

South Texas College
Board of Trustees
Finance, Audit, and Human Resources Committee

Ann Richards Administration Building A, Conference Room A 142

Pecan Campus, McAllen, Texas

Tuesday, October 15, 2024 @ 5:00 p.m.

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.”

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- Purchases
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 - 4) Law Enforcement Vehicles
 - 5) Parts and Supplies
 - 6) Computers, Laptops, Monitors, and Printers
 - 7) Network Equipment, Licenses, and Accessories

Renewals

- 8) Case Management and Mentoring Services
 - 9) Carpet and Flooring Services
 - 10) Graduation Regalia
 - 11) Institutional Membership
 - 12) Printing of Stationery
 - 13) Signs, Banners, and Related Products
 - 14) Vehicle Fuel Program
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- 15) Employee Assistance Program (EAP) Agreement
 - 16) State Record Inquiry Access Agreements
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ACTION ITEM I, Approval of September 10, 2024 Finance, Audit, and Human Resources Committee Minutes

Purpose

The Minutes for the Finance, Audit, and Human Resources Committee Meeting of September 10, 2024, are presented for Committee approval.

**South Texas College
Board of Trustees
Finance, Audit, and Human Resources Committee
Ann Richards Administration Building Board Room
Pecan Campus, McAllen, Texas
September 10, 2024 @ 5:15 p.m.**

Minutes

The Finance, Audit, and Human Resources Committee Meeting was held on Tuesday, September 10, 2024 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 5:23 p.m. with Mrs. Dalinda Gonzalez-Alcantar presiding.

Members present: Mr. Paul R. Rodriguez and Danny Guzman.

Other Trustees Present: Dr. Alejo Salinas, Jr., Mr. David De Los Rios, and with Mrs. Victoria Cantu attending via teleconference

Members absent: None.

Also present: Dr. Ricardo J. Solis via teleconference, Ms. Mary Del Paz, Dr. Matthew Hebbard, Dr. Anahid Petrosian, Dr. Rodney Rodriguez, Dr. Brett Millan, Mrs. Myriam Lopez, Mr. George McCaleb, Mr. Rick De La Garza, Ms. Deyadira Leal, Dr. Zachary Suarez, Mr. Khalil Abdullah, Mr. Daniel Montez, Mr. Lucio Gonzalez, Ms. Lynda Lopez, Ms. Nadia Ochoa, Ms. Julissa Canales, Ms. Olivia Gomez, Dr. Zachary Suarez, Ms. Alicia Correra, Mr. Luis De La Garza, Mr. Javier Villalobos, and Ms. Venisa Earhart.

**Approval of June 11, 2024 Finance, Audit, and Human Resources
Committee Minutes**

The Minutes for the Finance, Audit, and Human Resources Committee Meeting of August 12, 2024, were presented for Committee approval.

Mrs. Gonzalez-Alcantar called for any corrections to the Minutes as written. Mr. Paul Rodriguez recommended that agenda item "Review and Discussion of Chair Compensation" within the August 12, 2024 minutes be removed since the item had been deferred to a future meeting. Upon discussion it was decided that the item would remain within the minutes but with a summary of the item and the documentation of the deferment. Mrs. Gonzalez-Alcantar adopted the Minutes for the August 12, 2024 Committee Meeting with the revision of the "Review and Discussion of Chair Comensation" as discussed.

Review and Action as Necessary on Award of Proposal, Purchases, Renewals, and Interlocal Agreements

Purpose and Justification – Administration requested the Committee recommend Board approval of the following award of proposal, purchases, renewals, and interlocal agreements at a total cost of \$1,397,827.86.

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

Upon a motion by Mr. Paul R. Rodriguez. and a second by Mr. Danny Guzman, the Committee recommended Board approval the award of proposals, purchases, renewals, and an interlocal agreement at a total cost of \$1,397,827.86, as listed below:

Purchases and Renewals (Instructional Item)

- 1) **Graduation Facility Lease Agreement (Lease/Purchase):** lease/purchase of a graduation facility lease agreement with **Viper Arena, LLC / dba Bert Ogden Arena** (Edinburg, TX), a sole source vendor, for the period beginning at 8:00 a.m. Friday, December 6, 2024, through midnight Saturday, December 7, 2024, at an estimated total amount of \$40,000.00;

Purchases and Renewals (Non-Instructional Items)

- 2) **Catering Services (Renewal):** renew the catering services contracts for the period beginning November 28, 2024 through November 27, 2025, at an estimated total amount of \$90,000.00, which is based on prior year expenditures. The awarded vendors are as follows:

Vendor (City, State)	Vendor (City, State)
All Affairs and Occasions (Elsa, TX)	Coastal Deli, Inc. /dba Jason’s Deli (Corpus Christi, TX)
Mt. Olive, Inc. /dba Subway #60762 (Pharr, TX)	Pappa’s Pizza, Inc. (Alton, TX)
Pizza Properties, Inc. /dba Peter Piper Pizza (El Paso, TX)	Pineapple Ninjaz, LLC (Peñitas, TX)
Rise & Shine Café (McAllen, TX)	Riverwinds, Inc. /dba Subway (Rio Grande City, TX)
Zaycor Management Company (Brownsville, TX)	

- 3) **Chiller Maintenance Agreement and Repair Services (Annual Renewal):** renew the chiller maintenance agreement and repair services with **Texas Chiller Systems, LLC** (Corpus Christi, TX/Weslaco, TX), The Interlocal Purchasing System (TIPS) purchasing-cooperative approved vendor, for the period beginning November 21, 2024 through November 20, 2025, at an estimated total annual amount of \$149,584.00. The service fees are as listed:

Service Fees	Amount
Scheduled Services (Maintenance and Inspections)	59,584.00
Repair Services (Emergency Service Calls)	90,000.00
Total Amount:	\$149,584.00

- 4) **Equipment Rental Services (Renewal):** renew the equipment rental services contracts for the period beginning December 1, 2024 through November 30, 2025, at an estimated total amount of \$50,000.00, which is based on prior year expenditures. The awarded vendors are as follows:

Vendor (City, State)	Vendor (City, State)
Backstage Productions, LLC (McAllen, TX)	Hawk Disposal Services, LLC (McAllen, TX)
Party With Us RGV, LLC (Pharr, TX)	Satori Exhibits, LLC (Pharr, TX)
Texas First Rentals, LLC (San Antonio, TX)	

- 5) **Fire Suppression Systems Service (Renewal):** renew the fire suppression systems service contracts for the period beginning November 29, 2024 through November 28, 2025, at an estimated total amount of \$274,845.00, based on prior year expenditures. The awarded vendors, services, and amounts are as follows:

#	Vendor (City, State)	Service	Amount
1	Strongline Security & Fire (San Juan, TX)	Fire Alarm Panels	20,650.00
2	Strongline Security & Fire (San Juan, TX)	Fire Alarm Repairs	70,000.00
3	1st FP McAllen, LLC (San Antonio, TX)	Kitchen Hoods	8,280.00
4	1st FP McAllen, LLC (San Antonio, TX)	Kitchen Hoods Repairs	10,000.00
5	1st FP McAllen, LLC (San Antonio, TX)	Fire Sprinkler Inspections	20,975.00
6	1st FP McAllen, LLC (San Antonio, TX)	Fire Sprinkler Repairs	80,000.00
7	1st FP McAllen, LLC (San Antonio, TX)	Clean Agent Fire Suppression System Inspections	17,440.00
8	EI Fire & Safety, Inc. (Mission, TX)	Fire Extinguishers Inspection Rates	17,500.00
9	EI Fire & Safety, Inc. (Mission, TX)	Hydro Test Rates	15,000.00
10	EI Fire & Safety, Inc. (Mission, TX)	Recharge Rates	15,000.00
Total Amount:			\$274,845.00

- 6) **In-Store Purchase of Materials and Supplies (Renewal):** renew the in-store purchase of materials and supplies contracts for the period beginning November 27, 2024 through November 26, 2025, at an estimated total amount of \$120,000.00, based on prior year expenditures. The awarded vendors and amounts are as follows:

Vendor (City, State)	Amount
Hobby Lobby Stores (McAllen, TX)	30,000.00
Walmart (Mission, TX)	90,000.00
Total Amount:	\$120,000.00

- 7) **Staff Uniforms and Service Agreement (Purchase/Rental):** purchase staff uniforms and service agreement from **Unifirst Holdings, Inc.** (McAllen, TX), a Texas Association of School Boards - Buyboard approved vendor, for the period beginning September 1, 2024 through August 31, 2027, at an estimated annual amount of \$40,000.00 and an estimated total amount of \$120,000.00;
- 8) **Vehicle Maintenance and Repair Services – II (Renewal):** renew the vehicle maintenance and repair services – II contracts for the period beginning December 1, 2024 through November 30, 2025, at an estimated total amount of \$55,000.00, which is based on prior year expenditures. The awarded vendors are as follows:

Vendor (City, State)	Vendor (City, State)
Quick Quack Car Wash Holdings, LLC (Rocklin, CA)	McAllen Quick Lube, Inc. /dba RGV Tire Pros /dba Valvoline Express Care (McAllen, TX)

Purchases and Renewals (Technology Items)

- 9) **Dual Enrollment Software License Agreement (Annual Renewal):** renew the dual enrollment software license agreement with **CourseMaven, Inc./ dba DualEnroll.com**, (Leesburg, VA), a sole source vendor, for the period beginning December 1, 2024 through November 30, 2025, at an estimated total amount of \$67,330.00;
- 10) **Microsoft Campus License Agreement (Annual Renewal):** renew the Microsoft campus license agreement with **SHI Government Solutions, Inc.** (Somerset, NJ), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning November 1, 2024 through October 31, 2025, at an estimated total amount of \$299,973.86;
- 11) **Media Monitoring Software Agreement (Annual Renewal):** renew the media monitoring software agreement with **Meltwater News US, Inc.** (Redwood City, CA), a sole source vendor, for the period beginning October 2, 2024 through October 1, 2028, at an estimated annual amount of \$27,695.00 and an estimated total amount of \$110,780.00;

Interlocal Agreements

- 12) **Facility Lease Agreement (Lease/Rental):** ratification of a facility lease agreement with the **City of McAllen – Quinta Mazatlan** (McAllen, TX) through an interlocal agreement for September 19, 2024, at a total amount of \$315.00;
- 13) **Professional Development Services (Purchase):** ratification to purchase professional development services through an interlocal agreement with **Austin Community College / DigiTex** (Austin, TX) from September 1, 2024, through August 31, 2025, at an estimated amount of \$20,000.00.

The motion carried.

Discussion and Action as Necessary on Legal Services

Purpose and Justification – Administration requested the Committee recommend Board approval on legal services with O'Hanlon, Demerath & Castillo Law Firm to provide advice and representation until terminated by either party by providing thirty (30) days advance written notice to the other party.

Dr. Ricardo J. Solis, President, and Mary Del Paz, Vice President for Finance and Administrative Services, were present at the Committee meeting to address any questions.

It was requested that the Committee recommend Board approval on legal services with O'Hanlon, Demerath & Castillo Law Firm to provide advice and representation until terminated by either party by providing thirty (30) days advance written notice to the other party as presented.

Upon a recommendation by Mr. Paul R. Rodriguez that the entire Board of Trustees be present for discussion on this item the decision was made to table this item until further notice.

No action was taken on this item.

Discussion and Action as Necessary on Resolution #2025-002 for Use of Unrestricted Fund Balance for Student Tuition Scholarships

Purpose and Justification – Administration requested the Committee recommend Board approval on Resolution #2025-002 for the use of Unrestricted Fund Balance for student tuition scholarships to support two (2) critical key initiatives at a grand total of \$306,500 for FY 2024 - 2025.

The three (3) critical key initiatives for FY 2024 - 2025 and FY 2025 - 2026 are as follows:

1. South Texas College Valley Promise Scholarship - \$406,500 (FY 25 - \$156,500, and FY 26 - \$250,000)
2. South Texas College Adult Promise Scholarship - \$265,957 (FY 26 - \$265,957)
3. South Texas College Relgnite Scholarship - \$150,000 (FY 25 - \$150,000)

The total proposed allocation is \$822,457, \$306,500 for FY 2025, and \$515,957 for FY 2026.

Dr. Ricardo J. Solis, President, Dr. Rodney Rodriguez, Vice President for Institutional Advancement & External Affairs, Matt Hebbard, Vice President for Student Affairs and Enrollment Management, and Mary Del Paz, Vice President for Finance and Administrative Services, were present at the Committee meeting to address any questions.

It was requested that the Committee recommend Board approval on Resolution #2025-002 for the use of Unrestricted Fund Balance for student tuition scholarships to support three (3) critical key initiatives at a grand total of \$306,500 for FY 2024 - 2025, as presented.

Upon a motion by Mr. Paul R. Rodriguez and a second by Mr. Danny Guzman the Committee recommended Board approval on Resolution #2025-002 for the use of Unrestricted Fund Balance for student tuition scholarships to support three (3) critical key initiatives at a grand total of \$306,500 for FY 2024 - 2025, as presented.

The motion carried.

Discussion and Action as Necessary on Proposed Budget Amendment for FY 2024 - 2025

Purpose and Justification - Administration requested the Committee recommend Board approval of the proposed budget amendment for FY 2024 – 2025.

The budget amendment is proposed as follows:

1. Budget Amendment – Increase the Unrestricted Fund Revenues

A budget amendment is proposed to increase the Unrestricted Fund Revenues by \$306,500 as follows:

Fiscal Year 2024 - 2025			
Unrestricted Fund Revenue Increase/(Decrease)			
Revenue Source	Original Budget	Proposed Amendment	Amended Budget
Total Carryover Allocations	\$18,112,170	\$306,500	\$18,418,670
Total Unrestricted Fund Revenue Increase	\$18,112,170	\$306,500	\$18,418,670

2. Budget Amendment – Increase Unrestricted Fund Expenditures

A budget amendment is proposed to increase the Unrestricted Fund Expenditures by \$306,500.

1. The Scholarship Expenditures are proposed to increase \$306,500 due to the creation of the Valley Promise Scholarship for \$156,500 and the Relgnite Scholarship for \$150,000.

Fiscal Year 2024 - 2025			
Unrestricted Fund Expenditures Increase			
Transfers & Reserves	Original Budget	Proposed Amendment	Amended Budget
Total Scholarships	\$-	\$306,500	\$306,500
Total Expenditures Increase	\$-	\$306,500	\$306,500

Enclosed Documents - The budget amendment details and presentation followed in the packet for the Committee’s information and review.

Mary Del Paz, Vice President for Finance and Administrative Services, was present the Proposed Budget Amendment for FY 2024 – 2025.

It is requested that the Committee recommend Board approval of the proposed budget amendment for FY 2024 – 2025, as presented.

Upon a motion by Mr. Paul Rodriguez and a second by Mr. Danny Guzman the Committee recommended Board approval of the proposed budget amendment for FY 2024 – 2025, as presented. The motion carried.

Review and Recommend Action to Modify Approvals Required for Release of Disbursements

Purpose and Justification – Administration requested the Committee recommend Board approval to modify approvals required for release of disbursements to expedite and streamline the process of issuing vendor payments.

Enclosed Documents – An exhibit displaying the current and proposed approvals for the release of disbursement followed in the packet for the Committee’s information and review.

Mary Del Paz, Vice President for Finance and Administrative Services, was present at the Committee Meeting to address questions.

It was requested that the Committee recommend Board approval to modify approvals required for release of disbursements as presented, and which supersedes any previously adopted approvals required for release of disbursements.

Upon a motion by Mr. Paul Rodriguez and a second by Mr. Danny Guzman the Committee recommended Board approval to modify approvals required for release of disbursements with the addition of Comptroller Review for disbursements in the amount of \$25,000 to \$124,999 as presented and which supersedes any previously adopted approvals required for release of disbursements.

The motion carried.

Presentation and Action as Necessary on Acceptance of South Texas College Chief Executive Officer Reporting Requirements for Academic Year 2023 – 2024 of Sexual Harassment, Sexual Assault, Dating Violence, and Stalking Incidents Under Texas Education Code, Section 51.253(c)

Purpose and Justification – Administration requested the Committee recommend Board acceptance of the South Texas College Chief Executive Officer Reporting Requirements for Academic Year 2023 - 2024 of Sexual Harassment, Sexual Assault, Dating Violence, and Stalking Incidents Under Texas Education Code, Section 51.253(c).

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

The Chief Executive Officer of every higher education institution must also submit a data report at least once during each fall or spring semester to the Board of Trustees and submit the report to the Texas Higher Education Coordinating Board and certify that it has been presented to the Board and posted on the College’s website.

During academic year 2023 - 2024 (commencing September 1, 2023), the College has received reports concerning sexual harassment, sexual assault, dating violence, or stalking incidents from employees.

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

Reviewers – The Vice President for Finance and Administrative Services and Title IX Coordinator have reviewed the information being presented.

Enclosed documents – The South Texas College’s CEO’s SB212 Annual Report for the period of September 2023 through August 2024 followed in the packet for the Board’s information and review.

Dr. Ricardo J. Solis, President, and Mary Del Paz, Vice President for Finance and Administrative Services, were present at the Committee Meeting to address any questions.

It was requested that the Committee recommend Board acceptance of the South Texas College Chief Executive Officer Reporting Requirements for Academic Year 2023 - 2024 of Sexual Harassment, Sexual Assault, Dating Violence, and Stalking Incidents Under Texas Education Code, Section 51.253(c) as presented.

Upon a motion by Mr. Paul Rodriguez and a second by Mr. Danny Guzman the Committee recommended Board acceptance of the South Texas College Chief Executive Officer Reporting Requirements for Academic Year 2023 - 2024 of Sexual Harassment, Sexual Assault, Dating Violence, and Stalking Incidents Under Texas Education Code, Section 51.253(c) as presented.

The motion carried.

Review and Recommend Acceptance of Internal Audit Annual Report for FY 2024

Purpose and Justification – Administration requested the Committee recommend Board acceptance of the Internal Audit Annual Report for FY 2024.

“Texas Government Code Section 2102.015 *Publication of Audit Plan and Annual Report on Internet* requires state agencies and institutions of higher education to post certain information on their website. To comply with Code 2102.015, an Internal Audit Annual Report has been completed.” The Report includes a summary of audit findings along with management’s planned corrective actions.

Enclosed Documents - A copy of the Internal Audit Annual Report followed in the packet for the Committee’s information and review.

Khalil Abdullah, Chief Internal Auditor, was present at the Committee meeting to discuss and address any questions.

It was requested that the Committee recommend Board acceptance of the Internal Audit Annual Report for FY 2024 as presented.

Mrs. Dalinda Gonzalez-Alcantar asked if administration could look into providing a way for electronic payments to be made by students for the coming fiscal year.

Upon a motion by Mr. Paul Rodriguez and a second by Mr. Danny Guzman the Committee recommended Board acceptance of the Internal Audit Annual Report for FY 2024 as presented.

The motion carried.

Review and Recommend Action to Adopt New Business and Support Services Policy and Retire Current Policy

Purpose and Justification – Administration requested the Committee recommend Board approval to adopt the new Business and Support Services Policy and retire current policy to align with the Texas Association of School Boards (TASB) policy manual.

The new policy is in the TASB standardized format and contains all, some, or none of the content from the retired policy. In addition to the policy and, as applicable, internal procedures are currently in place and will continue to be enhanced.

The adoption of new and/or retired policies are as follows:

Adopt New Policy	Comparable/Retired Policy(ies)	Retired Policy Content Transition
A-1. CS (Local) Information Security	A-2. Policy # 4712: Information Resources Security Electronic Communications	All of the content from the retired policy is included in the new local policy.

Enclosed Documents – The new and retired policies followed in the packet for the Committee’s information and review.

Luis Gonzalez, Chief Information Security Officer, was present at the Committee Meeting to address questions.

It was requested that the Committee recommend Board approval to adopt the new Business and Support Services Policy and retire current policy as presented, which supersedes any previously adopted Board policy.

Upon a motion by Mr. Paul Rodriguez and a second by Mr. Danny Guzman the Committee recommended Board approval to adopt the new Business and Support Services Policy and retire current policy as presented, which supersedes any previously adopted Board policy. The motion carried.

Review and Recommend Action to Revise Personnel Policy

Purpose and Justification – Administration requested the Committee recommend Board approval to revise Personnel policy to align with the Texas Association of School Boards (TASB) policy manual.

The revised policy is as follows:

Revised Policy(ies)
A-1. DEC (Local) Compensation and Benefits - Leaves and Absences

The new policy revisions are as follows:

- DEC addresses HB 471 providing police officers leave of absence for illness or injury related to the person’s line of duty.

