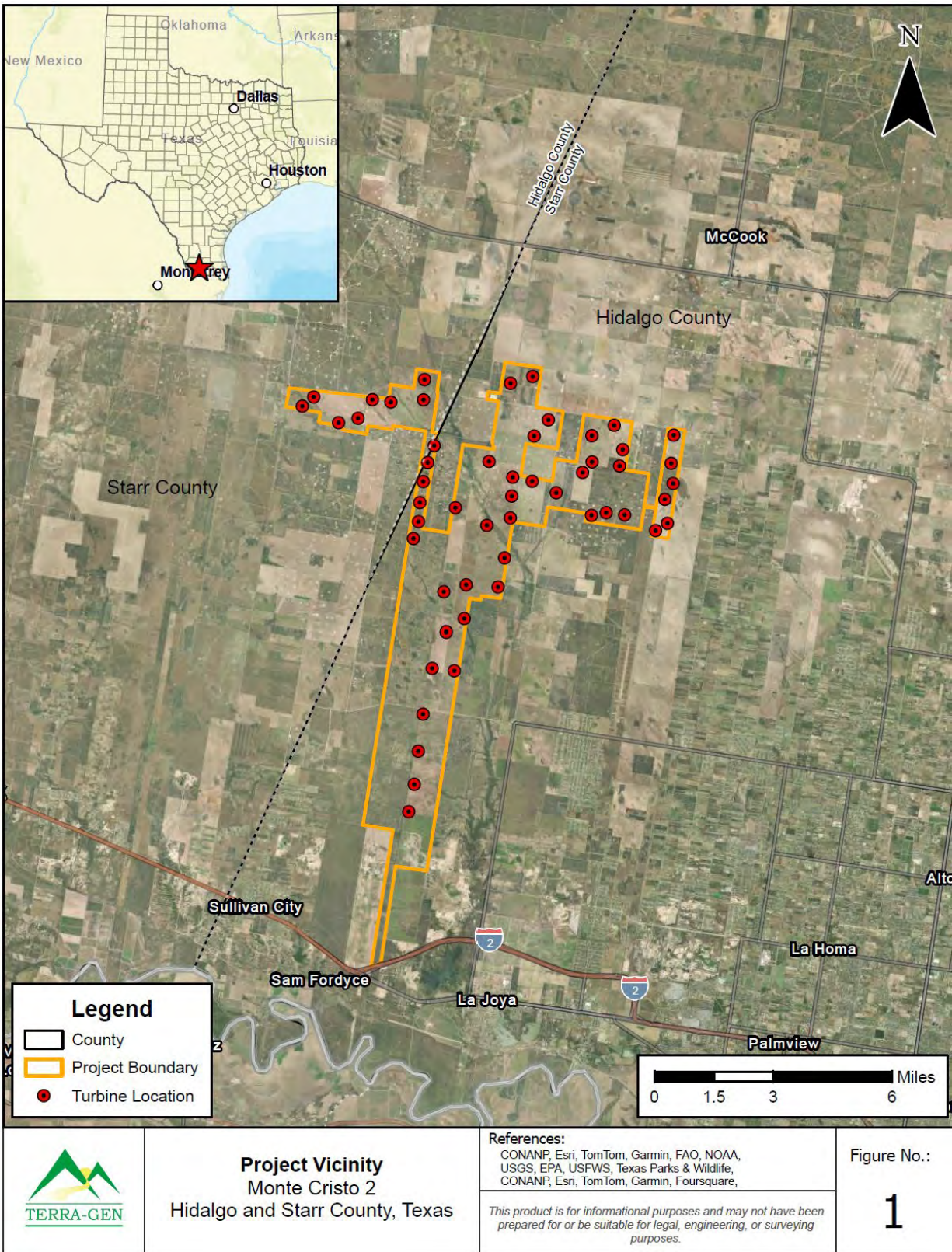
prop_id	legal_desc
101122	PORCION 45 W 61.445 LOT 2 61.45AC GR 56.35AC NET
101120	PORCION 45 W 61.445 LOT 1 61.45AC GR 56.35AC NET PORCION 45 W 61.445 AC LOT 4 61.45AC GR 56.35AC
101126	NET
101127	PORCION 45 E 61.44 AC LT 5
101128	PORCION 45 W 61.445 LOT 5 61.45AC GR 56.35AC NET
101137	PORCION 45 E 61.44 AC LT 10
101119	PORCION 45 E 61.44 LT 1
101129	PORCION 45 E 61.44 AC LT 6
101133	PORCION 45 E 61.44 AC LT 8
101135	PORCION 45 E 61.44 AC LT 9
101140	PORCION 45 SE 30.722AC LOT 11 29.97AC NET PORCION 45 W 61.445 AC LOT 14 61.45AC GR 56.35AC
101147	NET
101153	PORCION 45 E 61.44 AC LT 17 PORCION 45 W 61.445 AC LOT 17 61.45AC GR 56.35AC
101152	NET PORCION 45 W 61.445 AC LOT 16 61.45AC GR 56.35AC
101150	NET
101124	PORCION 45 W 61.445 LOT 3 61.45AC GR 56.35AC NET PORCION 45 W 61.445 AC LOT 6 61.45AC GR 56.35AC
101130	NET PORCION 45 W 61.445 AC LOT 9 61.45AC GR 56.35AC
101136	NET PORCION 45 W 61.445 AC LOT 13 61.45AC GR 56.35AC
101145	NET
101157	PORCION 45 E 61.44 AC LT 19
101132	PORCION 45 W 61.445 LOT 7 61.45AC GR 56.35AC NET
101131	PORCION 45 E 61.44 LT 7 PORCION 45 W 61.445 AC LOT 10 61.45AC GR 56.35AC
101138	NET PORCION 45 W 61.445 LOT 12 61.45AC GR 56.35AC
101143	NET PORCION 45 W 61.445 AC LOT 15 61.45AC GR 56.35AC
101149	NET
101159	PORCION 45 E 61.44 AC LT 20

101155 PORCION 45 E 61.44 AC LT 18
 101148 PORCION 45 E 61.44 AC LT 15
 101161 PORCION 45 E 61.44 AC LT 21
 101125 PORCION 45 E 61.44 AC LT 4
 101123 PORCION 45 E 61.44 LT 3
 101121 PORCION 45 E 61.44 LT 2
 101142 PORCION 45 E 61.44 AC LT 12
 101144 PORCION 45 E 61.44 AC LT 13
 101146 PORCION 45 E 61.44 AC LT 14
 PORCION 45 W 61.445 LOT 11 61.45AC GR 56.35AC
 101141 NET
 PORCION 45 W 61.445 AC LOT 18 61.45AC GR 56.35AC
 101154 NET
 101151 PORCION 45 E 61.44 LT 16
 101134 PORCION 45 W 61.445 LOT 8 61.45AC GR 56.35AC NET
 PORCION 46 AN IRR TR S5041'-N12,515'-W3485.6'
 101236 595.22AC
 101095 PORCION 44 ABST 81 3506.95 AC GR 3496.05 AC NET
 101075 PORCION 43 1472.45 AC N OF MILE 7
 PORCION 46 N7,473.8'-W3,568.2' & E106.2'-W3,587.7'-
 541653 N1,330.7' 600AC NET
 LOS GUAGES & MAGUELLES E1486.75'-W2973.5' SEC
 223169 38 160AC
 641983 LOS GUAGES & MAGUELLES E1/2 SEC 38 320AC
 731287 PORCION 45 N1012.99'-W1849.50' LOT 19 37.67 AC NET
 279561 SCHUNIOR'S LT 4 SH 5 164.75 AC
 279558 SCHUNIOR'S LT 2 SH 5 164.75 AC
 279560 SCHUNIOR'S E1/2-164.75AC LOT 3 SH 5 82.38AC
 279562 SCHUNIOR'S W886.33'SH 5 117.61AC GR 117AC NET
 279559 SCHUNIOR'S W1/2-164.75AC LOT 3 SH 5 82.37AC
 101174 PORCION 45 E 61.445 AC LT 27
 101178 PORCION 45 E61.445AC LOT 29
 101180 PORCION 45 E 61.445 AC LT 30
 101181 PORCION 45 W61.445AC LOT 31
 101164 PORCION 45 S 10 AC OF W 61.445 AC OF LT 22
 101187 PORCION 45 W 61.445 AC LT 34
 101177 PORCION 45 W 61.445 AC LT 29
 101175 PORCION 45 W 61.445 AC LOT 28
 101173 PORCION 45 W 61.445 AC LT 27
 PORCION 47 TR 2 496.95 AC EXC 1.0 AC FOR IMPS
 101337 495.95 AC
 PORCION 44 SH 1A 435.28 EXC AN IRR TR N1049.67'-
 101096 E996.53' & EXC 10.90AC HWY R/O/W 399.74AC NET
 101190 PORCION 45 E 61.445 AC LOT 35
 101189 PORCION 45 W 61.445 AC LT 35

101188 PORCION 45 E 61.445 AC LOT 34
 101167 PORCION 45 W 61.445 AC LT 24
 101165 PORCION 45 W 61.445 LT 23
 101168 PORCION 45 E 61.445 AC LT 24
 101172 PORCION 45 E 61.445 AC LT 26
 101179 PORCION 45 W 61.445 AC LOT 30
 101185 PORCION 45 W 61.445 AC LOT 33
 101183 PORCION 45 W 61.445 AC LT 32
 101186 PORCION 45 E 61.445 AC LT 33
 101171 PORCION 45 W 61.445 AC LT 26
 101169 PORCION 45 W 61.445 AC LT 25
 101166 PORCION 45 E 61.445 AC LT 23
 101170 PORCION 45 E 61.445 AC LT 25
 101176 PORCION 45 E 61.445 AC LT 28
 101182 PORCION 45 E 61.445 AC LOT 31
 101184 PORCION 45 E 61.445 AC LT 32
 101162 PORCION 45 E 51.445AC LOT 22 50.70AC NET
 101162 PORCION 45 E 51.445AC LOT 22 50.70AC NET
 201244 JUAN LINO GARZA LT 1 POR 46
 201245 JUAN LINO GARZA LT 2 POR 46
 279619 SCHUNIOR'S SH 13 1AC-451.05AC 1.00AC
 101827 PORCION 76 600.18AC
 573139 PORCION 76 600.18AC
 279623 SCHUNIOR'S SH 15 1650.00 AC
 TEX-MEX SURVEY 880.96AC-ABST 658 & 211.64AC N
 OF ABST 658 & S OF LOT 38-39 LOS GUAJES
 294548 1102.90AC NET
 279557 SCHUNIOR'S LT 1 SH 5 164.75 AC

Exhibit B
Maps of Project Areas

CONFIDENTIAL-PLEASE SEE ATTACHED



- (a) **Written Application.** Any current or potential owner of taxable property may request Abatement by filing a written application with the President of the College. **Exhibit A**
- (b) **Contents of Application.**
- a. The application shall consist of a completed application form (Exhibit A) accompanied by:
 - b. a general description of the new improvements to be undertaken;
 - c. a descriptive list of the improvements for which Abatement is requested;
 - d. a list of the kind, number and location of all proposed improvements of the property;
 - e. a map and property description; proposed turbine location (if a wind turbine Facility);
 - f. and a time schedule for undertaking and completing the proposed improvements.
 - g. In the case of a Modernization or Expansion Project, a statement of the Appraised Value of the Facility, separately stated for real and personal property, shall be given for the tax year immediately preceding the application.
- **The application form may require such financial and other information as the College or other Eligible Jurisdiction, as applicable, deems appropriate for evaluating the financial capacity and other relevant factors of the applicant.
- (c) **Local Employment and Procurement.** Owner shall, as part of the Application, provide: (i) a list and description of all component parts and equipment which are included in the construction and/or installation of the Facility, (ii) a list of maintenance and operations personnel or professional services anticipated or required for the operation and maintenance of the Facility on an on-going basis; and (iii) the identify of all persons or firms in Starr County and Hidalgo County, or within 100 miles thereof, with the capability of providing these services (a complete Schedule I and Schedule II).
- (d) **Written Notification.** Upon receipt of a completed application, the President shall evaluate the application for a determination of the proposed Facility's compliance with these Guidelines.
- (e) **Feasibility.** After receipt of an application for Abatement, the College shall consider the feasibility and the impact of the proposed Abatement. The study of feasibility shall include, but not be limited to, an estimate of the economic effect of the Abatement of taxes and the benefit to the College and the Facility to be covered by such Abatement.
- (f) **No Abatement if Construction has been Completed.** No Agreement shall be approved if the application for the Abatement was filed after the completion of construction, alteration or installation of improvements related to the proposed Modernization, Expansion or New Facility.
- (g) **Variance.** Requests for variance from the provisions of these Guidelines and Criteria may be made in written form; provided, however, that no variance may extend the term of Abatement beyond five (5) years after completion of the Construction Phase. Such requests shall include a complete description of the circumstances explaining why the applicant should be granted a variance. Approval of a request for variance requires a three-fourths (3/4ths) vote of the board of trustees of the College.

Project Descriptions:

Monte Cristo Windpower II, LLC: Monte Cristo Phase II

Monte Cristo Windpower II, LLC, Monte Cristo Phase II is requesting an appraised value limitation on all of the property constructed or placed upon the real property within South Texas College, which is located in Hidalgo County, Texas.

The property for which the Applicant is requesting an appraised value limitation shall include, but is NOT limited to, the following: **between 53 to 62 wind turbines ranging from 3.4 and 4.0 MW** turbines from a tier 1 manufacturer, although the exact number may vary depending on factors such as the type and size of turbines used and site wind characteristics, with an estimated total generating capacity of approximately 236 MW; between 53 to 62 steel reinforced concrete foundations supporting the weight of each turbine tower; between 53 to 62 electric power transformers; underground conductor cables used to transport electricity from each turbine tower to an electrical substation; and a new electrical substation interconnected to the ETT Lobo to North Edinburg, 345kV transmission line located in central Hidalgo County.

Additionally, the map provided does not represent the final location of the improvements; however, all of the improvements that make up the amount of Qualified Investment will be made within the Project Investment Area as shown on Map Exhibit B.

The Applicant intends to construct a shared Maintenance and Operations building to house equipment i.e. junction boxes, transformer equipment, and turbine electronic controls for both Monte Cristo Projects. The Applicant will also be constructing an electrical substation facility for integration and transmission of power into the electrical grid.

Construction of Monte Cristo Phase II is proposed to begin in the **3rd 4th** Quarter of 2027 with an estimated commercial operations date no later than the 4th Quarter of 2028, contingent upon favorable economics for the project.

Descriptive List for which Abatement is being requested:

Monte Cristo Windpower II, LLC- Monte Cristo Phase II:

Monte Cristo Phase II plans to construct an estimated 236 MW wind farm in Hidalgo County, located entirely within Edinburg CISD. Monte Cristo Phase II improvements of Qualified Property include:

- between 53 to 62 Wind Turbines with an approximate nameplate capacity ranging from 3.4 and 4.0 MW;
- between 53 to 62 Wind Turbine Foundations;
- Several thousand feet of Transmission Collection System cable & Junction Boxes;
- Overhead Transmission and Interconnection infrastructure;
- Additional meteorological towers;
- All-weather Road work sloped for drainage;

For purposes of this application, the Project anticipates using between 53 to 62 Wind Turbines, ranging

from 3.4 and 4.0 MW turbines from a tier 1 manufacturer, although the exact number may vary depending on factors such as the type and size of turbines used and site wind characteristics, all equipment outlined above is expected to be located within South Texas College boundaries.

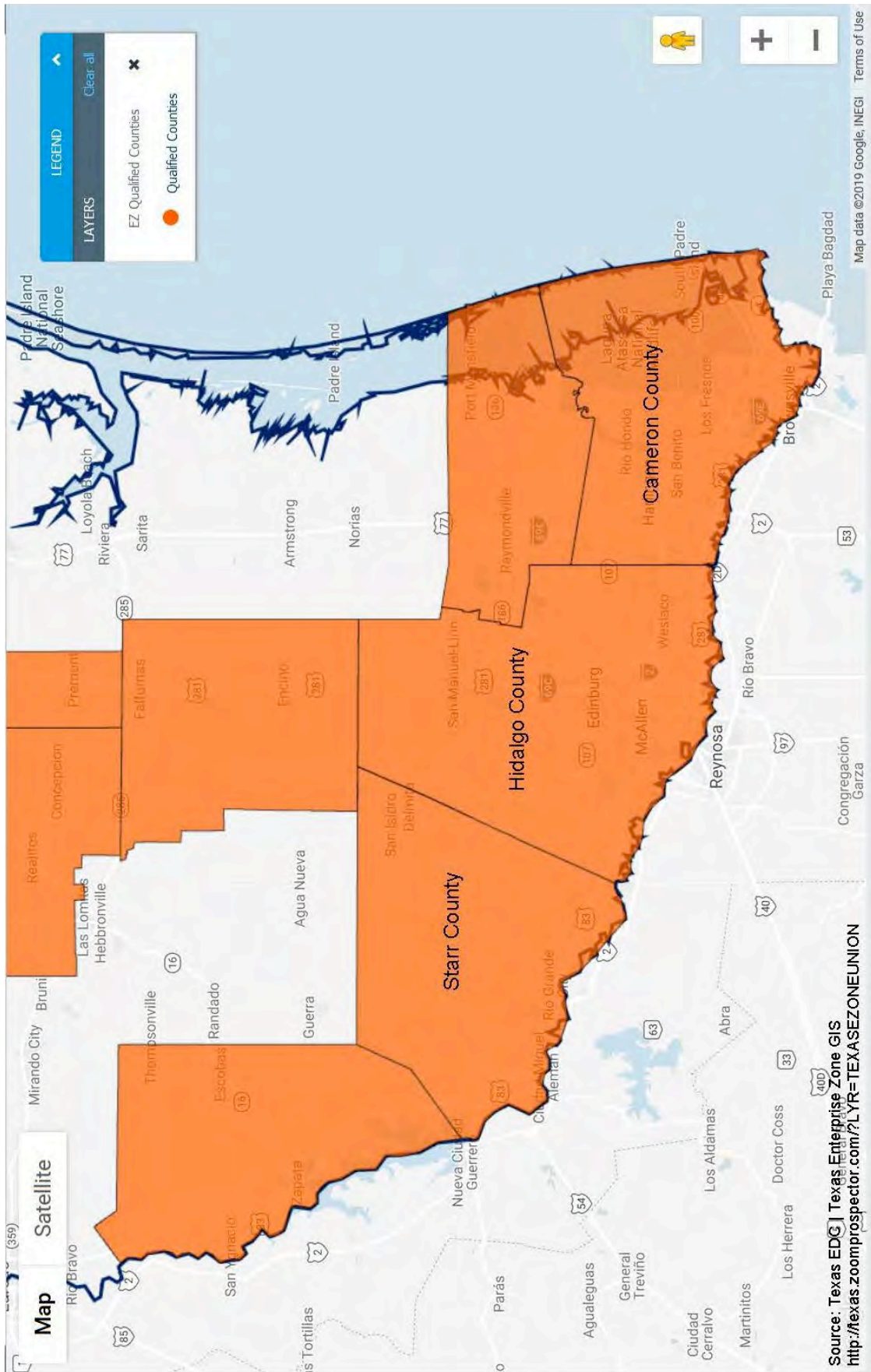
The exact placement of turbines is subject to ongoing planning, wind resource evaluation, engineering, land leasing, and turbine selection. The final number and location of turbines and supporting structures will be determined before construction begins. However, any changes in the number and location of turbines will not have a significant impact on the total investment. Monte Cristo intends to connect to AEP Lon C. Hill to North Edinburg, 345kV transmission line, located within South Texas College boundaries. All of the infrastructure will remain within the project boundary and within the Enterprise Zone. The map in Exhibit B shows the proposed project area with the anticipated improvement locations.

Enterprise Zones:

Hidalgo, County is designated enterprise zone county as defined under the Texas Governor's "[Governor's Economic Development Finance department online](#)" link provided by Texas Comptroller website under "[The Texas Enterprise Zone Program](#)." The Governor's website "Texas Enterprise Zone Program"- "[Economic Zone Program Rules, 10 TAC 176](#)" according to section (b), subsection (11); which defines a distressed county as: "a county that has a poverty rate above 15.4 percent based on the most recent decennial census; in which at least 25.4 percent of the adult population does not hold a high school diploma or high school equivalency certificate based on the most recent decennial census; and that has an unemployment rate that has remained above 4.9 percent during the preceding five years, based on Texas Workforce Commission data."

Source: <https://businessintexas.com/services/tax-incentives?view=texas%20enterprise%20zone%20program>

Enterprise Zone Map



Consent Agenda:

b. Review and Action as Necessary on Rescind Award of Proposal and Approval of Purchases, Purchase Renewals, Renewals, and Interagency Agreements at a cost of \$1,553,629.19

Purpose and Justification – Administration requests Board approval of the following Review and Action as Necessary on Rescind Award of Proposal and Approval of Purchases, Purchase Renewals, Renewals, and Interagency Agreements at a total cost of \$1,553,629.19.

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:

Rescind Award of Proposal – 1) Purchase and Installation of Parking Lot LED Light Poles and Fixtures – Pecan Campus and Starr County Campus

Purpose	Rescind the May 27, 2025 Board award to Lexine Inc. (McAllen, TX), for the purchase and installation of parking lot LED light poles and fixtures – Pecan Campus and Starr County Campus.
Justification	The vendor withdrew their proposal on October 21, 2025. The project will be re-advertised.
Staff Resource	Mary Del Paz, Vice President for Finance and Administrative Services Ricardo De La Garza, Executive Director of Facilities Planning and Construction George McCaleb, Executive Director of Facilities Operations and Maintenance
Recommendation	The Committee recommends Board approval to rescind the May 27, 2025 Board award to Lexine Inc. (McAllen, TX), for the purchase and installation of parking lot LED light poles and fixtures – Pecan Campus and Starr County Campus.

Purchases – 2) Automotive Instructional Equipment

Purpose	Purchase automotive instructional equipment from Advance Stores Company Incorporated (Raleigh, NC), a Texas Association of School Boards (TASB) – Buyboard and OMNIA Partners approved vendor.
Justification	To replace worn and outdated tools currently in use at the Technology and Starr County campuses. The new equipment will be utilized by the students to perform brake repair tasks, recycle refrigerants, and complete related job sheets in the shop. This upgrade offers students valuable hands-on experience with modern equipment that reflects current industry standards and practices.
Funding	Funds for this expenditure are budgeted in the Automotive Technology budget for FY 2025 – 2026.
Enclosed Documents	Other information is included in the Supporting Documentation.
Staff Resource	Dr. Anahid Petrosian, Vice President and Provost for Academic Affairs and Economic Development Jose Vela, Point of Contact for Business, Public Safety, and Technology
Recommendation	The Committee recommends Board approval to purchase automotive instructional equipment from Advance Stores Company Incorporated (Raleigh, NC), a Texas Association of School Boards (TASB) – Buyboard and OMNIA Partners approved vendor, at a total amount of \$101,516.14.

Purchases – 3) Automotive Training Equipment

Purpose	Purchase automotive training equipment from Genuine Parts Company/ dba NAPA Auto Parts (McAllen, TX), a Texas Association of School Boards (TASB) – Buyboard approved vendor.
Justification	To replace worn and outdated equipment currently in use at the Technology and Starr County campuses, this purchase will provide students with updated automotive tools and machinery. The new equipment will support hands-on learning through tasks such as tire repairs, working with run-flat tires, and other shop-related procedures. Additionally, the Technology Campus will receive a specialized lift designed for electric vehicle (EV) training, enhancing safety and ensuring alignment with current industry standards. These upgrades will equip students with practical experience using modern

tools and technologies, better preparing them for real-world applications in the automotive field.

Funding Funds for this expenditure are budgeted in the Automotive Technology budget for FY 2025 – 2026.

Enclosed Documents Other information is included in the Supporting Documentation.

Staff Resource Dr. Anahid Petrosian, Vice President and Provost for Academic Affairs and Economic Development
Jose Vela, Point of Contact for Business, Public Safety, and Technology

Recommendation The Committee recommends Board approval to purchase automotive training equipment from **Genuine Parts Company/ dba NAPA Auto Parts** (McAllen, TX), a Texas Association of School Boards (TASB) – Buyboard approved vendor, at a total amount of \$50,000.00.

Purchases – 4) Compact Desktop Laser System

Purpose Purchase a compact desktop laser system from **Technical Laboratory Systems, Inc.** (Houston, TX), The Interlocal Purchasing System (TIPS) approved vendor.

Justification To provide a range of technologies for hands-on, project-based creation and learning in a flexible, collaborative environment. It supports academic partnerships through curricular, co-curricular, and extracurricular work and promotes student and community engagement by providing specialized tools and learning experiences typically available to Architectural and Engineering Design Technology programs.

Funding Funds for this expenditure are budgeted in the Learning Commons and Open Labs and Technology, Information, and Planning Services budget for FY 2025 – 2026.

Enclosed Documents Other information is included in the Supporting Documentation.

Staff Resource Dr. Jesús Campos, Interim Vice President for Technology, Information & Planning Services
Arturo Solano, Director of Learning Commons and Open Labs

Recommendation The Committee recommends Board approval to purchase a compact desktop laser system from **Technical Laboratory Systems, Inc.** (Houston, TX), The Interlocal Purchasing System (TIPS) approved vendor, at a total amount of \$50,744.00.

Purchases – 5) Computers, Laptops, Tablets, and Monitors

Purpose Purchase computers, laptops, tablets, and monitors from the vendors listed in Appendix A.

Justification To provide new systems, replace out-of-warranty systems (over five years old), and meet software requirements for those systems that exceed the capacity for students, faculty, and staff based on the Information Technology criteria.

The requested systems meet the College's standard configurations.

Enclosed Documents Appendix A – Vendor List
Appendix B – District-Wide Technology Request Summary
Other information is included in the Supporting Documentation.

Funding Funds for these expenditures are budgeted in the requesting department budgets for FY 2025 – 2026 as follows: Learning Commons and Open Labs, Centers for Learning Excellence, Counseling and Student Access Services, Mechatronics Program, College Connections, History Program, Education Program, Political Science Program, Operations Management Bachelor Program, Occupational Therapy Program, Technology Resource Fund Program, Facility Maintenance, Dual Credit Programs, Dual Credit Pathways Program, Student Accounts and Sponsored Programs, Research and Analytical Services, Curriculum, and Communication and Creative Services.

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

Recommendation The Committee recommends Board approval to purchase computers, laptops, tablets, and monitors from the vendors listed in Appendix A at a total amount of \$179,996.65.

APPENDIX A

Vendor List

Vendor (City, State)	Purchasing Cooperative	Amount
Dell Marketing, LP (Dallas, TX)	OMNIA Partners	\$179,588.65
Apple, Inc. (Dallas, TX)	Choice Partners Cooperative	\$408.00
Total Amount:		\$179,996.65

APPENDIX B

District-Wide Technology Request Summary

Student Computers		4	Political Science Program
113	Learning Commons and Open Labs	1	Operations Management Bachelor Program
7	Centers for Learning Excellence	1	Occupational Therapy Program
Student Laptops		Staff Computers	
5	Counseling and Student Access Services	1	Technology Resource Fund Program
11	Mechatronics Program	Staff Laptops	
Student Tablets		1	Facility Maintenance
1	College Connections	1	Dual Credit Programs
Student Monitors		1	Dual Credit Pathways Program
40	Learning Commons and Open Labs	2	Student Accounts and Sponsored Programs
Faculty Laptops		2	Research and Analytical Services
1	History Program	1	Curriculum
1	Education Program	1	Centers for Learning Excellence
		1	Communication and Creative Services

Purchases – 6) Maintenance Parts and Lab Supplies

Purpose	Purchase maintenance parts and lab supplies from Harbor Freight Tools USA, Inc. (Dallas, TX), The Interlocal Purchasing System approved vendor, and Lowe's Companies, Inc. (Dallas, TX), an OMNIA Partners approved vendor.
Justification	<p>To provide lab supplies for the Public Safety and Technology Programs, serving an instructional purpose and allowing technicians and students to gain hands-on experience in troubleshooting, installation, and maintenance practices.</p> <p>Also, providing the Maintenance Department with parts and supplies for districtwide daily requests for repairs, and improvements in the areas of plumbing, painting, irrigation, electrical, door locks, vehicle and equipment batteries, lumber, heating, ventilation, air conditioning, and refrigeration.</p>
Funding	Funds for this expenditure are budgeted in the Facilities Maintenance, Public Safety and Technology Programs budgets for FY 2025 – 2026.
Enclosed Documents	Other information is included in the Supporting Documentation.
Staff Resource	<p>Dr. Anahid Petrosian, Vice President and Provost for Academic Affairs and Economic Development</p> <p>Jose Vela, Point of Contact for Business, Public Safety, and Technology</p> <p>Mary Del Paz, Vice President for Finance and Administrative Services</p> <p>George McCaleb, Executive Director of Facilities Operations and Maintenance</p>
Recommendation	The Committee recommends Board approval to purchase maintenance parts and lab supplies from Harbor Freight Tools USA, Inc. (Dallas, TX), The Interlocal Purchasing System approved vendor, and Lowe's Companies, Inc. (Dallas, TX), an OMNIA Partners approved vendor, for the period beginning September 1, 2025 through August 31, 2026, at an estimated total amount of \$80,000.00.