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

Enclosed Documents – The revised local policy followed in the packet for the Committee’s information and review.

Mary G. Del Paz, Vice President for Finance and Administrative Services, and Dr. Zachary Suarez, Executive Director of Human Resources and Talent Development, were present at the Committee Meeting to address questions.

It was requested that the Committee recommend Board approval to revise Personnel Policy, DEC (Local) Compensation and Benefits - Leaves and Absences, as presented, and which supersedes any previously adopted Board policy.

Upon a motion by Mr. Paul Rodriguez and a second by Mr. Danny Guzman the Committee recommended Board approval to revise Personnel Policy, DEC (Local) Compensation and Benefits - Leaves and Absences, as presented, and which supersedes any previously adopted Board policy.

The motion carried.

Review and Recommend Action to Adopt New Personnel Policies and Retire Current Policies

Purpose and Justification – Administration requested the Committee recommend Board approval to adopt new Personnel Policies and retire current policies to align with the Texas Association of School Boards (TASB) policy manual.

The new policies are in the TASB standardized format and contain all, some, or none of the content from the retired policy. In addition to the policy and, as applicable, internal procedures are currently in place and will continue to be enhanced.

The adoption of the new and/or retired policies are as follows:

Adopt New Policy	Retired Policy(ies)	Retired Policy Content Transition
A-1. DEAB (Local) Compensation Plan – Wage and Hour Laws	A-2. Policy #4520: Compensation for Overtime	All of the content from the retired policy is included in the new local policy.
B-1. DJ (Local) Assignment, Work load, and Schedules	B-2. Policy #3800: Full Time Regular Faculty (On Board Approved Staffing Plan) Assignments and Workloads As Conditions of Employment B-3. Policy #3803: Conditions of Employment of Full Time Faculty Teaching During Summer Terms B-4. Policy #3809: Maximum Teaching Load for Adjunct Faculty B-5. Policy 3810: Workload of Employees Retired Under Teacher Retirement System B-6. Policy #4510: Hours of Work	Some of the content from the retired policy is included in both the new local policy and a procedure, handbook, manual, etc.
C-1. DLB (Local) Employee Performance - Suspension	C-2. Policy #4901: Standards of Conduct	All of the content from the retired policy is included in the new local policy.
D-1. DM (Local) Termination of Employment	N/A	N/A
E-1. DMAA (Local) Term Contracts – Termination Mid-Contract	E-4. Policy 4901: Standards of Conduct	All of the content from the retired policy is included in the new local policy.

Reviewers – The new and retired policies have been reviewed by staff, administrators, TASB staff, STC Legal Counsel, Faculty Senate, and the Vice President for Finance and Administrative Services.

Enclosed Documents – The new and or retired policies followed in the packet for the Committee’s information and review.

Mary G. Del Paz, Vice President for Finance and Administrative Services, Dr. Zach Suarez, Executive Director for Human Resources and Talent Management, Dr. Anahid Petrosian, Vice President and Provost for Academic Affairs, and Dr. Brett Millan, Associate Vice President for Academic Success and Advancement, were present at the Committee Meeting to address questions.

It was requested that the Committee recommend Board approval to adopt new Personnel Policies and retire current policies as presented, and which supersedes any previously adopted Board policy.

Upon a motion by Mr. Paul Rodriguez and a second by Mr. Danny Guzman the Committee recommended Board approval to adopt new Personnel Policies and retire current policies as presented, and which supersedes any previously adopted Board policy.

Adjournment

There being no further business to discuss, the Finance, Audit, and Human Resources Committee Meeting of the South Texas College Board of Trustees adjourned at 6:18 p.m.

I certify that the foregoing are the true and correct Minutes of the September 10, 2024 Finance, Audit, and Human Resources Committee Meeting of the South Texas College Board of Trustees.

Mrs. Dalinda Gonzalez-Alcantar, Presiding

**ACTION ITEM II, Review and Action as Necessary on Award of Proposals,
Purchases, Renewals, Interagency Agreements, and Interlocal Agreements**

Award of Proposals – 1) Grounds Maintenance

Purpose Award the proposal for grounds maintenance to **TLC - Total Lawn Care Service LLC** (San Antonio, TX).

Justification To provide services for all South Texas College campuses as follows:

Services	Amount
Mowing, Tree Trimming, Grass Shredding, and Irrigation Inspections and Repair (Estimated Amount)	552,193.42
Plants, Replacement Plants, and Landscaping (Not Exceeding)	107,806.58
Sprinkler System Repairs (Not Exceeding)	75,000.00
Total Amount:	\$735,000.00

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

Enclosed Documents Appendix A – Project Timeline and Information
Other information is included in the Finance Supplemental Booklet and is available if requested.

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

Recommendation The Committee recommends Board approval to award the proposal for grounds maintenance to **TLC - Total Lawn Care Service LLC** (San Antonio, TX) for the period beginning November 1, 2024 through August 31, 2025, with two one-year options to renew, at an estimated total amount of \$735,000.00.

APPENDIX A
Project Timeline and Information

Advertised RFP	September 4, 2024 and September 11, 2024
RFP Responses Due	September 19, 2024
RFP Issued To	Fourteen (14) Vendors
Responses Received From	Eight (8) Vendors
Responses Reviewed By	Facilities Operations and Maintenance, Starr County Campus Site Coordinators, Mid-Valley Campus Site Coordinators, and the Purchasing Department
Highest Ranked Vendor	TLC - Total Lawn Care Service LLC

Award of Proposals – 2) Industrial Supplies, Materials, and Accessories

Purpose	Award the proposals for industrial supplies, materials, and accessories to the vendors listed in Appendix A.
Justification	<p>To provide lab supplies, materials, and accessories for student instruction.</p> <p>At the time of purchase, the vendor will be selected based on the items needed/provided, pricing, item availability, and delivery timeline.</p>
Funding	Funds for this expenditure are budgeted in the Center for Advanced Training and Apprenticeship, Advance Manufacturing Technology Program, and the Welding Program budgets for FY 2024 – 2025. Funds for subsequent fiscal years will be included in future proposed budgets.
Enclosed Documents	<p>Appendix A – Vendors List Appendix B – Project Timeline and Information Other information is included in the Finance Supplemental Booklet and is available if requested.</p>
Staff Resource	<p>Dr. Anahid Petrosian, Vice President and Provost for Academic Affairs and Economic Development Erika Guerra, Advanced Manufacturing Technology Program Chair Hector H. Cavazos, Welding Program Chair Carlos Margo, Dean – Center for Advance Training and Apprenticeship</p>
Recommendation	The Committee recommends Board approval to award the proposals for industrial supplies, materials, and accessories to the vendors listed in Appendix A for the period beginning November 25, 2024 through November 24, 2025, with two one-year options to renew, at an estimated total amount of \$180,000.00, which is based on prior year expenditures.

APPENDIX A

Vendors List

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

APPENDIX B

Project Timeline and Information

Advertised RFP	September 4, 2024 and September 11, 2024
RFP Responses Due	September 19, 2024
RFP Issued To	Fifteen (15) Vendors
Responses Received From	Nine (9) Vendors
Responses Reviewed By	Center for Advanced Training and Apprenticeship, Advanced Manufacturing Technology Program, Welding Program, and the Purchasing Department
Highest Ranked Vendor	Vendors listed in Appendix A

Purchases - 3) Instructional Equipment

- Purpose** Purchase instructional equipment from **PSI JF Petroleum Group, Inc.** (Edinburg, TX), a Texas Association of School Boards – Buyboard approved vendor.
- Justification** To enhance the Automotive Technology Program with an alignment machine and premium scissor rack, along with the supporting kits to provide students with hands-on experience in addressing alignment issues, familiarize them with tools commonly used in local dealerships and independent shops, and ensure they develop practical skills critical for their future careers and to help them understand the safety precautions involved in using them.
- Enclosed Documents** Other information is included in the Finance Supplemental Booklet and is available if requested.
- Funding** Funds for this expenditure are budgeted in the Automotive Technology Program budget for FY 2024 – 2025.
- Staff Resource** Dr. Anahid Petrosian, Vice President and Provost for Academic Affairs and Economic Development
Richard Wade, Automotive Technology Program – Program Chair
- Recommendation** The Committee recommends Board approval to purchase instructional equipment from **PSI JF Petroleum Group, Inc.** (Edinburg, TX), a Texas Association of School Boards – Buyboard approved vendor, at a total amount of \$83,817.88.

Purchases - 4) Law Enforcement Vehicles

Purpose	Purchase law enforcement vehicles from Caldwell Country Chevrolet (Caldwell, TX), a Texas Association of School Boards – Buyboard approved vendor.
Justification	<p>To enhance campus safety and security and significantly improve emergency response times, provide a visible security presence that deters crime, and support the management of campus events.</p> <p>The two (2) vehicles will replace vehicles with high mileage/running engine hours and maintenance repair costs that will be retired.</p>
Enclosed Documents	Other information is included in the Finance Supplemental Booklet and is available if requested.
Funding	Funds for this expenditure are budgeted in the Campus Police budget for FY 2024 – 2025.
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 law enforcement vehicles from Caldwell Country Chevrolet (Caldwell, TX), a Texas Association of School Boards – Buyboard approved vendor, at an estimated total amount of \$112,880.00.

Purchases - 5) Parts and Supplies

Purpose	Purchase parts and supplies from Johnson Supply (Houston, TX/Pharr, TX), a Texas Association of School Boards – Buyboard approved vendor.
Justification	<p>To provide lab supplies for the heating, ventilation, air conditioning, and refrigeration (HVACR) program serving an instructional purpose and allowing technicians and students to gain hands-on experience in troubleshooting, installation, and maintenance practices.</p> <p>It will also provide parts and supplies needed for repairs by the facilities maintenance department throughout all campuses.</p>
Enclosed Documents	Other information is included in the Finance Supplemental Booklet and is available if requested.
Funding	Funds for this expenditure are budgeted in the Facilities Maintenance and HVACR budget for FY 2024 – 2025.
Staff Resource	Mary Del Paz, Vice President for Finance and Administrative Services George McCaleb, Executive Director of Facilities Operations and Maintenance Dr. Anahid Petrosian, Vice President and Provost for Academic Affairs and Economic Development Jose Jasso, Heating, Ventilation, Air Conditioning, and Refrigeration Program Chair
Recommendation	The Committee recommends Board approval to purchase parts and supplies from Johnson Supply (Houston, TX/Pharr, TX), a Texas Association of School Boards – Buyboard approved vendor, for the period beginning September 1, 2024 through August 31, 2025, at an estimated total amount of \$100,000.00, which is based on prior year expenditures.

Purchases - 6) Computers, Laptops, Monitors, and Printers

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

Justification To provide new systems, replacement of out-of-warranty systems (over five years old), and software requirements that exceed the system's 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 – Vendors List
 Appendix B – District-Wide Technology Request Summary
 Other information is included in the Finance Supplemental Booklet and is available if requested.

Funding Funds for these expenditures are budgeted in the requesting department budgets for FY 2024 - 2025 as follows: Architectural and Engineering Design Technology, Computer Science, Advanced Manufacturing Technology, Student Assessment Center, Business Office, Mechatronics Program, Law Enforcement, Education Program, Health Administrative Services, Office of President, Educational Technologies, Research and Analytical Services, Dual Credit Pathways, and Biology Program.

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, monitors, and printers from the vendors listed in Appendix A at a total amount of \$278,111.51.

Appendix A

Vendors List

Vendor (City, State)/ Purchasing Cooperative	Amount
Dell Marketing, LP (Dallas, TX)/ State of Texas Department of Information Resources (DIR)	274,871.51
CRC Computer Repair Center (McAllen, TX)/ State of Texas Department of Information Resources (DIR)	3,240.00
Total Amount	\$278,111.51

APPENDIX B
District-Wide Technology Request Summary

Student Computers		Staff Laptops	
44	Architectural and Engineering Design Technology	4	Office of President
30	Computer Science	1	Educational Technologies
29	Advanced Manufacturing Technology	1	Research and Analytical Services
		3	Business Office
Faculty Computers		1	Health Administrative Services
5	Student Assessment Center		
		Student Monitors	
Staff Computers		31	Computer Science
1	Business Office	30	Student Assessment Center
Student Laptops		Staff Monitors	
19	Mechatronics Program	11	Dual Credit Pathways
Faculty Laptops		Faculty Printers	
2	Law Enforcement	6	Biology Program
1	Education Program		
1	Health Administrative Services		

Purchases – 7) Network Equipment, Licenses, and Accessories

Purpose	Purchase network equipment, licenses, and accessories from Netsync Network Solutions, Inc. (Houston, TX), a State of Texas Department of Information Resources (DIR) approved vendor.
Justification	To support the districtwide classroom instruction, office operations, connectivity between surveillance cameras and servers, data closets to support systems, and converting analog systems to digital for classrooms, amongst other daily tasks.
Enclosed Documents	Other information is included in the Finance Supplemental Booklet and is available if requested.
Funding	Funds for this expenditure are budgeted in the various requesting department's budgets for FY 2024 – 2025.
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 network equipment, licenses, and accessories from Netsync Network Solutions, Inc. (Houston, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning October 1, 2024 through August 31, 2025, at an estimated total amount of \$100,000.00, which is based on prior year expenditures.

Renewals – 8) Case Management and Mentoring Services

Purpose	Renew the case management and mentoring services contract with Valley Initiative for Development and Advancement (VIDA) (Mercedes, TX), a sole source vendor.
Justification	<p>To provide services to fifty (50) economically disadvantaged students per semester during the Spring, Summer, and Fall 2025 semesters.</p> <p>The services will include financial assistance (books, childcare, transportation, etc.), intensive case management, and career counseling to help students complete their education and training for high-demand occupations.</p>
Enclosed Documents	Other information is included in the Finance Supplemental Booklet and is available if requested.
Funding	Funds for this expenditure are budgeted in the Student Case Management Services budget for FY 2024 - 2025. Funds for subsequent fiscal years will be included in future proposed budgets.
Staff Resource	Dr. Matthew S. Hebbard, Vice President - Student Affairs and Enrollment Management Otoniel Matamoros, Dean - Enrollment Services
Recommendation	The Committee recommends Board approval to 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, 2025 through December 31, 2025, at an estimated total amount of \$81,000.00, based on prior year expenditures.

Renewals – 9) Carpet and Flooring Services

Purpose Renew the carpet and flooring services contracts with the awarded vendors listed in Appendix A.

Justification To fulfill new and replacement requests across the College district and also support space modifications, renovation projects, and the replacement of worn carpets in high-traffic areas.

For each specific project, vendors are required to provide quotes based on the type of carpet and flooring services needed.

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

Enclosed Documents Appendix A – Vendors List
 Appendix B – Contract Background
 Other information is included in the Finance Supplemental Booklet and is available if requested.

Funding Funds for this expenditure are budgeted in the Renewals and Replacements and Facilities Operations and Maintenance budget for FY 2024 – 2025. Funds for subsequent fiscal years will be included in future proposed budgets.

Staff Resource Mary Del Paz, Vice President for Finance and Administrative Services
 George McCaleb, Executive Director of Facilities Operations and Maintenance
 Ricardo De La Garza, Executive Director of Facilities Planning and Construction

Recommendation The Committee recommends Board approval to renew the carpet and flooring services contracts with the awarded vendors listed in Appendix A for the period beginning February 1, 2025 through January 31, 2026, 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)
Diaz Floors & Interiors, Inc. (Pharr, TX)	Ontiveros Floor Covering, LLC (Alamo, TX)

APPENDIX B
Contract Background

The Board awarded the contracts as follows:

Term: January 30, 2024 - one year with two (2) one-year annual renewals			
Award	Board Meeting	Original Term	Renewal Term
Original	01/30/24	02/01/24 – 01/31/25	
First Renewal	10/29/24		02/01/25 – 01/31/26

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

Renewals – 10) Graduation Regalia

Purpose Renew the graduation regalia contract with the awarded vendor, **Jostens, Inc.** (Minneapolis, MN).

Justification To procure students with caps, gowns, and sashes, which are essential for honoring the achievements of graduates during their 2025 commencement ceremonies.

The College enhances the ceremonial experience by providing high-quality regalia, ensuring that graduates feel recognized and celebrated for their hard work and dedication.

Enclosed Documents Appendix A – Contract Background
 Other information is included in the Finance Supplemental Booklet and is available if requested.

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

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

Recommendation The Committee recommends Board approval to renew the graduation regalia contract with the awarded vendor, **Jostens, Inc.** (Minneapolis, MN) for the period beginning January 1, 2025 through December 31, 2025, at an estimated total amount of \$98,900.00, which is based on prior year expenditures.

APPENDIX A
Contract Background

The Board awarded the contract as follows:

Term: November 28, 2023 - one year with two (2) one-year annual renewals			
Award	Board Meeting	Original Term	Renewal Term
Original	11/28/23	01/01/24 – 12/31/24	
First Renewal	10/29/24		01/01/25 – 12/31/25

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

Renewals – 11) Institutional Membership

Purpose	Renew institutional membership with the Texas Association of Community Colleges (TACC) (Austin, TX), a sole-source vendor.
Justification	<p>To provide representation at the Texas legislature and state agencies to advocate for the interest impacting public community colleges.</p> <p>TACC represents all (50) fifty public community college districts in Texas. The organization's primary focus is on the General Appropriations Bill and legislation impacting public community colleges.</p>
Enclosed Documents	Other information is included in the Finance Supplemental Booklet and is available if requested.
Funding	Funds for this expenditure are budgeted in the Non-Public Fund Project budget for FY 2024 – 2025.
Staff Resource	Dr. Ricardo J. Solis, President of South Texas College
Recommendation	The Committee recommends Board approval to renew the institutional membership with the Texas Association of Community Colleges (TACC) (Austin, TX), a sole source vendor, for the period beginning September 1, 2024 through August 31, 2025, at a total amount of \$103,100.00.

Renewals – 12) Printing of Stationery

- Purpose** Renew the printing of stationery contracts with the awarded vendors listed in Appendix A.
- Justification** To maintain a professional and consistent brand image for the College that supports day-to-day operations and fosters community and pride among its members, and enhances communication with students, faculty, and external stakeholders, reflecting the institution's commitment to excellence by using high-quality stationery such as letterheads, envelopes, business cards, and brochures.
- Enclosed Documents** Appendix A – Vendors List
 Appendix B – Contract Background
 Other information is included in the Finance Supplemental Booklet and is available if requested.
- Funding** Funds for this expenditure are budgeted in the Public Relations and Marketing budget for FY 2024 – 2025. Funds for subsequent fiscal years will be included in future proposed budgets.
- Staff Resource** Dr. Rodney Rodriguez, Vice President for Institutional Advancement and Economic Development
 Lynda Lopez, Executive Director - Public Relations and Marketing
- Recommendation** The Committee recommends Board approval to renew the printing of stationery contracts with the awarded vendors listed in Appendix A for the period beginning February 1, 2025 through January 31, 2026, 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)

The secondary vendor will be utilized when the primary vendor cannot provide the required services.

APPENDIX B
Contract Background

The Board awarded the contracts as follows:

Term: January 30, 2024 - one year with two (2) one-year annual renewals			
Award	Board Meeting	Original Term	Renewal Term
Original	01/30/24	02/01/24 – 01/31/25	
First Renewal	10/29/24		02/01/25 – 01/31/26

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

Renewals – 13) Signs, Banners, and Related Products

Purpose	Renew the signs, banners, and related products contracts with the awarded vendors listed in Appendix A.
Justification	<p>To identify, promote, and market South Texas College’s events and departments, including community events and activities for public schools.</p> <p>At the time of purchase, the vendor will be selected based on the items needed/provided, pricing, availability, and delivery timeline.</p> <p>Examples of these products are hanging banners, event directional yard signs, informational signage, table covers, metal signs, nameplates, office entrance signs, and graduation posters.</p>
Enclosed Documents	<p>Appendix A – Vendors List Appendix B – Contract Background Other information is included in the Finance Supplemental Booklet and is available if requested.</p>
Funding	Funds for this expenditure are budgeted in the various department budgets for FY 2024– 2025. Funds for subsequent fiscal years will be included in future proposed budgets.
Staff Resource	<p>Dr. Rodney Rodriguez, Vice President for Institutional Advancement and Economic Development Lynda Lopez, Executive Director - Public Relations and Marketing</p>
Recommendation	The Committee recommends Board approval to renew the signs, banners, and related products contracts with the awarded vendors listed in Appendix A for the period beginning February 1, 2025 through January 31, 2026, at an estimated total amount of \$80,000.00, which is based on prior year expenditures.

APPENDIX A
Vendors List

Vendor (City, State)	Vendor (City, State)
Brand Boosters Co., LLC (McAllen, TX)	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)

APPENDIX B
Contract Background

The Board awarded the contracts as follows:

Term: November 28, 2023 - one year with two (2) one-year annual renewals			
Award	Board Meeting	Original Term	Renewal Term
Original	11/28/23	02/01/24 – 01/31/25	
First Renewal	10/29/24		02/01/25 – 01/31/26

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

Renewals – 14) Vehicle Fuel Program

Purpose	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).
Justification	<p>To fuel all college-owned vehicles at any of the 40,000 approved locations and receive quarterly rebates and discounts.</p> <p>Each college employee uses a card that has a personal identification number, transaction and dollar amount limits, and odometer readings are required at the pump to ensure accurate tracking.</p> <p>All transactions are monitored online, and various reports can be created for expenditure purposes.</p>
Enclosed Documents	Other information is included in the Finance Supplemental Booklet and is available if requested.
Funding	Funds for this expenditure are budgeted in various programs and department budgets for FY 2024 – 2025. Funds for subsequent fiscal years will be included in future proposed budgets.
Staff Resource	Mary G. 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 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, 2025 through December 31, 2025, at an estimated total amount of \$160,000.00, which is based on prior year expenditures.

Interagency Agreements – 15) Employee Assistance Program (EAP) Agreement

Purpose	Renew the employee assistance program (EAP) agreement with The University of Texas Health Science Center at Houston (Houston, TX) through an interagency agreement.
Justification	<p>To allow College employees to access resources related to mental health services, work-life services, and leadership development services to help resolve some of the gaps in employee benefits currently existing at the College.</p> <p>This program is essential for the College's needs, and the participation of the College faculty and staff is in accordance with Policy CKD (Local), Insurance and Annuities Management: Health and Life Insurance.</p>
Enclosed Documents	Other information is included in the Finance Supplemental Booklet and is available if requested.
Funding	Funds for this expenditure are budgeted in the Human Resources - Employee Wellness budget for FY 2024 – 2025. Funds for subsequent fiscal years will be included in future proposed budgets.
Staff Resource	Dr. Zachary Suarez, Executive Director of Human Resources
Recommendation	The Committee recommends Board approval to renew the employee assistance program (EAP) agreement with The University of Texas Health Science Center at Houston (Houston, TX) through an interagency agreement for the period beginning November 1, 2024 through October 31, 2025, at an estimated total annual amount of \$22,532.40 for 1,707 full-time employees, at a monthly rate of \$1.10 per employee.

Interagency Agreements – 16) State Record Inquiry Access Agreements

- Purpose** Renew the state records inquiry access through interagency agreements with the **State of Texas** agencies listed in Appendix A.
- Justification** To facilitate records inquiry with the State of Texas Departments of Public Safety, Motor Vehicles, and the Family and Protective Services for essential records needed for the daily operations of several departments and to ensure compliance with established policies and procedures.
- Enclosed Documents** Appendix A – State of Texas Agencies List
 Other information is included in the Finance Supplemental Booklet and is available if requested.
- Funding** Funds for this expenditure are budgeted in the Office of Human Resources, Department of Public Safety, Childcare and Development, and the Purchasing Department for FY 2024 – 2025. Funds for subsequent fiscal years will be included in future proposed budgets.
- Staff Resource** Mary Del Paz, Vice President for Finance and Administrative Services
 Dr. Zachary Suarez, Executive Director of Human Resources
 Dr. Anahid Petrosian, Vice President and Provost for Academic Affairs
 Veronica Rodriguez, Child Development Program Chair
- Recommendation** The Committee recommends Board approval to renew the state records inquiry access through interagency agreements with the **State of Texas** agencies listed in Appendix A for the period beginning January 1, 2025 through December 31, 2025, at an estimated total amount of \$14,000.00, which is based on prior year expenditures.

APPENDIX A

State of Texas Agencies List

Agencies	Amount
Texas Department of Public Safety (DPS) (Austin, TX)	10,000.00
Texas Department of Motor Vehicles (DMV) (Austin, TX)	3,000.00
Texas Department of Family and Protective Services (DFPS) (Austin, TX)	1,000.00
Total Amount:	\$14,000.00

Interlocal Agreements – 17) City Vehicle Usage Agreement Extension

Purpose	Ratify the city vehicle usage agreement extension through an interlocal agreement with the City of McAllen (McAllen, TX).
Justification	<p>To enable South Texas College to utilize a city vehicle, which will allow students in the two-week bus driving program to practice their maneuvers and driving skills in preparation for the skills test required to obtain their Class A commercial driver's license, including the passenger endorsement.</p> <p>Classes are scheduled to start monthly, with a maximum enrollment of four students per class. Using the city bus will eliminate the need for the College to purchase a vehicle, helping to keep program costs low.</p>
Enclosed Documents	No documents enclosed.
Funding	The college will incur no cost.
Staff Resource	Dr. Anahid Petrosian, Vice President and Provost for Academic Affairs Olivia D. De La Rosa, Dean - Continuing Education and Workforce Development
Recommendation	The Committee recommends Board approval to ratify the city vehicle usage agreement extension through an interlocal agreement with the City of McAllen (McAllen, TX) for the period beginning October 1, 2024 through August 31, 2025, at no cost to the College.

Interlocal Agreements – 18) Facility Rental Agreement

Purpose	Enter into a facility rental agreement with the City of Mission (Mission, TX) for the use of the Mission Event Center through an interlocal agreement.
Justification	To honor the achievement of the Division of Nursing graduates during the 2024 Nursing Pinning Ceremony on Wednesday, December 11, 2024, from 8:00 a.m. to 9:00 p.m.
Enclosed Documents	Other information is included in the Finance Supplemental Booklet and is available if requested.
Funding	Funds for this expenditure are budgeted in the Associate Degree of Nursing Pinning Ceremonies budget for FY 2024 – 2025.
Staff Resource	Dr. Anahid Petrosian, Vice President and Provost for Academic Affairs Dr. Mariano A. Acevedo, Associate Degree in Nursing Program Chair
Recommendation	The Committee recommends Board approval to enter into a facility rental agreement with the City of Mission (Mission, TX) for the rental of the Mission Event Center through an interlocal agreement for December 11, 2024, at a total amount of \$3,700.00.

Recommendation: It is requested that the Committee recommend for Board approval of the award of proposals, purchases, renewals, interagency agreements, and interlocal agreements at a total cost of \$2,283,041.79, as listed below:

Award of Proposals

- 1) **Grounds Maintenance:** award the proposal for grounds maintenance to **TLC - Total Lawn Care Service LLC** (San Antonio, TX) for the period beginning November 1, 2024 through August 31, 2025, with two one-year options to renew, at an estimated total amount of \$735,000.00. The services are as follows:

Services	Amount
Mowing, Tree Trimming, Grass Shredding, and Irrigation Inspections and Repair (Estimated Amount)	552,193.42
Plants, Replacement Plants, and Landscaping (Not Exceeding)	107,806.58
Sprinkler System Repairs (Not Exceeding)	75,000.00
Total Amount:	\$735,000.00

- 2) **Industrial Supplies, Materials, and Accessories:** award the proposals for industrial supplies, materials, and accessories for the period beginning November 25, 2024 through November 24, 2025, with two one-year options to renew, at an estimated total amount of \$180,000.00, which is based on prior year expenditures. The vendors are as follows:

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

Purchases

- 3) **Instructional Equipment:** purchase instructional equipment from **PSI JF Petroleum Group, Inc.** (Edinburg, TX), a Texas Association of School Boards – Buyboard approved vendor, at a total amount of \$83,817.88;
- 4) **Law Enforcement Vehicles:** purchase law enforcement vehicles from **Caldwell Country Chevrolet** (Caldwell, TX), a Texas Association of School Boards – Buyboard approved vendor, at an estimated total amount of \$112,880.00;

- 5) **Parts and Supplies:** purchase parts and supplies from **Johnson Supply** (Houston, TX/Pharr, TX), a Texas Association of School Boards – Buyboard approved vendor, for the period beginning September 1, 2024 through August 31, 2025, at an estimated total amount of \$100,000.00, which is based on prior year expenditures;
- 6) **Computers, Laptops, Monitors, and Printers:** purchase computers, laptops, monitors, and printers as follows:

Vendor (City, State) / Purchasing Cooperative	Amount
Dell Marketing, LP (Dallas, TX)/ State of Texas Department of Information Resources (DIR)	\$274,871.51
CRC Computer Repair Center (McAllen, TX)/ State of Texas Department of Information Resources (DIR)	3,240.00
Total Amount	\$278,111.51

- 7) **Network Equipment, Licenses, and Accessories:** purchase network equipment, licenses, and accessories from **Netsync Network Solutions, Inc.** (Houston, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning October 1, 2024 through August 31, 2025, at an estimated total amount of \$100,000.00, which is based on prior year expenditures;

Renewals

- 8) **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, 2025 through December 31, 2025, at an estimated total amount of \$81,000.00, based on prior year expenditures;
- 9) **Carpet and Flooring Services:** renew the carpet and flooring services contracts for the period beginning February 1, 2025 through January 31, 2026, at an estimated total amount of \$100,000.00, which is based on prior year expenditures. The awarded vendors are as follows:

Vendor (City, State)	Vendor (City, State)
Diaz Floors & Interiors, Inc. (Pharr, TX)	Ontiveros Floor Covering, LLC (Alamo, TX)

- 10) **Graduation Regalia:** renew the graduation regalia contract with the awarded vendor **Jostens, Inc.** (Minneapolis, MN) for the period beginning January 1, 2025 through December 31, 2025, at an estimated total amount of \$98,900.00, which is based on prior year expenditures;
- 11) **Institutional Membership:** renew the institutional membership with the **Texas Association of Community Colleges** (TACC) (Austin, TX), a sole source vendor, for the period beginning September 1, 2024 through August 31, 2025, at a total amount of \$103,100.00;

- 12) **Printing of Stationery:** renew the printing of stationery contracts for the period beginning February 1, 2025 through January 31, 2026, at an estimated total amount of \$30,000.00, which is based on prior year expenditures. The awarded vendors are as follows:

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

- 13) **Signs, Banners, and Related Products:** renew the signs, banners, and related products contracts for the period beginning February 1, 2025 through January 31, 2026, at an estimated total amount of \$80,000.00, which is based on prior year expenditures. The awarded vendors are as follows:

Vendor (City, State)	Vendor (City, State)
Brand Boosters Co., LLC (McAllen, TX)	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)

- 14) **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, 2025 through December 31, 2025, at an estimated total amount of \$160,000.00, which is based on prior year expenditures;

Interagency Agreements

- 15) **Employee Assistance Program (EAP) Agreement:** renew the employee assistance program (EAP) agreement with **The University of Texas Health Science Center at Houston** (Houston, TX) through an interagency agreement for the period beginning November 1, 2024 through October 31, 2025, at an estimated total annual amount of \$22,532.40 for 1,707 full-time employees, at a monthly rate of \$1.10 per employee;
- 16) **State Record Inquiry Access Agreements:** renew the state records inquiry access through interagency agreements for the period beginning January 1, 2025 through December 31, 2025, at an estimated total amount of \$14,000.00, which is based on prior year expenditures. The State of Texas agencies are as listed:

Agencies	Amount
Texas Department of Public Safety (DPS) (Austin, TX)	10,000.00
Texas Department of Motor Vehicles (DMV) (Austin, TX)	3,000.00
Texas Department of Family and Protective Services (DFPS) (Austin, TX)	1,000.00
Total Amount:	\$14,000.00

Interlocal Agreements

- 17) **City Vehicle Usage Agreement Extension:** ratify the city vehicle usage agreement extension through an interlocal agreement with the **City of McAllen** (McAllen, TX) for the period beginning October 1, 2024 through August 31, 2025, at no cost to the College;
- 18) **Facility Rental Agreement:** enter into a facility rental agreement with the **City of Mission** (Mission, TX) for the use of the Mission Event Center through an interlocal agreement for December 11, 2024, at a total amount of \$3,700.00.

ACTION ITEM III, Discussion and Action as Necessary on Compensatory Time for Winter Break Holidays Worked by Exempt Personnel on the Enterprise Resources Planning (ERP) Implementation

Purpose To approve the request for exempt personnel working on the Enterprise Resources Planning (ERP) implementation during the FY2024 - 2025 Winter Break holiday to be allowed to receive compensatory time to be taken at a later date.

Justification The Finance and Human Capital Management Workday ERP implementation project commenced in October 2023. Exempt personnel will be required to work with the vendor on the ERP implementation project during the College's winter break scheduled for December 19, 2024 through January 5, 2025, in order to complete the project by the scheduled go-live date of January 1, 2025.

Enclosed Documents No documents are enclosed.

Funding No funds are required.

Staff Resource Mary Del Paz, Vice President for Finance and Administrative Services
Myriam Lopez, Associate Vice President for Finance and Management
Zachary Suarez, Executive Director for Human Resources and Talent Development

Recommendation The Committee recommends Board approval for exempt personnel working on the Enterprise Resources Planning (ERP) implementation during the FY2024 - 2025 Winter Break holiday to be allowed to receive compensatory time to be taken at a later date.

**ACTION ITEM IV, Review and Recommend Action on Resolution #2025-003
Authorizing Investment Brokers/Dealers**

Purpose	To approve Resolution 2025-003 to update the Investment Brokers/Dealers list.
Justification	<p>The Texas Public Funds Investment Act (PFIA) requires that the Board of Trustees approve all 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>A name change for one of the brokers is included in the list.</p> <p>The Resolution Authorizing Investment Brokers/Dealers was approved and authorized on November 28, 2023, as amended. A revised list of brokers/dealers is included in Appendix A.</p>
Enclosed Documents	Appendix A – Resolution
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 recommends Board approval of Resolution No. 2025-003 Authorizing Investment Brokers/Dealers.

Resolution No. 2025-003

A RESOLUTION BY THE SOUTH TEXAS COLLEGE RELATING TO THE COLLEGE'S ADOPTION AND ANNUAL REVIEW OF ITS LIST OF AUTHORIZED BROKERS/DEALERS AND AMENDING SUCH BROKERS/DEALER LIST AS REQUIRED BY BOARD POLICY AND STATE LAW; AND AUTHORIZING OTHER MATTERS INCIDENT AND RELATED THERETO.

WHEREAS, the Board of Trustees (the "Board") of the South Texas College (the "College") has adopted a written Investment Policy which primarily emphasizes safety of principal and liquidity and addresses investment diversification, yield, and maturity and the quality and capability of investment management provisions in accordance with the Public Funds Investment Act, Texas Government Code Chapter 2256, Subchapter A, as amended, (the *Act*); and

WHEREAS, the Board must annually review the list of authorized brokers/dealers that are authorized to engage in investment transactions with the College and adopt a written instrument stating that it has reviewed such list of authorized brokers/dealers; and

WHEREAS, a written copy of the College's Investment Policy must be presented to any person offering to engage in an investment transaction with an investment entity or to an investment management firm under contract with an investing entity to invest or manage the entity's investment portfolio; and

WHEREAS, the authorized representatives of a business organization offering to engage in an investment transaction with the College must provide a written acknowledgement that the business organization has received the College's Investment Policy; now, therefore,

BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE SOUTH TEXAS COLLEGE THAT:

SECTION 1: The Board has reviewed list of authorized brokers/dealers authorized to engage in investment transactions with the College (Exhibit "A" attached hereto), and the Board further wishes to memorialize this review by the adoption of this Resolution.

SECTION 2: Prospective authorized brokers/dealers will be provided with written copies of the College's Investment Policy and such authorized representatives will provide written acknowledgments of receipt of the College's Investment Policy.

SECTION 3: This Resolution may be relied upon by all appropriate government officials and others interested in this Resolution and establishes the College's compliance with the requirements of the Act and the College's Investment Policy.

SECTION 4: The recitals contained in the preamble hereof are hereby found to be true, and such recitals are hereby made a part of this Resolution for all purposes and are adopted as a part of the judgment and findings of the Board.

SECTION 5: All ordinances and resolutions, or parts thereof, which are in conflict or inconsistent with any provision of this Resolution are hereby repealed to the extent of such conflict, and the provisions of this Resolution shall be and remain controlling as to the matters resolved herein.

SECTION 6: This Resolution shall be construed and enforced in accordance with the laws of the State of Texas and the United States of America.

SECTION 7: If any provision of this Resolution or the application thereof to any person or circumstance shall be held to be invalid, the remainder of this Resolution and the application of such provision to other persons and circumstances shall nevertheless be valid, and the Board hereby declares that this Resolution would have been enacted without such invalid provision.

SECTION 8: It is officially found, determined, and declared that the meeting at which this Resolution is adopted was open to the public and public notice of the time, place, and subject matter of the public business to be considered at such meeting, including this Resolution, was given, all as required by Chapter 551, as amended, Texas Government Code.

PASSED AND APPROVED this the ____ day of _____, 2024.

SOUTH TEXAS COLLEGE

Alejo Salinas, Jr., Chair
Board of Trustees

ATTEST:

Paul R. Rodriguez, Vice Chair
Board of Trustees

(COLLEGE SEAL)

Exhibit “A”

List of Authorized Brokers/Dealers:

FHN Securities

~~Duncan Williams~~ now SouthState/DuncanWilliams

Multi-Bank Securities

PNC Financial Services Group

Rice Financial

SAMCO

Wells Fargo Securities

ACTION ITEM V, Review and Recommend Action on Change Order for Contract with Precision Task Group (PTG) / Workday

- Purpose** To approve Change Order for Contract with Precision Task Group (PTG) / Workday.
- Justification** To gain approval of a change order in the amount of \$105,321, which will offset the deductive change order approved in May 2024 in the same amount.
- The change order outlines the amendments to the contract with Precision Task Group (PTG) Statement of Work that encompasses scope changes and additional custom reports required for a successful implementation.
- Enclosed Documents** Appendix A – Summary of Contract Change Order
- Funding** No funds are required.
- Staff Resource** Mary Del Paz, Vice President for Finance and Administrative Services
- Recommendation** The Committee recommends Board approval of a Change Order in the amount of \$105,321, for the Contract with Precision Task Group (PTG) / Workday.

Appendix A
 Summary of Contract Change Order

Date	Description	Original Budget	Reduction Amount	Revised Budget
February 2024	Advisory Services Hours Reduction for Finance/HCM (Exhibit 1)	\$5,420,800	(\$813,925)	\$4,606,875
May 2024	Statement of Work Modification – Addition and Reduction of Services (Exhibit 2)	N/A	(105,321)	(105,321)
May 2024	State of Texas approved Colleges to use Commercial Cloud, reducing Subscription Fees (Exhibit 3)	14,896,565	(3,227,108)	11,669,457
October 2024				
Total Cost Reduction to Contract		\$20,317,365	(\$4,146,354)	\$16,171,011

ACTION ITEM VI, Discussion and Action as Necessary to Reclassify Existing Vacant Position(s) in Accordance with Policy DEA (Local)

Purpose	To reclassify existing vacant position(s) in accordance with Policy DEA (Local) Compensation and Benefits: Compensation Plan.
Justification	<p>To align the job title and pay grade with the expanded duties and responsibilities.</p> <p>The placement of the new proposed position(s) within the College’s Compensation Plan for FY 2024 – 2025 and rationale are listed in Appendix A.</p>
Enclosed Documents	<p>Appendix A – Reclassification of Vacant Non-Faculty Positions Appendix B – Policy DEA (Local) Appendix C – Job Descriptions Appendix D – Organizational Charts</p>
Funding	No funds are required.
Staff Resource	<p>Mary Del Paz, Vice President for Finance and Administrative Services Dr. Anahid Petrosian, Vice President and Provost for Academic Affairs & Economic Development Dr. Zachary Suarez, Executive Director for Human Resources and Talent Development</p>
Recommendation	The Committee recommends Board approval to reclassify existing vacant position(s) in accordance in accordance with Policy DEA (Local).

Appendix A

Reclassification of Vacant Non-Faculty Positions

Academic Affairs and Economic Development Division

Organization	Position Title	Classification	Pay Grade	Salary Range	Rationale
221001 Division of Business Public Safety & Tech	<u>Current Title:</u> Site Coordinator - Cosmetology <u>Proposed Title:</u> Site Manager – Cosmetology	Executive Administrative Professional	5	\$63,976 - \$93,990	Vacant - The position will be responsible for leading and overseeing all activities and operations for the facility while ensuring compliance with institutional and state accreditations.
210002 Academic Affairs and Economic Development	<u>Current Title:</u> Project Manager- Academic Affairs <u>Proposed Title:</u> Manager – Academic Affairs and Economic Development	Executive Administrative Professional	5	\$63,976 - \$93,990	Vacant - The position will be responsible for directing and developing content and production materials for both existing and emerging programs and initiatives. In addition, the position will organize and execute significant external events, such as the Workforce Summit.