Purchases – 7) Mobile Firefighter Training Device

Purpose	Purchase a mobile firefighter training device from Taylord Systems, LLC (Spokane Valley, WA), a sole source vendor.
Justification	To be used in training by Fire Academy students, professional firefighters attending continuing education courses, and the instructors conducting these sessions. The training equipment includes forcible entry doors with inner and outer swing options, a ground-level window for rebar cutting, sash breaking, ventilation, and Denver Drill exercises.
Funding	Funds for this expenditure are budgeted in the Regional Center for Public Excellence budget for FY 2025 – 2026.
Enclosed Documents	Other information is included in the Supporting Documentation.
Staff Resource	Dr. Anahid Petrosian, Vice President and Provost for Academic Affairs and Economic Development Jose Vela, Point of Contact for Business, Public Safety, and Technology Robert Vela Jr., Site Administrator for the Regional Center for Public Excellence
Recommendation	The Committee recommends Board approval to purchase a mobile firefighter training device from Taylord Systems, LLC (Spokane Valley, WA), a sole source vendor, at a total amount of \$68,750.00.

Purchases – 8) Security Cameras and Accessories

Purpose	Purchase security cameras and accessories from the vendors listed in Appendix A.
Justification	<p>To enhance campus security and ensure consistency with the College's standardized video surveillance infrastructure, the goal is to procure security cameras, software licenses, mounting hardware, cabling, and other necessary accessories on an as-needed basis. These purchases will support ongoing maintenance, system expansions, and equipment replacements across various campus locations. Acquiring these components as needed will allow the College to respond promptly to security concerns, maintain system compatibility, and uphold safety standards for students, staff, and visitors.</p> <p>On June 24, 2025, the Board of Trustees approved a contract for security cameras and accessories totaling \$100,000.00. At this time,</p>

an additional amount is needed due to an increased request for security cameras to support a safer campus environment.

- Funding** Funds for this expenditure are budgeted in the Security Surveillance budget for FY 2025 - 2026.
- Enclosed Documents** Appendix A – Vendors List
- Staff Resource** Mary Del Paz, Vice President for Finance and Administrative Services
Ruben Suarez, Chief of Police - STC Department of Public Safety
- Recommendation** The Committee recommends Board approval to purchase security cameras and accessories from the vendors listed in Appendix A for the period beginning June 25, 2025 through June 24, 2026, at an additional estimated amount of \$150,000.00, from the Board approved vendors.

APPENDIX A

Vendors List

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

Purchases – 9) Shuttle Bus

- Purpose** Purchase a shuttle bus from **Model 1 Commercial Vehicles, Inc.** (Indianapolis, IN), a Houston-Galveston Area Council (HGAC) Cooperative Purchasing Program approved vendor.
- Justification** To procure one (1) shuttle bus for our college transportation system. The shuttle bus will provide seating for a total of fourteen (14) passengers with two (2) wheelchair spaces. This vehicle will replace a shuttle bus that requires frequent maintenance and repair, has exceeded 100,000 miles, and incurs significant idling hours. The college has not purchased a new shuttle bus since FY 2018 – 2019.
- Funding** Funds for this expenditure are budgeted in the Student Transportation Services budget for FY 2025 – 2026.
- Enclosed Documents** Other information is included in the Supporting Documentation.
- Staff Resource** Mary Del Paz, Vice President for Finance and Administrative Services
Ruben Suarez, Chief of Police - STC Department of Public Safety

Recommendation The Committee recommends Board approval to purchase a shuttle bus from **Model 1 Commercial Vehicles, Inc.** (Indianapolis, IN), a Houston-Galveston Area Council (HGAC) Cooperative Purchasing Program approved vendor, at a total amount of \$135,058.20.

Purchase Renewals – 10) Server Software and Hardware Maintenance Support Agreement

Purpose Renew the server software and hardware maintenance support agreement with **Netsync Network Solutions** (Houston, TX), a State of Texas Department of Information Resources (DIR) approved vendor.

Justification To provide continuous, 24/7 technical support year-round for the college's computer servers and backup data storage systems, ensuring reliable support, including critical updates and patches to address security vulnerabilities. The servers and backup storage serve as a centralized platform for hosting virtual desktops and ERP applications that support students and faculty district wide.

Funding Funds for this expenditure are budgeted in the Systems and Networking budget for FY 2025 – 2026.

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 for Technology and Chief Information Officer

Recommendation The Committee recommends Board approval to renew the server software and hardware maintenance support agreement with **Netsync Network Solutions** (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 \$118,149.32.

Purchase Renewals – 11) Virtual Desktop Infrastructure (VDI) VMware Maintenance Agreement

Purpose	Renew the virtual desktop infrastructure (VDI) VMware maintenance agreement with Netsync Network Solutions (Houston, TX), a State of Texas Department of Information Resources (DIR) approved vendor.
Justification	To provide continuous, 24/7 technical support year-round for the college's virtual desktop environment, ensuring reliable support for virtual desktops deployed across multiple locations, including the Pecan, Mid Valley, and Starr County campus welcome centers, call centers, classrooms, and computer labs district-wide.
Funding	Funds for this expenditure are budgeted in the Systems and Networking 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 for Technology and Chief Information Officer
Recommendation	The Committee recommends Board approval to renew the virtual desktop infrastructure (VDI) VMware maintenance agreement with Netsync Network Solutions (Houston, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning October 25, 2025 through October 24, 2028, at a total amount of \$501,914.88, with three (3) annual payments of \$167,304.96.

Renewals – 12) Financial Advisor Services

Purpose	Renew the financial advisor services contract with TRB Capital Markets, LLC/ dba Estrada Hinojosa (Harlingen, TX).
Justification	To provide independent and professional financial advisory services regarding the authorization and issuance of debt in various amounts and forms. This includes guidance on the authorization, sale, issuance, and delivery of debt instruments, as well as advice on related financial matters such as credit rating considerations. The services also involve assisting with the negotiation of Paying Agent/Registrar agreements, providing updates on changes in laws, and offering advice and support for the exercise of call options or refunding outstanding debt instruments.
Funding	The rate for financial advisor services, typically based on the amount of the bond issuance or refunding, is charged when a bond is issued or refunded. This fee is deducted from the bond proceeds at the time of issuance.
Enclosed Documents	Appendix A – Renewal Terms
Staff Resource	Mary Del Paz, Vice President for Finance and Administrative Services, Myriam Lopez, Associate Vice President for Finance and Management,
Recommendation	The Committee recommends Board approval to renew the financial advisor services contract with TRB Capital Markets, LLC/ dba Estrada Hinojosa (Harlingen, TX) for the period beginning March 1, 2026 through February 28, 2027.

APPENDIX A **Renewal Terms**

The Board awarded the contracts as follows:

Term: February 25, 2025 - one year with two (2) one-year annual renewals			
Award	Board Meeting	Original Term	Renewal Term
Original	02/25/2025	03/01/2025 – 02/28/2026	
First Renewal	11/25/2025		03/01/2026 – 02/28/2027

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

Renewals – 13) Moving Services

Purpose	Renew the moving services contracts with the vendors listed in Appendix A.
Justification	To provide the College with moving (relocation) services as needed, both within and between campuses. These services will primarily involve the relocation of office furniture, including desks, bookcases, tables, and chairs, as well as office equipment such as printers, computers, and related items. In certain cases, other items such as laboratory equipment may also be relocated.
Funding	Funds for this expenditure are budgeted in the Facilities Planning and Construction and Central Receiving budgets for FY 2025 – 2026. Funds for subsequent fiscal years will be included in future proposed budgets.
Enclosed Documents	Appendix A – Vendors List Appendix B – Renewal Terms
Staff Resource	Mary Del Paz, Vice President for Finance and Administrative Services Ricardo De La Garza, Executive Director of Facilities Planning and Construction
Recommendation	The Committee recommends Board approval to renew the moving services contracts with the vendors listed in Appendix A for the period beginning March 1, 2026 through February 28, 2027, at an estimated total amount of \$100,000.00, which is based on prior year expenditures.

APPENDIX A

Vendors List

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

APPENDIX B
Renewal Terms

The Board awarded the contracts as follows:

Term: February 25, 2025 - one year with two (2) one-year annual renewals			
Award	Board Meeting	Original Term	Renewal Term
Original	02/25/2025	03/01/2025 – 02/28/2026	
First Renewal	11/25/2025		03/01/2026 – 02/28/2027

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

Interagency Agreements – 14) State Records Inquiry Access Agreements

Purpose	Renew the state records inquiry access agreements with the State of Texas agencies listed in Appendix A through interagency agreements.
Justification	To facilitate access to state records with the State of Texas Departments of Public Safety, Motor Vehicles, and Health and Human Services. These records are essential for the daily operations of several departments and ensure compliance with established policies and procedures.
Funding	Funds for this expenditure are budgeted in the Office of Human Resources, Department of Public Safety, Childcare and Development, Health Science Professions, and the Purchasing Department for FY 2025 – 2026. Funds for subsequent fiscal years will be included in future proposed budgets.
Enclosed Documents	Appendix A – State of Texas Agencies Other information is included in the Supporting Documentation.
Staff Resource	Mary Del Paz, Vice President for Finance and Administrative Services Myriam Lopez, Associate Vice President for Finance and Management Dr. Anahid Petrosian, Vice President and Provost for Academic Affairs and Economic Development Eric L. Reittinger, Dean for Social and Behavioral Sciences Veronica Rodriguez, Child Development Program Chair Dr. Margo Vargas-Ayala, Interim Dean for Health Science Professions
Recommendation	The Committee recommends Board approval to renew the state records inquiry access agreements with the State of Texas agencies listed in Appendix A, through interagency agreements, for the period beginning January 1, 2026 through December 31, 2026, at an estimated total amount of \$17,500.00, which is based on prior year expenditures.

APPENDIX A
State of Texas Agencies

The state agencies are as listed:

State of Texas Agency	Amount
Texas Health and Human Services (Austin, TX)	\$500.00
Texas Department of Motor Vehicles (DMV) (Austin, TX)	\$5,000.00
Texas Department of Public Safety (DPS) (Austin, TX)	\$12,000.00
Total Amount:	\$17,500.00

Recommendation: The Committee recommended Board approval of the rescind award of proposal, purchases, purchase renewals, renewals, and interagency agreements at a total cost of \$1,553,629.19, as listed below:

Rescind Award of Proposals

- 1) **Purchase and Installation of Parking Lot LED Light Poles and Fixtures – Pecan Campus and Starr County Campus:** rescind the May 27, 2025 Board award to **Lexine Inc.** (McAllen, TX), for the purchase and installation of parking lot LED light poles and fixtures – Pecan Campus and Starr County Campus;

Purchases

- 2) **Automotive Instructional Equipment:** purchase automotive instructional equipment from **Advance Stores Company Incorporated** (Raleigh, NC), a Texas Association of School Boards (TASB) – Buyboard and OMNIA Partners approved vendor, at a total amount of \$101,516.14;
- 3) **Automotive Training Equipment:** purchase automotive training equipment from **Genuine Parts Company/ dba NAPA Auto Parts** (McAllen, TX), a Texas Association of School Boards (TASB) – Buyboard approved vendor, at a total amount of \$50,000.00;
- 4) **Compact Desktop Laser System:** purchase a compact desktop laser system from **Technical Laboratory Systems, Inc.** (Houston, TX), The Interlocal Purchasing System (TIPS) approved vendor, at a total amount of \$50,744.00;
- 5) **Computers, Laptops, Tablets, and Monitors:** purchase computers, laptops, tablets, and monitors from the vendors listed in Appendix A at a total amount of \$179,996.65.

APPENDIX A
Vendors List

Vendor (City, State)	Purchasing Cooperative	Amount
Dell Marketing, LP (Dallas, TX)	OMNIA Partners	\$179,588.65
Apple, Inc. (Dallas, TX)	Choice Partners Cooperative	\$408.00
Total Amount:		\$179,996.65

- 6) **Maintenance Parts and Lab Supplies:** purchase maintenance parts and lab supplies from **Harbor Freight Tools USA, Inc.** (Dallas, TX), The Interlocal Purchasing System approved vendor, and **Lowe's Companies, Inc.** (Dallas, TX), an OMNIA Partners approved vendor, for the period beginning September 1, 2025 through August 31, 2026, at an estimated total amount of \$80,000.00;
- 7) **Mobile Firefighter Training Device:** purchase a mobile firefighter training device from **Taylor Systems, LLC** (Spokane

Valley, WA), a sole source vendor, at a total amount of \$68,750.00;

- 8) **Security Cameras and Accessories:** purchase security cameras and accessories from the vendors listed in Appendix A for the period beginning June 25, 2025 through June 24, 2026, at an additional estimated amount of \$150,000.00, from the Board approved vendors;

APPENDIX A
Vendors List

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

- 9) **Shuttle Bus:** purchase a shuttle bus from **Model 1 Commercial Vehicles, Inc.** (Indianapolis, IN), a Houston-Galveston Area Council (HGAC) Cooperative Purchasing Program approved vendor, at a total amount of \$135,058.20;

Purchase Renewals

- 10) **Server Software and Hardware Maintenance Support Agreement:** renew the server software and hardware maintenance support agreement with **Netsync Network Solutions** (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 \$118,149.32;
- 11) **Virtual Desktop Infrastructure (VDI) VMware Maintenance Agreement:** renew the virtual desktop infrastructure (VDI) VMware maintenance agreement with **Netsync Network Solutions** (Houston, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning October 25, 2025 through October 24, 2028, at a total amount of \$501,914.88, with three (3) annual payments of \$167,304.96;

Renewals

- 12) **Financial Advisor Services:** renew the financial advisor services contract with **TRB Capital Markets, LLC/ dba Estrada Hinojosa** (Harlingen, TX) for the period beginning March 1, 2026 through February 28, 2027;
- 13) **Moving Services:** renew the moving services contracts with the vendors listed in Appendix A for the period beginning March 1, 2026 through February 28, 2027, at an estimated total amount of \$100,000.00, which is based on prior year expenditures;

APPENDIX A
Vendors List

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

**Interlocal
Agreements**

- 14) State Records Inquiry Access Agreements:** renew the state records inquiry access agreements with the State of Texas agencies listed in Appendix A, through interagency agreements, for the period beginning January 1, 2026 through December 31, 2026, at an estimated total amount of \$17,500.00, which is based on prior year expenditures.

APPENDIX A
State of Texas Agencies

State of Texas Agency	Amount
Texas Health and Human Services (Austin, TX)	\$500.00
Texas Department of Motor Vehicles (DMV) (Austin, TX)	\$5,000.00
Texas Department of Public Safety (DPS) (Austin, TX)	\$12,000.00
Total Amount:	\$17,500.00

Consent Agenda:

c. Approval of Proposed Budget Amendment for FY 2025 - 2026

Purpose	Administration recommends Board approval of the proposed budget amendment for FY 2025 – 2026.
Justification	The budget amendment is proposed to decrease the Unrestricted Fund revenues and expenditures by \$783,410 due to the reduction in State Appropriations. The Texas Higher Education Coordinating Board notified the College that the state appropriation for FY 2025 - 2026 will be reduced by \$783,410, as a result, the total State Appropriation for FY 2025 - 2026 is \$988,735 less than the State Appropriation for FY 2024 - 2025. The College will receive less State Appropriation revenue as a result of the Performance Tier change and the FY2024 – 2025 Projected Settle-Up.
Enclosed Documents	Appendix A – Budget Summary Appendix B – Presentation
Staff Resource	Mary Del Paz, Vice President for Finance and Administrative Services
Recommendation	Administration recommended Board approval of the proposed budget amendment for FY 2025 – 2026, as presented.

South Texas College Unrestricted Fund

Fiscal Year Ending August 31, 2026
AMENDED

Revenue Summary

Revenue Source and Carryover Allocations	Original Budget	Budget Amendment	Amended Budget
Total State Appropriations	\$ 65,508,789	\$ (783,410)	\$ 64,725,379
Total Tuition	60,162,524	-	60,162,524
Total Fees	2,830,966	-	2,830,966
Total M&O Property Taxes	85,163,229	-	85,163,229
Total Other Revenues	15,063,893	-	15,063,893
Total Carryover Allocations	21,630,044	-	21,630,044
Total Revenues and Carryover Allocations	\$ 250,359,445	\$ (783,410)	\$ 249,576,035

Expenditures Summary

Expenditures/Transfers & Reserves	Original Budget	Budget Amendment	Amended Budget
Total Salaries	\$ 133,122,233	\$ -	\$ 133,122,233
Total Benefits	33,432,303	-	33,432,303
Total Operating	38,333,833	-	38,333,833
Total Technology	18,540,059	-	18,540,059
Total Travel	3,151,471	-	3,151,471
Total Capital Outlay	2,393,064	-	2,393,064
Total Scholarships	403,106	-	403,106
Total Expenditures	\$ 229,376,069	\$ -	\$ 229,376,069
Transfers & Reserves			
Transfer to Unexpended Plant Fund - Construction	10,000,000	-	10,000,000
Transfer to Renewals & Replacements Plant Fund	1,000,000	-	1,000,000
Transfer to Student Activities Fund	1,175,000	-	1,175,000
Contingency Fund	8,808,376	(783,410)	8,024,966
Total Transfers & Reserves	20,983,376	(783,410)	20,199,966
Total Expenditures/Transfers & Reserves	\$ 250,359,445	\$ (783,410)	\$ 249,576,035

Proposed Budget Amendment for FY 2025 - 2026

NOVEMBER 11, 2025

MARY DEL PAZ, MBA, CPA, CFE, CGMA
VICE PRESIDENT FOR FINANCE AND ADMINISTRATIVE SERVICES

1

Summary of Proposed Budget Amendment Revenue and Expenditures

Fund	Original Budget	Proposed Amendment	Amended Budget
Unrestricted Fund	\$250,359,445	\$(783,410)	\$249,576,035

2

Comparison of THECB Community College Formula Funding to FY 2025 – 2026 Budget

THECB Community College Formula Funding	
FY 2024 - 2025 Appropriation	\$ 56,743,211
Funding Changes for FY 2025 - 2026:	
Performance Tier Change	(711,035)
FY 2025 Projected Settle-Up	(277,700)
Total Funding Changes for FY 2025 - 2026	(988,735)
FY 2025 - 2026 Final Appropriation	\$ 55,754,476

FY 2025 - 2026 Budget	
FY 2025 - 2026 Appropriation - Budgeted	\$ 56,537,886
Appropriation Adjustment	(783,410)
FY 2025 - 2026 Appropriation - Amended	\$ 55,754,476

3

Proposed Budget Amendment Summary - Unrestricted Fund

Revenue Summary

Revenue Source and Carryover Allocations	Original Budget	Budget Amendment	Amended Budget
Total State Appropriations	\$ 65,508,789	\$ (783,410)	\$ 64,725,379
Total Tuition	60,162,524	-	60,162,524
Total Fees	2,830,966	-	2,830,966
Total M&O Property Taxes	85,163,229	-	85,163,229
Total Other Revenues	15,063,893	-	15,063,893
Total Carryover Allocations	21,630,044	-	21,630,044
Total Revenues and Carryover Allocations	\$ 250,359,445	\$ (783,410)	\$ 249,576,035

Revenue Source	Increase/ (Decrease)	Description
Total State Appropriations	\$(783,410)	\$(783,410) due to the reduction for State Appropriations based on THECB Community College Formula Funding
Total Revenue Decrease	\$(783,410)	

4

Proposed Budget Amendment Summary - Unrestricted Fund

Expenditures Summary

Expenditures/Transfers & Reserves	Original Budget	Budget Amendment	Amended Budget
Total Salaries	\$ 133,122,233	\$ -	\$ 133,122,233
Total Benefits	33,432,303	-	33,432,303
Total Operating	38,333,833	-	38,333,833
Total Technology	18,540,059	-	18,540,059
Total Travel	3,151,471	-	3,151,471
Total Capital Outlay	2,393,064	-	2,393,064
Total Scholarships	403,106	-	403,106
Total Expenditures	\$ 229,376,069	\$ -	\$ 229,376,069
Transfers & Reserves			
Transfer to Unexpended Plant Fund - Construction	10,000,000	-	10,000,000
Transfer to Renewals & Replacements Plant Fund	1,000,000	-	1,000,000
Transfer to Student Activities Fund	1,175,000	-	1,175,000
Contingency Fund	8,808,376	(783,410)	8,024,966
Total Transfers & Reserves	20,983,376	(783,410)	20,199,966
Total Expenditures/Transfers & Reserves	\$ 250,359,445	\$ (783,410)	\$ 249,576,035

Expenditures	Increase/ (Decrease)	Description
Contingency Fund	\$(783,410)	\$(783,410) due to the reduction for State Appropriations based on THECB Community College Formula Funding
Total Expenditures Decrease	\$(783,410)	

5

Questions?



6

Consent Agenda:

d. Approval of Annual Investment Report for FY 2024 – 2025

Purpose	To approve the College's Annual Investment Report for FY 2024 - 2025.
Justification	To comply with the State Auditor's Office (SAO) requirement that higher education institutions report to the SAO certain investment information prescribed by the General Appropriations Act (82 nd Legislature), Article III, Rider 5-Investment Reports. The governing board of each of the educational institutions is required to file with the SAO, Comptroller of Public Accounts, Legislative Budget Board, and the Governor an annual report of all investment transactions involving endowment funds, short-term and long-term investment funds, and all other securities transactions. The College's Policy CAK Appropriations and Revenue Sources: Investments requires the independent auditor to review the Investment report at least annually, and the result of the review is reported to the Board of Trustees.
Enclosed Documents	Appendix A – Annual Investment Report
Funding	No funds are required.
Staff Resource	Dr. Ricardo J. Solis, President Mary Del Paz, Vice President for Finance and Administrative Services
Recommendation	The Committee recommended Board approval of the Annual Investment Report for FY 2024 – 2025 as presented.

South Texas College

Annual Investment Report (Including Deposits)

August 31, 2025
Market Value

Investment or Deposit Type

Publicly Traded Equity and Similar Investments	
Common Stock (U.S. and foreign stocks held in separately managed accounts or internally managed by institution investment staff; exclude mutual or commingled funds)	
Equity/Stock Mutual Funds	
Balanced Mutual Funds (where target allocation is > 50% equities)	
"Commonfund" Equity Commingled Funds	
Other Equity Commingled Funds (if primarily invested in publicly traded equities)	
Preferred Stock	
Other - list by type	
Total Publicly Traded Equity and Similar Investments	0.00
"Other" Investments - Other than Publicly Traded Equity and Debt Investments	
Real Estate (include direct ownership & investments in real estate limited partnerships, private REITs, or similar vehicles; include a portfolio of publicly traded REITs if managed as a separate asset allocation category rather than comprising part of a broadly diversified stock portfolio)	
Other Real Asset Investments (e.g. investments in infrastructure funds)	
Private Equity	
Hedge Funds	
"Commonfund" Alternative Asset Commingled Funds (Real Estate, Private Equity, Hedge Funds, Commodities, etc.)	
Annuities	
Commodities	
Collectibles	
Other - Miscellaneous Coins	5,590.00
Total "Other" Investments - Other than Publicly Traded Equity & Debt Investments	5,590.00
Publicly Traded Debt & Similar Investments >1 year maturity	
U.S. Government Securities ("Treasuries")	
U.S. Government Agency Securities ("Agencies")	
Mortgage Pass-Throughs - "Agency"	
Mortgage Pass-Throughs - "Private Label"	
Asset-Backed Securities (ABS) (other than mortgage-backed securities)	
Sovereign Debt (non-U.S.)	
Municipal Obligations	
Collateralized Mortgage Obligations (CMOs) - list below by category	
Interest Only Strips (IOs)	
Principal Only Strips (POs)	
Inverse Floaters	
Stated Final Maturity longer than 10 years	
Other CMOs - "Agency"	
Other CMOs - "Private Label"	
Corporate Obligations (U.S. or foreign companies) - list below by rating	
Highly Rated (AAA/AA or equivalent)	
Other Investment Grade (A/BBB or equivalent)	
High Yield Bonds (<BBB or equivalent)	
Not Rated (NR)	
Fixed Income/Bond Mutual Funds (longer term; registered with the SEC)	
Balanced Mutual Funds (where target allocation is > 50% bonds or other debt securities)	
"Commonfund" Fixed Income/Bond Commingled Funds	
Other Fixed Income/Bond Commingled Funds (primarily invested in publicly traded debt securities; not registered with the SEC)	
GICs (Guaranteed Investment Contracts)	
Other - list by type	
Total Publicly Traded Debt & Similar Investments >1 year	0.00

South Texas College
Annual Investment Report (Including Deposits)

August 31, 2025
Market Value

Investment or Deposit Type	
Short-Term Investments & Deposits	
U.S. Government Securities ("Treasuries")	184,571,370.14
U.S. Government Agency Securities ("Agencies")	124,242,350.18
Bankers' Acceptances	
Commercial Paper - A1/P1 (or equivalent)	
Other Commercial Paper - lower rated	
Repurchase Agreements (Repos)	
Money Market Mutual Funds (registered with the SEC)	
Short-Term Mutual Funds Other than Money Market Mutual Funds (registered with the SEC)	
Public Funds Investment Pool Created to Function as a Money Market Mutual Fund (not registered w/ SEC	
TexPool (and TexPool Prime)	1,876,020.20
Other Public Funds Investment Pools Functioning as Money Market Mutual Funds	
Other Investment Pools - Short-Term (not created to function as a money market mutual fund)	
Certificates of Deposit (CD) - Nonnegotiable	35,242,664.90
Certificates of Deposit (CD) - Negotiable	
Bank Deposits	107,165,156.93
Cash Held at State Treasury	
Securities Lending Collateral Reinvestments (direct investments or share of pooled collateral)	
Other - Cash on Hand	6,375.00
Total Short-Term Investments & Deposits	453,103,937.35
TOTAL INVESTMENTS and DEPOSITS	453,109,527.35

Consent Agenda:

e. Approval on 2025 Tax Roll/Tax Levy for Hidalgo and Starr Counties

Purpose	To approve the 2025 Tax Roll/Tax Levy for Hidalgo and Starr Counties in order to be in compliance with Section 26.09 Item (e) of the Property Tax Code.
Justification	<p>To ensure that the College complies with Section 26.09 Item (e) of the Property Tax Code, which states:</p> <p>“The assessor shall enter the amount of tax determined as provided by this section in the appraisal roll and submit it to the governing body of the unit for approval. The appraisal roll with amounts of tax entered as approved by the governing body constitutes the unit’s tax roll.”</p> <p>Mr. Pablo “Paul” Villarreal, JR., RTA, Assessor-Collector of Hidalgo County, and Ms. Maria Amedia Salinas, TAC, Assessor-Collector of Starr County, have completed the appraisal roll in the amount of tax determined as provided by Section 29.06 Item (e) of the Property Tax Code, and have submitted to the South Texas College the tax roll/tax levy totaling \$108,250,102.59.</p>
Enclosed Documents	Appendix A – Comparison of Tax Rolls for Tax Year 2024 and 2025 Appendix B – Notice of Public Meeting
Funding	No funding required.
Staff Resource	Mary Del Paz, Vice President for Finance and Administrative Service Myriam Lopez, Associate Vice President – Finance and Management
Recommendation	The Committee recommended Board approval of the 2025 Tax Roll/Tax Levy for Hidalgo and Starr Counties in the total amount of \$108,250,102.59, in order to be in compliance with Section 26.09 Item (e) of the Property Tax Code, as presented.

Office of Tax Assessor-Collector

COUNTY of HIDALGO

Pablo "Paul" Villarreal, Jr. PCC.



October 30, 2025

Dr. Ricardo J. Solis
South Texas College
P.O. Box 9701
McAllen, TX. 78502

P.O. Box 178
Edinburg, Texas 78540-0178
Ph. (956) 318-2157
Fax (956) 318-2733
www.hidalgocountytax.org

Dear Dr. Solis,

Enclosed please find the 2025 Tax Roll Totals for your district.

Be advised these totals do not include totals for accounts currently under protest. Those totals will be added once the protests are resolved.

Please place this item on the agenda of your next meeting for approval by your governing body, as per Section 26.09(e), of the Texas Property Tax Code.

Should you have any questions in regards, do contact our office.

Sincerely,

Pablo (Paul) Villarreal Jr., PCC
Hidalgo County Tax Assessor-Collector

Xc: Hon. Letty Chavez
Hidalgo County Auditor



CERTIFIED TAX ROLL AS OF OCTOBER 1, 2025

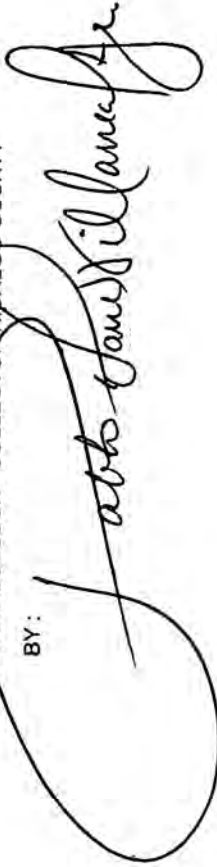
TAX ASSESSMENT ROLLS OF SOUTH TEXAS COLLEGE FOR THE YEAR 2025 SHOW THE FOLLOWING SUMMARIES:

ROLL	NUMBER ACCTS	MARKET VALUE	TAXABLE VALUE	FREEZE LOSS	TOTAL LEVY
REAL PROPERTY	347,192	79,147,986,468	60,250,260,552	4,483,638.68	93,122,066.11
PERSONAL PROPERTY	25,691	6,447,796,453	5,708,898,860	.00	9,342,428.91
MOBILE HOME PROPERTY	0	0	0	.00	.00
MINERAL PROPERTY	0	0	0	.00	.00
OTHER PROPERTY	0	0	0	.00	.00
TOTAL	372,883	85,595,782,921	65,959,159,412	4,483,638.68	102,464,495.02

RATE OF TAXATION ASSESSMENT RATIO 100%
TOTAL TAX RATE 00.162000

PABLO (PAUL) VILLARREAL JR., PCC
TAX ASSESSOR - COLLECTOR HIDALGO COUNTY

BY:



ENTITY South Texas College
JURISDICTION 55

2025

AG Exclusion	5,422,351,726	TOTAL PARCELS	372,883
Timber Exclusion	0	TOTAL MARKET VALUE	85,595,782,921
HS Capped	3,521,554,373	TOTAL EXEMPT PROPERTY	- 19,636,623,509
NHS Capped	1,667,487,466	TAXABLE VALUE	= 65,959,159,412
Exempt	54,138,980	TAX RATE PER \$100	* 0.1620
Prorated Exxv	7,199,044,175	LEVY (Before Frozen Levy Loss)	= 106,853,838.25
Hb366	1,971,751	LEVY LOSS DUE TO FREEZE	- 4,483,638.68
100% Exempt	998,639,761	2525D	+ 0.00
Disaster	727,810	LATE AG	+ 272.00
Pro Youth Assoc	684,055	LATE RENDITION	+ 94,011.67
Freeport	562,231,342	LEVY	= 102,464,483.24
Prorated	171,800	TOTAL LEVY (From TC502)	= 102,464,495.02
Immed Res HS	0	VARIANCE	+/- -11.78
Pro Non Profit	32,733,923		
Solar Exempt	1,397,808		
Pollution Control	9,614,056		
Prorated Exxl	2,093,140		
Surviving Spouse 1st Respond	4,861,242		
Chdo	41,720,807		
Pro Misc Exmpt	33,810,526		
Pro Schools	29,612,962		
Pro Charitable Funct	3,568,669		
Vet Charitable HS DP	174,929		
Total Vet	48,032,208		

TOTAL EXEMPT
PROPERTY **19,636,623,509**

Request Seq.: 4951407

CAD Seq.: 864546

Processing For Tax Year: 2025 County Code: ALL Tax Unit: ALL Roll Codes: ALL

Jurisdiction:

55 SOUTH TEXAS COLLEGE

Total Parcels:	372,883	Tax Rate:	0.1620000	Opt Hom:	0.0000000
Market Value:	85,595,782,921	State Hom:	0	Opt O65:	0
		State O65:	0	Opt Disabled:	0
		Disabled:	0		

AG Exclusion Count:

Timber Exclusion Count:

HS Capped Count:

NHS Capped Count:

Assessed Value:

AG Exclusion Amt:	5,422,351,726
Timber Exclusion Amt:	0
HS Capped Amt:	3,521,554,373
NHS Capped Amt:	1,667,487,466

Exempt Cnt/Amt:

Prorated-Exxy Cnt/Amt:

Hb366 Cnt/Amt:

100% Exempt Vet Cnt/Amt:

Disaster Cnt/Amt:

Pro Youth Associations Cnt/Amt:

Freeport Cnt/Amt:

Prorated Cnt/Amt:

Immed Residential Homestead Cnt/Amt:

Pro Non Profit Cnt/Amt:

54,138,980	Solar Exemption Cnt/Amt:	44	1,397,808
7,199,044,175	Pollution Control Cnt/Amt:	14	9,614,056
1,971,751	Prorated-Exxl Cnt/Amt:	3	2,093,140
998,639,761	Surviving Spouse First Responder Cnt/Amt:	17	4,861,242
727,810	Chdo Cnt/Amt:	259	41,720,807
684,055	Pro Misc Exempts Cnt/Amt:	23	33,810,526
562,231,342	Pro Schools Cnt/Amt:	14	29,612,962
171,800	Pro Charitable Functions Cnt/Amt:	9	3,568,669
0	Vet Charitable Homestead Disability Cnt/Amt:	1	174,929
32,733,923	Surv Spouse Vet Disable Tot Exmp Cnt/Amt:	1	0

State Homestead Count:

Local Homestead Count:

State Over 65 Count:

Local Over 65 Count:

Surviving Spouse Count:

State Disabled Count:

Local Disabled Count:

Total VET Count:

*VET Surviving Spouse Count:

*included in the Total VET Count/Amt

148,159	State Homestead Amt:	0
0	Local Homestead Amt:	0
53,058	State Over 65 Amt:	0
0	Local Over 65 Amt:	0
2,857	Surviving Spouse Amt:	0
0	State Disabled Amt:	0
4,285	Local Disabled Amt:	0
4,420	Total VET Amt:	48,032,208
260	*VET Surviving Spouse Amt:	2,336,006

Partial Exempt Values:

Taxable Value:

Total Levy Amt:

Late AG Penalty Count:

Late Rendition Penalty Count:

Frozen Account Count:

Frozen Homesite Value:

Frozen Taxable Value:

Unfrozen Levy Amt:

Frozen Levy Amt:

Frozen Levy Loss Amt:

Total Non-Exempt Parcel Count:

48,032,208	
65,959,159,412	
102,464,495,02	
105	
9,164	
57,481	
8,309,667,646	
7,906,645,575	
12,808,766.64	
8,325,127.96	
4,483,638.68	
372,799	

	Late AG Penalty Amt:	272.00
	Late Rendition Penalty Amt:	94,011.67

COUNTY OF



STARR

AMEIDA SALINAS

Tax Assessor-Collector

STARR COUNTY

RIO GRANDE CITY, TEXAS 78582

COUNTY COURT HOUSE

STARR COUNTY

RIO GRANDE CITY, TEXAS 78582

October 29, 2025

Dr. Ricardo J. Solis, President
South Texas College
P.O. Box 9701
McAllen, Texas 78502

Dear Dr. Solis:

Enclosed please find the 2025 Tax Roll totals for your district.

Please place this item on the agenda of your next meeting for approval by your governing body, as per Section 26.09(e), of the Texas Property Tax Code.

Should you have any questions in regards, do contact our office.

Sincerely,



COUNTY OF STARR
MA. AMEIDA SALINAS
TAX ASSESSOR-COLLECTOR

Maria Ameida Salinas
Starr County Tax Assessor/Collector

COUNTY OF



STARR

AMEIDA SALINAS

Tax Assessor-Collector

STARR COUNTY

RIO GRANDE CITY, TEXAS 78582

COUNTY COURT HOUSE

STARR COUNTY

RIO GRANDE CITY, TEXAS 78582

10/15/2025

2025 Starr County Tax Levy

Entity	Tax Levy
Starr Co. M&O	\$ 17,024,676.71
Starr Co. FM/FC	\$ 6,709,421.72
Starr Co. Drainage District	\$ 59,145.01
Starr Co. Memorial Hospital	\$ 8,748,000.41
South Texas College	\$ 5,785,607.57
City of Escobares	\$ 224,028.32

A handwritten signature in black ink, appearing to read "Ameida Salinas", is written over a horizontal line.

Ameida Salinas, Starr County TAC



COUNTY OF STARR
MA. AMEIDA SALINAS
TAX ASSESSOR-COLLECTOR

RECEIVABLE BALANCE 'R' REPORT

FROM 10/01/2025 TO 10/01/2025

YEAR FROM 0000 TO 2025

* TOTAL ALL FUNDS

S1	-- STCC ANNUAL MAINTENANCE									
YEAR	BEGINNING TAX BALANCE	MAINT ADJ	REFUND ADJ	BASE TAX COLLECTED	RECEIVABLE TAX BALANCE	P & I COLLECTED	COLL FEES COLLECTED	RFND P & I ATTY/DISC	DISCOUNT	TOTAL COLLECTED

1996	10865.62	.00	.00	.00	10865.62	.00	.00	.00	.00	.00
1997	11354.20	.00	.00	.00	11354.20	.00	.00	.00	.00	.00
1998	12416.53	.00	.00	.00	12416.53	.00	.00	.00	.00	.00
1999	12333.74	.00	.00	.00	12333.74	.00	.00	.00	.00	.00
2000	12956.45	.00	.00	.00	12956.45	.00	.00	.00	.00	.00
2001	13032.75	.00	.00	.00	13032.75	.00	.00	.00	.00	.00
2002	30388.60	.00	.00	.00	30388.60	.00	.00	.00	.00	.00
2003	30098.91	.00	.00	.00	30098.91	.00	.00	.00	.00	.00
2004	71446.76	.00	.00	.00	71446.76	.00	.00	.00	.00	.00
2005	81412.58	.00	.00	.00	81412.58	.00	.00	.00	.00	.00
2006	81820.01	.00	.00	.00	81820.01	.00	.00	.00	.00	.00
2007	80593.56	.00	.00	.00	80593.56	.00	.00	.00	.00	.00
2008	89630.92	.00	.00	8.74	89622.18	11.26	.74	.00	.00	20.74
2009	95363.80	.00	.00	17.21	95346.59	34.58	7.76	.00	.00	59.55
2010	99530.82	.00	.00	.00	99530.82	.00	.00	.00	.00	.00
2011	106174.44	.00	.00	.00	106174.44	.00	.00	.00	.00	.00
2012	108145.96	.00	.00	.00	108145.96	.00	.00	.00	.00	.00
2013	111441.34	.00	.00	.00	111441.34	.00	.00	.00	.00	.00
2014	143451.31	.00	.00	.00	143451.31	.00	.00	.00	.00	.00
2015	180910.50	.00	.00	60.74	180849.76	78.30	20.85	.00	.00	159.89
2016	204311.39	.00	.00	32.78	204278.61	38.08	10.63	.00	.00	81.49
2017	205164.48	.00	.00	30.35	205134.13	31.60	9.29	.00	.00	71.24
2018	220490.05	.00	.00	86.61	220403.44	80.28	25.04	.00	.00	191.93
2019	255330.06	.00	.00	177.41	255152.65	143.22	48.10	.00	.00	368.73
2020	293296.69	.00	.00	223.86	293072.83	152.79	56.50	.00	.00	433.15
2021	352623.77	.00	.00	91.34	352532.43	51.82	21.47	.00	.00	164.63
2022	451331.60	.00	.00	59.02	451272.58	26.33	12.81	.00	.00	98.16
2023	610843.48	.00	.00	139.04	610704.44	45.66	27.70	.00	.00	212.40
2024	839409.63	.00	.00	442.75	838966.88	92.73	80.31	.00	.00	615.79

TOTL	4816169.95	.00	.00	1369.85	4814800.10	786.65	321.20	.00	.00	2477.70

2025	5687879.02	.00	.00	.00	5687879.02	.00	.00	.00	.00	.00

ENTITY

TOTL	10504048.97	.00	.00	1369.85	10502679.12	786.65	321.20	.00	.00	2477.70
------	-------------	-----	-----	---------	-------------	--------	--------	-----	-----	---------

LESS ATTORNEY'S FEES	321.20
----------------------	--------

ADD BACK AT FOR REFUNDS	.00
-------------------------	-----

TOTAL COLLECTIONS	2,156.50
-------------------	----------

TOTAL DISTRIBUTION TO ENTITY	2,156.50
------------------------------	----------

RECEIVABLE BALANCE 'R' REPORT

FROM 10/01/2025 TO 10/01/2025

YEAR FROM 0000 TO 2025

* TOTAL ALL FUNDS

S11 -- STCC ANNUAL MAINT I&S										
YEAR	BEGINNING TAX BALANCE	MAINT ADJ	REFUND ADJ	BASE TAX COLLECTED	RECEIVABLE TAX BALANCE	P & I COLLECTED	COLL FEES COLLECTED	RFND P & I ATTY/DISC	DISCOUNT	TOTAL COLLECTED
TOTL	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
2025	97728.55	.00	.00	.00	97728.55	.00	.00	.00	.00	.00
ENTITY										
TOTL	97728.55	.00	.00	.00	97728.55	.00	.00	.00	.00	.00
LESS ATTORNEY'S FEES										.00
ADD BACK AT FOR REFUNDS										.00
TOTAL COLLECTIONS										.00
TOTAL DISTRIBUTION TO ENTITY										.00
GRTL 10601777.52	.00	.00	.00	1369.85	10600407.67	786.65	321.20	.00	.00	2477.70

Consent Agenda:

f. Approval on Change Orders for Contract with Precision Task Group (PTG) / Workday

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

Justification To request approval of two (2) Change Orders (#19 - #20) for PTG for the following services, not to exceed the listed amounts, as follows:

Cost Breakdown	Budget	Budget Reallocation/ Change Order	Remaining Balance
Contingency	\$50,450.00	(\$47,746.00)	\$2,704.00
Conferences	\$61,054.40	(\$61,054.00)	\$0.40
PTG Post Production Support		\$80,000.00	\$80,000.00
Additional Tenant for Backup		\$28,800.00	\$28,800.00
Total	\$111,504.40	\$0	\$111,504.40

The grand total of these Change Orders is \$108,800 and will be funded with budget reallocations from the project budget lines of contingency and conferences.

The total Workday budget was approved by the Board and further amended; therefore, it will not be impacted.

Funding Funds for this expenditure are budgeted in the Workday budget for FY 2025 – 2026, based on the proposed reallocation of the budget.

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

Recommendation The Committee recommended Board approval of two (2) Change Orders for the estimated upcoming expenses of \$108,800 for the Contracts with Precision Task Group (PTG) / Workday as presented.

Consent Agenda:

g. Approval on South Texas College Public Transportation Agency Safety Plan

Purpose To approve the South Texas College Public Transportation Agency Safety Plan.

Justification To improve public transportation safety to the highest practicable level in the State of Texas and comply with Federal Transit Administration (FTA) requirements.

The Plan is reviewed and updated annually, as required, in order to be in compliance when operating the STC Jag Express.

The Plan must be approved annually by the Board of Trustees to ensure that the necessary processes are in place to accomplish both enhanced safety at the local level and the goals of the National Safety Plan, the Agency Safety Plan, and the tenets of Safety Management System, including a Safety Management Policy and the processes for Safety Risk Management, Safety Assurance, and Safety Promotion, per 49 U.S.C. 5329.1.

Enclosed Documents Appendix A – South Texas College Public Transportation Agency Safety Plan

Funding No funds are required.

Staff Resource Mary Del Paz, Vice President for Finance and Administrative Services
Ruben Suarez, Chief of Police for the Department of Public Safety
Alina O. Cantu, Public Safety & Transportation Services Manager

Recommendation The Committee recommended Board approval of the South Texas College Public Transportation Agency Safety Plan as presented.

South Texas College

Public Transportation Agency Safety Plan

Version 4 3

Approved November 25, 2025 ~~19, 2024~~

In compliance with 49 CFR Part 673

TABLE OF CONTENTS

1. Executive Summary.....	4
A. Plan Adoption – 673.11(a)(1)	5
B. Certification of Compliance – 673.13(a)(b)	5
2. Transit Agency Information	6
A. Authorities & Responsibilities – 673.23(d)	8
3. Safety Management Policy	9
A. Policy Statement – 673.23(a)	9
I. Employee Safety Reporting Program – 673.23(b)	9
II. Communicating the Policy Throughout the Agency – 673.23(c)	10
B. PTASP Development and Coordination with TxDOT – 673.11(d)	10
C. PTASP Annual Review – 673.11(a)(5).....	10
D. PTASP Maintenance – 673.11(a)(2)(c)	12
E. PTASP Documentation and Recordkeeping – 673.31	12
F. Safety Performance Measures – 673.11(a)(3)	12
G. Safety Performance Target Coordination – 673.15(a)(b)	14
4. Safety Management Systems	14
A. Safety Risk Management – 673.25	16
I. Safety Hazard Identification – 673.25(b)	16
II. Safety Risk Assessment – 673.25(c).....	17
III. Safety Risk Mitigation – 673.25(d).....	18
B. Safety Assurance – 673.27 (a).....	19
I. Safety Performance Monitoring and Measuring – 673.27 (b).....	19
II. Monitoring Compliance and Sufficiency of Procedures – 673.27 (B)(1)	19
III. Monitoring Operations – 673.27(B)(2).....	20
IV. Safety Event Investigation – 673.27(B)(3)	20
V. Monitoring Internal Safety Reporting Programs – 673.27(B)(4)	21
C. Safety Promotion – 673.29	21
I. Safety Competencies and Training – 673.29(a).....	21
II. Safety Communication – 673.29(b)	22
5. APPENDIX A:	23
A. Glossary of Terms	23
B. Acronyms Used	26
6. Appendix B:	
A. Infectious Disease Exposure Response Plan	

- 7. Appendix C:
 - A. Board Minutes or Resolution

1. Executive Summary

Moving Ahead for Progress in the 21st Century (MAP-21) granted the Federal Transit Administration (FTA) the authority to establish and enforce a comprehensive framework to oversee the safety of public transportation throughout the United States. MAP-21 expanded the regulatory authority of FTA to oversee safety, providing an opportunity to assist transit agencies in moving towards a more holistic, performance-based approach to Safety Management Systems (SMS). This authority was continued through the Fixing America's Surface Transportation Act (FAST Act).

In compliance with MAP-21 and the FAST Act, FTA promulgated a Public Transportation Safety Program on August 11, 2016 that adopted SMS as the foundation for developing and implementing a Safety Program. FTA is committed to developing, implementing, and consistently improving strategies and processes to ensure that transit achieves the highest practicable level of safety. SMS helps organizations improve upon their safety performance by supporting the institutionalization of beliefs, practices, and procedures for identifying, mitigating, and monitoring safety risks.

There are several components of the national safety program, including the National Public Transportation Safety Plan (NSP), that FTA published to provide guidance on managing safety risks and safety hazards. One element of the NSP is the Transit Asset Management (TAM) Plan. Public transportation agencies implemented TAM plans across the industry in 2018. The subject of this document is the Public Transportation Agency Safety Plan (PTASP) rule, 49 CFR Part 673, and guidance provided by FTA.

Safety is a core business function of all public transportation providers and should be systematically applied to every aspect of service delivery. At South Texas College (STC), all levels of management, administration and operations are responsible for safety. To improve public transportation safety to the highest practicable level in the State of Texas and comply with FTA requirements, the Texas Department of Transportation (TxDOT) has developed this Agency Safety Plan (ASP) in collaboration with STC.

To ensure that the necessary processes are in place to accomplish both enhanced safety at the local level and the goals of the National Safety Plan, the STC Board of Trustees adopt this ASP and the tenets of SMS including a Safety Management Policy (SMP) and the processes for Safety Risk Management (SRM), Safety Assurance (SA), and Safety Promotion (SP), per 49 U.S.C. 5329.¹ While safety has always been a primary function at STC, this document lays out a process to fully implement an SMS over the next several years that complies with the PTASP final rule.

¹ Federal Register, Vol. 81, No. 24

A. Plan Adoption – 673.11(a)(1)

This Public Transit Agency Safety Plan is hereby adopted, certified as compliant, and signed by:

Ruben Suarez, Chief of Police

Date

The main governing body of STC is the STC Board of Trustees. Approval of this plan by the STC Board of Trustees occurred on November 25, 2025 ~~19, 2024~~ and is documented in Board Meeting Minutes (minute identifier) from the Board meeting.

B. Certification of Compliance – 673.13(a)(b)

Lower Rio Grande Valley Development Council – Valley Metro certified on November 15, 2023 that this Agency Safety Plan is in full compliance with 49 CFR Part 673 and has been adopted and will be implemented by STC as evidenced by the plan adoption signature and necessary Board of Trustees approvals under Section 1.A of this plan.

2. Transit Agency Information

The South Texas College – Jag Express provides public transportation in McAllen, Texas. The South Texas College Transportation Services main office is located at 2509 W. Pecan Blvd. McAllen, Texas 78501.

South Texas College currently operates 2 fixed shuttle bus routes. The fixed route service is operated five (5) days a week, Monday through Friday ranging from 7:00 am to 7:20 pm depending on the route.

The Transportation Services for the College are managed by the South Texas College Department of Public Safety. No additional transit service is provided by South Texas College on behalf of another transit or entity at the time of the development of this plan.

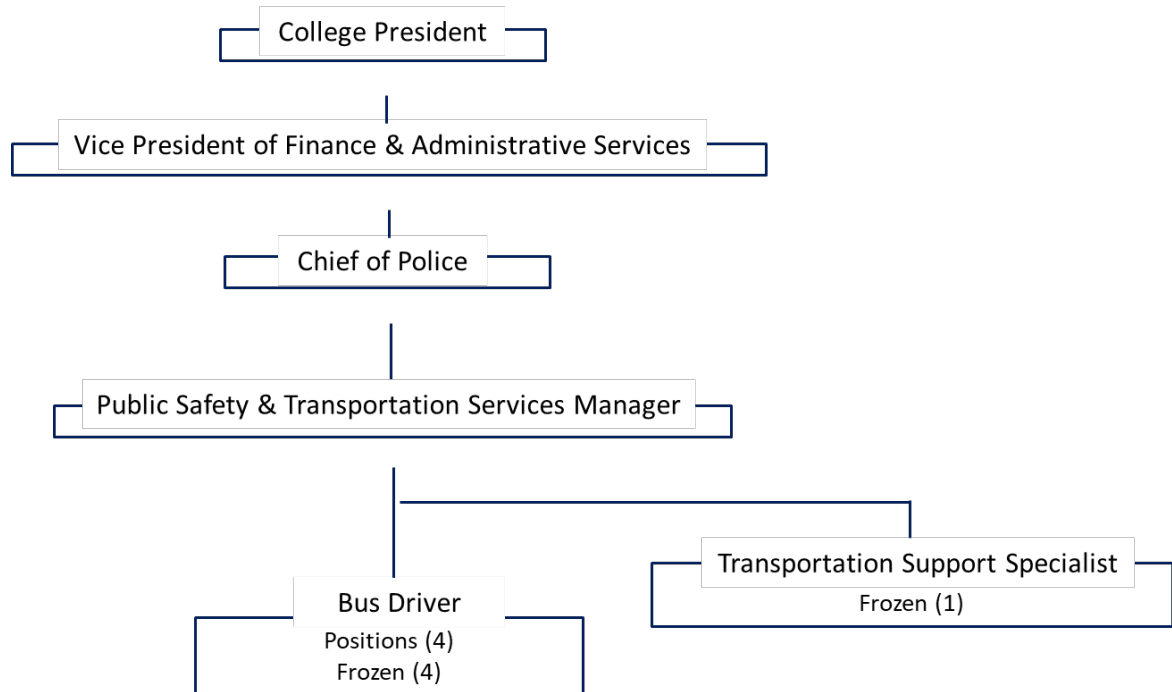
Table 1 contains agency information while an organizational chart for STC is provided in Figure 1.

TABLE 1: AGENCY INFORMATION

Information Type	Information
Full Transit Agency Name:	South Texas College
Transit Agency Address:	2509 Pecan Blvd, McAllen, TX 78501
Name and Title of Accountable Executive 673.23(d)(1)	Ruben Suarez, Chief of Police
Name of Chief Safety Officer or SMS Executive 673.23(d)(2)	Alina O. Cantu, Public Safety and Transportation Services Manager
Key Staff	Administrative staff and Drivers
Mode(s) of Service Covered by This Plan 673.11(b)	Fixed route
Mode(s) of Service Provided by the Transit Agency (Directly operated or contracted service)	Fixed route – Directly Operated
Number of Vehicles Operated	Two

FIGURE 1: STC ORGANIZATIONAL CHART

South Texas College Transportation Organizational Chart



A. Authorities & Responsibilities – 673.23(d)

As stated in 49 CFR Part 673.23(d), STC is establishing the necessary authority, accountabilities, and responsibilities for the management of safety amongst the key individuals within the organization, as those individuals relate to the development and management of our SMS. In general, the following defines the authority and responsibilities associated with our organization.

The **Accountable Executive (Chief of Police)** has ultimate responsibility for carrying out the SMS of our public transportation agency, and control or direction over the human and capital resources needed to develop and maintain both the ASP (in accordance with 49 U.S.C. 5329), and the agency's TAM Plan, in accordance with 49 U.S.C. 5326. The Accountable Executive has authority and responsibility to address substandard performance in the STC SMS, per 673.23(d)(1).

Agency leadership and executive management are those members of our agency leadership or executive management, other than the Accountable Executive, Chief Safety Officer (CSO)/SMS Executive, who have authority or responsibility for day-to-day implementation and operation of our agency's SMS.

The **CSO (Public Safety & Transportation Services Manager)** is an adequately trained individual who has the authority and responsibility as designated by the Accountable Executive for the day-to-day implementation and operation of the STC SMS. As such, the CSO is able to report directly to our transit agency's Accountable Executive.

Key staff are staff, groups of staff, or committees to support the Accountable Executive, CSO, or SMS Executive in developing, implementing, and operating our agency's SMS.

Front line employees perform the daily tasks and activities where hazards can be readily identified so the identified hazards can be addressed before the hazards become adverse events. These employees are critical to SMS success through each employee's respective role in reporting safety hazards, which is where an effective SMS and a positive safety culture begins.

3. Safety Management Policy

A. Policy Statement – 673.23(a)

Safety is STC's first priority. STC is committed to implementing, developing, and improving strategies, management systems, and processes to ensure that all our activities uphold the highest level of safety performance and meet required safety standards.

We will develop and embed a safety culture in all our activities that recognizes the importance and value of effective safety management and acknowledges at all times that safety is paramount.

We will clearly explain for all staff their accountabilities and responsibilities for the development and operation of the Safety Management System.

For passengers and employees, we will minimize the safety risk associated with transit service to as low as reasonably practicable and we will work to comply with and, wherever possible, exceed legislative and regulatory requirements and standards. We will also work to ensure that all employees are provided with adequate and appropriate safety information and training, are competent in safety matters, and are only allocated tasks commensurate with their skills.

We have established Safety Performance Targets (SPT) to help us measure the overall effectiveness of our processes and ensure we meet our safety objectives.

I. Employee Safety Reporting Program – 673.23(b)

Frontline employees are a significant source of safety data because they are often the first to spot unsafe conditions. For this reason, the employee safety reporting program is a major tenet of the PTASP Rule. Under this rule, agencies must establish and implement a process that allows employees to report safety conditions directly to senior management; provides protections for employees who report safety conditions to senior management; and includes a description of employee behaviors that may result in disciplinary action.