COMPENSATION AND BENEFITS
COMPENSATION PLAN

DEA
(LOCAL)

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

Pay Administration

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

Pay Increases

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

*Mid-Year Pay
Increases*

Contract
Employees

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

Noncontract
Employees

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

Pay During Closing

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

COMPENSATION AND BENEFITS
COMPENSATION PLAN

DEA
(LOCAL)

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

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

South Texas College

Classification Description

Title: Site Manager - South Texas College Cosmetology Center
Department: Division of Business, Public Safety and Technology
Reports to: Dean for Business, Public Safety and Technology
Pay Grade: Executive Administrative Professional - 5
Salary Range: \$63,976.00 - \$93,990.00
Date: 9/26/2024

FLSA Status: Exempt

General Statement of Job

The Site Manager for South Texas College (STC) Cosmetology Center is responsible for leading and overseeing all activities and operations at the facility, ensuring compliance with institutional and state accreditations. This includes managing the preparation of documents and reports for submission of annual licensure renewals to maintain compliance with the Texas Department of Licensing and Regulations (TDLR). Serving as the primary point of contact for TDLR site visits and audits, the Site Manager ensures accurate submission of student records and completed hours through the SHEARS Training Resources portal to support students' licensing and testing eligibility. The Site Manager represents the STC Cosmetology Center in all operational matters with internal and external stakeholders, maintaining communication on all site activities. They also oversee facility-related projects at the STC Cosmetology Center and make recommendations for facility improvements, and/or expansions to accommodate future growth. The Site Manager for STC Cosmetology Center will supervise at least two (2) full time employees and two (2) part time employees in order to support the three (3) full cohorts and any additional continuing education course offerings at the site.

Specific Duties and Responsibilities

Essential Functions:

1. Leads and oversees all activities and operations at the STC Cosmetology Center, ensuring compliance with institutional and state accreditations, such as Texas Department of Licensing and Regulation (TDLR).
2. Manages the preparation and submission of documents for annual licensure renewals to maintain compliance with TDLR, coordinating with relevant agencies, departments, and entities to secure required signatures, payments, and documentation.
3. Serves as the primary point of contact for TDLR site visits and audits, ensuring accurate student record submission through the SHEARS Training Resources portal to support students' licensing and testing eligibility.
4. Represents the STC Cosmetology Center in all operational matters with internal and external stakeholders, maintaining communication on all site activities.
5. Oversees facility-related projects at the STC Cosmetology Center including improvements, expansions to accommodate future growth and development of continuing education courses and trainings, ensuring compliance with TDLR and institutional accreditations requirements.
6. Prepares reports, presentations and binders with needs analysis and supporting documentation for internal tracking and external accreditations as requested by TDLR

Site Manager - South Texas College Cosmetology Center

- and other accrediting agencies.
7. Develops and implements initiatives to recover costs for the STC Cosmetology Center for consumables used during services for the public and evaluates non-credit courses and programs to be offered at the STC Cosmetology Center.
 8. Develops, implements, and evaluates the STC Cosmetology Center handbook, safety procedures, SDS sheets and annual risk assessments.
 9. Manages the schedule of activities at the STC Cosmetology Center, including community events hosted by the STC Cosmetology Program, scheduling of services for required practical hours for licensing purposes, and any Continuing Education activities.
 10. Evaluates and implements electronic client service transaction systems to streamline operations and planning at the STC Cosmetology Center.
 11. Provides direction and support to project teams and office staff to ensure high levels of motivation, collaborations, and performance.
 12. Provides input on revisions or updates of policies and ensures compliance with all state laws, rules, and regulations related to this site.
 13. Informs appropriate administrators about special needs, concerns, events, etc., and promotes/coordinates culturally and intellectually stimulating activities at STC Cosmetology Center
 14. Provides updates at administrative meetings regarding activity at the STC Cosmetology Center.
 15. Develops and disseminates institutional information related to the operational functions of the STC Cosmetology Center to the faculty, staff, and students throughout the year.
 16. Represents the college in the community and with other educational institutions.
 17. Maintains knowledge of the College's policies, procedures and applicable TDLR rules, laws and regulations.
 18. Travels throughout the college district, as needed.
 19. Serves as Campus Security Authority.
 20. Performs other duties as assigned.

Required Education and Experience

21. Bachelor's Degree required; Master's Degree preferred
22. Cosmetology experience preferred.
23. At least three (3) years of experience in higher education administration, preferred.
24. At least three (3) years of administrative experience in a professional role, capable of managing and providing on-site leadership, preferred.

Required Knowledge, Skills and Abilities

1. Excellent oral, written, presentation, and interpersonal communication skills.
2. Strong computer skills with knowledge of Microsoft Office including, but not limited to, Word, Excel, PowerPoint, and Outlook, the Windows environment, and internet research skills.
3. Demonstrated knowledge in handling multiple projects, large budgets, making difficult decisions and implementing action plans in a cooperative yet responsive team environment to achieve desired goals.
4. Proven excellence in planning, decision-making and organization.

Site Manager - South Texas College Cosmetology Center

5. Ability to prioritize, organize, and complete multiple tasks with attention to detail, within stated deadlines.
6. Ability to work independently as well as a team player within department and with others.
7. Ability to adapt to constant change and periods of fast-paced, high-intensity work situations.
8. Ability to work evenings and/or weekends as needed; willing to travel throughout the college district using own means of reliable transportation.
9. Demonstrated commitment to achieving the vision and mission of South Texas College.
10. Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents.
11. Ability to write speeches and articles for publication that conform to prescribed style and format.
12. Ability to effectively present information and respond to inquiries from executive management, faculty, staff, public groups, regulatory agencies, and/or Board of Trustees.
13. Ability to define problems, collect data, establish facts, and draw valid conclusions.
14. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
15. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Checks, Certificates, Licenses, and Registrations

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

Physical Requirements

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

Site Manager - South Texas College Cosmetology Center

12. Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
13. Close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.
14. Mobility to accomplish tasks, particularly for long distances or moving from one work site to another.

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

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

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

South Texas College

Classification Description

Title: Manager – Academic Affairs & Economic Development

Department: Academic Affairs & Economic Development Division

Reports to: Vice President and Provost for Academic Affairs & Economic Development

Pay Grade: Executive Administrative Professional - 5

Salary Range: \$63,976.00 - \$93,990.00

Date: 9/26/2024

FLSA Status: Exempt

General Statement of Job

Directs the development of content and production of materials for both existing and emerging programs. Leads the creation and management of the annual Faculty Spotlight publication, serving as its Managing Editor. Oversees the coordination of the annual Strategic Planning workshop, including the development of the Comprehensive Operational Plan (COP) and Institutional Effectiveness (IE) plan for the Office of the Provost. Tracks and manages major priorities and initiatives across the division. Organize and execute significant external events, including the annual Workforce Summit sponsored by the Office of the Provost. Serves as the communication lead for the College-wide Guided Pathways Project, including developing the annual Guided Pathway Progress Report for internal and external stakeholders, such as the Texas Success Center. Oversees the development and annual revisions of all division-related booklets and manuals. Collaborates with project managers within instructional divisions to ensure that all deliverables are met within established timelines. Supervises assigned staff members to ensure effective execution of all assigned duties.

Specific Duties and Responsibilities

Essential Functions:

1. Directs the development of content and production of materials for both existing and emerging programs.
2. Leads the creation and management of the annual Faculty Spotlight publication, serving as its Managing Editor.
3. Oversees the coordination of the annual Strategic Planning workshop, including the development of the Comprehensive Operational Plan (COP) and Institutional Effectiveness (IE) plan for the Office of the Provost.
4. Tracks and manages major priorities and initiatives across the division.
5. Organizes and executes significant external events, including the annual Workforce Summit sponsored by the Office of the Provost.
6. Serves as the communication lead for the College-wide Guided Pathways Project, including developing the annual Guided Pathway Progress Report for internal and external stakeholders, such as the Texas Success Center.
7. Oversees the development and annual revisions of all division-related booklets and manuals. Collaborates with project managers within instructional divisions to ensure that all deliverables are met within established timelines.

Manager – Academic Affairs & Economic Development

8. Lead project managers within instructional divisions to ensure that all deliverables are met within established timelines.
9. Serves as liaison for OVPAA with Research and Analytical Services.
10. Develops and coordinates content for various mediums and channels, informing of division initiatives, priorities, and logistics.
11. Develops and implements communications strategies that include timelines, milestones, key audiences, and goals.
12. Coordinates with various stakeholders to ensure that projects and deliverables are being completed within designated timelines.
13. Manages the division webpages including creating, writing, and updating content in coordination with the college's Public Relations and Marketing web development team.
14. Leads the planning, writing, editing and production of various communications to inform internal and external stakeholders of key initiatives and programs, including newsletters, highlights, announcements, and presentations.
15. Supervises assigned staff members to ensure effective execution of all assigned duties.
16. Travels throughout the college district, as needed.
17. Performs other duties as assigned.

Required Education and Experience

1. Bachelor's Degree required; Master's Degree preferred
2. At least three (3) years of experience in higher education experience required.
3. Experience developing and preparing reports and presentations, preferred.
4. At least two (2) years of supervisory experience, preferred.

Required Knowledge, Skills and Abilities

1. Excellent oral, written, presentation, and interpersonal communication skills.
2. Strong computer skills with knowledge of Microsoft Office including, but not limited to, Word, Excel, PowerPoint, and Outlook, the Windows environment, and internet research skills.
3. Demonstrated knowledge in handling multiple projects, large budgets, making difficult decisions and implementing action plans in a cooperative yet responsive team environment to achieve desired goals.
4. Proven excellence in planning, decision-making and organization.
5. Ability to prioritize, organize, and complete multiple tasks with attention to detail, within stated deadlines.
6. Ability to work independently as well as a team player within department and with others.
7. Ability to adapt to constant change and periods of fast-paced, high-intensity work situations.
8. Ability to work evenings and/or weekends as needed; willing to travel throughout the college district using own means of reliable transportation.
9. Demonstrated commitment to achieving the vision and mission of South Texas College.
10. Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents.
11. Ability to write speeches and articles for publication that conform to prescribed style and format.
12. Ability to effectively present information and respond to inquiries from executive management, faculty, staff, public groups, regulatory agencies, and/or Board of

Manager – Academic Affairs & Economic Development

Trustees.

13. Ability to define problems, collect data, establish facts, and draw valid conclusions.
14. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
15. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Checks, Certificates, Licenses, and Registrations

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

Physical Requirements

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

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

Manager – Academic Affairs & Economic Development

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

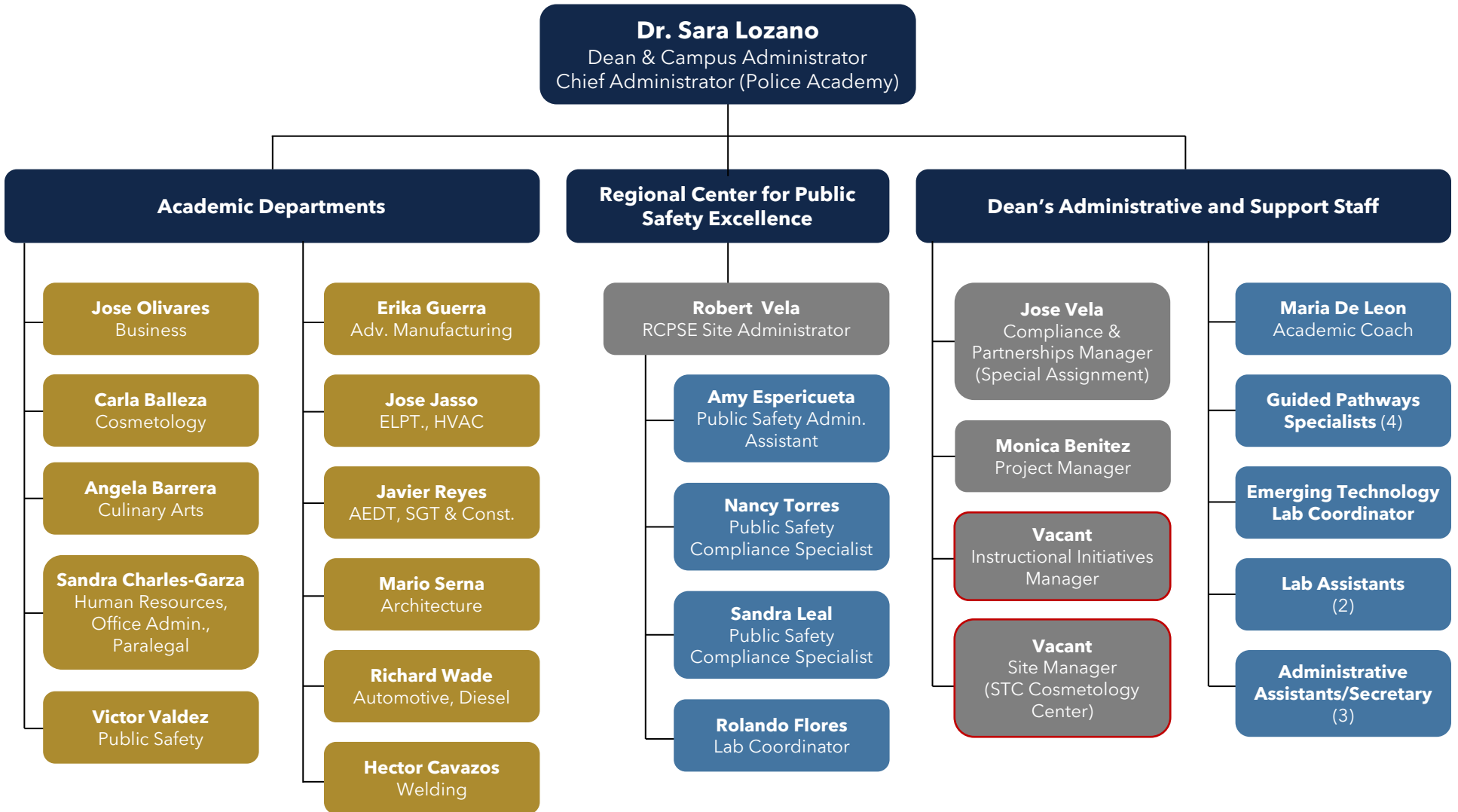
South Texas College does not discriminate or tolerate discrimination against any employee, applicant for employment, student, or applicant for admission on the basis of race, color, national origin, ethnicity, religion, age, sex, sexual orientation, gender, gender identity, gender expression, pregnancy,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

Division of Business, Public Safety & Technology

Organizational Chart | As of October 2024



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Department Chairs

Administrative Leadership

Staff

Vacant

Division of Academic Affairs and Economic Development

Dr. Anahid Petrosian, Vice President and Provost

Organizational Chart 2024–2025

Office of the Provost
 Rose Colorado, Executive AA
 Kailyn Salinas, Senior Administrative Assistant
 Cristina Perez, Secretary

Andrew Fish
 Academic Initiatives Officer

Monica Perez
 Academic Operations Officer
 Linda Ortiz, Project Manager
 Jocelyn Saenz, Support Specialist

Manager - Vacant
 Michelle Grava, Graphic Designer
 Project Manager, Vacant

Regional Healthcare Liaison
 Dr. Jayson Valerio

Business, Public Safety and Technology Division
 Dr. Sara Lozano, Dean

RCPSE Site Administrator
 Robert Vela

Liberal Arts Division
 Dr. Christopher Nelson, Dean

Math, Science, Information Technology and Bachelor Programs Division
 Dr. Ali Esmaili, Dean

Nursing and Allied Health Division
 Dr. Margo Vargas-Ayala, Interim Dean

Social and Behavioral Sciences Division
 Dr. Eric Reittinger, Dean

Digital Learning
 Dr. Rachel Sale, Dean

Director of Digital Learning
 Ana Davila

Continuing Education and Workforce Development
 Olivia De La Rosa, Dean

Director
 Daniela Masten

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

Director
 Leonel Garcia

Campus Administrators

- Mid-Valley, Daniel Montez
- Nursing & Allied Health, Dr. Margo Vargas-Ayala (Interim)
- Starr County, Dr. Arturo Montiel
- Technology, Sara Lozano

Associate Vice President for Academic Success and Advancement
 Dr. Brett Millán

Teaching and Learning Center
 Jessica Galloso, Associate Dean

Curriculum, Planning and Compliance
 Christina Cavazos, Director

Learning Outcomes
 Yolonda Jaramillo, Director

Starfish (Early Alert System)
 Shannon Perales, Administrator

Transfer and Educational Advancement Center
 Dr. Kelli Davis, Director

Academic Excellence Programs
 Honors and PTK

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

Associate Dean for Dual Credit Programs and School District Partnerships
 Antonio De La Cruz

Dual Credit Accreditation and Compliance Manager
 Yvette Gonzalez

Academies and Career Technical Pathways
 Leonardo Castaneda, Director

Dual Credit Academic Pathways
 Aaron Guajardo, Director

Dual Credit Programs Relations and Engagement
 Lisa Alemán, Director

Dual Credit Scheduling and Enrollment Services
 Alejandra Cantu, Director

21 I.S.D. 70 High Schools
 Department Chairs/
 Dual Credit Faculty/ HS Principals

61



New



ACTION ITEM VII, Discussion and Action as Necessary on Jurisdictional and Interagency Support Memorandums of Understanding (MOU) Between the University of Texas Rio Grande Valley (UTRGV) Police Department and the South Texas College (STC) Police Department

Purpose	To approve the MOU between the UTRGV Police Department and the STC Police Department.
Justification	The MOU outlines the jurisdiction of each Police Department, the cooperation protocols, and identifies which Police Department is responsible for responding to incidents in geographical locations at the property adjacent to the STC Starr County Campus.
Enclosed Documents	Appendix A – MOU for UTRGV Police Department
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
Recommendation	The Committee recommends Board approval on Jurisdictional and Interagency Support Memorandum of Understanding (MOU) between the University of Texas Rio Grande Valley Police Department (UTRGV) and the South Texas College Police Department.

JURISDICTIONAL AND INTERAGENCY SUPPORT
MEMORANDUM OF UNDERSTANDING

THE UNIVERSITY OF TEXAS RIO GRANDE VALLEY (UTRGV) POLICE DEPARTMENT
AND THE SOUTH TEXAS COLLEGE POLICE DEPARTMENT

WHEREAS, The Texas Education Code, Section 51.203 confers on commissioned peace officers of state institutions of higher education, jurisdiction in all the counties in which property is owned, leased, rented, or otherwise under the control of the Institution, and

BE IT THEREFORE AGREED AS FOLLOWS: That the University of Texas Rio Grande Valley Police Department (UTRGV PD) and the South Texas College (STC PD) shall abide by the following articles:

ARTICLE 1:

UTRGV PD will maintain primary jurisdiction within property owned, leased, rented or otherwise under the control of UTRGV, including all UT Health RGV properties, within the geographic boundaries of UTRGV PD's jurisdiction. STC PD shall retain concurrent jurisdiction.

ARTICLE 2:

STC PD will retain primary jurisdiction within property owned, leased, rented or otherwise under the control of South Texas College within the geographic boundaries of the STC PD's jurisdiction.

ARTICLE 3:

UTRGV PD may exercise police powers outside of UTRGV controlled property as required by and/or authorized by law. STC PD may exercise police powers within UTRGV controlled property as required and/or authorized by law and as further set forth below.

ARTICLE 4:

The department exercising primary jurisdiction will have on-scene command authority over the placement and role of any concurrent jurisdiction officers in accordance with the National Incident Management System (NIMS) unified command structure.

ARTICLE 5:

Officer Duties:

- A. STC PD peace officers may assist UTRGV PD officers.
- B. The STC PD shall respond to any emergency Call-For-Service that is a result of a call to the STC PD 9-1-1 Emergency Communications Center.

- C. All non-emergency Calls-For-Service received at the STC PD 9-1-1 Emergency Communications Center for properties controlled by UTRGV shall be referred to UTRGV PD.
- D. UTRGV PD shall prepare and shall be responsible for the preparation of all required reports including Offense/Incident/Arrests and or IBR reports in Calls-For-Service matters in which UTRGV PD exercised jurisdiction pursuant to ARTICLE I above.
- E. STC PD may assist UTRGV PD in any manner of law enforcement services and with any investigation of a crime occurring on property for which UTRGV has primary jurisdiction pursuant to ARTICLE I above.
- F. Where STC PD serves as primary investigative agency of any crime occurring on property for which UTRGV has concurrent jurisdiction pursuant to ARTICLE I, the UTRGV PD may assist STC PD in any manner.
- G. UTRGV PD will provide access to STC PD to UTRGV properties for STC PD to aid with police services, as needed.

ARTICLE 6:

Follow-up investigations will be conducted by the department having primary jurisdiction of the incident.

ARTICLE 7:

Federal Clery Act Compliance

- A. Pursuant to the Federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, postsecondary schools are required to disclose statistics for certain crimes that occurred on campus and on public property within and immediately adjacent to school-owned buildings and property.
- B. UTRGV is required to disclose statistics that are reported to the department as well as to local and state law enforcement agencies.
- C. The UTRGV PD will provide a subscription to the UTRGV Emergency Alert System for the STC PD Chief of Police and his designee to ensure timely sharing of information regarding public safety alerts.
- D. The STC PD will provide a subscription to the STC Emergency Alert System for the UTRGV PD Chief of Police and his designee to ensure timely sharing of information regarding public safety alerts.

ARTICLE 8:

Crime Victims Services

Both UTRGV PD and STC PD may maintain their own crime victim services personnel and share the commitment to work together to improve the overall response to and provide crime victim services to members of the UTRGV community who are victims of all manner of crime including, but not limited to, sexual assault. The parties share the goal of preventing sexual assault on campus and in the community and responding appropriately to those who have been victimized.

A. Accordingly, both parties may:

Share information regarding cases and matters of mutual interest.

B. STC PD may:

Provide UTRGV PD with general information about incidents and reportable offenses occurring on UTRGV Property for which UTRGV has primary jurisdiction pursuant to ARTICLE I above.

C. UTRGV PD may:

Provide information to appropriate STC PD staff about incidents and reportable offenses occurring on UTRGV Property for which STC PD has concurrent jurisdiction pursuant to ARTICLE I above.

ARTICLE 9:

The dispatcher of the jurisdiction receiving or dispatching a call for service may:

A. Maintain, via Computer Aided Dispatch (CAD), entries of calls received, routed and dispatched to the other jurisdiction, which may be available upon request.

B. When referring a call to the other jurisdiction, advise the caller of the referral and stay on the line until the other jurisdiction has received the call.

ARTICLE 10:

Special Event Staffing

The STC Police Department may, for agreed upon fees, provide special event staffing as requested by UTRGV PD for events held on UTRGV property when UTRGV determines the staffing needs exceed the ability of the UTRGV Police Department to appropriately staff the event.

ARTICLE 11:

Radio Communications

Interoperability for emergency incident response and joint operations will be facilitated for the radio systems of both agencies.

ARTICLE 12:

Emergency Response Training

UTRGV PD and the STC PD may cooperate to coordinate biennial emergency response training (e.g., active shooter, natural disaster, etc.) utilizing Incident Command System (ICS) consisting of either full-scale and/or tabletop exercises.

ARTICLE 13:

Each party agrees that, except as stipulated in any specific written services agreement, it will be responsible for its own expenses, including but not limited to personnel expenses under this MOU. Under no circumstances will any personnel of one party be considered an agent or employee of the other and nothing in this MOU will be construed with such meaning.

ARTICLE 14:

To the extent authorized by law, each party to this MOU expressly waives all claims against every other party for compensation for any loss, damage, personal injury, or death occurring as a consequence of the performance of this MOU, except for acts in violation of law.

ARTICLE 15:

Term and Termination of Agreement

This MOU shall remain in effect for five (5) years unless terminated earlier by either party. Termination by a party may be affected by giving the other party at least thirty (30) days advance written notice of its intention to terminate. If such notice is given, this MOU shall terminate at the end of such thirty (30) day period. Termination shall be without penalty. If this MOU is terminated, neither UTRGV nor STC will be liable to the other for any monetary or other losses which may result.

ARTICLE 16:

Miscellaneous

- A. Entire MOU. This MOU embodies the complete understanding of the Parties hereto, superseding all oral and written understandings as well as previous and contemporaneous MOUs between the Parties relating to the matters of this MOU.
- B. Execution. This MOU may be executed in any number of counterparts, each of which shall be deemed an original and constitute one and the same instrument.
- C. Third Parties. This MOU does not create any third-party beneficiaries. Nothing in this MOU, or in the Administrative Regulations, or any other attachments shall be construed to create, expand, or form a basis for the liability to any third-party under any theory of law against either party hereto unless such basis exists independent of this MOU under state and federal law.
- D. Waiver. No waiver of a breach or any provision of the MOU by either Party shall constitute a waiver of any subsequent breach of such provision. Failure of either Party to enforce at any time, or from time to time, any provision of this MOU shall not be construed as a waiver thereof.

_____ Date
 Adan Cruz
 Chief of Police
 UTRGV Police Department

_____ Date
 Ruben Suarez
 Chief of Police
 South Texas College Police Department

_____ Date
 Michael Mueller
 Executive Vice President
 for Finance & Business Affairs and CFO
 UTRGV

_____ Date
 Dr. Ricardo J. Solis
 President
 South Texas College

ACTION ITEM VIII, Presentation on The Records Management Program

Purpose	Administration is providing information regarding The Records Management Program at South Texas College (College). The purpose of the program is to establish a structured program focused on College record preservation and accessibility in compliance with applicable laws and with College policy CIA – Equipment and Supplies Management: Records Management.
Justification	Under the leadership and direction of the College’s Records Management Officer, Mary Del Paz, Vice President for Finance and Administrative Services, the Business Process and Accountability Department manages records management operations, including, but not limited to, policy and procedure development, record storage, digital records, and training.
Enclosed Documents	Appendix A – PowerPoint Presentation
Funding	No funds are required.
Staff Resource	Mary Del Paz, Vice President for Finance and Administrative Services Frank Jason Gutierrez, Director - Business Process and Accountability
Recommendation	No action is required from the Committee. This item is presented for information purposes.



THE RECORDS MANAGEMENT PROGRAM

FRANK JASON GUTIERREZ, DIRECTOR OF BUSINESS PROCESS AND ACCOUNTABILITY
DIVISION OF THE FINANCE AND ADMINISTRATIVE SERVICES

The Records Management Program at a Glance



Compliance

- Legal requirement - Texas State Library and Archives Commission (TSLAC)
- Minimize Risk
- Protection of records



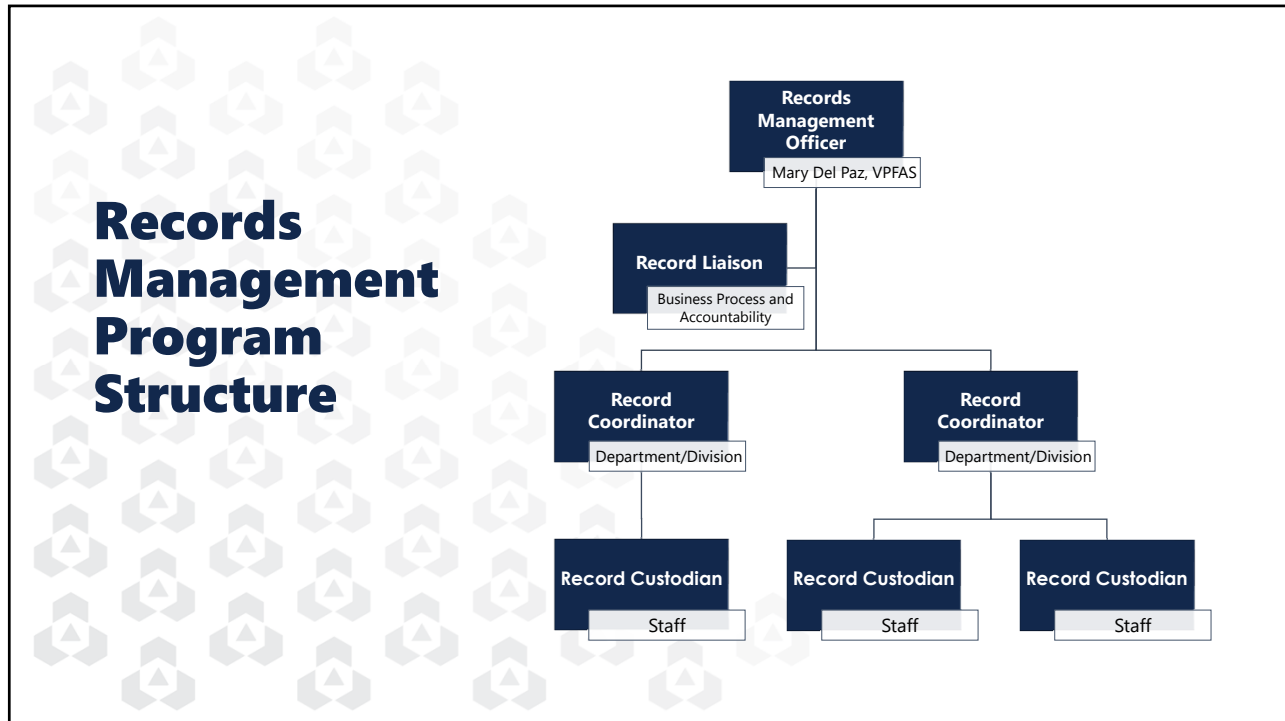
Organized

- Faster information retrieval
- Workflow efficiency
- Timely disposition



Cost Efficiency

- Cost savings by reducing processing costs
- Maximize office space

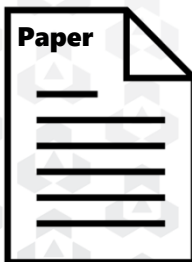


Elements of Compliance

- Policy CIA (Local) - Equipment and Supplies Management: Records Management on file with TSLAC.
 - Policy adopted by the Board on May 28, 2024.
 - Records Management Program Procedures.
- TSLAC SLR 504 Designation of Records Management Officer (RMO).
 - Mary Del Paz, Vice President for Finance and Administrative Services
- TSLAC SLR 508 Declaration of Compliance.
 - Adoption and adherence to record retention schedules.

What is a Record?

A record is any document, paper, letter, book, map, photograph, sound or video recording, microfilm, magnetic tape, electronic medium, or other information recording medium, regardless of physical form or characteristic and regardless of whether public access to it is open or restricted under the laws of the state, created or received by a local government or any of its officers or employees pursuant to law, including an ordinance, or in the transaction of public business (Local Government Code §201.003 or Bulletin D).



Born Digital

- Original record is electronic.
 - Word document
 - Webpage
 - Spreadsheet report



Digitized

- Original record was in hard copy. Scanned/uploaded to an application, software, cloud, etc.
 - Receipt
 - Invoice
 - Form



Life Cycle of a Record

- The process in which a record passes through creation, use/maintenance, and disposition.
- Within the three phases, additional interrelated steps, including active and inactive use, storage, transfer, etc., complete a record's life cycle.

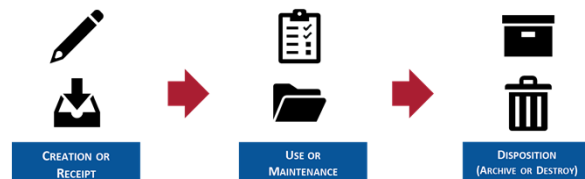


Image Source: State and Local Records Management (SLRM)

Is it a Record or a Convenience Copy?

Official Record

- The official record is to be maintained for the full retention period, as designated by TSLAC or a Superseding Agency.

Convenience Copy

- A copy created for administrative ease of use, also called a working or reference copy.
- If you have a convenience copy of an official record:
 - Dispose of it accordingly as soon as it is no longer needed for administrative use.
 - Do not keep convenience copies longer than the official record.

What is a Record Retention Schedule?

A Record Retention Schedule identifies the records created or received by an organization or government entity and lists the specific time period during which the records must be maintained for the local government to meet its legal obligation.

- Record number, record title, record description, and the **retention period** determined by TSLAC.

Record Retention Schedules

Retention Schedules indicate the minimum length of time listed records must be retained before destruction or archival preservation. South Texas College has adopted the following Record Retention Schedules:

- GR (Records Common to All Local Governments)
- JC (Records of Public Junior Colleges)
- PS (Records of Public Safety Agencies)
- TX (Records of Property Taxation)
- EL (Records of Elections and Voter Registration)

Understanding a Record Retention Schedule

Unique # assigned by TSLAC	What TSLAC calls this series	What kinds of records would be classified here	Minimum amount of time the records must be kept.	Statutes governing the retention and other notes affecting the retention
Record Number	Record Title	Record Description	Retention Period	Remarks
GR1025-25	ACCOUNTING POLICIES AND PROCEDURES DOCUMENTATION	Policy and procedure directives and similar records documenting accounting methodology.	US, expired, or discontinued + 5 years.	
GR1025-26	ACCOUNTS PAYABLE AND DISBURSEMENT RECORDS			
*GR1025-26a	ACCOUNTS PAYABLE AND DISBURSEMENT RECORDS	Claims, invoices, statements, copies of checks and purchase orders, expenditure authorizations, and similar records that serve to document disbursements, including those documenting claims for and reimbursement to employees for travel and other employment-related expenses.	FE of date of final payment + 5 years for school districts; FE of date of final payment + 3 years for other governments.	Retention Note: Accounts payable and disbursement records for bond-funded projects must be maintained according to the retention period listed in GR1025-26d.
GR1000-38	POLICY AND PROCEDURE DOCUMENTATION	Executive orders, directives, manuals, and similar documents that establish and define the policies, procedures, rules, and regulations governing the operations or activities of a local government as a whole or any of its departments, programs, services, or projects.	US, expired, or discontinued + 5 years.	Retention Note: Review before disposal; some records may merit PERMANENT or long-term retention for historical or legal reasons.

Department Record Inventory

To properly identify, maintain, and safeguard records, departments are to maintain a record inventory.

Department Record Information						Records Retention Schedule			Date Record is eligible for Destruction
Name of Document and Record Description	Date of Record (Month/Year)	Record Format	Record Location	Record Custodian	Department / Unit	Record Number	Record Title	Retention Period	
Master File Record Inventory	March 2024	Electronic	Share Drive: Acct Svcs DFS Share Drive (K:)> 1. Records Management>03. Records Retention Inventory>MASTER FILE - RECORD INVENTORY	Erika Rodriguez	BPA	GR1000-40d	Records Management Records	US, expired, or discontinued +5 years.	US
Dual Enrollment Program Cost Analysis	December 2015	Electronic	Share Drive: Acct Svcs DFS Share Drive (K:)>Dual Enrollment Cost Study 2015\FINAL V2>Dual Enrollment Report Dec 4 2015w	Jason Gutierrez	BPA	GR1000-41a	Studies (Non-Fiscal)	5 years	September 2023
Shred Bin Reconciliations	September 2016 - December 2021	Paper	File cabinet in office 3.104	Jason Gutierrez	BPA	GR1025-31c	Transaction Summaries	2 years	December 2023
Shred Bin Reconciliations	January 2023 - December 2023	Electronic	OneDrive: Records Management folder>Ranger Shredding>Invoice Reconciliations	Mary Gonzaba	BPA	GR1025-31c	Transaction Summaries	2 years	December 2025

Consequences of Not Managing Records

- Legal risk exposure
- Longer retrieval times
- Higher costs
- Ongoing obligation to protect records
- Negative perception



ACTION ITEM IX, Review and Recommend Action to Revise Business and Support Services Policy

Purpose To approve Policy CAK (Local): Appropriations and Revenue Sources: Investments as required by The Public Funds Investment Action (PFIA), Chapter 2256.005 9 (e).

Justification The Public Funds Investment Act (PFIA), Chapter 2256.005 (e) and the College’s Policy requires the governing body of an investing entity to review its Investment Policy and Investment Strategy Statement not less than annually. The governing body must adopt a written instrument by rule, order, ordinance, or resolution stating that it has reviewed the Investment Policy and Investment Strategy Statement and that the written instrument so adopted shall record any changes made to either the Investment Policy or Investment Strategy Statement.

Administration brings the Investment Policy and Investment Strategy Statement to the Board of Trustees annually, as required.

The policy was adopted at the April 23, 2024 Board Meeting, and at this time, there are no changes to the policy.

Enclosed Documents Appendix A – Policy CAK

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 recommends Board approval of Business and Support Services Policy CAK(L) Appropriations and Revenue Sources: Investments as presented, and which supersedes any previously adopted Board policy.

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

Investment Authority

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

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

**Approved
Investment
Instruments**

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

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

Existing Investments

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

**Prohibited
Investments**

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

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

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

Safety

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

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

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

**Investment
Management**

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

Training

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

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

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

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

**Liquidity and
Maturity**

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

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

Diversity

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

**Monitoring Market
Prices**

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

**Monitoring Rating
Changes**

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

Collateralization

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

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

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

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

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

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

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

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

Collateral
Substitution

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

Funds / Strategies

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

Operating Funds

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

Debt Service Funds

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

Capital Project
Funds

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

**Safekeeping and
Custody**

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

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

Safekeeping
Agreement

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

Custody of
Collateral

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

Brokers / Dealers

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

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

Competitive Bidding

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

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

Interest Rate Risk

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

Internal Controls

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

APPROPRIATIONS AND REVENUE SOURCES
INVESTMENTS

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

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

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

Portfolio Report

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

Annual Review

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

Annual Audit

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

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

ACTION ITEM X, Review and Recommend Action to Adopt New Basic District Foundations Policy and Retire Current Policy

Purpose	To adopt the new Basic District Foundations Policy and retire the current policy to align with the Texas Association of School Boards (TASB) policy manual.
Justification	<p>To provide the new policies in the TASB standardized format and contain all, some, or none of the content from the retired policies. In addition to the policy 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 College President.</p>
Enclosed Documents	Appendix A – List of New and Retired Policies Appendix B – New and Retired Policies
Funding	No funds are required.
Staff Resource	Venisa Earhart, Board Relations Administrator
Recommendation	The Committee recommends Board approval to adopt the new Basic District Foundations Policy and retire current policy as presented, and which supersedes any previously adopted Board policy.

Appendix A

List of New and Retired Policies

Adopt New Policy	Retired Policy(ies)	Retired Policy Content Transition
A-1. AD (Local) Educational Role, Mission, Purpose, and Responsibility	A-2. Policy #900: Comprehensive Mission Incorporating Institutional Vision, Mission, and Core Values	All of the content from the retired policy is included in the new local policy.

Appendix B

Policies follow in the packet.

EDUCATIONAL ROLE, MISSION, PURPOSE, AND RESPONSIBILITY

AD
(LOCAL)

**Comprehensive
Mission**

The comprehensive mission, which incorporates the vision, mission, and core values of the College District, serves as the foundation for all College District operations, programs, and activities. The comprehensive mission shall be aligned with the strategic plan of the College District and the official posture and practice of the College District must be consistent with this framework.

Review

These components, which frame the College District's commitment to those we serve, shall be reviewed at least every four years with input from faculty, staff, students, and the Board.

**Access to
Instructional
Services**

The College District is committed to provide access to educational opportunities to the communities in Hidalgo and Starr counties through quality instructional programs that meet the needs of students, local business, and industry. The commitment includes offering courses relevant to the fields of study and academic disciplines at the various campuses and centers throughout the College District's service area, partnerships with local public schools to provide instructional services through dual enrollment, and delivery of quality instruction through distance education and asynchronous education.

The College District is also committed to provide non-credit courses, professional development programs, workshops, seminars, and conferences for the communities the College District serves in Hidalgo and Starr counties.

**Statement of
Instructional
Philosophy**

The Board, College President, executive officers, administration, faculty, staff, and students of the College District are committed to providing the people of Hidalgo and Starr counties a premiere institution of higher learning.

With this desired outcome, the College District will:

- Provide instructional programs and courses of the highest quality, regardless of mode of delivery, location or level.
- Promote academic integrity, scholarship, and empowerment.
- Nurture an environment of academic freedom in partnership with dignity and respect for all faculty and learners.
- Focus on proactive and innovative initiatives for student success.
- Understands its role as an essential component of the economic growth of the region.

DATE ISSUED:

ADOPTED:

1 of 1

AD(LOCAL)-X

MANUAL OF POLICY

Title	Comprehensive Mission Incorporating Institutional Vision, Mission, and Core Values	900
Legal Authority	Approval of the Board of Trustees	Page 1 of 1
Date Approved by Board	Board Minute Order Dated December 17, 1998 As Amended by Board Minute Order Dated July 15, 2004 As Amended by Board Minute Order Dated December 15, 2005 As Amended by Board Minute Order Dated August 21, 2008 As Amended by Board Minute Order Dated March 26, 2019	

The Comprehensive Mission, which incorporates the Institutional Vision, Mission, and Core Values of South Texas College, serves as the foundation for all institutional operations, programs, and activities. The Comprehensive Mission shall be aligned with the Strategic Plan of the College and the official posture and practice of the College must be consistent with this framework.