STC has an open-door policy that allows for communication of complaint, question, or suggestion for improvement. This process encourages the employee to first approach their respective immediate supervisor. If the matter cannot be resolved with the immediate supervisor, the employee can move up to the next management channel. The CSO may also receive employee complaints, questions, or safety improvement suggestions. Additionally, a Human Resources representative may be involved at any level.

The employee safety reporting program will ensure that all employees are encouraged to report safety conditions directly to management or their direct supervisor for elevation to senior management. Any employee reports of safety concerns such as near misses, accidents, hazards, or any other event will not result in disciplinary action, unless the actions were a willful act and rule violations. Employees are protected from retaliation when reporting safety concerns in good faith.

II. Communicating the Policy Throughout the Agency – 673.23(c)

STC is committed to ensuring the safety of our riders, personnel, and public. Part of that commitment is developing an SMS and agency wide safety culture that reduces agency risk to the lowest level possible. The first step in developing a full SMS and agency wide safety culture is communicating our SMP throughout our agency.

The Safety Management Policy and safety objectives include posting the policy in prominent work locations for existing employees. In addition, the policy statement will become part of our agency's safety communications efforts. The policy will be signed by the Accountable Executive so that all employees know that the policy is supported by management.

B. PTASP Development and Coordination with TxDOT – 673.11(d)

This PTASP was developed by TxDOT on behalf of South Texas College in accordance with all requirements stated in 49 CFR Part 673 applicable to a small public transportation provider. South Texas College will review the PTASP annually and will present for board approval.

C. PTASP Annual Review – 673.11(a)(5)

Per 49 U.S.C. 5329, this plan includes provisions for annual updates of the SMS. As part of STC's ongoing commitment to developing a robust safety culture, STC, in cooperation with frontline employee representatives, will review the ASP and all supporting documentation annually. The review will be conducted before certifying to FTA that the ASP is compliant with 49 CFR Part 673 and accurately reflects the agency's current implementation status. Certification will be accomplished through STC's annual Certifications and Assurances.

The annual review will include the ASP and supporting documents (Standard Operating Procedures [SOPs], Policies, Manuals, etc.) that are used to implement all the processes used to manage safety at STC. All changes will be noted (as discussed below) and the Accountable Executive will sign and date the title page of this document and provide documentation of approval by the STC Board of Trustees whether by signature or by reference to resolution. The annual ASP review follows the table below.

TABLE 2: ASP ANNUAL UPDATE TIMELINE

Task	Apr	May	June	July	Aug	Sept	Oct	Nov
Review Agency Operations	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept
Review SMS Documentation <ul style="list-style-type: none"> • Safety Policy; • Risk Management; • Safety Assurance; and • Safety Promotion. 								
Review Previous Targets and Set or Continue Targets								
Report Targets to National Transit Database (NTD), TxDOT, and MPO								
Make Any Necessary Adjustments to PTASP								
Update Version No., Adopt & Certify Plan Compliance								★

The implementation of SMS is an ongoing and iterative process, and as such, this PTASP is a working document. Therefore, a clear record of changes and adjustments is kept in the PTASP for the benefit of safety plan performance management and to comply with Federal statutes.

The following table, Table 3, will be used to record final changes made to the ASP during the annual update. This table will be a permanent record of the changes to the ASP over time.

TABLE 3: ASP RECORD OF CHANGES

Document Version	Section/Pages Changed	Reason for Change	Reviewer Name	Date of Change
Version 1	<ul style="list-style-type: none"> • Created the entire document 	<ul style="list-style-type: none"> • PTASP Initial Adoption and Initial Board Approval 	Alina O. Cantu	11/29/2022
Version 2	<ul style="list-style-type: none"> • Transit Agency Information on Page 6 • PTASP Development and Coordination with TxDOT – 673.11(d) Page 9 • Safety Performance Measures Page 11; • Safety Risk Mitigation Page 15 • Added Appendix B 	<ul style="list-style-type: none"> • Organizational Chart updated • Edited since there was no collaboration with TxDot this year. • Updated Safety Performance Targets Updated due to total revenue miles increasing • Included Bipartisan Infrastructure Law changes 5329(d)(1)(D); minimize exposure to infectious diseases • Created Infectious Disease Response Plan 	Alina O. Cantu	12/6/2023

Version 3	Safety Performance Measures Page 12	<ul style="list-style-type: none"> Updated Safety Performance Targets due to change in total revenue miles 	Alina O. Cantu	11/19 26 /2024
Version 4	<ul style="list-style-type: none"> Safety Performance Measures and Targets Page 12-14 Added the 7 new performance targets Page 12 - 14 Safety Risk Mitigation Page 18 -19 Probability to Likelihood throughout document 	<ul style="list-style-type: none"> Updated Safety Performance Targets Updated due to change in total revenue miles FTA Published PTASP Final Rule update requiring Safety Committee and Safety Risk Reduction Program 	Alina O. Cantu	11/25/2025

D. PTASP Maintenance – 673.11(a)(2)(c)

STC will follow the annual review process outlined above and adjust this ASP as necessary to accurately reflect current implementation status. This plan will document the processes and activities related to SMS implementation as required under 49 CFR Part 673 Subpart C and will make necessary updates to this ASP as STC continues to develop and refine our SMS implementation.

E. PTASP Documentation and Recordkeeping – 673.31

At all times, STC will maintain documents that set forth our ASP, including those documents related to the implementation of STC's SMS and those documents related to the results from SMS processes and activities. STC will also maintain documents that are included in whole, or by reference, that describe the programs, policies, and procedures that our agency uses to carry out our ASP and all iterations of those documents. These documents will be made available upon request to the FTA, other Federal entities, or TxDOT. STC will maintain these documents for a minimum of three years after the documents are created.

F. Safety Performance Measures – 673.11(a)(3)

The PTASP Final Rule, 49 CFR Part 673.11(a)(3), requires that all public transportation providers must develop an ASP to include Safety Performance Targets based on the safety performance measures established under the National Safety Plan. The safety performance measures outlined in the National Safety Plan were developed to ensure that the measures can be applied to all modes of public transportation and are based on data currently being submitted to the NTD. The safety performance measures included in the National Safety Plan are major events, fatalities, injuries, ~~safety events~~, and system reliability (State of Good Repair as developed and tracked in the TAM Plan).

There are ~~fourteen~~ ~~seven~~ (14) ~~(7)~~ SPTs that must be included in each ASP that are based on the four (4)

performance measures in the National Safety Plan. These SPTs are presented in terms of total numbers reported and rate per Vehicle Revenue Mile (VRM). Each of the **fourteen (14)** ~~seven (7)~~ is required to be reported by mode as presented in Table 4. Table 5 presents baseline numbers for each of the performance measures.

TABLE 4: National Safety Plan SAFETY PERFORMANCE MEASURES

Safety-Performance-Measure	SPT	SPT
Fatalities	Total Number Reported	Rate Per Total VRM
Injuries	Total Number Reported	Rate Per Total VRM
Safety Events (Accident, Incident, Occurrence)	Total Number Reported	Rate Per Total VRM
System Reliability	Mean distance between major mechanical failure	

Safety Performance Measure	SPT
1a: Major Events	Total Number Reported
1b: Major Events Rate*	# Of major events / total VRM
1.1: Collision Rate*	# Of collisions / total VRM
1.1.1: Pedestrian Collision Rate*	# Of pedestrian collisions/ total VRM
1.1.2: Vehicular Collision Rate*	# Of vehicular collisions / total VRM
2a: Fatalities	Total Number Reported
2b: Fatality Rate*	# Of fatalities / total VRM
2.1: Transit Worker Fatality Rate*	# Of transit worker fatalities / total VRM
3a: Injuries	Total Number Reported
3b: Injury Rate*	# Of injuries / total VRM
3.1: Transit Worker Injury Rate*	# Of transit worker injuries / total VRM
4a: Assaults on Transit Workers	Total Number Reported
4b: Assaults on Transit Workers Rate*	# Of assaults on transit workers / total VRM
5: System Reliability	Mean distance between major mechanical failure

TABLE 5: SAFETY PERFORMANCE Targets

Mode	Fatalities	Rate-of-Fatalities*	Injuries	Rate-of-Injuries*	Safety Events	Rate-of-Safety-Events*	Mean-Distance Between-Major Mechanical-Failure
Fixed-Route (Bus)	0	0%	1	0.0026%	3	0.0078%	9,600

Mode: Fixed Route (Bus)

Safety Performance Measure	Safety Performance Target Calculation
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1a: Major Events	2
1b: Major Events Rate*	0.0051%
1.1: Collision Rate*	0.0051%
1.1.1: Pedestrian Collision Rate*	0%
1.1.2: Vehicular Collision Rate*	0.0051%
2a: Fatalities	0
2b: Fatality Rate*	0%
2.1: Transit Worker Fatality Rate*	0%
3a: Injuries	2
3b: Injury Rate*	0.0051%
3.1: Transit Worker Injury Rate*	0.0026%
4a: Assaults on Transit Workers	0
4b: Assaults on Transit Workers Rate*	0%
5: System Reliability	13,035

*rate = total number for the year/total revenue vehicle miles traveled

As part of the annual review of the ASP, STC will reevaluate our safety performance targets and determine if they need to be refined.

G. Safety Performance Target Coordination – 673.15(a)(b)

STC will make our safety performance targets available to TxDOT and the Rio Grande Valley MPO to aid in those agencies' respective regional and long-range planning processes. To the maximum extent practicable, STC will coordinate with TxDOT and the MPO in the selection of safety performance targets during the annual PTASP update process.

4. Safety Management System

As previously noted, FTA has adopted SMS as the basis for improving safety across the public transportation industry. In compliance with the National Safety Program, National Public Transportation Safety Plan, and 49 CFR Part 673, STC is adopting SMS as the basis for directing and managing safety and risk at our agency. All levels of management and employees are accountable for appropriately identifying and effectively managing risk in all activities and operations in order to deliver improvements in safety and reduce risk to the lowest practical level during service delivery.

SMS is comprised of four basic components – Safety Management Policy, Safety Risk Management, Safety Assurance, and Safety Promotion. The Safety Management Policy and Safety Promotion are the enablers that provide structure and supporting activities that make Safety Risk Management and Safety Assurance possible and sustainable. The Safety Risk Management and Safety Assurance are the activities for effectively managing safety as presented in Figure 2.

FIGURE 2: SAFETY MANAGEMENT SYSTEMS



A. Safety Risk Management – 673.25

By adopting this ASP, STC is establishing the Safety Risk Management (SRM) process presented in Figure 3 for identifying hazards and analyzing, assessing and mitigating safety risk in compliance with the requirements of 49 CFR Part 673.25.

FIGURE 3: SAFETY RISK MANAGEMENT PROCESS



I. Safety Hazard Identification – 673.25(b)

The STC safety risk management process is a forward-looking effort to identify safety hazards that could potentially result in negative safety outcomes. A hazard is any real or potential condition that can cause injury, illness, or death; damage to or loss of the facilities, equipment, rolling stock, or infra-structure of a public transportation system; or damage to the environment. STC uses a variety of mechanisms for identifying and documenting hazards, namely:

- STC ensures personnel can identify hazards and that each employee clearly understands that the employee has a responsibility to immediately report any safety hazards identified.
- Employee hazard training coupled with the employee safety report program ensures that STC has information for hazard identification.
- Upon receiving notification of a potential hazard, the CSO will enter the hazard into the Hazard Log. Next, the CSO will conduct the risk assessment by utilizing the Risk Matrix presented in figure 5 to determine the frequency and severity of hazard.
- Staff are responsible for performing and documenting regular safety assessments, which include reporting and recommending methods to reduce identified hazards.
- If a hazard is such that an employee would be reluctant to report the information an alternative, anonymous reporting mechanisms are available through an anonymous suggestion box.
- To increase safety knowledge, personnel are also encouraged to participate in professional development activities and training as a source of expertise and information on lessons learned and best practices in hazard identification.
- Other sources for hazard identification may include:
 - Employee safety reporting program
 - Inspections of personnel job performance, vehicles, facilities and other data
 - Investigations of safety events

- Safety trend analysis on data currently collected
- Training and evaluation records
- Internal safety audits
- External sources of hazard information could include:
 - FTA and other federal or state authorities
 - Reports from the public
 - Safety bulletins from manufacturers or industry associations

FIGURE 4: Sample Hazard Log

Hazard	Identification Source/Date	Date of Analysis	Worst Credible Potential Consequence(s)	Defenses in place (hard or soft)	Probability of Consequences	Severity of Consequences	Safety Risk Evaluation Index	Further Mitigation Action, if Required	Revised Safety Risk Evaluation Index	Revised Safety Risk Evaluation Index Date	Department Responsible for Mitigation	Estimated Date Mitigation(s) is Fully Implemented	Contact Person	Department/Individual Responsible for Monitoring Mitigation Effectiveness
Bus mis-aligned over pit	Employee safety reporting	Date	Bus falling into pit resulting in property damage	1. Training in aligning the bus properly over pit. (s) 2. SOP and rule book provided with training. (s)	3 (Occasional)	C (Marginal)	3C (Acceptable based upon existing mitigations)	NA	NA	NA	Bus Vehicle Maintenance	NA	Name	Bus Operations Safety Department
			Bus falling into pit resulting in injury to worker	1. Training in aligning the bus properly over pit. (s) 2. SOP and rule book provided with training. (s)	3 (Occasional)	B (Critical)	3B (Acceptable based upon existing mitigations)	N/A	N/A	NA	Bus Vehicle Maintenance	NA	Name	Bus Operations Safety Department
			Bus falling into pit resulting in worker fatality	1. Training in aligning the bus properly over pit. (s) 2. SOP and rule book provided with training. (s)	3 (Occasional)	A (Catastrophic)	3A (Unacceptable under the existing circumstances)	1. Revise SOP and Rulebook to require a second worker to watch and signal for bus placement. (s) 2. Establish speed restrictions moving in and out of shop. (s) 3. Stripe lines around pits with high visibility fluorescent paint. (h) 4. Revise SOPs to ensure pit is not occupied during bus movements over pit. (s) 5. Install bus tire guides on pit edge. (h)	4A (Acceptable based upon mitigations)	Date	Bus Vehicle Maintenance	Date	Name	Bus Operations Safety Department
Corroded/cracked rail fasteners in tunnel	Employee safety reporting	Date	Derailment with fatalities	1. Routine inspections (s) 2. Periodic maintenance is conducted. (s)	3 (Occasional)	A (Catastrophic)	3A (Unacceptable under the existing circumstances)	1. Increased inspection frequencies (s) 2. Corrosion mitigation (s) 3. Speed Restrictions(s) to be implemented (s)	4A (Acceptable based upon mitigations)	Date	Track Maintenance	Date	Name	Track Maintenance Safety Department

II. Safety Risk Assessment – 673.25(c)

As part of the new SRM process, STC has developed methods to assess the likelihood and severity of the consequences of identified hazards, and prioritizes the hazards based on the safety risk process.

Safety risk is based on an assessment of the likelihood of a potential consequence and the potential severity of the consequences in terms of resulting harm or damage. The risk assessment also considers any previous mitigation efforts and the effectiveness of those efforts. As stated above, the CSO will log hazards utilizing a Hazard Log that resembles Figure 4. The CSO will evaluate the hazard for severity, **likelihood** ~~probability~~ and level of risk utilizing the criteria in the Tables listed in figure 6.

FIGURE 5: SAFETY RISK ASSESSMENT MATRIX

RISK ASSESSMENT MATRIX					Severity of the Consequence		
SEVERITY LIKELIHOOD	Catastrophic (1)	Critical (2)	Marginal (3)	Negligible (4)	Definition Category	Meaning	Value
Frequent (A)	High	High	High	Medium	Catastrophic	<ul style="list-style-type: none"> Equipment destroyed Multiple deaths 	A
Probable (B)	High	High	Medium	Medium	Critical	<ul style="list-style-type: none"> A large reduction in safety margins, physical distress or a workload such that the operators cannot be relied upon to perform their tasks accurately or completely Serious injury Major equipment damage 	B
Occasional (C)	High	Medium	Medium	Low	Marginal	<ul style="list-style-type: none"> A significant reduction in safety margins, a reduction in the ability of the operators to cope with adverse operating conditions as a result of increase in workload, or as a result of conditions impairing their efficiency Serious incident Injury to persons 	C
Remote (D)	Medium	Medium	Low	Low			
Improbable (E)	Medium	Low	Low	Low		<ul style="list-style-type: none"> Nuisance Operating limitations Use of emergency procedures Minor incident Little consequences 	D

The Risk Assessment Matrix is an important tool. If a risk is assessed and falls within one of the red zones, the risk is determined to be unacceptable under existing circumstances. This determination means that management must take action to mitigate the situation

If the risk is assessed and falls within one of the yellow zones, the risk is determined to be acceptable, but monitoring is necessary. If the risk falls within one of the green zones, the risk is acceptable under the existing circumstances.

Once a hazard's likelihood and severity have been assessed, the information is used to move to the next step, which is hazard mitigation.

III. Safety Risk Mitigation – 673.25(d)

Upon completion of the risk assessment, the CSO will identify mitigations or strategies necessary to reduce the likelihood and/or severity of the consequences. The goal of this step is to avoid or eliminate the hazard or, when elimination is not likely or feasible, to reduce the assessed risk rating to an acceptable level. To accomplish this objective, the CSO, works with subject matter experts from respective department or section to which the hazard applies to determine a mitigation strategy.

Once a mitigation strategy is selected and adopted, the strategy is assigned to an appropriate staff member, team or department for implementation. The assigned personnel and the personnel's specific responsibilities are entered into the Hazard Log (figure 4). Among the responsibilities of the staff member, department or team is to communicate the mitigation effort to the CSO, who will document whether the mitigation was carried out as designed and whether the intended safety objectives were achieved.

In accordance with 673.25, transit agencies that are a large urbanized area provider must establish a safety committee and a safety risk reduction program for transit operations to improve safety performance by reducing the number and rates of safety events, injuries and assaults on transit

workers. The safety committee will support the operation of the transit agency by identifying and recommending safety risk mitigations necessary to reduce the likelihood and severity of potential consequences identified through the transit agency's safety risk assessment, including safety risk mitigations associated with any instance where the transit agency did not meet an annual safety performance target in the safety risk reduction program. STC Transportation Services has a safety committee and risk reduction program as required.

The Bipartisan Infrastructure Law requires transit agencies to address strategies to minimize exposure to infectious diseases, consistent with Centers for Disease Control and Prevention or State health authority guidelines. STC has strategies in place to minimize exposure to infectious disease that are consistent with Centers for Disease Control (CDC), state/county orders, and public health agencies, STC Transportation Services developed an Infectious Disease Exposure Response Plan which is used to mitigate risk.

B. Safety Assurance – 673.27 (a)

Safety Assurance means processes within the STC SMS that function to ensure a) the implementation and effectiveness of safety risk mitigation, and b) STC meets or exceeds our safety objectives through the collection, measurement, analysis and assessment of information.

SA helps to ensure early identification of potential safety issues. SA also ensures that safeguards are in place and are effective in meeting STC's critical safety objectives and contribute towards SPTs.

I. Safety Performance Monitoring and Measuring – 673.27 (b)

As the first step in the STC Safety Assurance program, STC collects and monitors data on safety performance indicators through a variety of mechanisms described in the following sections. Safety performance indicators can provide early warning signs about safety risks. STC currently relies primarily on lagging indicators representing negative safety outcomes that should be avoided or mitigated in the future. However, initiatives are underway to adopt a more robust set of leading indicators that monitor conditions that are likely to contribute to negative outcomes in the future. In addition to the day-to-day monitoring and investigation procedures detailed below, STC will review and document the safety performance monitoring and measuring processes as part of the annual update of this ASP.

II. Monitoring Compliance and Sufficiency of Procedures – 673.27 (B)(1)

STC monitors our system for personnel compliance with operations and maintenance procedures and monitors these procedures for sufficiency in meeting safety objectives.

Supervisors monitor employee compliance with STC SOPs through direct observation and review of information from internal reporting systems such as pre-trip inspection forms and employee safety reporting.

STC addresses non-compliance with standard procedures for operations and maintenance activities through a variety of actions, including revision to training materials and delivery of employee and supervisor training if the non-compliance is systemic. If the non-compliance is situational, then activities may include supplemental individualized training, coaching, and heightened management oversight,

among other remedies.

Sometimes personnel are fully complying with the procedures, but the operations and maintenance procedures are inadequate and pose the risk of negative safety outcomes. In this case, the cognizant person submits the deficiency or description of the inadequate procedures to the SRM process. Through the SRM process, the CSO will then evaluate and analyze the potential organizational hazard and assign the identified hazard for mitigation and resolution, as appropriate. The CSO will also conduct periodic self-evaluation and mitigation of any identified deficiencies in the SRM process itself.

III. Monitoring Operations – 673.27(B)(2)

Department Heads are required to monitor investigation reports of safety events and SRM resolution reports to monitor the department's operations to identify any safety risk mitigations that may be ineffective, inappropriate, or not implemented as intended. If it is determined that the safety risk mitigation did not bring the risk to an acceptable level or otherwise failed to meet safety objectives, then the supervisor resubmits the safety risk/hazard to the SRM process. The CSO will work with the supervisor and subject matter experts to reanalyze the hazard and consequences and identify additional mitigation or alternative approaches to implementing the mitigation.

IV. Safety Event Investigation – 673.27(B)(3)

STC currently conducts investigations of safety events. From a SA perspective, the objective of the investigation is to identify causal factors of the event and to identify actionable strategies that STC can employ to address any identifiable organizational, technical or environmental hazard at the root cause of the safety event.

Safety Event Investigations that seek to identify and document the root cause of an accident or other safety event are a critical component of the SA process because they are a primary resource for the collection, measurement, analysis and assessment of information. STC gathers various information to help in identifying and documenting root causes of accidents and incidents, including but not limited to:

1. The purpose of these investigations is to:
 - a. Identify probable causes and contributing factors.
 - b. Verify identified hazards.
 - c. Implement remedies to eliminate, reduce or control recurrences of a similar accident.
 - d. Provide a means of checking the adequacy of past training.
 - e. Make personnel aware of unsafe acts and conditions.
2. Investigations:
 - a. STC Police, Local Police and the CSO will conduct investigations for all minor and major accidents or incidents.
3. The following are necessary for effective investigations:
 - a. Determine field personnel responsibilities for investigation.
 - b. Utilize the Supervisor's Accident Investigation Procedures.
 - c. Integrate Claims' findings into investigations.

- d. Ensure STC Police and Risk Management are notified of minor and major accidents, on both an immediate and routine basis.
- e. Develop criteria for investigations.
- f. Prepare procedures, checklists and formats for conducting investigations.
- g. Adopt policies for major accident investigation report publication and follow up systems for compliance with report recommendations. In addition, the CSO will establish procedures for coordinating investigations by outside agencies, or peer reviews.

V. Monitoring Internal Safety Reporting Programs – 673.27(B)(4)

As a primary part of the internal safety reporting program, STC monitors information reported through the ESRP. When a report originating through the complaint process documents a safety hazard, the supervisor submits the hazards identified through the internal reporting process, including previous mitigation in place at the time of the safety event. The supervisor submits the hazard report to the SRM process to be analyzed, evaluated, and if appropriate, assigned for mitigation/resolution.

C. Safety Promotion – 673.29

Management support is essential to developing and implementing SMS. SP includes all aspects of how, why, when and to whom management communicates safety related topics. SP also includes when and how training is provided. The following sections outline both the safety competencies and training that STC will implement and how safety related information will be communicated.

I. Safety Competencies and Training – 673.29(a)

STC provides comprehensive training to all employees regarding each employee's job duties and general responsibilities. This training includes safety responsibilities related to the employee's position. In addition, regular driver safety meetings are held to ensure that safety related information is relayed to the key members of our agency's safety processes.

As part of SMS implementation, STC conducts the following activities:

- Conduct a thorough review of all current general staff categories (administrative, driver, supervisor, mechanic, maintenance, etc.) and the respective staff safety related responsibilities.
- Assess the training requirements spelled out in 49 CFR Part 672 and the various courses required for different positions. (STC is not subject to the requirements under 49 CFR Part 672 but will review the training requirements to understand what training is being required of other larger agencies in the event these trainings might be useful).
- Assess the training material available on the FTA PTASP Technical Assistance Center website.
- Review training material available from industry sources such as the Community Transportation Association of America and the American Public Transportation Association websites.
- Identify trainings required to meet the safety related activities for each general staff category.

- Develop expectations for ongoing safety training and safety meeting attendance.
- Develop a training matrix to track progress on individuals and groups within the organization.
- Adjust job notices associated with general staff categories to ensure that new personnel understand the safety related competencies and training needs and the safety related responsibilities of the job.
- Include refresher training in all trainings and apply it to agency personnel and contractors.

II. Safety Communication – 673.29(b)

STC regularly communicates safety and safety performance information throughout our agency's organization that, at a minimum, conveys information on hazards and safety risks relevant to employees' roles and responsibilities and informs employees of safety actions taken in response to reports submitted through the ESRP or other means.

STC will ensure that any safety related information is shared with STC staff. STC also posts safety related and other pertinent information in a common room for all employees.

STC will begin systematically collecting, cataloging, and, where appropriate, analyzing and reporting safety and performance information to all staff. To determine what information should be reported, how the information should be reported and to whom, STC will answer the following questions:

- What information does this individual need to do their job?
- How can we ensure the individual understands what is communicated?
- How can we ensure the individual understands what action must be taken as a result of the information?
- How can we ensure the information is accurate and kept up-to-date?
- Are there any privacy or security concerns to consider when sharing information? If so, what should we do to address these concerns?

In addition, STC will review its current communications strategies and determine whether others are needed.

5. APPENDIX A:

A. Glossary of Terms

Accident: means an event that involves any of the following: a loss of life; a report of a serious injury to a person; a collision of transit vehicles; an evacuation for life safety reasons; at any location, at any time, whatever the cause.

Accountable Executive (typically the highest executive in the agency): means a single, identifiable person who has ultimate responsibility for carrying out the SMS of a public transportation agency, and control or direction over the human and capital resources needed to develop and maintain both the agency's PTASP, in accordance with 49 U.S.C., and the agency's TAM Plan in accordance with 49 U.S.C. 5326.

Agency Leadership and Executive Management: Those members of agency leadership or executive management (other than an Accountable Executive, CSO, or SMS Executive) who have authorities or responsibilities for day-to-day implementation and operation of an agency's SMS.

Chief Safety Officer (CSO): means an adequately trained individual who has responsibility for safety and reports directly to a transit agency's chief executive officer, general manager, president, or equivalent officer. A CSO may not serve in other operational or maintenance capacity, unless the CSO is employed by a transit agency that is a small public transportation provider as defined in this part, or a public transportation provider that does not operate a rail fixed guideway public transportation system.

Corrective Maintenance: Specific, unscheduled maintenance typically performed to identify, isolate, and rectify a condition or fault so that the failed asset or asset component can be restored to a safe operational condition within the tolerances or limits established for in-service operations.

Equivalent Authority: means an entity that carries out duties similar to that of a Board of Directors, for a recipient or subrecipient of FTA funds under 49 U.S.C. Chapter 53, including sufficient authority to review and approve a recipient or subrecipient's PTASP.

Event: means an accident, incident, or occurrence.

Federal Transit Administration (FTA): means the Federal Transit Administration, an operating administration within the United States Department of Transportation.

Hazard: means any real or potential condition that can cause injury, illness, or death; damage to or loss of the facilities, equipment, rolling stock, or infrastructure of a public transportation system; or damage to the environment.

Incident: means an event that involves any of the following: a personal injury that is not a serious injury; one or more injuries requiring medical transport; or damage to facilities, equipment, rolling stock, or infrastructure that disrupts the operations of a transit agency.

Investigation: means the process of determining the causal and contributing factors of an accident, incident, or hazard, for the purpose of preventing recurrence and mitigating risk.

Key staff: means a group of staff or committees to support the Accountable Executive, CSO, or SMS Executive in developing, implementing, and operating the agency's SMS.

Major Mechanical Failures: means failures caused by vehicle malfunctions or subpar vehicle condition which requires that the vehicle be pulled from service.