These components which frame the College's commitment to those we serve shall be reviewed at least every four years with input from faculty, staff, students and the Board of Trustees.

RETIRED

ACTION ITEM XI, Review and Recommend Action to Adopt New Local Governance Policy

- Purpose** To adopt the new Local Governance Policy to align with the Texas Association of School Boards (TASB) policy manual.
- Justification** To provide the new policy in the TASB standardized format. In addition to the policy and, as applicable, internal procedures are currently in place and will continue to be enhanced.
- The new policy has been reviewed by staff, administrators, TASB staff, STC Legal Counsel, and the College President.
- Enclosed Documents** Appendix A – List of New Policy
 Appendix B – New Policy
- Funding** No funds are required.
- Staff Resource** Gardenia G. Perez, Chief of Staff
- Recommendation** The Committee recommends Board approval to adopt the new Local Governance Policy as presented, and which supersedes any previously adopted Board policy.

Appendix A

List of New and Retired Policies

Adopt New Policy	Retired Policy(ies)	Retired Policy Content Transition
A-1. BH (Local) Administrative Rules and Regulations	N/A	N/A

Appendix B

Policy follows in the packet.

Development

The College President and administrative staff shall be responsible for developing and enforcing procedures for the operation of the College District. These procedures shall constitute the administrative regulations of the College District and shall consist of guidelines, handbooks, manuals, forms, and any other documents defining standard operating procedures.

The College President or designee shall ensure that administrative regulations are kept up to date and are consistent with Board policy. The College President or designee shall resolve any discrepancies among conflicting administrative regulations. In case of conflict between administrative regulations and policy, policy shall prevail.

No Board Action

Administrative regulations are subject to Board review but shall not be adopted by the Board.

Availability

All administrative regulations shall be made accessible to staff, students, and the public as required by law or Board policy.

ACTION ITEM XII, Review and Recommend Action to Adopt New Business and Support Services Policies and Retire Current Policies

- Purpose** To adopt new Business and Support Services Policies and retire the current policies to align with the Texas Association of School Boards (TASB) policy manual.
- Justification** To provide the new policies in the TASB standardized format and contain all, some, or none of the content from the retired policies. In addition to the policy and, as applicable, internal procedures are currently in place and will continue to be enhanced.
- The new and retired policies have been reviewed by staff, administrators, TASB staff, STC Legal Counsel, and the Vice President for Finance and Administrative Services.
- Enclosed Documents** Appendix A – List of New and Retired Policies
Appendix B – New and Retired Policies
- Funding** No funds are required
- Staff Resource** Mary Del Paz, Vice President for Finance and Administrative Services
Deyadira A. Leal, Director of Purchasing
Ricardo De La Garza, Director of Facilities Planning and Construction
Ruben Suarez, Chief of Police
- Recommendation** The Committee recommends Board approval to adopt new Business and Support Services Policies and retire current policies as presented, and which supersedes any previously adopted Board policy.

Appendix A

List of New and Retired Policies

Adopt New Policy	Retired Policy(ies)	Retired Policy Content Transition
A-1. CHF (Local) Site Management – Weapons	A-2. Policy #6326: Concealed Carry And Weapons on Campus	All of the content from the retired policy is included in the new local policy
B-1. CF (Local) Purchasing and Acquisition	B-2. Policy #5200: Purchasing Authority B-3. Policy #5210: Purchasing B-4. Policy #5220: Contractors: Consultant Services, Professional Services and Honoraria B-5. Policy 5225: Authorization for the President to Award Contracts After Informal Bidding for Expenditures of Up to \$10,000 and Purchasing Procedures for Personal Property and Public Works B-6. Policy 5226: Contracts	Some of the content from the retired policy is included in both the new local policy and a procedure, handbook, manual, etc.
C-1. CM (Local) Facilities Construction	C-2. Policy #6120: Physical Facilities Planning and Educational Specifications	Some of the content from the retired policy is included in both the new local policy and a procedure, handbook, manual, etc.

Appendix B

Policies follow in the packet.

Firearms

The College District prohibits the use, possession, or display of a firearm on College District property or at a College District-sponsored or -related activity in violation of law and College District regulations.

A license holder may carry a concealed handgun on or about the license holder's person while the license holder is on the college district campus in accordance with law, unless otherwise prohibited by this policy and associated regulations.

Other Weapons and Devices Prohibited

The College District prohibits the use, possession, or display of any location-restricted knife, club, knuckles, firearm silencers, or prohibited weapon, as defined by law, on College District property or at a College District-sponsored or -related activity, unless written authorization is granted in advance by the College President or designee.

Additionally, the following weapons are prohibited on College District property or at any College District-sponsored or -related activity:

1. Fireworks of any kind;
2. Incendiary devices;
3. Instruments designed to expel a projectile with the use of pressurized air, like a BB gun;
4. Razors;
5. Chains; or
6. Martial arts throwing stars.

The possession or use of articles not generally considered to be weapons may be prohibited when the College President or designee determines that a danger exists for any student, College District employee, or College District property by virtue of possession or use.

Violations

Employees and students found to be in violation of this policy shall be subject to disciplinary action. [See DH, FM, and FMA]

Policy Exclusion Zones

A license holder is prohibited from carrying a concealed handgun on the following premises.

1. Polling Locations - State law prohibits license holders of handguns from carrying a handgun on premises of a polling place on the day of an election or while early voting is in process. A sign shall be posted at any polling place located on campus from early voting through Election Day that reads either "Polling Place" or "Vote Here".

2. Board Room - State law excludes license holders of handguns from carrying a handgun in room or rooms where a meeting of a governmental entity is held if the meeting is an open meeting subject to Chapter 551, Government Code, and the entity provided notice as required by that chapter.
3. Mid-Valley Child Development Center - The concealed carry of handguns is prohibited on the premises of the day care facilities to ensure safety to minors.
4. Testing Center Pecan Plaza - The concealed carry of handguns is prohibited on the premises where by state or federal law or contract, at the sole discretion of the state or federal government or organization with whom the contract is entered, requires exclusion of a handgun in a specific location.
5. Other areas where contractual obligations prohibit concealed carry of handguns.
6. Other areas prohibited by state or federal law.

General Notice

The College District will maintain guidelines and information including frequently asked questions, for reference which will be posted on the College District website and may be obtained from the Department of Public Safety.

MANUAL OF POLICY

Title	Concealed Carry And Weapons on Campus	6326
Legal Authority	Approval of the Board of Trustees	Page 1 of 4
Date Approved by Board	Board Minute Order dated April 24, 2017 As Amended by Board Minute Order dated September 25, 2018	

South Texas College is committed to providing a safe environment for students, employees, college affiliates, and visitors, and to respecting the right of individuals licensed to carry a handgun in the state of Texas.

Subject to applicable Texas or federal laws, effective August 1, 2017, South Texas College shall allow individuals who hold a valid license to carry a concealed handgun (Concealed Handgun License or License to Carry) on land and in buildings owned or leased by South Texas College subject to the reasonable rules, regulations, and other provisions regarding the carrying of concealed handguns by license holders as established by the President of South Texas College and approved by South Texas College Board of Trustees.

The College President established these rules, regulations, and other provisions after consulting with South Texas College students, staff, and faculty regarding the nature of the student population, specific safety considerations, and the uniqueness of the campus environment. The provisions do not generally prohibit or have the effect of generally prohibiting license holders from carrying concealed handguns. The President may amend the provisions as necessary for campus safety. Any changes to this policy, shall be submitted to the Board of Trustees for approval.

This policy applies to all students, employees, college affiliates, and visitors of the college while on land or in buildings owned or leased by South Texas College. This policy does not apply to those individuals exempted by law.

License holders carrying a handgun on campus must carry it on or about their person at all times or secure their handgun in a locked, privately-owned or leased motor vehicle. No handgun storage shall be provided for license holders.

At all times, the responsibility of maintaining ownership and control of a concealed handgun rests with the holder. A license holder is responsible for complying with the applicable state and federal laws.

State law strictly prohibits open carry of a handgun or other prohibited weapons on the campuses of an institution of higher education. Open carry of a handgun or unlicensed individuals carrying a handgun are not permitted on South Texas College campuses.

MANUAL OF POLICY

Title	Concealed Carry And Weapons on Campus	6326
Legal Authority	Approval of the Board of Trustees	Page 2 of 4

Policy Exclusion Zones

A license holder is prohibited from carrying a concealed handgun on the following premises.

Temporary Exclusion:

- a) Polling Locations - State law prohibits license holders of handguns from carrying a handgun on premises of a polling place on the day of an election or while early voting is in process. A sign shall be posted at any polling place located on campus from early voting through Election Day that reads either "Polling Place" or "Vote Here".

Permanent Exclusions:

- a) Board Room - State law excludes license holders of handguns from carrying a handgun in room or rooms where a meeting of a governmental entity is held if the meeting is an open meeting subject to Chapter 551, Government Code, and the entity provided notice as required by that chapter.
- b) Mid-Valley Child Development Center - The concealed carry of handguns is prohibited on the premises of the day care facilities to ensure safety to minors.
- c) Testing Center Pecan Plaza - The concealed carry of handguns is prohibited on the premises where by state or federal law or contract, at the sole discretion of the state or federal government or organization with whom the contract is entered, requires exclusion of a handgun in a specific location.
- d) Other areas where contractual obligations prohibit concealed carry of handguns.
- e) Other areas prohibited by state or federal law.

Effective notice under Section 30.06, Penal Code shall be provided for each of these premises.

Distribution of Rules, Regulations, or other Provisions

1. South Texas College shall widely distribute the rules, regulations, or other provisions as required by law to the college students, faculty, and any college visitors including the publishing of the provisions on the College website and on student and employee handbooks.
2. South Texas College shall display, in conformance with state law, a notice both in English and Spanish, to the buildings/premises where a concealed handgun is prohibited.
3. All notices/signage and other documentation used to indicate Policy Exclusion Zones shall be approved by the College President.

MANUAL OF POLICY

Title	Concealed Carry And Weapons on Campus	6326
Legal Authority	Approval of the Board of Trustees	Page 3 of 4

4. Any individual who, without authorization, modifies or removes, tampers with, defaces any notice/signage provided under this policy is subject to disciplinary action including, suspension, expulsion, removal from the campus, termination or non-renewal of appointment or termination of a business relationship, and may be subject to criminal prosecution.

Reporting Requirements

The President of South Texas College shall submit a report by September 1st of each even numbered year to the legislature and to the standing committees of the legislature with jurisdiction over the implementation and continuation of the campus carry policy, which explains the reasons the College has established the provisions. Any changes to this policy, shall be submitted by the College President to the Board of Trustees for approval in accordance with the timelines provided by state law.

Policy Violations

Any violations to South Texas College policy regarding the carrying or storage of firearms is considered an offense and may be subject to criminal prosecution under state law. Any individual who violates this policy is subject to disciplinary action including, suspension, expulsion, removal from the campus, termination or non-renewal of appointment, or termination of a business relationship.

Definitions

- a) License Holder – “License Holder” means a person licensed to carry a handgun under Subchapter H, Chapter 411, Government Code.
- b) Handgun – “Handgun” means any firearm that is designed, made, or adapted to be fired with one hand.
- c) Concealed Handgun Carry – “Concealed Handgun Carry” means a handgun not openly discernable to the ordinary observation of a reasonable person.
- d) Exclusion Zone – “Exclusion Zone” means any premise in which the carry of a concealed handgun is prohibited by virtue of Texas statute or these rules.
- e) Entry – “Entry” means the intrusion of the entire body.
- f) Notice – “Notice” means a sign or signs posted on the property or at the entrance to the building, reasonably likely to come to the attention of intruders, indicating that entry is forbidden.
- g) Minor – “Minor” means a person younger than 17 years of age.

MANUAL OF POLICY

Title	Concealed Carry And Weapons on Campus	6326
Legal Authority	Approval of the Board of Trustees	Page 4 of 4

- h) Campus – "Campus" means all land and buildings owned or leased by an institution of higher education. Gov't Code 411.2031(a) (1), .2032.
- i) Premises – "Premises" means a building or a portion of a building. The term does not include any public or private driveway, street, sidewalk or walkway, parking lot, parking garage, or other parking area. Penal Code 46.03(c)(1), .035(f)(3); Gov't Code 411.2031(a)(3).
- j) Firearm – A "firearm" is any device designed, made, or adapted to expel a projectile through a barrel by using the energy generated by an explosion or burning substance or any device readily convertible to that use. Penal Code 46.01(3).
- k) College Affiliates – "College Affiliates" includes, but not limited to, volunteers, contractors, contractor employees, governmental agency employees, vendors, independent contractors, independent contractor employees, service providers and all College visitors.

The College will maintain guidelines and information including frequently asked questions, for reference which will be posted on the College website and may be obtained from the Department of Public Safety.

RETIRED

Purchasing and Contracting Authorization

The Board delegates to the College President or designee the authority to authorize and enter into, on behalf of the College District, any contract or agreement of any nature which is necessary and appropriate for the operations of the College District in accordance with this policy, including the limitations set forth below, state law, and the College District budget. To the extent this policy contradicts or is inconsistent with other Board policies which govern specific types of contracts and agreements including, without limitation, any grants and awards which are covered by CAA(LOCAL), employment contracts which are governed by DCA(LOCAL), and any facilities construction contracts which are covered by CM(LOCAL), the provisions of the policies governing specific types of contracts and agreements shall control.

Board Approval Required

Except as otherwise indicated, Board approval and authorization shall be required for all contracts, agreements, and transactions including, without limitation, purchases, sales, leases, rentals, licenses, interlocal and interagency agreements, and memoranda of understanding if the value of the contract, agreement or transaction is expected to equal or exceed, in the aggregate during the life of the contract, the sum of \$50,000.

Notwithstanding the foregoing, the following types of contracts, agreement and transactions shall also require specific Board approval and authorization:

1. Purchases or sales of real property regardless of the value of the contract;
2. Change orders and other modifications or amendments of contracts for construction services as a result of which the cost of the contract is increased by \$10,000 or more or the change order or other modification causes the total cost of the original construction contract to equal or exceed \$50,000.
3. The acquisition or conveyance of any interest in real or personal property including leaseholds, licenses and rentals with a term exceeding one year (including options to renew);
4. Licenses, concessions, facility use agreements, and other revenue-generating agreements exceeding a term of two years (including options to renew);
5. Contracts involving the sale or licensing of intellectual property and technology transfer agreements regardless of the amount; and
6. All contracts of any nature for which Board approval is specifically required pursuant to College District policy or applicable law.

Nothing contained in this policy is intended or shall be construed to prohibit or prevent the College President, in the College President's sole discretion, from seeking authorization or approval from the Board with respect to any contract.

Emergency
Exception

In the event of a catastrophe, emergency, or natural disaster affecting the College District, the Board delegates to the College President the authority to contract for the replacement, construction, or repair of College District equipment or facilities in accordance with law if emergency replacement, construction, or repair is necessary for the health and safety of College District students and staff. The College President shall report to the Board at the next regular meeting any contract made under this authority.

Purchasing
Procedures

The College President shall develop, or cause to be developed, purchasing and contracting procedures to implement the requirements of College District policies and state and federal law.

Signatory Authority

Except where Board approval is required as set forth above, the College President shall have the responsibility and authority to initiate, prepare and execute all types of contracts and agreements as described herein. All contracts shall be executed in accordance with College District policies and procedures.

The College President may delegate, at the President's discretion, all or a portion of the College President's authority granted under this policy to initiate, approve, and execute contracts. The College President shall enact and publish appropriate regulations and/or procedures to delegate this authority. Such delegation must be specific and in writing to be effective. The College President will remain responsible for all such delegated contracts, purchases, and agreements.

No employee or agent of the College District shall have the authority to enter into any contract on behalf of the College District except as otherwise expressly provided by this policy, as well as any corresponding regulations or procedures enacted by the College President. If a College District employee signs a contract without authority, or falsely represents to a third party that the employee has the authority to sign a contract, the employee may be held personally responsible to the third party in accordance with law. An agreement that is not expressed in writing and approved and executed in accordance with this policy shall not be binding or enforceable against the College District.

An employee who signs a contract or seeks to bind the College District to an agreement in violation of this policy may be subject to discipline, up to and including discharge of employment. [See DH(LOCAL) and DM(LOCAL)]

Purchasing Method	In connection with the purchase of any goods or services, the Board delegates to the College President or designee the authority to select the purchasing method in accordance with the College District's policies and state and federal law. Such methods may include, without limitation, competitive bidding and competitive sealed proposals.
Competitive Bidding	<p>If competitive bidding is chosen as the purchasing method, the College President or designee shall prepare bid specifications. All bids shall be in accordance with administrative regulations. All bidders shall be invited to attend the bid opening. Any bid may be withdrawn prior to the scheduled time for opening. Bids received after the specified time shall not be considered.</p> <p>The College District may reject any and all bids.</p>
Competitive Sealed Proposals	<p>If competitive sealed proposals are chosen as the purchasing method, the College President or designee shall prepare the request for proposals and/or specifications for items to be purchased. All proposals shall be in accordance with administrative regulations. Proposals received after the specified time shall not be considered. Proposals shall be opened at the time specified, and all proposers shall be invited to attend the proposal opening. Proposals may be withdrawn prior to the scheduled time for opening. Changes in the content of a proposal, and in prices, may be negotiated after proposals are opened.</p> <p>The College District may reject any and all proposals.</p>
Responsibility for Debts	<p>The Board shall assume responsibility for debts incurred in the name of the College District so long as those debts are for purchases made in accordance with the adopted budget, state law, Board policy, and the College District's purchasing procedures. [See CC] The Board shall not be responsible for debts incurred by persons or organizations not directly under Board control; persons making unauthorized purchases shall assume full responsibility for all such debts.</p>
Personal Purchases	<p>College District employees shall not be permitted to make purchases for personal use through the College District's business office.</p>
Delinquent Franchise Taxes	<p>Each vendor contracting with the College District for sale of goods or services to the College District shall certify that its franchise taxes are current. If the vendor is exempt from payment of franchise taxes or is an out-of-state entity not subject to Texas franchise tax, it shall certify a statement to that effect. Making a false statement as to corporate franchise tax status shall be considered</p>

a material breach of the contract and shall be grounds for cancellation of the contract.

MANUAL OF POLICY

Title	Purchasing Authority	5200
Legal Authority	Approval of the Board of Trustees	
Date Approved by Board	Board Minute Order dated November 9, 1995 As Amended by Board Minute Order dated October 24, 2005 As Amended by Board Minute Order dated October 15, 2009	

Governing Law

South Texas College procures, supplies, materials, equipment and services in a manner consistent with applicable governing rules of the State of Texas as contained in the Texas Education Code, Government Code, Local Government Code, Texas Revised Civil Statutes and the Texas Attorney General's Opinions relating to Purchasing. In instances where purchases are funded by the United States Federal Government, or a subunit thereof, applicable procurement rules and procedures shall be applied.

Authorization to Conduct Purchasing

The Director of Purchasing is delegated the authority to act as an agent for the College in carrying out the purchasing activities of the College. The Director of Purchasing and other Purchasing Department employees are the only employees authorized to conduct purchasing duties under established guidelines.

Unauthorized Purchases

Purchases made in violation of College policies and procedures shall be considered unauthorized. Any employee of the College may be held personally responsible for payment of any unauthorized purchases made in the name of the College.

The College will not enter into any contract with an employee to purchase supplies, materials, equipment or vendor services from the employee, nor will the College enter into any vendor contract with a former employee within a one-year period from the date of employment termination. The College will not knowingly do business with a firm in which an employee of the College is acting as partner, sole proprietor, officer, agent, employee or director of any firm.

MANUAL OF POLICY

Title	Purchasing	5210
Legal Authority	Approval of the Board of Trustees	Page 1 of 3
Date Approved by Board	Board Minute Order dated November 9, 1995 As Amended by Board Minute Order dated August 27, 1998 As Amended by Board Minute Order dated July 29, 1999 As Amended by Board Minute Order dated June 28, 2016 As Amended by Board Minute Order dated February 6, 2018 As Amended by Board Minute Order dated January 30, 2024	

The general objectives of the Purchasing Policy are:

1. To afford the most competitive opportunity for individual vendors to provide items to the College;
2. To minimize the administrative costs of manpower, storage, and freight costs associated with accomplishing the purchasing function.
3. The Director of Purchasing is delegated the authority to act as agent for the College in carrying out the purchasing activities of the College.
4. To identify and describe exceptions to competitive procurement of certain professional services.