National Public Transportation Safety Plan (NSP): means the plan to improve the safety of all public transportation systems that receive Federal financial assistance under 49 U.S.C. Chapter 53.

Occurrence: means an event without any personal injury in which any damage to facilities, equipment, rolling stock, or infrastructure does not disrupt the operations of a transit agency.

Operator of a Public Transportation System: means a provider of public transportation as defined under 49 U.S.C. 5302(14).

Passenger: means a person, other than an operator, who is on board, boarding, or alighting from a vehicle on a public transportation system for the purpose of travel.

Performance Measure: means an expression based on a quantifiable indicator of performance or condition that is used to establish targets and to assess progress toward meeting the established targets.

Performance Target: means a quantifiable level of performance or condition, expressed as a value for the measure, to be achieved within a time period required by the FTA.

Preventative Maintenance: means regular, scheduled, and/or recurring maintenance of assets (equipment and facilities) as required by manufacturer or vendor requirements, typically for the purpose of maintaining assets in satisfactory operating condition. Preventative maintenance is conducted by providing for systematic inspection, detection, and correction of anticipated failures either before they occur or before they develop into major defects. Preventative maintenance is maintenance, including tests, measurements, adjustments, and parts replacement, performed specifically to prevent faults from occurring. The primary goal of preventative maintenance is to avoid or mitigate the consequences of failure of equipment.

Public Transportation Agency Safety Plan (PTASP): means the documented comprehensive agency safety plan for a transit agency that is required by 49 U.S.C. 5329 and this part.

Risk: means the composite of predicted severity and likelihood of the potential effect of a hazard.

Risk Mitigation: means a method or methods to eliminate or reduce the effects of hazards.

Road Calls: means specific, unscheduled maintenance requiring either the emergency repair or service of a piece of equipment in the field or the towing of the unit to the garage or shop.

Safety Assurance (SA): means the process within a transit agency's SMS that functions to ensure the implementation and effectiveness of safety risk mitigation and ensures that the transit agency meets or exceeds its safety objectives through the collection, analysis, and assessment of information.

Safety Management Policy (SMP): means a transit agency's documented commitment to safety, which defines the transit agency's safety objectives and the accountabilities and responsibilities of the agency's

employees regarding safety.

Safety Management System (SMS): means the formal, top-down, data-driven, organization-wide approach to managing safety risk and assuring the effectiveness of a transit agency's safety risk mitigation. SMS includes systematic procedures, practices, and policies for managing risks and hazards.

Safety Management System (SMS) Executive: means a CSO or an equivalent.

Safety Objective: means a general goal or desired outcome related to safety.

Safety Performance: means an organization's safety effectiveness and efficiency, as defined by safety performance indicators and targets, measured against the organization's safety objectives.

Safety Performance Indicator: means a data-driven, quantifiable parameter used for monitoring and assessing safety performance.

Safety Performance Measure: means an expression based on a quantifiable indicator of performance or condition that is used to establish targets and to assess progress toward meeting the established targets.

Safety Performance Monitoring: means activities aimed at the quantification of an organization's safety effectiveness and efficiency during service delivery operations, through a combination of safety performance indicators and SPTs.

Safety Performance Target (SPT): means a quantifiable level of performance or condition, expressed as a value for a given performance measure, achieved over a specified timeframe related to safety management activities.

Safety Promotion (SP): means a combination of training and communication of safety information to support SMS as applied to the transit agency's public transportation system.

Safety Risk: means the assessed ~~probability~~ **likelihood** and severity of the potential consequence(s) of a hazard, using as reference the worst foreseeable, but credible, outcome.

Safety Risk Assessment: means the formal activity whereby a transit agency determines SRM priorities by establishing the significance or value of its safety risks.

Safety Risk Management (SRM): means a process within a transit agency's Safety Plan for identifying hazards, assessing the hazards, and mitigating safety risk.

Safety Risk Mitigation: means the activities whereby a public transportation agency controls the ~~probability~~ **likelihood** or severity of the potential consequences of hazards.

Safety Risk Probability: means the likelihood that a consequence might occur, taking as reference the worst foreseeable, but credible, condition.

Safety Risk Severity: means the anticipated effects of a consequence, should the consequence materialize, taking as reference the worst foreseeable, but credible, condition.

Serious Injury: means any injury which:

- Requires hospitalization for more than 48 hours, commencing within seven days from the date

that the injury was received;

- Results in a fracture of any bone (except simple fractures of fingers, toes, or nose);
- Causes severe hemorrhages, nerve, muscle, or tendon damage;
- Involves any internal organ; or
- Involves second- or third-degree burns, or any burns affecting more than 5 percent of the body surface.

Small Public Transportation Provider: means a recipient or subrecipient of Federal financial assistance under 49 U.S.C. 5307 that has one hundred (100) or fewer vehicles in peak revenue service and does not operate a rail fixed guideway public transportation system.

State: means a State of the United States, the District of Columbia, or the Territories of Puerto Rico, the Northern Mariana Islands, Guam, American Samoa, and the Virgin Islands.

State of Good Repair: means the condition in which a capital asset is able to operate at a full level of performance.

State Safety Oversight Agency: means an agency established by a State that meets the requirements and performs the functions specified by 49 U.S.C. 5329 and the regulations set forth in 49 CFR part 674.

Transit Agency: means an operator of a public transportation system.

Transit Asset Management (TAM) Plan: means the strategic and systematic practice of procuring, operating, inspecting, maintaining, rehabilitating, and replacing transit capital assets to manage their performance, risks, and costs over their life cycles, for the purpose of providing safe, cost-effective, and reliable public transportation, as required by 49 U.S.C. 5326 and 49 CFR part 625.

Vehicle Revenue Miles (VRM): means the miles that vehicles are scheduled to or actually travel while in revenue service. Vehicle revenue miles include layover/recovery time and exclude deadhead; operator training; vehicle maintenance testing; and school bus and charter services.

B. Acronyms Used

ADA: Americans with Disabilities Act

ASP: Agency Safety Plan

CAF: Customer Assistance Form

STC: South Texas College

ESRP: Employee Safety Reporting Program

FAST Act: Fixing America's Surface Transportation Act

MAP-21: Moving Ahead for Progress in the 21st Century Act

MOU: Memorandum of Understanding

MPO: Metropolitan Planning Organization

NTD: National Transit Database

SOP: Standard Operating Procedure

SSPP: System Safety Program Plan

TxDOT: Texas Department of Transportation

6. APPENDIX B:

A. Infectious Disease Exposure Response Plan

1. Objectives

- Provide guidance on how to respond during each Pandemic Alert Phase
- Inform and advise the employees and community as needed
- Take reasonable measures to ensure the safety of the employees and patrons

2. Scope

Once an outbreak reaches pandemic proportions, the Response Plan will need to be used in conjunction with the College's Multi-Hazard Emergency Operations Plan to provide comprehensive response planning. It is intended to cover extraordinary aspects specific to a contagious virus that are not normally covered in the Multi-Hazard Emergency Operations Plan. Consequently, if a contagious virus spreads to the degree that it limits or restricts a transit agency's availability of personnel or cripples its ability to deliver normal service the Response Plan will be triggered. College notifications, disinfection, sterilization and isolation protocols will be executed as recommended by local and state public health authorities. CDC recommends to have everyday strategies to prevent the spread of infections as part of your normal operations, such as promoting vaccination, staying home when sick, optimizing ventilation, washing hands frequently, and following all rules on regular and consistent cleaning, sanitizing, and disinfecting.

3. Approval of an Infectious Disease Exposure Response Plan

The Chief Safety Officer or Accountable Executive of the transit agency shall conduct periodic reviews and revisions to the Response Plan.

4. Elements of the Response Plan

The Response Plan covers specific elements that include the following:

- Pandemic Alert Phases
- Information and Education Program (Internal and External)
- Disinfection Program
- Sanitary Aids
- Vaccine/Antiviral medications
- Self-Screening
- Service Reduction, Shutdown and Restoration

A. Pandemic Alert Phases

Planning and response to a contagious virus will depend on the risk involved. Unlike a catastrophic event such as an earthquake, a contagious virus likely will have various phases in the lifecycle of its spread. Each phase will need a different response strategy.

The Response Plan shall be applicable to all contagious viruses however it is based on the phases of a pandemic influenza as defined by the World Health Organization (WHO). These WHO phases have been

universally accepted by most health departments and other government and private organizations and shall be adopted and adapted by the transit agency.

Table 1

World Health Organization Phases	
Inter – Pandemic Period	
Phase 1: Low Risk of Human Cases	No new influenza virus subtypes have been detected in humans. An influenza virus subtype that has caused human infection may be present in animals. If present in animals, the risk of human infection or diseases is considered low.
Phase 2: Higher Risk of Human Cases	No new influenza virus subtypes have been detected in humans. However, a circulating animal influenza virus subtype poses a substantial risk to humans.
Pandemic Alert Period	
Phase 3: No or very limited human - to - human transmission	Human infection(s) with a new subtype, but no human - to - human spread, except for rare close – contact instances.
Phase 4: Evidence of increased human – to – human transmission	Small cluster (s) with limited human - to - human transmission but spread is highly localized, suggesting that the virus is not well adapted to humans.
Phase 5: Evidence of significant human – to – human transmission	Larger cluster(s) but human - to - human spread still localized, suggesting that the virus is becoming increasingly better adapted to humans, but may not yet be fully transmissible (substantial pandemic risk)
Pandemic Period	
Phase 6: Efficient and sustained human – to – human transmission	Increased and sustained transmission in general population.

B. Information and Education Program

Communications, in the form of information and educational programs, must be a major part of any Response Plan. Communications shall be divided into three distinct areas: communications with emergency management; communications to employees (internal) and communications to the riding public (external).

Communications need to be coordinated with local and state emergency management so that the message stays consistent. Information and educational training shall be consistent with that recommended by local and state health departments, and transit agency staff shall partner with those agencies to ensure that accurate and appropriate information is being released.

Table 2**Internal Communication**

Alert Phase	Actions	Responsibility
1	<ul style="list-style-type: none">• Develop materials on employee personal hygiene and precautions against contagious viruses.• Distribute personal hygiene information to employees.• Publish information on website.• Disseminate materials developed through emails, the district website, College Emergency Notification System and other forms of outreach.• Partner with public health department, to acquire timely information, and coordinate appropriate new releases to employees and riding public.• Develop training video and poster(s) on hygiene and precautionary measures against viruses both at work and in the home.• Commence disseminating the video and poster(s) to district departments.• Place pertinent information on the Transit website.	CDC, Federal Transit Administration, College Public Relations, Finance and Administrative Services Safety Team, Transportation Manager
2	<ul style="list-style-type: none">• Develop and deliver a more formal awareness program that includes personal visits to employee work location to disseminate facts and to address concerns.	CDC, Federal Transit Administration, College Public Relations, Finance and Administrative Services Safety Team, Transportation Manager
3 - 6	<ul style="list-style-type: none">• Continue to update employees with status reports of the virus conditions, using all appropriate means of distribution.	CDC, Federal Transit Administration, College Public Relations, Finance and Administrative Services Safety Team, Transportation Manager

Table 3
External Communication

Alert Phase	Actions	Responsibility
1	<ul style="list-style-type: none"> • In accordance with information provided by the health Authority put out passenger's bulletins in the form of a fact sheet on the risks involved. • Prepare outreach/education material in the form of news releases, patron bulletins and website articles that provide guidance on personal hygiene, and keep patrons informed on the risks involved. • Commence disseminating information prepared. • Partner with public health departments to acquire timely information, and to coordinate appropriate news releases to employees and riding public. 	CDC, Federal Transit Administration, College Public Relations, Finance and Administrative Services Safety Team, Transportation Manager
2 - 6	<ul style="list-style-type: none"> • Continue to disseminate timely information to patrons. Start utilizing station signage and on-vehicle posters to further the promotion of information. 	Transportation Manager, Transportation Staff

C. Disinfection Program

Various contagious viruses can survive on surface materials for several days or longer. Consequently, a transit agency shall stay up to date with local and/or state health authority's recommendations to determine a practical response.

Table 4

Alert Phase	Action	Responsibility
1	<ul style="list-style-type: none"> • Commence planning for enhanced cleanliness of the system's buses, particularly hand-contact surfaces. The plan should assess in-house resources and explore contract services that are geared to the different alert phases. An estimate of the costs involved should be part of the planning process • Commence the initiative to provide cleaner buses so that patrons are comfortable when riding the buses 	Transportation Manager, Transportation Staff
2 - 6	<ul style="list-style-type: none"> • Commence and continue program of disinfecting hand-contact surfaces on buses several times throughout each day. Using the 	Transportation Manager, Transportation Staff

	Daily Disinfectant Checklist to clean the buses and using the Disinfectant Electrostatic sprayer daily.	
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D. Sanitary Aids

Sanitary aids can assist significantly in limiting the spread of a virus. Additionally, sanitary aids can reassure transit employees and provide them with an added layer of protection in performing their daily functions.

Table 5

Alert Phase	Action	Responsibility
1	<ul style="list-style-type: none"> Establish funding authorization for pending sanitary aid expenses related to the pandemic. Procure a supply of face masks and disinfectant gel for use by employees. Work with suppliers to ensure a steady flow of these aids for employees, given a progression of the virus to higher alert levels. Estimate supplies needed for each alert phase. With reference to alert Phase 4, estimate disinfectant gel needed for patrons, and work with suppliers to ensure a steady flow of this item when the time arrives. 	Finance and Administrative Services Safety Team, College Maintenance Department, Transportation Manager
2 - 6	<ul style="list-style-type: none"> Disseminate disinfectant gels for employee use. 	Finance and Administrative Services Safety Team, College Maintenance Department, Transportation Manager
4	<ul style="list-style-type: none"> Require employees or patrons to wear protective masks if required by Presidential Executive Order or the Federal Transit Administration. Provide disinfectant gels for use by patrons in each bus. 	Transportation Manager, Transportation Staff
5	<ul style="list-style-type: none"> Provide protective masks to office employees for use within office environments. Promote social distancing (avoid face contact meetings, explore telecommuting). 	Finance and Administrative Services Safety Team, College Maintenance Department, Transportation Manager

E. Vaccine/Antiviral Medications

Given the spread of a contagious virus, transit agencies shall work with local health authorities to make vaccinations and/or antiviral medications available for transit agency employees.

Table 6

Alert Phase	Action	Responsibility
1	<ul style="list-style-type: none">Work with state and local health departments to track the U.S. government development of guidelines for the allocation of Contagious Virus vaccine and antiviral medications.	Finance and Administrative Services Safety Team
3	<ul style="list-style-type: none">Coordinate with local and/or state health authority for vaccine clinics to be held available on the STC campuses	Finance and Administrative Services Safety Team
4	<ul style="list-style-type: none">Host vaccines clinics on STC campuses	Finance and Administrative Services Safety Team

F. Self-Screening

Prior to arriving to campus, employees and students, must, on a daily basis, screen themselves by using the Screening Checklist. If you are exhibiting new or worsening signs or symptoms of possible infectious disease, such as Covid-19, as listed below, please **DO NOT report to campus**.

Are you experiencing any new or worsening signs or symptoms?

- Cough
- Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit
- Shortness of breath or difficulty breathing
- Chills
- Fatigue
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- Loss of taste or smell
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea
- Known close contact with a person who is lab confirmed to have COVID-19

If you experience any of the signs or symptoms of COVID-19, please immediately notify:

- Employees must notify the Office of Human Resources and should notify their healthcare provider.
- Students must notify Counseling and Student Disability Services and should notify their healthcare provider.

If you should develop signs or symptoms or start to feel unwell during the day on campus, please notify the appropriate parties listed above.

G. Service Reduction, Shutdown and Restoration

Throughout the life cycle of a large-scale viral response, a transit agency may need to reduce service due to employee availability to maintain and operate transit vehicles or to comply with public health department recommendations and directives.

Service Reduction

The following indicators will be monitored as potential service reduction triggers:

- Ridership
- Employee attendance
- Asset availability

Service levels will be adjusted as necessary, with the following anticipated progression:

- Reduce service
- Shut down the system

Service reduction issues are anticipated to include the following:

- Employee welfare
- Development of work rules/guidelines regarding hygiene practices in the work environment

Service Shutdown

Given the need to shut down service, the primary objective will be to execute an orderly, safe conclusion of service, which preserves district assets in a condition that will facilitate later service restoration.

Major tasks involved in the shutdown of the system consist of the following:

- Complete operations (complete final service runs and store all vehicles)
- Deploy property protection
- Establish communications and logistics plan for administrative work (possible coordination from home, individual office or other location as needed)

Initial Shutdown

- All revenue vehicles will be appropriately positioned in the yard at close of operations for the night.
- Keys will be secured in the office
- Office staff will evaluate their essential functions and either suspend work or develop contingency work plans as needed.
- Ongoing security will be provided by STC police.

Restoration of service

In anticipation of service restoration, the following actions will be performed:

- Conduct complete system inspection before start-up.
- Complete any repairs or maintenance identified during the start-up inspections.
- Inspect revenue vehicle fleet.

Service will commence after the actions have been accomplished, and contingent upon approvals by the Transportation Manager or Chief of Police.

7. APPENDIX C:

A. Board Minutes or Resolution

Consent agenda:

h. Approval to Adopt Local Board Policy Included in Numbered Update 49

Purpose	To review the local board policy listed in Appendix A to align with College operations.
Justification	<p>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.</p> <p>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.</p> <p>This item was presented at the September 9, 2025, Committee Meeting and was deferred to the September 23, 2025 Board Meeting. At the September 23, 2025, Board Meeting, the item was deferred, and no action was taken.</p> <p>This item was presented at the October 14, 2025, Committee Meeting and was deferred to the October 28, 2025 Board Meeting. At the October 28, 2025, Board Meeting, the item was deferred. The Board recommended including a definition of hazing in the policy, but no action was taken.</p>
Enclosed Documents	Appendix A – List of Policy Appendix B – Policy
Staff Resource	Matthew S. Hebbard, Vice President for Student Affairs and Enrollment Management
Recommendation	The Committee recommended Board approval to adopt the local district update policy listed in Appendix A, as presented, and which supersedes any previously adopted Board policy.

Appendix A

Item	Policy	Last Adopted Date	Update	Explanatory Notes
A.	FLBC (Local) – Student Conduct: Prohibited Organizations and Hazing	New Policy	49	<p>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.</p> <p>Additionally, as recommended by the Board, the College staff included the definition of hazing in the policy.</p>
Policy Modifications are reflected as follows:				
Additions: blue font		Deletions: red font with a strikethrough.		Repositioned: <ul style="list-style-type: none"> Moved From <u>Moved To</u>

Appendix B

Policy follows in the packet.

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.

Hazing is any activity expected of someone joining or participating in a group that humiliates, degrades, abuses, or endangers them, regardless of a person's willingness to participate. It includes three key components: 1) it occurs in a context related to joining in or participating in a group, 2) humiliating, degrading, or endangering behavior, and 3) it can happen regardless of an individual's willingness to participate, regardless of consent.

See Policy FLBC (Legal) for Texas Education Code definition.

**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.

Consent agenda:

i. Approval to Adopt Local Board Policy 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	<p>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.</p> <p>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.</p> <p>This item was presented at the September 9, 2025, Committee Meeting and was deferred to the September 23, 2025, Board Meeting. At the September 23, 2025, Board Meeting, the item was deferred, and no action was taken.</p> <p>This item was presented at the October 14, 2025, Committee Meeting and was deferred to the October 28, 2025, Board Meeting. At the October 28, 2025, Board Meeting, the item was deferred, and no action was taken.</p>
Enclosed Documents	Appendix A – List of Policy Appendix B - Policy
Staff Resource	Mary Del Paz, Vice President for Finance and Administrative Services Todd Nelson, Contracts and Regulatory Resources Officer-Title IX & 504 Coordinator Ben Castillo, South Texas College Legal Counsel
Recommendation	The Committee recommended Board approval to adopt the local policy included in numbered update listed in Appendix A, as presented, and which supersedes any previously adopted Board policy.

Appendix A

Item	Policy	Last Adopted Date	Update	Explanatory Notes
B.	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.
Policy Modifications are reflected as follows:				
Additions: blue font		Deletions: red font with a strikethrough.		Repositioned: <ul style="list-style-type: none"> Moved From <u>Moved To</u>

Appendix B

Policies follow in the packet.

FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION
OTHER PROTECTED CHARACTERISTICS

DIAB
(LOCAL)

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, name-calling, slurs, or rumors; physical aggression or assault; display of graffiti or printed material promoting racial, ethnic, or other stereotypes; or other types of aggressive conduct such as theft or damage to property.

Retaliation

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

FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION
OTHER PROTECTED CHARACTERISTICS

DIAB
(LOCAL)

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

Examples

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

Prohibited Conduct

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

**Reporting
Procedures**

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

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

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

**Definition of College
District Officials**

ADA / Section 504
Coordinator

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

Name: Todd C. Nelson

Position: Contracts and Regulatory Resources Officer -
Title IX and 504 Coordinator

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

Telephone: (956) 872-4664

**Other Anti-
discrimination Laws**

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

**Alternative
Reporting
Procedures**

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

FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION
OTHER PROTECTED CHARACTERISTICS

DIAB
(LOCAL)

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

FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION
OTHER PROTECTED CHARACTERISTICS

DIAB
(LOCAL)

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.

Appeal

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

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

Records Retention

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

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

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

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, name-calling, slurs, or rumors; physical aggression or assault; display of graffiti or printed material promoting racial, ethnic, or other stereotypes; or other types of aggressive conduct such as theft or damage to property.

Prohibited Conduct

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

**Reporting
Procedures**

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

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

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

**Definition of College
District Officials**

ADA / Section 504
Coordinator

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

Name: Todd C. Nelson

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

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

Telephone: (956) 872-4664

Other Anti-
discrimination Laws

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

**Alternative
Reporting
Procedures**

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

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 10 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.

**College District
Action**

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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	<p>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.</p> <p>A person who is alleged to have experienced retaliation may pursue a claim under this policy or policy FFDB, as appropriate.</p>
Examples	Examples of retaliation include, without limitation, termination, refusal to hire, demotion, and denial of promotion. Retaliation may also include threats, intimidation, coercion, unjustified negative evaluations, unjustified negative references, or increased surveillance.
False Claims	An employee or student who intentionally makes a false claim or offers a false statement regarding prohibited conduct shall be subject to appropriate disciplinary action in accordance with law.
Appeal	<p>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]</p> <p>The party may have a right to file a complaint with appropriate state or federal agencies.</p>
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

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

Examples

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

Retaliation

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

~~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

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Alternative Reporting Procedures

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

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

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

**College District
Action**

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

Examples

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

False Claims

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

Appeal

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

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

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Access to Policy, Procedures, and Related Materials

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Markup

Consent agenda:

j. Approval to Adopt 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.

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 at the September 9, 2025, Committee Meeting and was deferred by the Committee Chair to the September 23, 2025 Regular Board Meeting. At the September 23, 2025, Board Meeting, the item was deferred, and no action was taken.

This item was presented at the October 14, 2025, Committee Meeting and was deferred by the Committee Chair to the October 28, 2025 Regular Board Meeting. At the October 28, 2025, Board Meeting, the item was deferred, and no action was taken.

Enclosed Documents

Appendix A – List of Policies and Justification
Appendix B – Policies
Appendix C – Examples of DGBA Policies from other Texas Community Colleges
Appendix D – Fee schedules for each campus

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

The Committee recommended Board approval to adopt local Board policies listed in Appendix A, as presented, and which supersedes any previously adopted Board policy.

Appendix A

Item	Policy	Last Adopted Date	Justification
A.	Policy CDC (LOCAL) – Accounting: Audits	5/28/2024	The policy was amended to include a new section to address internal auditor reporting and direction of work.
B.	Policy DGBA (LOCAL) – Personnel – Management Relations: Employee Grievances	6/24/2025	The policy has been amended to include a new section to address complaints involving Board Members and the College President.
C.	Policy FB (LOCAL) – Admissions	01/30/2024	A part of the 89 th 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.
D.	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.
Policy Modifications are reflected as follows:			
Additions: blue font		Deletions: red font with a strikethrough.	Repositioned: <ul style="list-style-type: none"> • Moved From • <u>Moved To</u>

Appendix B

Policies follow in the packet.

The Board shall select an auditing firm for a designated period through a Request for Qualifications (RFQ) and an engagement letter that outlines the Board's expectations for the annual audit and ensures that the audit firm follows the guidelines and standards of the American Institute of Certified Public Accountants (AICPA) and the Governmental Accounting Standards Board (GASB).

The annual audit of all funds shall be made to determine:

1. The adequacy of the Board's fiscal policies;
2. The execution of those fiscal policies; and
3. A check and review of the College District's fiscal actions for the preceding year.

A comprehensive audit report of all funds and accounts of the College District, including a management letter, shall be submitted annually to the Board. A copy of the independent audit shall become a part of the Board's official minutes and shall be available to the public for inspection during regular office hours.

Periodically, the College President shall submit reports to the Board evaluating the work of the College District's auditor.

Internal Audits

The College District shall maintain an Internal Audit Function. The objective of Internal Audit is to provide an independent review and appraisal of accounting, financial, and operations of any activity as a service to the Board. Internal Audit shall have full, free, and unrestricted access to any of the College District's records, property, and personnel relevant to any subject under review. Internal Audit findings shall be reported to the Board. The Internal Audit Function will conform with the International Standards for the Professional Practice of Internal Auditing as promulgated by the Institute of Internal Auditors.

Evaluation of Internal Auditor

The South Texas College Board of Trustees shall meet in executive session to conduct a performance appraisal of the Internal Auditor annually. In reviewing the performance, the Board provides feedback to the Internal Auditor on observed strengths and any areas needing improvement for the upcoming academic year.

The performance appraisal will be retained at the Office of the President upon completion.

The Board shall select an auditing firm for a designated period through a Request for Qualifications (RFQ) and an engagement letter that outlines the Board's expectations for the annual audit and ensures that the audit firm follows the guidelines and standards of the American Institute of Certified Public Accountants (AICPA) and the Governmental Accounting Standards Board (GASB).

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Internal Audits

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Internal Auditor- Reporting and Direction of Work

1. **Employment and Independence.** The Internal Auditor is employed by and functionally reports to the Board of Trustees (the "Board"). The Internal Auditor shall perform work in accordance with the Institute of Internal Auditors' International Standards for the Professional Practice of Internal Auditing and Code of Ethics.
2. **Dual Reporting.** The Internal Auditor reports administratively to the College President for day-to-day matters (e.g., payroll, leave, workspace, procurement) but reports functionally to the Board for all audit matters (e.g., charter, risk assessment, audit plan, scope, results, and performance evaluation).
3. **Direction of Audits.** Audit projects shall be performed pursuant to the Board-approved Annual Internal Audit Plan. Only the Board (or its designated committee) or the College President may direct the Internal Auditor to undertake audits, investigations, or advisory reviews outside the Board-approved plan. Any such direction by the College President shall be reported to the Board (or its committee)

at the next regular meeting (or within five business days, whichever is earlier) for acknowledgment and, if needed, plan/budget adjustment.

4. **Independence From Management Direction.** No officer, employee, or unit—other than the Board or the College President as provided above—may direct, limit, influence, or otherwise interfere with the scope, timing, reporting, or priority of the Internal Auditor's work.
5. **Access and Cooperation.** The Internal Auditor shall have full, free, and unrestricted access to all records, systems, facilities, property, and personnel necessary to perform assigned duties, and all employees shall cooperate fully.
6. **Conflicts of Direction.** If direction provided by the College President conflicts with the Internal Auditor's professional judgment or with Board direction, the Internal Auditor shall promptly notify the Board (or its committee). Board direction prevails on all audit matters.

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PERSONNEL-MANAGEMENT RELATIONS
EMPLOYEE GRIEVANCES

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:

1. 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]

PERSONNEL-MANAGEMENT RELATIONS
EMPLOYEE GRIEVANCES

DGBA
(LOCAL)

2. 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;
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.

PERSONNEL-MANAGEMENT RELATIONS
EMPLOYEE GRIEVANCES

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.

PERSONNEL-MANAGEMENT RELATIONS
EMPLOYEE GRIEVANCES

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:

1. 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.
2. 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.

PERSONNEL-MANAGEMENT RELATIONS
EMPLOYEE GRIEVANCES

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.