The College President, as chief executive for the College, shall cause to be developed, published and kept current, such policies and regulations, governing the purchase of supplies, equipment, materials, and services necessary for the efficient operation and maintenance of the College, and shall institute such procedures, forms, documents, and records as may be necessary for the proper operation of those policies.

Any employee who individually obligates the credit of the College without adhering to the procedures outlined in the purchasing policies of the College, shall be individually responsible for payment to the vendor or return of the item.

Purchases should be divided into levels based upon dollar value and method of procurement; the levels are:

Level I (Purchases Valued Less than \$25,000) - When the College seeks to purchase personal property or services of a value less than \$1,000, quotations may be verbally accepted. Purchases of \$1,000 to less than \$25,000 will require at least one written quote. The purchasing decision will be based upon past experience with the vendor, considering price, quality and delivery date.

Level II (Purchases Valued at \$25,000 to less than \$50,000) - When the College seeks to purchase personal property or services of a value of \$25,000 to less than \$50,000, the College shall require at least three written quotations which may include a quote or quotes from a catalog issued

MANUAL OF POLICY

Title	Purchasing	5210
Legal Authority	Approval of the Board of Trustees	Page 2 of 3

under an approved government purchasing program. Quotations will be recorded and kept with the purchasing file.

Level III (Purchases Valued at or Above \$50,000) – All College purchases and contracts valued at or above \$50,000 shall be made by one of the methods authorized by Section 44.031 Texas Education Code, Local Gov't Code 271.082 or 271.083 and/or 271.102 or 271.103 and in accordance with the procedures required.

Notice of Publication:

All notices of bid solicitations shall be advertised in both Hidalgo and Starr Counties.

Authorization to Solicit and Award Bids:

Board of Trustees authorization is not required for solicitation of bids for Levels II and III, except for renovation or construction projects in excess of \$50,000. The Board will be informed of all solicitations for bids (except for those capital items and services specifically approved in the annual budget) in a timely manner at the next Board meeting. Level III requires Board of Trustees authorization to award the bid.

Special Provisions

Professional Services

- (a) “Professional services” are defined in Chapter 2254 of the Texas Local Government Code. The College must select and engage the “most qualified” professional. Competitive bidding is not required in the procurement of professional services, as defined in Chapter 2254 of the Texas Government Code. Professional services include, but is not limited to, services provided by architects, engineers, attorneys, and fiscal agents. Request for qualifications and Board of Trustees approval is required for professional service contracts at or above \$50,000.
- (b) Exempt Personal/Professional Services.
The Chapter 2254 of Texas Local Government Code definition of “professionals” is finite and does not apply to the procurement and engagement of an engineer/professional selected solely as a forensic consultant, expert witness or in some other advisory or consultative capacity.
- (c) The procurement of an engineer/professional to be selected to perform services for the College solely as a forensic consultant, expert witness or in some other advisory or consultative role shall not be required to conform to the provisions of Chapter 2254 of the Local Government Code.
- (d) In circumstances in which the College shall have an emergency or immediate need for the engagement of a professional, including an architect or engineer, as a forensic consultant, expert witness or in some other advisory or consultative capacity and not in a design capacity for the purpose of construction of building or structure or its repair, the President is granted the reasonable discretion to engage the professional.

MANUAL OF POLICY

Title	Purchasing	5210
Legal Authority	Approval of the Board of Trustees	Page 3 of 3

- (e) The determination that there exists an “emergency or immediate need for a professional service” shall be made by the President.
- (f) The engagement of the professional is to be made at the President’s sole, reasonable discretion, but with the advice of staff and legal counsel. Depending on the existing circumstances, a minimum of two, but preferably three, firms shall be evaluated and a firm recommended to the President for final approval.
- (g) The engagement of the professional shall be presented to the Board of Trustees for ratification as soon as reasonably practicable after the engagement.
- (h) The President is granted contracting authority not to exceed \$100,000 in connection with the matter giving rise to the emergency or the immediate need.

Insurance

A contract for the purchase of insurance is a contract for the purchase of personal property and shall be made in accordance with Education Code requirements.

Emergency and Immediate Need Procedure

The President may authorize purchase of items in an emergency and subsequently report the action to the Board of Trustees.

If a College building or College equipment is destroyed or severely damaged, and the Board of Trustees determines that the time delay posed by the competitive bidding process would prevent or substantially impair the conduct of classes or other essential College activities, then contracts for the replacement or repair of such building or equipment may be made without resort to competitive bidding.

MANUAL OF POLICY

Title: Contractors: Consultant Services, Professional Services and Honoraria 5220

Legal Authority: Approval of the Board of Trustees Page 1 of 2

Date Approved by Board: As Amended by Board Minute Order dated November 23, 2021

I. Purpose

This policy defines and establishes guidelines for entering into those contracts that specifically encompass consultant services, professional services and payment of honoraria, as per Texas Government Code Chapter 2254.

II. Policy

Consultant services and professional services contract at \$1,000 or greater require approval, by the College President or Designee.

Individuals, groups, or firms providing services to the College under a consultant service or professional services contract cannot begin work before a written agreement is fully executed.

Consultant Services are defined as services provided by persons or firms that perform a task(s) for which they have special expertise or background which results in a finished or written evaluation.

Professional Services are defined as services provided by individuals or firms with highly specialized technical skills which the College does not have available through internal personnel sources. Professional services are those generally provided by architects, attorneys, and auditors.

Honoraria are provided to individuals or groups who conduct work that directly supports the College's instructional programs. These funds would generally be available for guest lecturers, guest speakers, and/or artistic performances.

Grant contractors shall not be paid at a higher rate than College contractors with a similar assignment.

Employees of the College cannot be engaged as contractors.

Current or former Board Members cannot be engaged as contractors before the first anniversary of the date they ceased to be a member of the Board.

III. Definitions

1. Consultant Services - which are normally of an advisory or evaluative nature and are provided by persons or firms that perform a task(s) for which they have special expertise or background which results in a finished or written evaluation.

MANUAL OF POLICY

Title: Contractors: Consultant Services, Professional Services and Honoraria **5220**

Legal Authority: Approval of the Board of Trustees **Page 2 of 2**

Date Approved by Board: As Amended by Board Minute Order dated November 23, 2021

- 2. Honoraria - Payments provided to individuals or groups who conduct work that directly supports the College's instructional programs. The funds would generally be available for guest lecturers, guest speakers, and/or artistic performances.

- 3. Professional Services - Services provided by individuals or firms with highly specialized technical skills which the College does not have available through internal personnel sources. Professional services are more specifically defined in Chapter 2254 of the Texas Government Code and include, but are not limited to, services provided by architects, engineers, attorneys, and fiscal agents.

IV. History

Origination Date Approved by Board	November 9, 1995
Dates Reviewed and Amended by Board	October 29, 2019 November 23, 2021

RETIRED

MANUAL OF POLICY

Title: Authorization for the President to Award 5225
Policy: Contracts After Informal Bidding for Expenditures
Less Than \$50,000 and Purchasing
Procedures for Personal Property and Public Works

Legal Authority: Approval of the Board of Trustees Page 1 of 2

Date Approved by Board: As Amended by Board Minute Order dated November 23, 2021

I. Purpose

This policy defines and establishes the authorization for the President or designee to award contracts for informal bids received and valued less than \$50,000.

II. Policy

Personal Property

All South Texas College expenditures for the purchase of any personal property, except produce or vehicle fuel, \$10,000 to less than \$50,000 shall be made by the President or designee after the receipt of informal bids. All College expenditures at or above \$50,000 shall be made after the receipt of bids approved by the Board of Trustees with the recommendation of the President. The Board of Trustees will decide which bid to accept. All College expenditures at or above \$50,000 shall be made in accordance with the provisions relating to formal bidding procedures of Section 44.031 of the Texas Education Code and Local Gov't. Code 271.082, 271.083 and/or 271.102, 271.103. The procedures required in this section relating to formal competitive bidding procedures on College expenditures shall not apply to exempt procurements required by public calamity, the need for preservation of public health and safety, or to repair or replace unforeseen damage to public property, machinery or equipment as provided or otherwise exempted under 44.031(h) of the Texas Education Code but not otherwise, unless such requirements are otherwise waived by the Board of Trustees. Contracts for purchases by the College of any real estate or rights or easements therein or outside professional service contracts which are otherwise regulated by state law are not covered by the provisions of this section relating to bidding but shall be submitted to the Board of Trustees for approval.

Public Works

All South Texas College expenditures for public works, which become fixtures to real property of \$10,000 to less than \$50,000 shall be made by the President or designee after the receipt of informal bids. All South Texas College expenditures at or above \$50,000 shall be made after the receipt of bids submitted to the Board of Trustees with the recommendation of the President. The Board of Trustees will decide which bid to accept. All College expenditures at or above \$50,000 shall be made in accordance with the provisions relating to formal bidding procedures of Section 44.031 of the Texas Education Code. The procedures required in this section relating to formal competitive bidding procedures on College expenditures shall not apply to exempt procurement required by public calamity, the need for preservation of public health and safety, or to repair or replace unforeseen damage to public property, as provided or otherwise exempted under 44.031(h) of the Texas Education Code but not otherwise, unless such requirements are otherwise waived by the Board of Trustees.

MANUAL OF POLICY

Title: Authorization for the President to Award **5225**
Policy: Contracts After Informal Bidding for Expenditures
Less Than \$50,000 and Purchasing
Procedures for Personal Property and Public Works

Legal Authority: Approval of the Board of Trustees **Page 2 of 2**

Date Approved by Board: As Amended by Board Minute Order dated November 23, 2021

III. Definition

1. Public Works – improvement or work completed to public education facilities including alterations, demolitions, installation or repair work paid by public funds.

IV. History

Origination Date Approved by Board	November 9, 1995
Dates Reviewed and Amended by Board	July 29, 1999 November 23, 2021

RETIRED

MANUAL OF POLICY

Title: Contracts 5226
Legal Authority: Approval of the Board of Trustees Page 1 of 1
Date Approved by Board: As Amended by Board Minute Order dated November 23, 2021

I. Purpose

This policy defines and establishes the execution and management of contracts.

II. Policy

This policy shall apply to all contracts to which the College is a party, other than purchasing activities which are governed by a separate policy.

The authority to contract on behalf of the College is vested with the Board of Trustees. The size and complexity of the College is such that individual review by the Board of every contract is neither feasible nor in the best interest of the College.

Therefore, delegation of contracting authority is appropriate within the following guidelines:

Contracts less than \$50,000 for personal property and contracts less than \$50,000 for construction, maintenance, repair, or renovation of any building: The President may contract for any lawful purpose of the College provided the obligation of the College thereby incurred does not exceed the above limits in cash or in-kind equivalent.

Change Order - Construction. The President may approve a capital improvement change order involving expenditures less than \$10,000, and the President and Board Chair may jointly approve a construction change order involving an expenditure at or above \$10,000 when, in the opinion of the President, the deferral of the change order until the next regular Board meeting would cause a significant delay in the progress of the construction project.

Unless Board action specifically provides otherwise, all contracts approved by the Board shall be executed on behalf of the College by either the President or a designee.

The Vice President of Finance and Administrative Services is designated as custodian of all contracts (except employment) of the District.

The Director of Human Resources is designated as the custodian of employment contracts.

III. History

Origination Date Approved by Board	November 9, 1995
Dates Reviewed and Amended by Board	November 23, 2021

Compliance with Law

The College President or designee shall establish procedures ensuring that all facilities within the College District comply with applicable laws and local building codes.

Construction Contracts

Prior to advertising, the Board shall determine the project delivery/contract award method to be used for each construction contract valued at or above \$50,000. To assist the Board, for construction contracts valued at or above \$50,000, the College President or designee shall recommend the project delivery/contract award method that the College President or designee determines will provide the best value to the College District. [See CM series]

For construction contracts valued at or above \$50,000, the College President shall also submit the resulting contract to the Board for approval [See also CF]. Contracts for construction and construction-related materials or services with a value of less than \$50,000 shall be created and administered at the discretion of the College President and consistent with law and policy. [See also CF]

Emergency Exception

In the event of a catastrophe, emergency, or natural disaster affecting the College District, the Board delegates to the College President the authority to contract for the replacement, construction, or repair of College District equipment or facilities in accordance with law and regardless of the cost if emergency replacement, construction, or repair is, in the College President's reasonable opinion, necessary for the health and safety of College District students and staff. The College President shall report to the Board at the next regular meeting any contract made under this authority.

Change Orders

Change orders permitted by law shall be approved by the College President or designee prior to executing any changes in the approved plans or in the actual construction of the facility.

Change orders valued above the College President's signature authority shall require Board approval prior to executing any changes in plans, construction, or cost of the facility. The College President or designee shall be authorized to approve change orders of a lesser amount.

Modifications and Alterations

No College District facility shall be altered or modified in any way without prior approval of the College President or designee. For purposes of this policy, modifications and alterations include, but are not limited to, moving walls, electrical outlets, doors, and the like.

Project Administration

All construction projects shall be administered by the College President or designee.

The College President or designee shall keep the Board informed concerning construction projects and also shall provide information to the general public.

Final Payment

The College District shall not make final payments for the construction or the supervision of construction until the work has been completed and the College District has accepted the work.

MANUAL OF POLICY

Title	Physical Facilities Planning and Educational Specifications	6120
Legal Authority	Approval of the Board of Trustees	
Date Approved by Board	Board Minute Order Dated November 9, 1995	

The President shall establish such procedures as to ensure the proper educational use of physical facilities. These procedures will incorporate the advice of the College staff and faculty, the Texas Higher Education Coordinating Board, and specialists in community college planning and academic and occupational programs. Consultants may be used to assist in the planning of the facilities of the College. All new construction and remodeling will require Board approval.

RETIRED

ACTION ITEM XIII Review and Recommend Action to Adopt New Instruction Policy and Retire Current Policies

- Purpose** To adopt the new Instruction Policy and retire the current policies to align with the Texas Association of School Boards (TASB) policy manual.
- Justification** To provide the new policy in the TASB standardized format and contain all, some, or none of the content from the retired policies. In addition to the policy and, as applicable, internal procedures are currently in place and will continue to be enhanced.
- The new and retired policies have been reviewed by staff, administrators, TASB staff, STC Legal Counsel, the Vice President and Provost for Academic Affairs and Economic Development, and the Vice President for Student Affairs and Enrollment Management.
- Enclosed Documents** Appendix A – List of New and Retired Policies
Appendix B – New and Retired Policies
- Funding** No funds are required.
- Staff Resource** Dr. Anahid Petrosian, Vice President and Provost for Academic Affairs and Economic Development
Dr. Matthew S. Hebbard, Vice President for Student Affairs and Enrollment Management.
Dr. Brett Millan, Associate Vice President for Academic Success and Advancement
Cynthia Blanco, Dean of Enrollment Systems and Registrar
- Recommendation** The Committee recommends Board approval to adopt new Instruction Policy and retire current policies as presented, and which supersedes any previously adopted Board policy.

Appendix A

List of New and Retired Policies

Adopt New Policy	Retired Policy(ies)	Retired Policy Content Transition
A-1. ECC (Local) Instructional Arrangements – Course Load and Schedules	A-2. Policy #3240: Off-Setting Drops and Adds A-3. Policy 3301: Definition of Semester Credit Hour A-4. Policy #3330: Withdrawal from Semester Credit Courses A-5. Policy #3336: Requirements for Students Registering for a Course More than Once A-6. Policy #5555: Schedule Changes	Some of the content from the retired policy is included in both the new local policy and a procedure, handbook, manual, etc.

Appendix B

Policies follow in the packet.

Course Load

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

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

**Limitation on
Number of Dropped
Courses**

A College District student shall not be permitted to drop more than six courses taken while enrolled at the College District or another public institution of higher education. For the limit to apply:

1. The student must be permitted to drop the course without receiving a grade or being penalized academically;
2. The student's transcript must indicate or will indicate the student was enrolled in the course; and
3. The student must not have dropped the course to withdraw from the College District.

Exceptions

Good Cause

A student shall be permitted to exceed the limit on the number of dropped courses for any of the following reasons:

1. A severe illness or other debilitating condition that affects the student's ability to satisfactorily complete a course;
2. The care of a sick, injured, or needy person if providing that care affects the student's ability to satisfactorily complete a course;
3. The death of a member of the student's family as defined by law;
4. The death of a person who has a sufficiently close relationship to the student as defined by law;
5. The student's active military duty service;
6. The active military service of a member of the student's family or a person who has a sufficiently close relationship to the student;
7. A change in the student's work schedule that is beyond the student's control and affects the student's ability to satisfactorily complete the course; or

8. A disaster declared by the governor that prevents or limits in-person course attendance for a period determined by the College District, in accordance with law, to significantly affect the student's ability to participate in coursework.

*Reenrolled
Students*

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

*Course Dropped
During a
Bachelor's
Program*

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

*Dual Credit or
Dual Enrollment
Course*

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

*COVID-19
Pandemic*

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

Procedures

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

MANUAL OF POLICY

Title	Off-Setting Drops and Adds	3240
Legal Authority	Approval of the Board of Trustees	
Date Approved by Board	Board Minute Order dated March 6, 1997	

In accordance with the Texas Higher Education Coordinating Board requirement regarding off-setting drops and adds, South Texas College allows hours to be dropped and re-added without penalty to the student, prior to the census date, if the exchange is an equal one.

When the charges for dropped hours are greater than for the hours added, the Board adopted refund policy is to be applied to the net charges being dropped. If the charges for hours being added exceeds the charges for hours being dropped, the student would pay the net additional charge.

RETIRED

MANUAL OF POLICY

Title	Definition of Semester Credit Hours	3301
Legal Authority	Approval of the Board of Trustees	Page 1 of 1
Date Approved by Board	Board Minute Order dated January 26, 2016	

South Texas College employs sound and acceptable practices for determining the amount and level of credit awarded for courses. The College adheres to the **Texas Lower Division Academic Course Guide Manual** for academic transfer courses and the **Texas Workforce Education Course Manual** for technical courses to determine the amount and level of credit awarded for all courses whether face-to-face, online, hybrid, or other delivery modes.

The semester credit hour provides the basis for measuring the amount of engaged learning time expected of a typical student enrolled in the traditional classroom settings and in laboratories, internships, studios, clinicals, practicums, and cooperative education experiences and in distance and correspondence education. The value of a credit hour can be determined by contact time, the educational experience, and out-of-class preparation by the student.

A semester credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement, for the various modes of instruction offered at South Texas College, in accordance with the following:

1. For traditionally-delivered courses during traditional long semesters, meet not less than one (1) hour each week during a traditional long semester, approximately sixteen (16) weeks. This includes not less than one (1) hour each week for approximately fifteen (15) weeks of direct faculty instruction, a minimum of two (2) hours out-of-class student work each week for each credit hour; plus additional contact hours for a final examination or final experience.
2. Face-to-face courses that are offered in less than a sixteen (16) week semester will consist of the same number of class contact hours have the same learner outcomes and quality of instruction as sixteen (16) week semester courses.
3. At least an equivalent amount of work is required for other academic activities including laboratories, internships, studios, clinicals, practicums, and cooperative education experiences and other academic work that lead to the award of credit.
4. Online, hybrid and other nontraditional modes of delivery, may not meet the contact hours assigned above. In such instances, the semester credit hour is based upon the learning outcomes and estimated contact hours required to successfully meet those outcomes. Faculty review these courses to ensure that the learning outcomes and quality of instruction is equivalent to traditionally-delivered courses.
5. In determining the amount of coursework to achieve learning competencies and outcomes, South Texas College takes into account and considers alternative delivery methods, measurements of student work, academic calendars, disciplines, and degree levels.
6. These definitions and this policy pertain to all courses offered by the South Texas College regardless of location or mode of delivery.

MANUAL OF POLICY

Title	Withdrawal from Semester Credit Courses	3330
Legal Authority	Approval of the Board of Trustees	
Date Approved by Board	Board Minute Order dated November 9, 1995 As Amended by Board Minute Order dated March 12, 1998 As Amended by Board Minute Order dated May 6, 2004	

Initiation of Withdrawal

Withdrawal from a course results in a grade of "W" and may be effected through action taken by the affected student, the course instructor, the instructor's immediate supervisor, or the appropriate administrator.

A student who decides to withdraw from a specific course(s) should initiate withdrawal procedures by securing a drop form from the Office of Admissions and Records. The form must be turned in to the Office of Admissions and Records prior to the published deadline for withdrawals. Students who are failing a course and have not withdrawn as of the established deadline will receive an "F". A student who is not progressing satisfactorily toward completion of course objectives due to non-attendance may be withdrawn from the course by the instructor prior to the published deadline for withdrawals.