PERSONNEL-MANAGEMENT RELATIONS
EMPLOYEE GRIEVANCES

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.

PERSONNEL-MANAGEMENT RELATIONS
EMPLOYEE GRIEVANCES

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.

PERSONNEL-MANAGEMENT RELATIONS
EMPLOYEE GRIEVANCES

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 the employee's chain of command, starting with the employee's immediate supervisor, who has the authority to address the concerns. Chain of command is defined as an employee's immediate supervisor, and each successive level of leadership up the administrative hierarchy (e.g., manager, director, chair, dean, vice president).

Concerns should be expressed as soon as possible to allow for open dialogue and 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.

Informal resolution does not require the completion of an Employee Complaint Form, nor submission to HR.

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
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.

PERSONNEL-MANAGEMENT RELATIONS
EMPLOYEE GRIEVANCES

DGBA
(LOCAL)

The Chair or Vice Chair will undertake a process to resolve the complaint and share the complaint with the rest of the board within 72 hours. The Chair or Vice Chair may use College Attorneys to share the complaint with the rest of the board and determine whether or not a special meeting needs to be called.

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 independent third party approved by the Board 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 investigation 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 investigation 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:

1. 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]
2. 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]

PERSONNEL-MANAGEMENT RELATIONS
EMPLOYEE GRIEVANCES

DGBA
(LOCAL)

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;
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

PERSONNEL-MANAGEMENT RELATIONS
EMPLOYEE GRIEVANCES

DGBA
(LOCAL)

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.

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

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 or Level Three, as appropriate.

The Level One procedure is as follows:

PERSONNEL-MANAGEMENT RELATIONS
EMPLOYEE GRIEVANCES

DGBA
(LOCAL)

1. 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.
2. 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 20 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.

Level Two

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;

PERSONNEL-MANAGEMENT RELATIONS
EMPLOYEE GRIEVANCES

DGBA
(LOCAL)

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.

Level Three

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 Two, 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 Two. The employee shall provide a clear and concise statement detailing the reason(s) why the Level Two 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.

PERSONNEL-MANAGEMENT RELATIONS
EMPLOYEE GRIEVANCES

DGBA
(LOCAL)

**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.

**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.

PERSONNEL-MANAGEMENT RELATIONS
EMPLOYEE GRIEVANCES

DGBA
(LOCAL)

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, Level Two, or Level Three 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.

New

PERSONNEL-MANAGEMENT RELATIONS
EMPLOYEE GRIEVANCES

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~~ **the employee's chain of command, starting with the employee's immediate supervisor**, who has the authority to address the concerns. **Chain of command is defined as an employee's immediate supervisor, and each successive level of leadership up the administrative hierarchy (e.g., manager, director, chair, dean, vice president).**

Concerns should be expressed as soon as possible to allow **for open dialogue and** 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.

Informal resolution does not require the completion of an Employee Complaint Form, nor submission to HR.

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
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 and share the complaint with the rest of the board within 72 hours. The Chair or Vice Chair may use College Attorneys to share the complaint with the rest of the board and determine whether or not a special meeting needs to be called.

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 independent third party approved by the Board 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 investigation 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 investigation 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:

1. 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]
2. 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]

PERSONNEL-MANAGEMENT RELATIONS
EMPLOYEE GRIEVANCES

DGBA
(LOCAL)

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;
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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 refile 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,

PERSONNEL-MANAGEMENT RELATIONS
EMPLOYEE GRIEVANCES

DGBA
(LOCAL)

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.

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.

PERSONNEL-MANAGEMENT RELATIONS
EMPLOYEE GRIEVANCES

DGBA
(LOCAL)

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 **or Level Three**, as appropriate.

The Level One procedure is as follows:

1. 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.
2. 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~~**20** 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.

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.

PERSONNEL-MANAGEMENT RELATIONS
EMPLOYEE GRIEVANCES

DGBA
(LOCAL)

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~~**Level**
Three

~~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 ~~One~~**Two**, 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

PERSONNEL-MANAGEMENT RELATIONS
EMPLOYEE GRIEVANCES

DGBA
(LOCAL)

at Level ~~One~~Two. The employee shall provide a clear and concise statement detailing the reason(s) why the Level ~~One~~Two 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.

**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

PERSONNEL-MANAGEMENT RELATIONS
EMPLOYEE GRIEVANCES

DGBA
(LOCAL)

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, **or Level Three** 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.

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 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.

Current

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.

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COMMUNITY EXPRESSION AND USE OF COLLEGE FACILITIES

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

**Use of College
District Facilities**

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

Requests

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

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

Approval

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

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

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

COMMUNITY EXPRESSION AND USE OF COLLEGE FACILITIES

GD
(LOCAL)

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

*Common
Outdoor Area
Exception*

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

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

For-Profit Use

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

COMMUNITY EXPRESSION AND USE OF COLLEGE FACILITIES

GD
(LOCAL)

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

COMMUNITY EXPRESSION AND USE OF COLLEGE FACILITIES

GD
(LOCAL)

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

Exception

Fees shall not be charged when College District buildings are used for public meetings sponsored by state or local governmental agencies.

Required Conduct

Community members and organizations using College District facilities shall:

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

Distribution of Literature

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

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

Limitations on Content

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

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

COMMUNITY EXPRESSION AND USE OF COLLEGE FACILITIES

GD
(LOCAL)

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

Time, Place, and
Manner Restrictions

Distribution of materials shall be conducted in a manner that:

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

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

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

Posting of Signs

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

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

Exception

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

Identification

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

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 policy may be appealed in accordance with GB(LOCAL), DGBA(LOCAL), and FLD(LOCAL) as applicable.
Publication	This policy and associated procedures must be posted on the College District's website and distributed in the employee and student handbooks and other appropriate publications.

COMMUNITY EXPRESSION AND USE OF COLLEGE FACILITIES

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:

COMMUNITY EXPRESSION AND USE OF COLLEGE FACILITIES

GD
(LOCAL)

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

*Common
Outdoor Area
Exception*

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

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

For-Profit Use

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

Nonprofit Use

COMMUNITY EXPRESSION AND USE OF COLLEGE FACILITIES

GD
(LOCAL)

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

COMMUNITY EXPRESSION AND USE OF COLLEGE FACILITIES

GD
(LOCAL)

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

The Board delegates to the College President or designee the authority to waive the facility use rental fee if the requested use serves an appropriate College District or public purpose.

Exception

Fees shall not be charged when College District buildings are used for public meetings sponsored by state agencies, local governmental agencies, and partnering school districts.

Required Conduct

Community members and organizations using College District facilities shall:

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

Distribution of Literature

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

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

Limitations on Content

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

1. The materials are obscene;
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COMMUNITY EXPRESSION AND USE OF COLLEGE FACILITIES

GD
(LOCAL)

3. The materials advocate imminent lawless or disruptive action and are likely to incite or produce such action;
4. The materials are considered prohibited harassment or anti-semitism [see DIA series and FFD series];
5. The materials constitute unauthorized solicitation [see Use of College District Facilities, above]; or
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4. Does not coerce, badger, or intimidate a person;
5. Does not interfere with the rights of others; and
6. Does not violate local, state, or federal laws or College District policies and procedures.

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

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

Posting of Signs

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

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

Exception

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

COMMUNITY EXPRESSION AND USE OF COLLEGE FACILITIES

GD
(LOCAL)

Identification	A community member or organization distributing materials on campus shall provide identification when requested to do so by a College District representative.
Violations of Policy	Failure to comply with this policy and associated procedures shall result in appropriate administrative action, including but not limited to, withdrawal of consent to remain on campus, the suspension of the individual's or organization's use of College District facilities and the confiscation of nonconforming materials.
Interference with Expression	Faculty members, students, or student organizations that interfere with the expressive activities permitted by this policy shall be subject to disciplinary action in accordance with the College District's discipline policies and procedures. [See DH, FM, and FMA]
Appeals	Decisions made by the administration in accordance with this policy may be appealed in accordance with GB(LOCAL), DGBA(LOCAL), and FLD(LOCAL) as applicable.
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GD
(LOCAL)

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

COMMUNITY EXPRESSION AND USE OF COLLEGE FACILITIES

GD
(LOCAL)

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

For-Profit Use

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

Nonprofit Use

COMMUNITY EXPRESSION AND USE OF COLLEGE FACILITIES

GD
(LOCAL)

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

COMMUNITY EXPRESSION AND USE OF COLLEGE FACILITIES

GD
(LOCAL)

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

The Board delegates to the College President or designee the authority to waive the facility use rental fee if the requested use serves an appropriate College District or public purpose.

Exception

Fees shall not be charged when College District buildings are used for public meetings sponsored by state **agencies**, **or** local governmental agencies, **and partnering school districts**.

Required Conduct

Community members and organizations using College District facilities shall:

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

Distribution of Literature

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

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

Limitations on Content

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

1. The materials are obscene;
2. The materials contain defamatory statements about public figures or others;

COMMUNITY EXPRESSION AND USE OF COLLEGE FACILITIES

GD
(LOCAL)

3. The materials advocate imminent lawless or disruptive action and are likely to incite or produce such action;
4. The materials are considered prohibited harassment or anti-semitism [see DIA series and FFD series];
5. The materials constitute unauthorized solicitation [see Use of College District Facilities, above]; or
6. The materials infringe upon intellectual property rights of the College District [see CT].

Time, Place, and
Manner Restrictions

Distribution of materials shall be conducted in a manner that:

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

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

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

Posting of Signs

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

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

Exception

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

COMMUNITY EXPRESSION AND USE OF COLLEGE FACILITIES

GD
(LOCAL)

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

Appendix C - Examples of DGBA Policies from other Texas Community Colleges

College	Complaints Against Supervisor or Board Member Policy Content
Houston Community College	<p>Complaints alleging a violation of law or policy by the Chancellor or a Board member may be made to the Board Chair, or to the Vice Chair if the complaint is against the Board Chair.</p> <p>The Chair or Vice Chair will undertake a process to resolve the complaint.</p> <p>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 independent 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.</p> <p>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 Chancellor has violated a law or College District policy, the Board can take appropriate disciplinary action, up to and including termination of employment.</p>
Victoria College	<p>Complaints alleging a violation of law by a supervisor may be made to the College President or designee. Complaint forms alleging a violation of law by the College President may be submitted directly to the Board or designee.</p>

Mid Valley Campus Facility Rental Fees

For Profit and Non Profit Organizations

Building	Room Capacity	Type of Room	Room #	Hourly Rate	Half Day Rate	Full Day Rate	Deposit
A, B	Outdoor Space	Pavilion		\$ 50.00	\$ 200.00	\$ 400.00	\$ 50.00
C	Outdoor Space	Athletic Courts		\$ 50.00	\$ 200.00	\$ 400.00	\$ 50.00
E	15	Small Conference	1.104	\$ 25.00	\$ 100.00	\$ 200.00	\$ 25.00
F	75-160	Atrium		\$ 50.00	\$ 200.00	\$ 400.00	\$ 50.00
F	Outdoor Space	Breezeway		\$ 50.00	\$ 200.00	\$ 400.00	\$ 50.00
F	20-70	Multi-purpose - Small	154	\$ 37.50	\$ 150.00	\$ 300.00	\$ 37.50
F	70-150	Multi-purpose - Large	1.301	\$ 75.00	\$ 300.00	\$ 600.00	\$ 75.00
G	130-175	Auditorium	191	\$ 100.00	\$ 400.00	\$ 800.00	\$ 100.00
G	15+	Large Conference	288	\$ 50.00	\$ 200.00	\$ 400.00	\$ 50.00

- Areas with a capacity range are dependent on the set up.
- Internal departments: Requests scheduled on a Friday or on the weekend may be subject to the services below.
External entities: Personnel rates will be in addition to the facility rental rate.
If any event is planned during normal working hours or after hours, these departmental services fees may apply.

Service Fees	Hourly Rate
Custodian	\$ 19.05
Educational Technologies Technician	\$ 19.55
Maintenance Technician	\$ 25.87
Security	\$ 19.05

Nursing and Allied Health Campus Facility Rental Fees

For Profit and Non Profit Organizations

Building	Room Capacity	Type of Room	Room #	Hourly Rate	Half Day Rate	Full Day Rate	Deposit
	Outdoor Space	Athletic Courts		\$ 50.00	\$ 200.00	\$ 400.00	\$ 50.00
A, B	100-160	Atrium		\$ 50.00	\$ 200.00	\$ 400.00	\$ 50.00
A	5-15	Small Conference	104	\$ 25.00	\$ 100.00	\$ 200.00	\$ 25.00
B	15+	Large Conference	1.305, 3.203	\$ 50.00	\$ 200.00	\$ 400.00	\$ 50.00
B	70-100	Multi-Purpose - Large	1.307	\$ 75.00	\$ 300.00	\$ 600.00	\$ 75.00

- Areas with a capacity range are dependent on the set up.
- Internal departments: Requests scheduled on a Friday or on the weekend may be subject to the services below.
External entities: Personnel rates will be in addition to the facility rental rate.
If any event is planned during normal working hours or after hours, these departmental services fees may apply.

Service Fees	Hourly Rate
Custodian	\$ 19.05
Educational Technologies Technician	\$ 19.55
Maintenance Technician	\$ 25.87
Security	\$ 19.05

Pecan Campus Facility Rental Fees

For Profit and Non Profit Organizations

Building	Room Capacity	Type of Room	Room #	Hourly Rate	Half Day Rate	Full Day Rate	Deposit
A		Atrium		\$ 50.00	\$ 200.00	\$ 400.00	\$ 50.00
D	147	Auditorium	102	\$ 100.00	\$ 400.00	\$ 800.00	\$ 100.00
F	5-15	Small Conference	210	\$ 25.00	\$ 100.00	\$ 200.00	\$ 25.00
H	Outdoor Space	Courtyard		\$ 50.00	\$ 200.00	\$ 400.00	\$ 50.00
H	70-200	Multi-purpose - Large	126, 216	\$ 75.00	\$ 300.00	\$ 600.00	\$ 75.00
P	Outdoor Space	Athletic Courts		\$ 50.00	\$ 200.00	\$ 400.00	\$ 50.00
P	Outdoor Space	Athletic Fields		\$ 75.00	\$ 300.00	\$ 600.00	\$ 75.00
U	15+	Large Conference	2.204	\$ 50.00	\$ 200.00	\$ 400.00	\$ 50.00
U	70-200	Multi-Purpose Large	2.100, 2.102	\$ 125.00	\$ 500.00	\$ 1,000.00	\$ 125.00
U	288-400	(rooms combined)	2.100, 2.102	\$ 250.00	\$ 1,000.00	\$ 2,000.00	\$ 250.00
U	Outdoor Space	Patio		\$ 50.00	\$ 200.00	\$ 400.00	\$ 50.00

- Areas with a capacity range are dependent on the set up.
- Internal departments: Requests scheduled on a Friday or on the weekend may be subject to the services below.
External entities: Personnel rates will be in addition to the facility rental rate.
If any event is planned during normal working hours or after hours, these departmental services fees may apply.

Service Fees	Hourly Rate
Custodian	\$ 19.05
Educational Technologies Technician	\$ 19.55
Maintenance Technician	\$ 25.87
Security	\$ 19.05

Starr Campus Facility Rental Fees

For Profit and Non Profit Organizations

Building	Room Capacity	Type of Room	Room #	Hourly Rate	Half Day Rate	Full Day Rate	Deposit
D, G	15+	Large Conference	1.116, 1.802A	\$ 50.00	\$ 200.00	\$ 400.00	\$ 50.00
E	130-175	Auditorium	1.606	\$ 100.00	\$ 400.00	\$ 800.00	\$ 100.00
E, H, J	5-15	Small Conference	2.602, 1.406, 115	\$ 25.00	\$ 100.00	\$ 200.00	\$ 25.00
H, K	40-70	Multi-purpose - Small	1.202, 1.200	\$ 37.50	\$ 150.00	\$ 300.00	\$ 37.50
H, K	70-230	Multi-purpose - Large	1.412, 1.502	\$ 75.00	\$ 300.00	\$ 600.00	\$ 75.00
	Outdoor Space	Amphitheater		\$ 50.00	\$ 200.00	\$ 400.00	\$ 50.00
	Outdoor Space	Athletic courts		\$ 50.00	\$ 200.00	\$ 400.00	\$ 50.00
	Outdoor Space	Athletic fields		\$ 75.00	\$ 300.00	\$ 600.00	\$ 75.00

- Areas with a capacity range are dependent on the set up.
- Internal departments: Requests scheduled on a Friday or on the weekend may be subject to the services below.
External entities: Personnel rates will be in addition to the facility rental rate.
If any event is planned during normal working hours or after hours, these departmental services fees may apply.

Service Fees	Hourly Rate
Custodian	\$ 19.05
Educational Technologies Technician	\$ 19.55
Maintenance Technician	\$ 25.87
Security	\$ 19.05

Technology Campus Facility Rental Fees

For Profit and Non Profit Organizations

Building	Room Capacity	Type of Room	Room #	Hourly Rate	Half Day Rate	Full Day Rate	Deposit
B	130	Auditorium	193	\$ 100.00	\$ 400.00	\$ 800.00	\$ 100.00
B, E	100-160	Atrium		\$ 50.00	\$ 200.00	\$ 400.00	\$ 50.00
B, E	15+	Large Conference	505A, 542, 1.307	\$ 50.00	\$ 200.00	\$ 400.00	\$ 50.00
E	5-15	Small Conference	1.103	\$ 25.00	\$ 100.00	\$ 200.00	\$ 25.00

- *Areas with a capacity range are dependent on the set up.*
- Internal departments: Requests scheduled on a Friday or on the weekend may be subject to the services below.
External entities: Personnel rates will be in addition to the facility rental rate.
If any event is planned during normal working hours or after hours, these departmental services fees may apply.

Service Fees	Hourly Rate
Custodian	\$ 19.05
Educational Technologies Technician	\$ 19.55
Maintenance Technician	\$ 25.87
Security	\$ 19.05

Review and Recommend Action on Appraisal District Allocated Cost Payments for Hidalgo County

Purpose	To approve the Appraisal District Allocated Cost Payments for Hidalgo County for property valuation assessments conducted annually for tax purposes during the tax year.
Justification	<p>To ensure that the College complies with Section 6.06 item (d) of Property Tax Code, which states:</p> <p>“Each taxing unit participating in the district is allocated a portion of the amount of the budget equal to the proportion that the total dollar amount of property taxes imposed in the district by the unit for the tax year in which the budget proposal is prepared bears to the sum of the total dollar amount of property taxes imposed in the district by each participating unit for that year.”</p> <p>The Appraisal District is considered a sole source provider, and the College and other taxing entities must utilize their service to determine the assessed valuation of properties.</p> <p>The estimated allocation for Tax Year 2025, according to the Hidalgo County budget, is in the amount of \$1,519,788 for the Hidalgo County Appraisal District. The first quarterly invoice is due by February 2, 2026. Each taxing unit is responsible for paying its allocation in four equal payments.</p>
Enclosed Documents	Appendix A – Changes to Tax Year 2025 Allocations Appendix B – Hidalgo County Projected Entity Assessment
Funding	Funds for these expenditures are budgeted in the Hidalgo Appraisal/Collection Fee budget for FY 2025 - 2026.
Staff Resource	Mary Del Paz, Vice President for Finance and Administrative Service Myriam Lopez, Associate Vice President – Finance and Management
Recommendation	<p><i>It is recommended that the Board of Trustees of South Texas College approve and authorize the following Minute Order proposed for consideration:</i></p> <p>The Board of Trustees of South Texas College approves and authorizes the Appraisal District Allocated Cost Payments for Hidalgo County in the amount of \$1,519,788.</p>

Appendix A

Changes to Tax Year 2025 Allocations, in comparison to the previous year, are as follows:

	Tax Levy	<u>Hidalgo County</u>
2025		\$ 1,519,788.00
2024		<u>1,291,490.00</u>
Increase/(Decrease)		\$ 228,298.00
Percentage Increase/(Decrease)		<u>17.67%</u>

The changes are based on the Hidalgo County Appraisal District budget with an increase of \$2,633,530 from \$17,039,729 to \$19,673,259.

2026 OFFICIAL ENTITY ASSESSMENT

ENTITY:	2025 Tax Levied	2025 Percent	2025 Official Assessment	2026 Projected Assessment	BUDGET TOTAL Quarterly Assessment
Hidalgo County	\$ 358,107,434	27.00%	\$4,508,572.00	\$ 5,311,570.00	\$ 1,327,892.50
Drainage Dist.#1	\$ 71,518,147	5.39%	\$897,442.00	\$ 1,060,782.00	\$ 265,195.50
Entity Totals	\$ 429,625,581	32.39%	\$5,406,014.00	\$ 6,372,352.00	\$ 1,593,088.00
<u>Fire Districts:</u>					
EMS District #1	\$ 501,479	0.04%	\$6,898.00	\$ 7,438.00	\$ 1,859.50
EMS District #2	\$ 527,295	0.04%	\$6,673.00	\$ 7,820.00	\$ 1,955.00
EMS District #3	\$ 544,894	0.04%	\$7,325.00	\$ 8,082.00	\$ 2,020.50
EMS District #4	\$ 390,888	0.03%	\$4,773.00	\$ 5,798.00	\$ 1,449.50
EMS District #5	\$ 3,962,960	0.30%	\$-	\$ 58,780.00	\$ 14,695.00
EMS District #6	\$ 3,962,960	0.30%	\$-	\$ 58,780.00	\$ 14,695.00
Entity Totals	\$ 9,890,475	0.75%	\$ 25,669.00	\$ 146,698.00	\$ 36,674.50
<u>Irrigation District</u>					
<u>S:</u>					
Donna #1	\$ 882,152	0.07%	\$ 12,285.00	\$ 13,085.00	\$ 3,271.25
Delta Lake	\$ 833,232	0.06%	\$ 10,961.00	\$ 12,359.00	\$ 3,089.75
Kennedy Co GCD	\$ 1,720	0.0001%	\$ 20.00	\$ 26.00	\$ 6.50
Brush Country GCD	\$ 347	0.00000%	\$ 5.00	\$ 6.00	\$ 1.50
Red Sands GCD	\$ 93,744	0.01%	\$ 1,211.00	\$ 1,390.00	\$ 347.50
Entity Totals	\$ 1,811,194	0.14%	\$ 24,482.00	\$ 26,866.00	\$ 6,716.50

2026 OFFICIAL ENTITY ASSESSMENT

ENTITY:	2025 Tax Levied	2025 Percent	2025 Official Assessment	2026 Projected Assessment	BUDGET TOTAL Quarterly Assessment
<u>Cities:</u>					
Alamo	\$ 7,635,043	0.58%	\$89,903.00	\$ 113,245.00	\$ 28,311.25
Alton	\$ 5,048,043	0.38%	\$58,855.00	\$ 74,874.00	\$ 18,718.50
Donna	\$ 8,224,403	0.62%	\$103,825.00	\$ 121,988.00	\$ 30,497.00
Edcouch	\$ 841,882	0.06%	\$10,692.00	\$ 12,487.00	\$ 3,121.75
Edinburg	\$ 51,340,821	3.87%	\$637,264.00	\$ 761,505.00	\$ 190,376.25
Elsa	\$ 2,567,412	0.19%	\$32,378.00	\$ 38,082.00	\$ 9,520.50
Granjeno	\$ 43,768	0.003%	\$499.00	\$ 649.00	\$ 162.25
Hidalgo	\$ 4,079,773	0.31%	\$51,510.00	\$ 60,513.00	\$ 15,128.25
La Joya	\$ 1,670,059	0.13%	\$21,050.00	\$ 24,771.00	\$ 6,192.75
La Villa	\$ 771,161	0.06%	\$10,559.00	\$ 11,438.00	\$ 2,859.50
McAllen	\$ 70,099,778	5.29%	\$900,466.00	\$ 1,039,744.00	\$ 259,936.00
Mercedes	\$ 8,339,735	0.63%	\$103,154.00	\$ 123,698.00	\$ 30,924.50
Mission	\$ 38,792,733	2.92%	\$507,022.00	\$ 575,388.00	\$ 143,847.00
Palmview	\$ 5,443,975	0.41%	\$66,114.00	\$ 80,746.00	\$ 20,186.50
Penitas	\$ 2,258,529	0.17%	\$27,500.00	\$ 33,500.00	\$ 8,375.00
Progreso	\$ 39,960,250	3.01%	\$16,896.00	\$ 592,704.00	\$ 148,176.00
Pharr	\$ 1,390,542	0.10%	\$497,902.00	\$ 20,625.00	\$ 5,156.25
San Juan	\$ 14,371,083	1.08%	\$179,807.00	\$ 213,156.00	\$ 53,289.00
Sullivan City	\$ 979,696	0.07%	\$12,357.00	\$ 14,530.00	\$ 3,632.50
Weslaco	\$ 22,190,885	1.67%	\$276,297.00	\$ 329,142.00	\$ 82,285.50
Entity Totals	\$ 286,049,572	21.57%	\$3,604,050.00	\$ 4,242,785.00	\$ 1,060,696.25
<u>Schools:</u>					
Donna	\$ 25,878,894	1.95%	\$ 346,594.00	\$ 383,845.00	\$ 95,961.25
Edcouch-Elsa	\$ 5,811,840	0.44%	\$ 78,739.00	\$ 86,202.00	\$ 21,550.50
Edinburg	\$ 91,175,050	6.87%	\$ 1,190,588.00	\$ 1,352,340.00	\$ 338,085.00
Hidalgo	\$ 9,865,976	0.74%	\$ 126,844.00	\$ 146,336.00	\$ 36,584.00
La Joya	\$ 35,343,013	2.66%	\$ 498,409.00	\$ 524,220.00	\$ 131,055.00
La Villa	\$ 1,461,934	0.11%	\$ 22,868.00	\$ 21,684.00	\$ 5,421.00
Lyford	\$ 204,398	0.02%	\$ 2,750.00	\$ 3,032.00	\$ 758.00
McAllen	\$ 87,002,591	6.56%	\$ 1,247,524.00	\$ 1,290,452.00	\$ 322,613.00
Mercedes	\$ 9,061,330	0.68%	\$ 119,744.00	\$ 134,400.00	\$ 33,600.00
Mission	\$ 35,708,275	2.69%	\$ 477,362.00	\$ 529,638.00	\$ 132,409.50
Monte Alto	\$ 2,536,409	0.19%	\$ 34,303.00	\$ 37,621.00	\$ 9,405.25
PSJA	\$ 68,521,330	5.17%	\$ 902,074.00	\$ 1,016,332.00	\$ 254,083.00
Progreso	\$ 3,921,907	0.30%	\$ 50,615.00	\$ 58,172.00	\$ 14,543.00
Sharyland	\$ 41,774,160	3.15%	\$ 579,614.00	\$ 619,608.00	\$ 154,902.00
So Tx College	\$ 102,464,495	7.73%	\$ 1,291,490.00	\$ 1,519,788.00	\$ 379,947.00
South Texas ISD	\$ 31,882,979	2.40%	\$ 403,420.00	\$ 472,900.00	\$ 118,225.00
Valley View	\$ 12,006,570	0.91%	\$ 157,918.00	\$ 178,086.00	\$ 44,521.50
Weslaco	\$ 34,377,845	2.59%	\$ 448,208.00	\$ 509,902.00	\$ 127,475.50
Entity Total	\$ 598,998,996	45.16%	\$ 7,979,064.00	\$ 8,884,558.00	\$ 2,221,139.50
GRAND TOTALS	\$ 1,326,375,818	100%	\$ 17,039,279.00	\$ 19,673,259.00	\$ 4,918,314.75
BUDGET TOTAL				\$ 19,673,259.00	\$ 4,918,314.75

Review and Action as Necessary on Appraisal District Allocated Cost Payments for Starr County

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

Justification To ensure that the College complies with Section 6.06 item (d) of Property Tax Code, which states:

“Each taxing unit participating in the district is allocated a portion of the amount of the budget equal to the proportion that the total dollar amount of property taxes imposed in the district by the unit for the tax year in which the budget proposal is prepared bears to the sum of the total dollar amount of property taxes imposed in the district by each participating unit for that year.”

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

The estimated allocation for Tax Year 2025, according to the Starr County budget, is in the amount of \$169,143.10 for the Starr County Appraisal District. The first quarterly invoice is due by December 31, 2025. Each taxing unit is responsible for paying its allocation in four equal payments.

At the time of publication of the November 11, 2025 Committee packet, the Starr County Appraisal District had not yet submitted the appraisal-allocated cost amount

Enclosed Documents Appendix A – Changes to Tax Year 2025 Allocations
Appendix B – FY 2026 Allocated Payments for Tax Year 2025

Funding Funds for these expenditures are budgeted in the Starr Appraisal/Collection Fee budget for FY 2025 - 2026.

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

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

The Board of Trustees of South Texas College approves and authorizes the Appraisal District Allocated Cost Payments for Starr County in the amount of \$169,143.10.

Appendix A

Changes to Tax Year 2025 Allocations, in comparison to the previous year, are as follows:

	Tax Levy	<u>Starr County</u>
2025		\$ 169,143.10
2024		160,710.12
Increase/(Decrease)		<u>\$ 8,432.98</u>
Percentage Increase/(Decrease)		<u>5.25%</u>

The changes are based on the Starr County Appraisal District budget with an increase of \$182,087.21 from \$2,128,610.83 to \$2,310,698.04.

Starr Central Appraisal District Allocation for 2026 Budget

TAXING ENTITY	TAX LEVY '25	ALLOCATION %	2025 ENTITY ALLOCATION	PAYMENT AMOUNT OF	PAYMENT OF AMOUNT
STARR COUNTY (M & O, FM/FC, DRAINAGE)	\$23,793,243.44	0.3010	695520.11	(3) 173,880.03	(1) 173,880.02
RIO GRANDE LA GRULLA ISD	\$22,364,649.34	0.283	653927.55	(3) 163,481.90	(1) 163,481.85
ROMA ISD	\$9,935,036.63	0.1257	290454.74	(3) 72,613.70	(1) 72,613.64
SAN ISIDRO ISD	\$1,297,324.00	0.0164	37895.45	(3) 9,473.86	(1) 9,473.87
STARR CO HOSPITAL	\$8,748,000.41	0.1107	255794.27	(3) 63,948.57	(1) 63,948.56
SOUTH TEXAS COLLEGE	\$5,785,607.57	0.0732	169143.10	(3) 42,285.77	(1) 42,285.79
CITY OF RIO GRANDE	\$4,909,023.17	0.0621	143494.35	(3) 35,873.60	(1) 35,873.55
CITY OF ROMA	\$1,980,002.72	0.0251	57998.52	(4) 14,499.63	
CITY OF ESCOBAR	\$224,028.32	0.0028	6469.95	(3) 1617.50	(1) 1,617.45
	\$79,036,915.60	1.0000	2310698.04		

NOTE FORMULA: ENTITY LEVY/TOTAL TAX LEVY(\$79,036,915.60)=ALLOCATION %.

TOTAL APPRAISAL DISTRICT BUDGET (\$2,310,698.04) X ALLOCATION % = ENTITY ALLOCATION AMOUNT



Starr Central Appraisal District

100 N. FM 3167, STE 300
Rio Grande City, Texas 78582
Phone: 956-487-5613 Fax: 956-487-8555

BOARD OF DIRECTORS

Rogelio Olivarez, Chairman
Encarnacion Saenz, III, Secretary
Eloy Garza, Member
Judge Eloy Vera, Member
Jaime Escobar, Member

Sonia R. Garza
Chief Appraiser

November 18, 2025

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

Dear Dr. Solis:

In accordance with section 6.06 of the Texas Property Code, I am hereby submitting a payment schedule for 2026 based on the 2026 budget and your tax levy for 2025 – 2026.

Total allocation for the year 2026 is	<u>\$169,143.10</u>
First quarter installment for 2026 due 12/31/2025	\$42,285.77
Second quarter installment for 2026 due 03/31/2026	\$42,285.77
Third quarter installment for 2026 due 06/30/2026	\$42,285.77
Fourth quarter installment for 2026 due 9/30/2026	\$42,285.79

Please remit all payments to Starr Central Appraisal District, 100 N. FM 3167 STE 300, Rio Grande City, Texas 78582. If you may have any questions, please feel free to contact me at the office. Your full cooperation in this matter is greatly appreciated.

Respectfully,

Sonia R. Garza, RPA, CTA, CCA
Starr Central Appraisal District Chief Appraiser

SG: mrl

xc: Mr. Jesus Ramirez, Attorney
xc: Ms. Rose Benavides, Chairperson
xc: Ms. Maricarmen Ramirez, Accts. Payable
xc: Ms. Yvette M. Ortiz, Business Office

Discussion and Action as Necessary on Proposed Parking Citation Forgiveness Program

Purpose To approve the proposed Parking Citation Forgiveness Program, which is a new initiative aimed at supporting the College food pantry and the Jaguar closet.

Justification The program will allow students with qualifying parking citations the opportunity to bring in donations from an approved donation list in exchange for waiving qualifying citations from their parking record. Two options have been prepared for the Board's review and feedback.

The program will occur three times a year (Fall, Spring, Summer), for a designated one-week period. Donations will be accepted one time per program period for each student who qualifies.

The total of the unpaid citations by employee classifications is as follows:

Unpaid Citations (February 2023 to September 2025)	
Unpaid Citation by Employee Classifications	Amount
Student	\$47,405
Faculty/Staff	\$1,840
DMV Owner	\$90,500
Guest	\$2,795
Unidentified	\$21,925
Unpaid Citations	\$164,465

Additional Information The Finance, Audit, and Human Resources Committee did not make a recommendation on this item and asked that two (2) options be presented to the full Board of Trustees for deliberation and action.

Enclosed Documents Appendix A – PowerPoint Presentation
Appendix B – Procedures

Funding No funding required.

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

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 one of the proposed Options presented for the Parking Citation Forgiveness Program as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President



Parking Citation Forgiveness Program

Cindy Zavala
Parking and Security Services Manager

Parking Office

Manages campus parking in a way that is organized, fair, and supportive of the college community's needs by ensuring:

- **Efficient Use of Space**
- **Safety and Accessibility**
- **Supporting Campus Operations**
- **Promoting Responsibility and Community**



Current Parking Outreach



- Grace Periods
- Flyers
- Awareness Assessment
- Appeals
- Outreach

Workday Integration



- Future Workday Student system parking permit integration.

Parking Citation Forgiveness Program



- A new initiative aimed at supporting the College food pantry and the Jaguar closet.
- Opportunity of waiving qualifying parking citations from the T2 parking system by bringing in donations from an approved donation list.
- Donations will be accepted one time per program period for each student that qualifies.

Benefits of Program



- Supports Individuals with Citations
- Strengthens College Food Pantry and Jaguar Closet
- Fosters Community Engagement

Approved Donation List



All donated items must be new, unexpired, sealed or unopened, have clearly printed labels, and cans must be free of dents.

Canned Items	Minimum Sizes	Hygienic Items	Minimum Sizes
Vegetables	14 oz	Deodorant	16 oz
Beans	14 oz	Bar Soap	2 oz
Soups	14 oz	Toothpaste	4 oz
Fruits	8 oz	Shampoo	15 oz
Ravioli/SpaghettiOs	8 oz	Conditioner	15 oz
Chile	8 oz	Toothbrush	Single
Chicken	8 oz		
Tomato Sauce	4 oz		
Vienna Sausage	4 oz		
Spam	2.5 oz		

Parking Citation Forgiveness Program Options



- Program is for three times a year (Fall, Spring, Summer) for a designated one-week period.
- Students who have qualifying parking citations can participate by bringing donations from an approved donation list to the Department of Public Safety in exchange of waiving qualifying parking citations.

Program Options		
Options	Number of Citations	Waive
Option 1	1 to 2	1 to 2 citations
Option 2	Greater than 2	Highest Citation (1)

Option 1



- **One to two** qualifying parking citations will be waived from the T2 parking system for each student that qualifies in exchange of a donation.
- If the student does not have an active parking permit, a parking permit must be purchased at the time of donation.

Program Requirements	
Citations	Donations Needed
One Parking Citation	7 items
Two Parking Citations	14 items

Option 2



- On any qualifying parking citations **greater than 2**, the parking citation with the highest fee will be waived from the T2 parking system for each student that qualifies in exchange of a donation.
- If the student does not have an active parking permit, a parking permit must be purchased at the time of donation.

Program Requirements	
Citations	Donations Needed
Highest Citation (1)	20 items

Classification, Parking Fees, and Violations	Meets Qualifications	Does Not Meet Qualifications
Who Qualifies	Students	Faculty/Staff Other (Visitors, etc.)
Citation Fees	1 st Citation \$30 2 nd Citation \$50 3 rd Citation \$80 4 th Citation \$100	Warning \$0 5 th Citation \$120 Vehicle Boot Removal Fee \$100 Handicap Citation \$150 Fire Lane 1 st Citation \$50 Fire Lane 2 nd Citation \$90
List of Parking Citations	<ul style="list-style-type: none"> • No parking permit displayed • Expired parking permit displayed • Improper display of parking permit, including not permanently affixing the permit in the proper location and/or using glue or tape rather than the permit adhesive • Parking where prohibited by signs or markings (Faculty/Staff, Visitor, Reserved, Loading/Unloading) • Parking in visitor spaces, with or without a permit, while a student at South Texas College • Parking in visitor spaces for longer than the allotted time • Parking where there is no designated parking space • Double Parked (encroaching on another parking space). 	<ul style="list-style-type: none"> • Misuse of parking permit • Parking alongside islands and curbs marked "No Parking" or painted red (Fire Lane) • Dropping off persons or items in a "No Parking" or "No Dropping Off" area • Parking in a disabled parking space without properly displaying a valid disabled placard/license plate issued by the State of Texas. Disabled spaces are only to be used by those individuals whom the disabled placard/license plate was issued to.



**THANK
YOU!**

Parking Citation Forgiveness Program Procedures

A new initiative aimed at supporting the College food pantry and the Jaguar closet. The program gives the opportunity to bring in donations from an approved donation list in exchange for waiving qualifying parking citations from the T2 parking system.

1) Program works as follows:

- Three times a year (Fall, Spring, Summer) for a designated one-week period.
- Students who have qualifying parking citations can participate once per program period by bringing donations from an approved donation list to the Department of Public Safety in exchange of waiving qualifying parking citations.

2) Benefits:

- **Supporting Individuals with Citations:** Gives those facing parking citation penalties a practical way to reduce their burden through community service in the form of donations rather than fines or other penalties. It creates a pathway for people to take positive action toward resolving their citations.
- **Strengthening the Student Food Pantry and Jaguar Closet:** By aligning parking citation forgiveness with donations, we simultaneously increase vital resources for the college food pantry and Jaguar closet. This helps address food insecurity among students, an issue that often goes unnoticed.
- **Fostering Community Engagement:** Encourages a culture of giving and mutual support. It creates goodwill, shows understanding for those facing parking citations, and highlights the importance of helping others in need. Aligns with the caring campus initiative.

3) Approved Donation Items and Minimum Sizes

All donated items must be new, unexpired, sealed or unopened, have clearly printed labels, and cans must be free of dents.

Canned Items	Minimum Sizes	Hygienic Items	Minimum Sizes
Vegetables	14 oz	Deodorant	16 oz
Beans	14 oz	Bar Soap	2 oz
Soups	14 oz	Toothpaste	4 oz
Fruits	8 oz	Shampoo	15 oz
Ravioli/SpaghettiOs	8oz	Conditioner	15 oz
Chili	8 oz	Toothbrush	Single
Chicken	8 oz		
Tomato Sauce	8 oz		
Vienna Sausage	4 oz		
Spam	2.5 oz		

4) Program Requirements:

- **Option 1:** One to two qualifying parking citations will be waived from the T2 parking system for each student that qualifies in exchange of a donation. If the student does not have an active parking permit, a parking permit must be purchased at the time of donation.

Option 1 Requirements	
Citations	Donations Needed
One Parking Citation	7 items
Two Parking Citations	14 items

- **Option 2:** On any qualifying parking citations greater than 2, the parking citation with the highest fee will be waived from the T2 parking system for each student that qualifies in exchange of a donation. If the student does not have an active parking permit, a parking permit must be purchased at the time of donation.

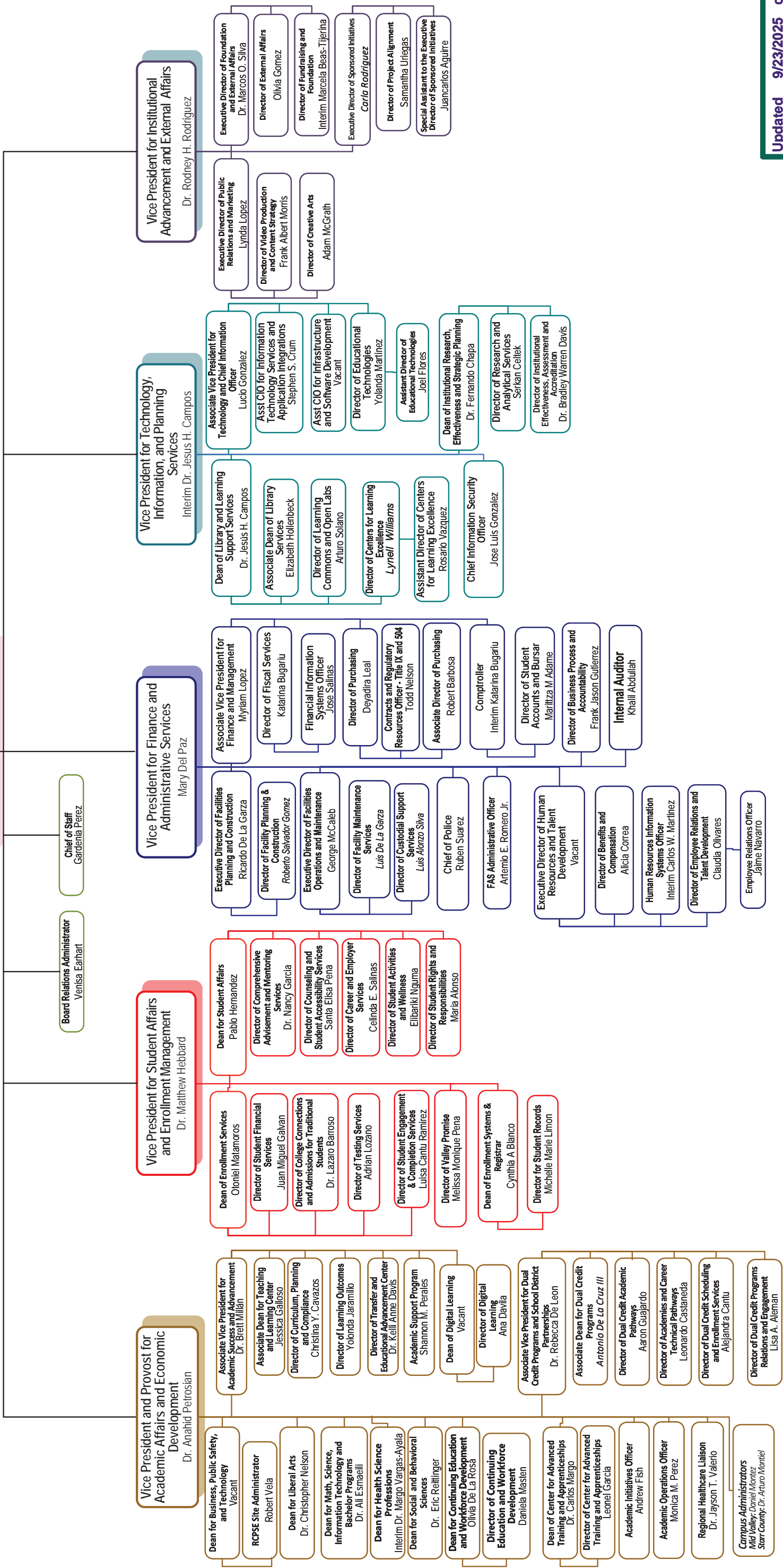
Option 2 Requirements	
Citations	Donations Needed
Highest Parking Citation (1)	20 items

5) Qualifications

Classifications, Parking Fees, and Violations	Meets Qualifications	Does Not Meet Qualifications
Who qualifies?	<ul style="list-style-type: none"> • Students 	<ul style="list-style-type: none"> • Faculty/Staff • Other (Visitors, DMV Owners, etc.)
Citation fee amounts	<ul style="list-style-type: none"> • 1st Citation \$30 • 2nd Citation \$50 • 3rd Citation \$80 • 4th Citation \$100 	<ul style="list-style-type: none"> • Warning \$0 • 5th Citation \$120 • Vehicle Boot Removal Fee \$100 • Handicap Citation \$150 • Fire Lane 1st Citation \$50 • Fire Lane 2nd Citation \$90
List of citations	<ul style="list-style-type: none"> • No parking permit displayed • Expired parking permit displayed • Improper display of parking permit, including not permanently affixing the permit in the proper location and/or using glue or tape rather than the permit adhesive • Parking where prohibited by signs or markings (Faculty/Staff, Visitor, Reserved, Loading/Unloading) • Parking in visitor spaces, with or without a permit, while a student at South Texas College • Parking in visitor spaces for longer than the allotted time • Parking where there is no designated parking space • Double Parked (encroaching on another parking space) 	<ul style="list-style-type: none"> • Misuse of parking permit • Parking alongside islands and curbs marked “No Parking” or painted red (Fire Lane) • Dropping off persons or items in a “No Parking” or “No Dropping Off” area. • Parking in a disabled parking space without properly displaying a valid disabled placard/license plate issued by the State of Texas. Disabled spaces are only to be used by those individuals whom the disabled placard/license plate was issued to.

Review and Discussion of College's Current Organizational Chart

Purpose	Dr. Ricardo J. Solis will discuss the College's current organizational chart with the Board.
Justification	Dr. Alejo Salinas, Jr., Chairman of the Board of Trustees, requested that the College President discuss the College's current Organizational Chart.
Enclosed Documents	Appendix A - Current organizational chart for South Texas College
Funding	No funds are required.
Staff Resource	Dr. Ricardo J. Solis, President
Recommendation	No action is necessary on this item.



Review and Discussion of Executive Leadership Succession Plan

Purpose	Dr. Ricardo J. Solis, President will discuss the Executive Leadership Succession Plan with the Board.
Justification	Dr. Alejo Salinas, Jr., Chairman of the Board of Trustees, requested that the College President discuss the Executive Leadership succession plan as per Board Goal Number 9 developed in November 2024.
Enclosed Documents	None
Funding	No funds are required.
Staff Resource	Dr. Ricardo J. Solis, President
Recommendation	No action is necessary on this item.

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 at the September 9, 2025, Committee Meeting and was deferred until protocols can be reviewed by the entire Board of Trustees. At the September 23, 2025 Board Meeting, the item was deferred, and no action was taken.

This item was presented at the October 14, 2025, Committee Meeting and was deferred until the October Board Meeting. At the October 28, 2025 Board Meeting, the item was deferred, and no action was taken. This item was presented at the November 11, 2025 Committee Meeting and was deferred until the November Board Meeting.

Enclosed Appendix A – Internal Audit Charter

Documents 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.

**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 **Chief** 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 Chief Internal Auditor will submit to ~~President 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 Chief 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 Chief 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 Chief Internal Auditor will report functionally to ~~the President and~~ the Board for all audit matters (e.g., charter, risk assessment, audit plan, scope, results and performance evaluations), and administratively (*i.e., day to day operations*) to the Vice President of Finance and Administrative Services for day-to-day matters (e.g., payroll, leave, workspace, procurement).

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

SCOPE OF ACTIVITIES

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

- Risks are appropriately identified and managed;
- Significant financial, managerial, and operating information is accurate, reliable, and timely;

- Employees' actions are in compliance with policies, standard, procedures, and applicable laws and regulations;
- Resources are acquired economically, used efficiently, and adequately protected;
- Established objectives and goals are met and whether operations or activities are being conducted as planned;
- Quality and continuous improvement are fostered in the institution's control process.

Consulting Services are advisory and include other service activities such as counsel, advice, facilitation, training, and participation on standing or temporary management committees or project teams. The objective of consulting services is to add value in the development or modification of organization processes, procedures, and controls to minimize risk and achieve department objectives. Accepted consulting engagements will be included in the audit plan. Before any consulting service, not requested by the College President, is initiated, it must be presented to the Board and approved by them in accordance with Board Policy CDC (Local).

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 Chief Internal Auditor has a responsibility to:

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

- Identify indicators of fraud and facilitate the investigation of suspected fraudulent activities within the organization;
- Act as liaison between the College and external auditors, including the review of their findings and the follow-up on necessary corrective action;

RESPONSIBILITIES (Cont.)

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

QUALITY ASSURANCE AND IMPROVEMENT PROGRAM

The internal audit function will maintain a quality assurance and improvement program that covers all aspects of the internal audit activity. The program will include an evaluation of the internal audit function's conformance with the Definition of Internal Auditing and the IIA Standards and an evaluation of whether internal auditors apply the Code of Ethics. The program also assesses the efficiency and effectiveness of the internal audit function and identifies opportunities for improvement. The **Chief** 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 **Chief** 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
Vice President for Finance and Administrative Services

Date

Dr. Ricardo J. Solis
President

Date

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

Date

Dr. Alejo Salinas Jr.
Chair, Board of Trustees

Date

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

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
 6. 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 at the September 9, 2025, Committee Meeting and was deferred until the September 23, 2025 Board Meeting. At the September 23, 2025 Board Meeting, the item was deferred, and no action was taken.

This item was presented at the October 14, 2025, Committee Meeting and was deferred until the October Board Meeting. At the October 28, 2025 Board Meeting, the item was deferred, and no action was taken. This item was presented at the November 11, 2025 Committee Meeting and was deferred until the November 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

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



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

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



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

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

Other Activities

Annual Financial Report ICAFR1
Risk Assessment & Audit Plan
Internal Audit Annual Report

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 Contracting Construction Services for the District Wide Directional Wayfinding Signage
- b. Approval on Final Completion of the Regional Center for Public Safety Excellence Perimeter Fence

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 – b" of the Facilities Committee Consent Agenda as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President

Consent Agenda:

a. Approval on Contracting Construction Services for the District Wide Directional Wayfinding Signage

Purpose	To contract construction services for the project.
Justification	<p>On February 25, 2025, the Board of Trustees approved the solicitation of construction services for the project.</p> <p>The projects consist of installing updated facility signage district-wide.</p> <p>The proposed scope of work is summarized as follows:</p> <ul style="list-style-type: none">• Installation of new facility signage• Installation of updated facility signage
Enclosed Documents	<p>Appendix A – RFP Solicitation Information</p> <p>Appendix B – Project Presentation</p> <p>Appendix C – Ranking and Evaluations of Respondents</p> <p>Appendix D – Fact Sheet</p>
Funding	<p>The total estimated cost of the District Wide Facility Signage Project 2025-029C is \$500,000.</p> <p>The funds are available in the Unexpended Construction Plant Fund for use in FY 2025 – 2026.</p> <p>The total estimated cost of the District Wide Signage Replacement Project 2025-028R is \$250,000.</p> <p>The funds are available in the Renewals and Replacements Fund for use in FY 2025 – 2026.</p>
Staff Resource	<p>Ricardo de la Garza, Executive Director for Facilities Planning & Construction</p> <p>Mary Del Paz, Vice President for Finance and Administrative Services</p>
Recommendation	The Facilities Committee recommended Board approval to authorize contracting construction services with The Sign Depot in the amount of \$249,264 for the District Wide Directional Wayfinding Signage project as presented.

Appendix A
RFP Solicitation Information

Advertised on	September 17, 2025 and September 24, 2025
RFP Responses Due	October 2, 2025
RFP Issued To	Five Hundred Eighty (580) Vendors
Responses Received From	Four (4) Vendors, of which two (2) submitted incomplete required documentation; therefore, they were not considered.
Responses Reviewed By	Facilities Operations & Maintenance, Facilities Planning & Construction, and Purchasing Departments

Appendix B
Project Presentation follows in the packet.

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

Appendix D
Fact Sheet follows in the packet.



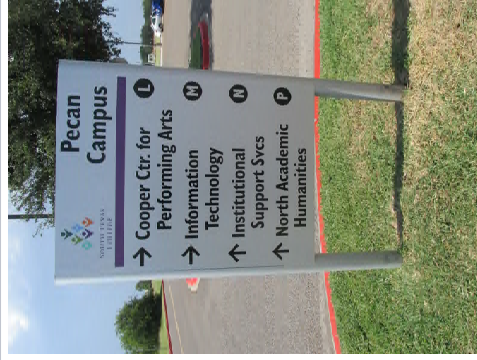
DISTRICT WIDE

Directional Wayfinding Signage



EXISTING DIRECTIONAL WAYFINDING SIGNAGE

EXISTING DIRECTIONAL WAYFINDING SIGNAGE



Existing Vehicular Wayfinding Signage



Existing Parking Lot Wayfinding Signage



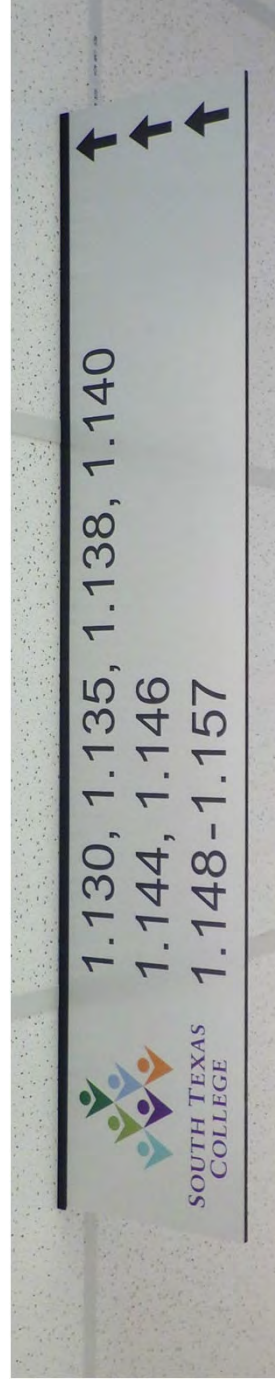
Existing Pedestrian Wayfinding Signage

PROPOSED DIRECTIONAL WAYFINDING SIGNAGE



Existing Directory Wayfinding Signage

PROPOSED DIRECTIONAL WAYFINDING SIGNAGE



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

Existing Interior Wayfinding Signage

EXISTING DIRECTIONAL WAYFINDING SIGNAGE



Existing Wayfinding Property Signage
(600 West Parking Lot)

PROPOSED DIRECTIONAL WAYFINDING SIGNAGE

PROPOSED DIRECTIONAL WAYFINDING SIGNAGE



Vehicular Wayfinding Signage

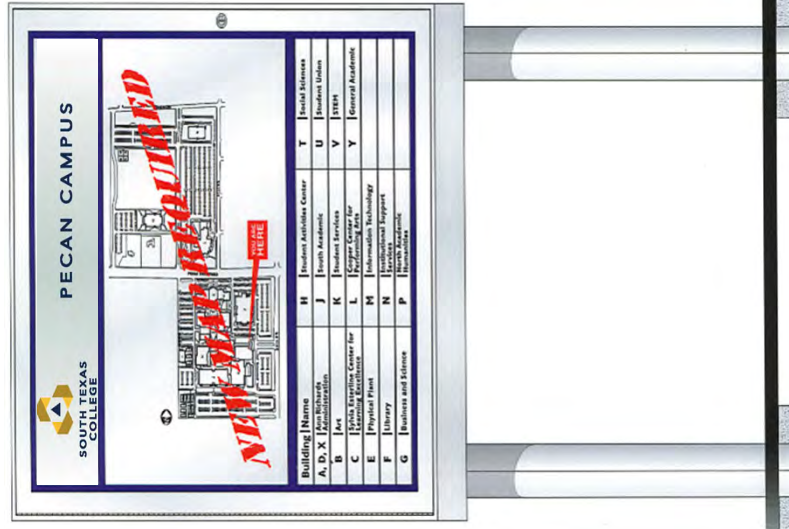


Parking Lot Wayfinding Signage



Pedestrian Wayfinding Signage

PROPOSED DIRECTIONAL WAYFINDING SIGNAGE




A, D, X	Ann B. Richards Administration
G	Business and Science
K	Student Services
L	Cooper Center for Performing Arts
P	North Academic Humanities
T	Social Sciences
U	Student Union
V	STEM
Y	General Academic

Directory Wayfinding Signage


PROPOSED DIRECTIONAL
WAYFINDING SIGNAGE





SOUTH TEXAS
COLLEGE

1.130, 1.135, 1.138, 1.140
1.148 - 1.157
1.144, 1.146



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

Interior Wayfinding Signage

PROPOSED DIRECTIONAL WAYFINDING SIGNAGE



Wayfinding Property Signage (600 West Parking Lot
and Starr County Campus North Entrance)

Phase I - Building Signage	\$500,000
Phase II - Entry Monument Signs	\$1,040,000
Phase III - Exterior Wayfinding Signage	\$250,000
Phase IV - Interior Facility Signage	\$250,000

PROPOSED BUDGET



**SOUTH TEXAS COLLEGE
RE-BID DISTRICT WIDE EXTERIOR WAYFINIDING SIGNAGE
PROJECT NO. 25-26-1019**

NAME		Bayou Graphics	HPAM Sign Pro LLC	Huntington Sky Production dba Fastsigns	The Sign Depot
ADDRESS		11321 Neeshaw Drive	1516 Shiloh Ave	1009 S 77 Sunshine Strip	105 E Interstate 2 Ste F
CITY/STATE/ZIP		Houston, TX 77065	Bryan, TX 77803	Harlingen, TX 78550	Pharr, TX 78577
PHONE		832-912-8200		956-266-7276	956-687-7446
CONTACT		Kurt Stanley	Seth Sullivan	Ernest Macias	Ruben Cepeda
#	Description	Proposed	Proposed	Proposed	Proposed
1	Replacement of Existing Signage and Installation of New Signs District Wide	\$ 170,487.62	\$ 239,191.87	\$ 297,200.00	\$ 249,264.00
2	Bid Bond Provided	No	No	Yes	Yes
TOTAL EVALUATION POINTS		****	****	81.03	91.8
RANKING		****	****	2	1

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



****The vendor's proposals were incomplete, therefore not considered or evaluated.

**SOUTH TEXAS COLLEGE
RE-BID DISTRICT WIDE EXTERIOR WAYFINDING SIGNAGE
PROJECT NO. 25-26-1019
EVALUATION SUMMARY**

VENDOR		Huntington Sky Production dba Fastsigns		The Sign Depot	
ADDRESS		1009 S 77 Sunshine Strip		105 E Interstate 2 Ste F	
CITY/STATE/ZIP		Harlingen, TX 78550		Pharr, TX 78577	
PHONE		956-266-7276		956-687-7446	
CONTACT		Ernest Macias		Ruben Cepeda	
1	The Respondent's price proposal. (up to 45 points)	38.54	38.54	45	45
		38.54		45	
		38.54		45	
		38.54		45	
		38.54		45	
2	The Respondent's experience and reputation. (up to 10 points)	8	8.6	8	8.3
		9		8	
		9		8.5	
		9		9	
		8		8	
3	The quality of the Respondent's goods or services. (up to 10 points)	8	8.6	8	8.4
		9		8	
		9		9	
		9		9	
		8		8	
4	The Respondent's safety record. (up to 5 points)	4	4.2	4	4
		4		4	
		4		4.5	
		5		3.5	
		4		4	
5	The Respondent's proposed personnel. (up to 8 points)	6	6.8	6	6.8
		7		7	
		7		7	
		7		7	
		7		7	
6	The Respondent's financial capability in relation to the size and scope of the project. (up to 8 points)	7	7.1	7	6.6
		7		7	
		7.5		7	
		7		6	
		7		6	
7	The Respondent's organization and approach to the project. (up to 6 points)	5	4.8	5	4.7
		5		5	
		5		5	
		5		4.5	
		4		4	
8	The Respondent's time frame for completing the project. (up to 7 points)	1.39	1.39	7	7
		1.39		7	
		1.39		7	
		1.39		7	
		1.39		7	
9	The impact on the ability to the district to comply with the laws and rules relating to historically underutilized business. (up to 1 point)	1	1	1	1
		1		1	
		1		1	
		1		1	
		1		1	
TOTAL EVALUATION POINTS		81.03		91.8	
RANKING		2		1	

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

Project Fact Sheet
11/5/2025

Project Name		District Wide - Facility Signage		Project No.		2025-029C		
Funding Source(s):		Unexpended Plant Fund						
		FY 24-25			FY 24-25			
		<div> <div> <div>Total</div> <div>FY 24-25</div> <div>Variance of</div> </div> <div> <div>Project Budget</div> <div>Actual</div> <div>Project Budget</div> </div> <div> <div>Expenditures</div> <div>Expenditures</div> <div>vs. Actual</div> </div> <div> <div>Expenditures</div> <div>Expenditures</div> <div>Expenditures</div> </div> </div>			<div> <div>Total</div> <div>FY 25-26</div> <div>Variance of</div> </div> <div> <div>Project Budget</div> <div>Actual Expenditures</div> <div>Project Budget</div> </div> <div> <div>Expenditures</div> <div>Expenditures</div> <div>vs. Actual</div> </div> <div> <div>Expenditures</div> <div>Expenditures</div> <div>Expenditures</div> </div>			<div>Total Actual</div> <div>Expenditures To</div> <div>Date</div>
Construction:		\$ 500,000.00	\$ 8,012.26	\$ 491,987.74	\$ 750,000.00	\$ -	\$ 750,000.00	\$ 8,012.26
Design:		-	-	-	-	-	-	-
Miscellaneous:		-	-	-	-	-	-	-
FFE:		-	-	-	-	-	-	-
Technology:		-	-	-	-	-	-	-
Total:		\$ 500,000.00	\$ 8,012.26	\$ 491,987.74	\$ 750,000.00	\$ -	\$ 750,000.00	\$ 8,012.26
Project Team		Board Status						
Approval to Solicit : N/A		Board Approval of Schematic Design N/A			Contract Amount		Actual Expenditures	
Architect/Engineer: N/A					Vendor		Variance	
Contractor: TBD					TBD \$ -		\$ - \$ -	
Contractor: TBD								
STC FPC Project Manager: David Valdez		Substantial Completion TBD			Board Acceptance TBD			
		Final Completion TBD			Board Acceptance TBD			
Project Description		Project Scope						
Provide New Facility Signage at each campus District Wide.		Design and installation of Facility Signage District Wide.						
Projected Timeline								
Board Approval to Solicit Architect/Engineer	Board Approval of Architect/Engineer	Board Approval of Schematic Design	Board Approval of Contractor	Construction Start Date	Board Approval of Substantial Completion Date	Board Approval of Final Completion Date	FFE Completion of Move In	
N/A	N/A	2/18/2025	8/26/2025	9/29/2025	1/25/2026	2/24/2026	N/A	
Project Calendar of Expenditures by Fiscal Year								
Fiscal Year	Construction	Design	Miscellaneous	FFE	Tech	Project Total		
2024-25	8,012.26	-	-	-	-	\$ 8,012.26		
2025-26	-	-	-	-	-	\$ -		
Project Total	\$ 8,012.26	\$ -	\$ -	\$ -	\$ -	\$ 8,012.26		
Current Agenda Item								
11/11/2025 Facilities Committee Meeting - Review and Recommend Action on Contracting Construction Services for the District Wide Directional Wayfinding Signage								
								
Facility Signage								

FPC Project Manager

David A. Valdez

FPC Director



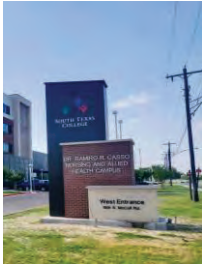

Robert S. Downey

FPC Executive Director

Rd9



Project Fact Sheet
10/29/2025

Project Name				District Wide - Signage Replacement				Project No.		2025-028R	
Funding Source(s):				Renewals & Replacements Fund							
				FY 24-25			FY 25-26			Total Actual Expenditures To Date	
				Total Project Budget	FY 24-25 Actual Expenditures	Variance of Project Budget vs. Actual Expenditures	Total Project Budget	FY 25-26 Actual Expenditures	Variance of Project Budget vs. Actual Expenditures		
Construction:				\$ 250,000.00	\$ -	\$ 250,000.00	\$ 250,000.00	\$ -	\$ 250,000.00	\$ -	
Design				-	-	-	-	-	-	-	
Miscellaneous:				-	262.50	(262.50)	-	-	-	262.50	
FFE:				-	-	-	-	-	-	-	
Technology:				-	-	-	-	-	-	-	
Total:				\$ 250,000.00	\$ 262.50	\$ 249,737.50	\$ 250,000.00	\$ -	\$ 250,000.00	\$ 249,737.50	
Project Team				Board Status							
Approval to Solicit : N/A Architect/Engineer: N/A Contractor: TBD Contractor: TBD				Board Approval of Schematic Design N/A		Contract		Actual			
						Vendor	Amount	Expenditures	Variance		
						TBD	\$ -	\$ -	\$ -	-	
STC FPC Project Manager: David Valdez				Substantial Completion TBD		Board Acceptance TBD					
				Final Completion TBD		Board Acceptance TBD					
Project Description				Project Scope							
Replacing and Updating the existing College Signage at each campus District Wide.				Design and installation to replace existing College signage (Entry Monument, Facility, and Directional Wayfinding Signage District Wide.							
Projected Timeline											
Board Approval to Solicit Architect/Engineer	Board Approval of Architect/Engineer	Board Approval of Schematic Design	Board Approval of Contractor	Construction Start Date	Board Approval of Substantial Completion Date	Board Approval of Final Completion Date		FFE Completion of Move In			
N/A	N/A	2/18/2025	10/8/2025	11/30/2025	3/24/2026	4/28/2026		N/A			
Project Calendar of Expenditures by Fiscal Year											
Fiscal Year	Construction	Design	Miscellaneous	FFE	Tech	Project Total					
2024-25	-	-	262.50	-	-	\$ 262.50					
2025-26	-	-	-	-	-	\$ -					
Project Total	\$ -	\$ -	\$ 262.50	\$ -	\$ -	\$ 262.50					
Current Agenda Item											
11/11/2025 Facilities Committee Meeting - Review and Recommend Action on Contracting Construction Services for the District Wide Directional Wayfinding Signage											
<div><div><p>Directional Wayfinding Signage</p></div><div><p>Directional Wayfinding Signage</p></div><div><p>Entry Monument Signage</p></div><div><p>Interior Facility Wayfinding Signage</p></div></div>											

FPC Project Manager

David A. Valdez

FPC Director

Robert S. Boney

FPC Executive Director

Rafael

Consent Agenda:

**b. Approval on Final Completion of the Regional Center for Public Safety
Excellence Perimeter Fence**

Purpose	To approve final completion and release of final payment for the project.
Justification	<p>On October 28, 2025, the Board of Trustees approved Substantial Completion of this project.</p> <ul style="list-style-type: none">• Contractor: AJ3 Construction, LLC. <p>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 \$118,139.76.</p>
Enclosed Documents	<p>Appendix A – Current Budget Status Appendix B – Photos Appendix C – Final Completion Letter Appendix D – Fact Sheet</p>
Funding	The funds for the Regional Center for Public Safety Excellence Perimeter Fence Project 2022-009C are available in the Unexpended Construction Plant Fund for use in FY 2025 – 2026.
Staff Resource	<p>Ricardo de la Garza, Executive Director for Facilities Planning & Construction Mary Del Paz, Vice President for Finance and Administrative Services</p>
Recommendation	The Committee recommended Board approval of final completion and release of final payment with AJ3 Construction, LLC. in the amount of \$80,070.17 for the Regional Center for Public Safety Excellence Perimeter Fence project presented.

Appendix A
Current Budget Status

Regional Center for Public Safety Excellence Perimeter Fence					
Construction Budget	Approved Proposal Amount	Net Total Change Orders	Current Project Cost	Previous Amount Paid	Remaining Balance
\$168,000.00	\$118,139.76	\$0	\$118,139.76	\$38,069.59	\$80,070.17

Appendix B
Photos follow in the packet.

Appendix C
Final Completion Letter follows in the packet.

Appendix D
Fact Sheet follows in the packet.

Regional Center for Public Safety Excellence Perimeter Fence



Regional Center for Public Safety Excellence Perimeter Fence





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

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

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

November 03 , 2025

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

Re: 24-25-1018 Regional Center for Public Safety Excellence Perimeter Fence

South Texas College Facilities Planning and Construction recommends Final Acceptance of the STC **Regional Center for Public Safety Excellence Perimeter** Fence as of **October 30, 2025** and recommends release of final payment to AJ3 Construction, LLC.

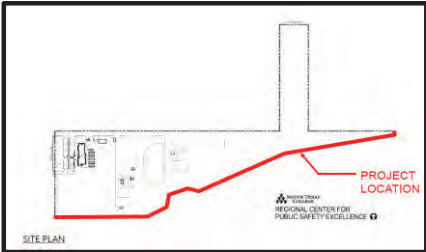


If you have any questions, please contact our office.

Sincerely,

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

Project Fact Sheet

10/29/2025

Project Name: Regional Center for Public Safety Excellence - Perimeter Fence					Project No. 2022-009C				
Funding Source(s): Unexpended Plant Fund									
		FY 23-24			FY 24-25				
			FY 23-24 Actual	Variance of Project Budget vs. Actual		FY 23-24 Actual	Variance of Project Budget vs. Actual	Total Actual Expenditures To Date	
	Total Project Budget	Project Budget	Expenditures	Expenditures	Project Budget	Actual Expenditures	Expenditures		
Construction:	\$ 168,000.00	\$ 168,000.00	\$ -	\$ 168,000.00	\$ 168,000.00	\$ 38,069.59	\$ 129,930.41	\$ 38,069.59	
Design	5,000.00	5,000.00	-	5,000.00	5,000.00	-	5,000.00	-	
Miscellaneous:	20,000.00	20,000.00	-	20,000.00	19,500.00	502.12	18,997.88	502.12	
FFE:	-	-	-	-	-	-	-	-	
Technology:	-	-	-	-	-	-	-	-	
Total:	\$ 193,000.00	\$ 193,000.00	\$ -	\$ 193,000.00	\$ 192,500.00	\$ 38,571.71	\$ 153,928.29	\$ 38,571.71	
Project Team					Board Status				
Approval to Solicit Architect/Engineer: N/A Architect/Engineer: N/A Contractor: AJ3 Construction LLC					Vendor Contract Amount Actual Expenditures Variance				
					AJ3 Construction LLC \$ 118,139.76 \$ - \$ 118,139.76				
STC FPC Project Manager: David Valdez					Board Approval of Schematic Design N/A				
					Substantial Completion TBD Board Acceptance TBD				
					Final Completion TBD Board Acceptance TBD				
Project Description					Project Scope				
Add perimeter fence along the West and South Side of the Regional Center for Public Safety Property					Construction of approximately 4,200 linear feet of 8 foot height chain link perimeter fence along the south side of the Regional Center for Public Safety Excellence.				
Projected Timeline									
Board Approval to Solicit Architect/Engineer	Board Approval of Architect/Engineer	Board Approval of Schematic Design	Board Approval of Contractor	Construction Start Date	Board Approval of Substantial Completion Date	Board Approval of Final Completion Date	FFE Completion of Move In		
N/A	N/A	N/A	4/8/2025	5/28/2025	10/28/2025	11/27/2025	N/A		
Project Calendar of Expenditures by Fiscal Year									
Fiscal Year	Construction		Design	Miscellaneous		FFE	Technology		Project Total
2024-25	\$	38,069.59	\$ -	\$	502.12	\$ -	\$	-	\$ 38,571.71
Project Total	\$	38,069.59	\$ -	\$	502.12	\$ -	\$	-	\$ 38,571.71
Current Agenda Item									
11/11/2025 Facilities Committee Meeting - Review and Recommend Action on Final Completion of the Regional Center for Public Safety Excellence Perimeter Fence									
<div style="display: flex; justify-content: space-around; align-items: flex-start;"> <div style="text-align: center;">  <p>SITE PLAN</p> <p>PROJECT LOCATION</p> </div> <div style="text-align: center;">  </div> <div style="text-align: center;">  </div> </div> <p>Proposed Layout</p>									

FPC Project Manager

David A Valdez

FPC Director

Robert S. Henry

FPC Executive Director

R. Henry

Review and Recommend Action as Necessary on the Process for the Selection of On-Call Services from Architects and Engineers

Purpose To review and take action as necessary on the process for the selection of on-call architectural and engineering services for district-wide construction projects.

Justification A pre-approved pool of architectural, civil engineering, and mechanical, electrical, and plumbing (MEP) engineering firms reduces the estimated project schedules by eliminating the need to solicit qualifications on a project-by-project basis.

On November 11, 2025, the Facilities Committee discussed procurement processes for on-call professional services with legal counsel.

Based on the discussion, College staff has provided the following three (3) step process for firm selection and project assignment for the Board's review.

Step 1		Submittal Requirement
1	Execution of Offer	Pass/Fail
2	Grant Forms (if required)	Pass/Fail
3	References for Three (3) Projects	Pass/Fail

Step 2	
1	Staff will evaluate and rank the Request for Qualifications per the Board's approved criteria.
	1. Statement of Interest – 100 points 2. Prime Firm – 100 points 3. Project Team – 100 points 4. Representative Projects – 100 points 5. References – 100 points 6. Project Execution – 100 points
2	Staff will present to the Facilities Committee all the qualified firms and recommend the number and names of the firms to be placed in the pool based on the number of projects.
3	The Facilities Committee will recommend for approval to the Board of Trustees the number and names of the firms to be included in the on-call pool.

Per the November 11, 2025, Facilities Committee meeting, it was discussed by the committee and legal counsel that architects and engineers would be assigned projects on a rotational basis.

College staff proposes assigning the projects with the highest cost to the highest-ranked firms, and presenting them to the Board to contract accordingly as each project proceeds.

Depending on the number of projects and the number of firms in each discipline's pool, the rotational order would begin again as needed.

Step 3	
1	Staff will present to the Facilities Committee the selected firms based on a rotational basis, using the highest-ranked firm assigned to the estimated highest valued project.

College staff is proposing the number of firms to include in the pool for each profession, for FY2026 through FY2029, based on the number of projects as follows:

#	Professions	No. of Projects	Proposing
1	Architects	8	5-8 Firms
2	Civil Engineers	4	2-3 Firms
3	Mechanical, Electrical, and Plumbing (MEP) Engineers	5	3-5 Firms

The contract terms are proposed as follows:

- Two (2) years with an option to renew for an additional one (1) year term

Enclosed Documents

Appendix A – Texas Government Code 2254.004: Contract for Professional Services of Architect, Engineer, or Surveyor
Appendix B – List of FY 2026-2029 Possible Projects

Staff Resource

Ricardo de la Garza, Executive Director for Facilities Planning & Construction
Deyadira Leal, Director for Purchasing
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 process for the selection of architectural and engineering on-call services, as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President

Appendix A

Texas Government Code Section 2254.004: CONTRACT FOR PROFESSIONAL SERVICES OF ARCHITECT, ENGINEER, OR SURVEYOR.

- (a) In procuring architectural, engineering, or land surveying services, a governmental entity shall:
 - (1) first select the most highly qualified provider of those services on the basis of demonstrated competence and qualifications; and*
 - (2) then attempt to negotiate with that provider a contract at a fair and reasonable price.**
- (b) If a satisfactory contract cannot be negotiated with the most highly qualified provider of architectural, engineering, or land surveying services, the entity shall:
 - (1) formally end negotiations with that provider;*
 - (2) select the next most highly qualified provider; and*
 - (3) attempt to negotiate a contract with that provider at a fair and reasonable price.**
- (c) The entity shall continue the process described in Subsection (b) to select and negotiate with providers until a contract is entered into.*

Appendix B

List of FY 2026-2029 Possible Projects follows in the packet.

Capital Improvement Projects
FY 2026 through FY 2029

F

Capital Improvement Project Description	Professional Services	FY 2026 Projected	FY 2027 Projected	FY 2028 Projected	FY 2029 Projected	FY 2026 to FY 2029 Total Project Cost
Pecan Campus						
Relocation of Portable Building Relocation of existing portable buildings as needed	MEP and Civil	\$ 104,000				\$ 104,000
Total Pecan Campus		\$ 104,000	\$ -	\$ -	\$ -	\$ 104,000
Pecan Plaza						
Human Resources Building A Renovation Modify interior spaces to create an open concept for visitors	Architect	\$ 1,879,200	\$ 1,252,800	\$ -	\$ -	\$ 3,132,000
Building C Folklorico Renovation Renovation of 2,500 sq.ft. in the existing West Building C for Folklorico program	Architect	86,000.00	1,073,000			1,159,000
Total Pecan Plaza		\$ 1,965,200	\$ 2,325,800	\$ -	\$ -	\$ 4,291,000
Dr. Ramiro R. Casso Health Science Professions Campus						
Total Dr. Ramiro R. Casso Health Science Professions Campus		\$ -	\$ -	\$ -	\$ -	\$ -
Technology Campus						
Automotive Lab Exhaust System Provide vehicle exhaust system for automotive labs.	MEP	\$ 200,500		\$ -		\$ 200,500
Athletic Field and Basketball Court Improvements Create a basketball court with canopy since the previous one was removed for the welding program.	Architect	-	200,500			200,500
Truck Driving Range Canopy Design and construction of a new canopy for students.	Architect	227,000.00	-			227,000
Total Technology Campus		\$ 427,500	\$ 200,500	\$ -	\$ -	\$ 628,000

Capital Improvement Projects
FY 2026 through FY 2029

F

Capital Improvement Project Description	Professional Services	FY 2026 Projected	FY 2027 Projected	FY 2028 Projected	FY 2029 Projected	FY 2026 to FY 2029 Total Project Cost
Mid Valley Campus						
Site Drainage Upgrades	Civil	\$ -	\$ -	\$ -	\$ 281,250	\$ 281,250
Total Mid Valley Campus		\$ -	\$ -	\$ -	\$ 281,250	\$ 281,250
Starr County Campus						
Exterior Solar Panels Structures Construction of a structure on lawn area of Building F for solar panel installation training. Similar to Tech Campus Solar Panel Structures. Also, west portion of Building F (1.500C, 1.506, 1.508, & 1.516)	Architect	\$ 346,250				\$ 346,250
Physical Plant Building P Additional Pole Lights Design and construction of additional lighting surrounding Physical Plant.	MEP	73,000		-		73,000
Total Starr County Campus		\$ 419,250	\$ -	\$ -	\$ -	\$ 419,250

Capital Improvement Projects
FY 2026 through FY 2029

F

Capital Improvement Project Description	Professional Services	FY 2026 Projected	FY 2027 Projected	FY 2028 Projected	FY 2029 Projected	FY 2026 to FY 2029 Total Project Cost
Regional Center for Public Safety Excellence						
F.L.A.G. Training Area Gas Supply Line Extension of the existing propane tank gas line to the F.L.A.G. Training Area.	MEP	\$ 24,000		\$ -		\$ 24,000
Emergency Response Support Facility Design and construction of a new 400 s.f. facility.	Architect	181,600		-		181,600
Obstacle Course and Fitness Trail Design and construction of a obstacle course and exercise equipment for Cadet physical training activities	Architect	219,500		-		219,500
Total Regional Center for Public Safety Excellence		\$ 425,100	\$ -	\$ -	\$ -	\$ 425,100
District Wide						
Campus Master Plan		\$ 375,000				\$ 375,000
Total District Wide		\$ 375,000	\$ -	\$ -	\$ -	\$ 375,000
Grand Total		\$ 3,716,050	\$ 2,526,300		\$ 281,250	\$ 6,523,600

Renewal & Replacements Projects
FY 2026 through FY 2029

F

Renewal & Replacements Project Description	Professional Services	FY 2026 Projected	FY 2027 Projected	FY 2028 Projected	FY 2029 Projected	FY 2026 to FY 2029 Total Project Cost
Pecan Campus						
Pecan Campus Student Services Bldg. K HVAC Replacements Replace/Upgrade of existing HVAC equipment at PCN Campus.	MEP	\$ -	\$ 222,000			\$ 222,000
Pecan Campus Sylvia Esterline Center for Learning Excellence Bldg. C HVAC Replacements Replace/Upgrade of existing HVAC equipment at PCN Campus.	MEP	-	662,000			662,000
Library Bldg. F HVAC Replacements Replace/Upgrade of existing HVAC equipment at PCN Campus.	MEP	-	442,000			442,000
Student Activities Center Bldg. H HVAC Replacements Replace/Upgrade of existing HVAC equipment at PCN Campus.	MEP	-	220,500			220,500
Ann Richards Administration Bldg. X HVAC Replacements Replace/Upgrade of existing HVAC equipment at PCN Campus.	MEP	-	220,500			220,500
Total Pecan Campus		\$ -	\$ 1,767,000	\$ -	\$ -	\$ 1,767,000
Pecan Plaza						
Total Pecan Plaza		\$ -	\$ -	\$ -	\$ -	\$ -
Dr. Ramiro R. Casso Health Science Professions Campus						
East Building A West Side Window Waterproofing Repairs Provide proper waterproofing for windows on west side of HSP East Building A to prevent water infiltration.	Architect	\$ -	\$ 90,000	\$ -	\$ -	\$ 90,000
Total Dr. Ramiro R. Casso Health Science Professions Campus		\$ -	\$ 90,000	\$ -	\$ -	\$ 90,000

Renewal & Replacements Projects
FY 2026 through FY 2029

F

Renewal & Replacements Project Description	Professional Services	FY 2026 Projected	FY 2027 Projected	FY 2028 Projected	FY 2029 Projected	FY 2026 to FY 2029 Total Project Cost
Technology Campus						
Replacement of Existing Perimeter Fence & Regrading of Existing Swales Replacement of the existing perimeter fence and regrading of existing swale on the west side of campus	Civil	\$ -	\$ 75,000	\$ -	\$ -	\$ 75,000
Total Technology Campus		\$ -	\$ 75,000	\$ -	\$ -	\$ 75,000
Mid Valley Campus						
Resurfacing of Parking Lot 2 Resurfacing of Lot #2, South side of South Academic Building H.	Civil	\$ -	\$ 115,000	\$ -	\$ -	\$ 115,000
Resurfacing of Parking Lot 7 Resurfacing of Lot #7, East side of Library Building E	Civil	-	300,000	-	-	300,000
Total Mid Valley Campus		\$ -	\$ 415,000	\$ -	\$ -	\$ 415,000
Sarr County Campus						
Total Sarr County Campus		\$ -	\$ -	\$ -	\$ -	\$ -
Regional Center for Public Safety Excellence						
Total Regional Center for Public Safety Excellence		\$ -	\$ -	\$ -	\$ -	\$ -
District Wide						
Total District Wide		\$ -	\$ -	\$ -	\$ -	\$ -
Grand Total		\$ -	\$ 2,347,000		\$ -	\$ 2,347,000

Approval of Financial Reports for September 2025

Administration recommends Board approval of the financial reports for the month of September 2025.

The following financial reports have been provided under separate cover:

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

Approval Recommended:

Dr. Ricardo J. Solis
President

Review of Informational Reports as of October 2025

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

- 1) Checks for \$125,000 and above for October 2025.
- 2) Check Register for October 2025.
- 3) Summary of Purchase Orders (Purchasing) for October 2025.
- 4) Summary of Bid Solicitations (Purchasing) for October 2025.
- 5) Employee New Hires for October 2025.
- 6) Employee Resignations/Retirements for October 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 Mid Valley Campus South Academic Building H Damage Insurance Payment (Texas Government Code 551.071, Consultation with Attorney)

Purpose Administration will provide an update on the Mid Valley Campus South Academic Building H Damage Insurance Payment.

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 Mid Valley Campus South Academic Building H Damage Insurance Payment.

Update and Action as Necessary on Pecan West Continuing Education and Texting Center Building A Concrete Testing Results (Texas Government Code 551.071, Consultation with Attorney)

Purpose Administration will provide an update on the Pecan West Continuing Education and Texting Center Building A Concrete Testing Results.

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 Pecan West Continuing Education and Texting Center Building A Concrete Testing Results.

Announcements

A. Next Meetings:

- Tuesday, January 13, 2026
 - 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, January 27, 2026
 - 5:30 p.m. – Regular Board Meeting

B. Other Announcements:

- The College will be closed on November 27-30, 2025 in observance of the Thanksgiving holiday.
- There will be no Committee or Board meetings in December 2025.
- Commencement Ceremonies will take place on Saturday, December 13, 2025 at the Bert Ogden Arena beginning at 10:00 AM.
- The College will be closed for Winter Break on December 18, 2025 – January 4, 2026.