It is the student's responsibility to initiate the withdrawal process. The College is not responsible for any liabilities incurred as a result of the student's failure to officially withdraw from the College. Students whose circumstances require them to discontinue attending a course should promptly take steps through the Office of Admissions and Records or the Student Information Center to officially withdraw from it. Failure to withdraw properly will result in a grade of "F" in the course. Instructors are authorized, but not required, to withdraw students that in their opinion are not able to successfully complete a course. A student may appeal an instructor-initiated withdrawal.

Course withdrawals may occur at any time after the official reporting date of a semester and up to the established deadline for withdrawals in each semester. The established deadline will be approximately three weeks prior to the end of each semester. The specific deadline will be published in a timely manner in the appropriate College publications.

MANUAL OF POLICY

Title	Requirements for Students Registering for a Course More than Once	3336
Legal Authority	Approval of the Board of Trustees	Page 1 of 1
Date Approved by Board	Board Minute Order dated July 15, 2004 As Amended by Board Minute Order dated April 28, 2005	

Students registering for a course for which they have earned a grade of D, F, or W at the College, will be required to participate in mandatory advising/counseling and comply with the stated provisions included in the Student Success Agreement: Academic Improvement Plan or Probation Contract. Students not participating in mandatory advising requirement will have an administrative hold placed on their record. The hold, which will prevent registration, will be removed upon completion of the mandatory advisement session and completion of a Student Success Agreement: Academic Improvement Plan or Probation Contract.

Students registering more than two times for a course for which they previously have earned a grade of D, F, or W at the College will be limited to enrolling in no more than 13 credit hours during the fall and spring terms and seven credit hours during each of the summer terms. Exceptions to the credit hour limit will require the approval of the Division Dean over the repeated course.

RETIRED

MANUAL OF POLICY

Title	Schedule Changes	5555
Legal Authority	Approval of the Board of Trustees	
Date Approved by Board	Board Minute Order dated November 9, 1995	

The student is responsible for the dropping of classes in accordance with established drop procedures.

If a student properly drops classes in accordance with drop procedures, the amount of refund processed is based on the Board-adopted refund schedule. No refunds will be processed if the student fails to follow the necessary steps in order to properly drop a class. Refunds are not based on absence from class(es), they are based solely upon the actions (or inaction) of the student and the refund schedule approved by the Board. The student does not effectively drop a class by issuing a stop payment on a check. The instructor is not responsible for submitting the course schedule form (drop form) to the Admissions Office. Students not following the proper drop procedure will be held liable for payment of all tuition and fees. In addition, the student will receive a grade of "F" on the course that was not properly dropped.

During Registration Day/Before the Admissions Data Entry Station

To drop/add a class, the student must:

1. Obtain a course schedule change form at the Admissions Check-In Station;
2. Proceed to the appropriate Academic or Vocational Class Station;
3. Proceed to the Admissions Data Entry Station; and
4. Proceed to the Business Office Cashier Station to pay for tuition and fees.

During Registration Day/After the Admissions Data Entry Station

To drop/add a class after the student has fully registered and left the College, the student must return and:

1. Obtain a course schedule change form at the Admissions Check-In Station;
2. Proceed to the appropriate Academic or Vocational Class Station;
3. Proceed to the Admissions Data Entry Station; and
4. Proceed to the Business Office Cashier Station to pay the drop/add fee of \$15.00 and tuition and fees for any class added.

ACTION ITEM XIV, Review and Recommend Action to Adopt New Personnel Policy and Retire Current Policy

- Purpose** To adopt a new Personnel Policy and retire the current policy to align with the Texas Association of School Boards (TASB) policy manual.
- Justification** To provide the new policy in the TASB standardized format and contain all, some, or none of the content from the retired policy. In addition to the policy and, as applicable, internal procedures are currently in place and will continue to be enhanced.
- The new and retired policies have been reviewed by staff, administrators, TASB staff, STC Legal Counsel, and the Vice President for Finance and Administrative Services.
- Enclosed Documents** Appendix A – List of New and Retired Policies
 Appendix B – New and Retired Policies
- Funding** No funds are required.
- Staff Resource** Mary Del Paz, Vice President for Finance and Administrative Services
 Dr. Zachary Suarez, Executive Director of Human Resources and Talent Development
- Recommendation** The Committee recommends Board approval to adopt new Personnel Policy and retire current policy as presented, and which supersedes any previously adopted Board policy.

Appendix A

List of New and Retired Policies

Adopt New Policy	Retired Policy(ies)	Retired Policy Content Transition
A-1. DMC (Local) Termination of Employment – Reduction in Force	A-2. Policy #4912: Termination or Reduction of Personnel Due to Financial Exigency or Program Change	All of the content from the retired policy is included in the new local policy.

Appendix B

Policies follow in the packet.

Definitions

Definitions used in this policy are as follows:

1. "Reduction in force (RIF)" means the dismissal of an instructor, professor, administrator, or other professional employee before the end of a term contract term for reasons of financial exigency or program change. Nonrenewal of an employee's term contract is not a "reduction in force" as used in this policy.
2. "Financial exigency" means any decline in the Board's financial resources brought about by decline in enrollment, cuts in funding, decline in tax revenues, or any other actions or events that create a need for the College District to reduce financial expenditures for personnel.
3. "Program change" means any elimination, curtailment, or reorganization of a curriculum offering, program, or College District operation because of a lack of student response to particular course offerings, legislative revisions to program funding, or a reorganization or consolidation of two or more divisions or departments.

General Grounds for Dismissal

A reduction in force may take place when the College District determines that a financial exigency or program change requires that the term contract of one or more instructors, administrators, or other professional employees be terminated. Such a determination constitutes the necessary cause for dismissal.

Employment Areas

A reduction in force may be implemented in one, several, or all employment areas. Employment areas shall be defined as:

1. Administration.
2. Bachelor degree programs.
3. Associate degree programs.
4. Certificate degree programs.
5. Developmental, Non-Credit, and other courses/programs.
6. Academic support programs, such as library or computer programs.
7. Counseling and support programs.
8. All other staff.

Criteria for Decisions

Using the following criteria, the College President shall determine which particular employees shall be RIFed and shall submit the recommendation to the Board:

1. Certification: Appropriate degree certificate and/or endorsement for current assignments at the College District, and/or as required by the College District's accreditor [see GK] or the Coordinating Board.
2. Performance: Employee's effectiveness as reflected by the most recent written evaluations and/or other appraisal documentation.
3. Seniority: Total Years of service in the College District.
4. Professional Background: Professional education and work experience related to the current assignment, faculty academic classification, and/or other needs of the College District.

These criteria are listed in order of importance. The College President shall apply them sequentially to the selected employment areas until the number of staff reductions necessary have been identified, i.e., if all necessary reductions can be accomplished by applying the certification criteria, it is not necessary to apply the performance or subsequent criteria.

Board Action

After considering the College President's recommendation, the Board shall determine which employees shall be dismissed. Each employee shall be given a statement of the reasons and conditions requiring such dismissal and shall, upon request, be given a hearing in accordance with the policy for termination during his or her term contract. [See DMAA]

Appeals

Appeals of a dismissal due to a reduction in force shall be handled through the hearing afforded under DMAA rather than the grievance policy.

Exception

Appeals of a dismissal due to a reduction in force of a former foster child entitled to an employment preference shall be handled through the hearing afforded under DC. [See DC]

**Rights of Employees
Subject to RIF**

An employee dismissed pursuant to this policy, if subsequently re-employed by the College District, shall be credited with the amount of local sick leave that had accrued at the time of dismissal.

Reemployment

Upon written request, an employee dismissed pursuant to this policy shall be notified in writing of any subsequent availability of the position for a period of one calendar year following the effective date of such dismissal. The notice shall be mailed to the address that was on file for the former employee at the time of dismissal, unless the College District has been notified in writing of a change of address. A former employee so notified must respond to the College District President in writing within ten calendar days of receipt

TERMINATION OF EMPLOYMENT
REDUCTION IN FORCE

DMC
(LOCAL)

of such notification if the person wishes to be considered for the position. Any individual who responds shall be considered for employment on the same basis as all other applicants.

MANUAL OF POLICY

Title	Termination or Reduction of Personnel Due to Financial Exigency or Program Change	4912
Legal Authority	Approval of the Board of Trustees	
Date Approved by Board	Board Minute Order dated November 9, 1995 Board Minute Order dated January 17, 2002	

If and when circumstances require or make advisable a reduction in the employee work force, an equitable system for selection of employees to be separated or dismissed will be utilized. In making reductions, the College will consider skills, competence, formal education, job performance, academic credentials and seniority. The primary goal of any reduction in force is to retain those employees whose retention will best suit the continued accomplishment of the mission of the College and have the least adverse impact on such mission.

An employee employed under a term contract may be terminated during the term of the contract or non-renewed at the end of a contract due to a financial exigency or program change requiring a reduction of personnel by the College.

Financial exigency, as used herein, means any decline in the College's financial resources brought about by a decline in enrollment, cuts in funding, in tax revenues, or any other actions or events that create a need for the College to reduce financial expenditures for personnel.

Program change, as used herein, means any elimination, curtailment, or reorganization of a curriculum offering, legislative revisions to program funding, or a reorganization or consolidation of two or more programs.

ACTION ITEM XV, Review and Recommend Action to Adopt New Students Policies and Retire Current Policies

- Purpose** To adopt new Students Policies and retire the current policies to align with the Texas Association of School Boards (TASB) policy manual.
- Justification** To provide the new policies in the TASB standardized format and contain all, some, or none of the content from the retired policies. In addition to the policy and, as applicable, internal procedures are currently in place and will continue to be enhanced.
- The new and retired policies have been reviewed by staff, administrators, TASB staff, STC Legal Counsel, and the Vice President for Student Affairs and Enrollment Management.
- Enclosed Documents** Appendix A – List of New and Retired Policies
Appendix B – New and Retired Policies
- Funding** No funds are required.
- Staff Resource** Dr. Matthew Hebbard, Vice President for Student Affairs and Enrollment Management
Elibariki V. Nguma, Director of Student Activities and Wellness
Maria Alonso, Director of Student Rights and Responsibilities
Pablo Hernandez, Dean of Student Affairs
- Recommendation** The Committee recommends Board approval to adopt new Students Policies and retire current policies as presented, and which supersedes any previously adopted Board policy.

Appendix A

List of New and Retired Policies

Adopt New Policy	Retired Policy(ies)	Retired Policy Content Transition
A-1. FI (Local) Student Solicitations	N/A	N/A
B-1. FK (Local) Student Activities	B-2. Policy #3631: Student Activities B-3. Policy #3633: Intramural and Recreational Sports Program	Some of the content from the retired policy is included in a procedure, handbook, manual, etc.
C-1. FKC (Local) Student Activities – Registered Student Organizations	N/A	N/A
D-1. FLB (Local) Student Rights and Responsibilities – Student Conduct	D-2. Policy #3010: Academic Integrity D-3. Policy #3323: Academic Integrity and Dishonesty D-4. Policy #3650: Student Rights and Responsibilities, Conduct and Discipline	Some of the content from the retired policy is included in a procedure, handbook, manual, etc.
E-1. FLC (Local) Student Rights and Responsibilities – Interrogations and Searches	N/A	N/A
F-1. FLD (Local) Student Rights and Responsibilities – Student Complaints	F-2. Policy #3312: Student Appeal of Course Grades F-3. Policy #3313: Student Grievance or Complaint	Some of the content from the retired policy is included in a procedure, handbook, manual, etc.
G-1. FLE (Local) Student Rights and Responsibilities – Involvement in Decision Making	N/A	N/A

Appendix B

Policies follow in the packet.

Student Solicitation “Student solicitation” shall mean the sale or offer for sale of any property or service, whether for immediate or future delivery, and the receipt of or request for any gift or contribution by a registered student organization.

Permitted Solicitation Solicitation by a registered student organization shall be permitted in or on premises owned or controlled by the College District only if the solicitation does not violate a sole-source vendor contract clause and the solicitation is:

1. The sale or offer for sale of any newspaper, magazine, or other publication in an area designated in advance by the director of student activities and wellness for the conduct of such activity;
2. The sale or offer for sale of any merchandise, food, or nonalcoholic beverages in an area designated in advance by the director of student activities and wellness for the conduct of such activity;
3. The collection of membership fees or dues by registered student organizations at the organizations’ meetings scheduled in accordance with College District policy and procedures on use of facilities; [See FLA]
4. The collection of admission fees for the exhibition of movies, performances, or other programs that are sponsored by a registered student organization and scheduled in accordance with College District policy and procedures on the use of facilities; [See FLA]
5. The sale of raffle tickets by a registered student organization that can present to the director of student activities and wellness written evidence from the Internal Revenue Service that the organization has been granted an exemption from taxation under 26 U.S.C. 501(c)(3);
6. The collection of donations by a registered student organization;
7. The sale of items by a registered student organization to its members.

Any solicitations by a registered student organization must be on behalf of or for the benefit of a registered student organization or an organization granted an exemption from taxation under 26 U.S.C. 501(c)(3).

Student solicitation must comply with law and College District policies and procedures. No solicitation shall be conducted on the

grounds, sidewalks, or streets of any property either owned or controlled by the College District, except as approved by the director of Student Activities and Wellness.

Time Limit

No registered student organization shall solicit under this policy for more than the time limit established by administrative regulations for each fiscal year.

Exception

If approved by the director of student activities and wellness, solicitation intended to raise funds to respond to a declared disaster or emergency is not subject to the established time limit.

Use of College District Name

Only registered student organizations shall be allowed to sponsor and engage in solicitation and/or fund-raising activities under the name of the College District. All such activities shall be compatible with the mission and objectives of the College District and shall be approved by the director of student activities and wellness in accordance with procedures developed for that purpose.

Conduct During Solicitation

Solicitation made pursuant to the terms of this policy must be conducted according to the following:

1. The solicitation shall not disrupt or disturb the regular academic or institutional programs being conducted in buildings or on property owned or controlled by the College District.
2. The solicitation shall not interfere with the free or unimpeded flow of pedestrian and vehicular traffic on sidewalks and streets and at places of ingress and egress to and from buildings owned or controlled by the College District.
3. The solicitation shall not harass, threaten, or intimidate the person or persons being solicited.

Sanctions

If a registered student organization is alleged to have violated this policy, the student or organization shall be subject to a reasonable investigation conducted by the director of Student Activities and Wellness.

If the director of student activities and wellness determines that a solicitation is being conducted in a manner violating this policy, the director of student activities and wellness may prohibit the offending registered student organization from soliciting on the campus for such period or periods of time determined to be appropriate.

A student determined to be in violation of this policy shall be subject to disciplinary measures as described in policies FM and FMA. In the case of a registered student organization, the director of student activities and wellness may revoke the registered status of the organization in accordance with policy FKC.

STUDENT ACTIVITIES

FK
(LOCAL)

The College President shall develop procedures regarding the sponsorship or sanction of student activities and related requirements consistent with the mission and objectives of the College District.

Recreational Sports

The College President shall ultimately be responsible for, and shall exercise appropriate control over, the College District's recreational sports program.

MANUAL OF POLICY

Title	Student Activities	3631
Legal Authority	Approval of the Board of Trustees	
Date Approved by Board	Board Minute Order dated November 9, 1995 As Amended by Board Minute Order dated January 20, 2000	

A student activities program is provided along with formal instructional programs designed to provide students with a total educational experience.

The Student Activities Office promotes lifelong individual excellence through leadership, educational, cultural and civic programs, opportunities and services which support and enhance students' collegiate experience and their education outside the classroom.

The Student Activities Office seeks to achieve its purpose by offering a variety of programs, services and opportunities designed to meet student's needs in: recreation, campus entertainment, leadership development, cultural growth, moral growth, physical development, social development and intellectual growth.

The Office of Student Activities is supervised through an administrative unit of the College. The administrator in charge is responsible for ensuring that all student activities programs are in compliance with established College policies and procedures and all applicable local, state, and federal rules and regulations.

MANUAL OF POLICY

Title	Intramural and Recreational Sports Program	3633
Legal Authority	Approval of The Board Of Trustees	
Date Approved By Board	Board Minute Order Dated November 9, 1995 Board Minute Order Dated January 15, 2009	

South Texas College does not participate in intercollegiate athletics and instead encourages both student and staff participation in all student activities sponsored by the Student Activities Office. The goal is to provide opportunities by which students may achieve personal growth and develop life sport skills through individual and team sport participation. Students will be provided with a variety of programs throughout the academic year. Staff teams may qualify for all intramural privileges (with the exception of being eligible to receive prizes or trophies).

RETIRED

An organization in which membership is limited to students, staff, and faculty may become a registered student organization by complying with the registration procedures established by the director of student activities and wellness.

Registered student organizations shall abide by College District policies and procedures and applicable law. Registered status shall not imply that the College District endorses a student organization's opinions and activities.

**Registration
Required**

An eligible group of students shall be entitled to register as a student organization. Approval for registration of an organization on any one campus or center shall be effective College District-wide.

Eligibility

A group shall be eligible for registration if:

1. Its membership consists of five or more students.
2. It does not deny membership to anyone on the basis of sex, disability, age, color, race, nationality, or religion.
3. It has an adviser who is a full-time member of the faculty or the staff.
4. It is not under a disciplinary penalty prohibiting registration.
5. It conducts its affairs in accordance with College District policies, procedures, rules, and regulations; as well as with local, state, and federal laws.
6. Its membership is limited only to students, staff, and faculty of the College District.

Regardless of the above criteria, the College District shall not deny an application for registration based on a political, religious, philosophical, ideological, or academic viewpoint expressed by the organization or any expressive activities of the organization.

**Rejection of
Application**

If the director of student activities and wellness does not approve the application for registration, he or she shall provide the applicant with a copy of a written statement of the reasons for refusal, and the applicant may appeal to the College President.

The College President may take one of the following actions:

1. Affirm the decision of the director of student activities and wellness.
2. Reverse the decision of the director of student activities and wellness.

3. Appoint a committee to conduct a hearing and report its findings to the applicant and the College President, who shall then take final action.

The College President's decision is final.

Rights and Duties

Each registered student organization shall adopt a written charter, constitution, or other governing document. A copy shall be filed with the College District's Student Activities and Wellness Department.

A registered student organization may conduct meetings, events, performances, and similar activities in accordance with College District facilities use policies and procedures. [See FLA] The organization shall not advertise, promote, or represent that an event or activity is associated with the College District unless prior approval is obtained in accordance with applicable procedures. [See FK]

A registered student organization may distribute written or printed materials or other visual or auditory materials in accordance with College District literature distribution policies and procedures. [See FLA] The organization may not represent that visual or auditory materials are sponsored by the College District unless prior approval is obtained in accordance with applicable procedures. [See FKA]

In accordance with state law, officers and advisors of a registered student organization shall attend a risk management program provided by the College District's Student Activities and Wellness Department.

Required Submissions

Each registered student organization shall submit the following:

1. At the beginning of each fiscal year, a complete list of officers or other representatives of the organization who are authorized to receive official notices, directives, or information from the College District on behalf of the organization. The list shall be kept current and accurate by the organization.

Loss of Registration

Upon written notice, a student organization's registered status may be revoked by the director of student activities and wellness if it:

1. No longer meets the eligibility requirements; or
2. Violates College District policies and procedures or local, state, or federal law.

A student organization whose registered status has been revoked may appeal to the College President, who may take appropriate action regarding the issue.

A student organization whose registered status has been revoked shall be prohibited from reapplying for registered status for a period described in the revocation notice. The prohibition shall be for a period of not less than four months following the date of the notice and may be permanent. The revocation shall be effective College District-wide.

**Disciplinary
Violations**

In addition to the revocation of registered status, violations of College District policies and procedures or local, state, or federal law shall subject the student organization and its individual members to disciplinary action in accordance with policies FM and FMA.

Definitions

Definitions of terms used in this policy shall be as follows.

Student

A “student” shall mean an individual who is currently enrolled in the College District and any prospective or former student who has been accepted for admission or readmission to any component institution while on the premises of any component institution.

Premises

The “premises” of the College District is defined as all real property over which the College District has possession and control.

Scholastic Dishonesty

“Scholastic dishonesty” shall include, but not be limited to, cheating, plagiarism, and collusion.

“Cheating” shall include, but not be limited to:

1. Copying from another student’s test or class work;
2. Using test materials not authorized by the person administering the test;
3. Collaborating with or seeking aid from another student during a test without permission from the test administrator;
4. Knowingly using, buying, selling, stealing, or soliciting, in whole or in part, the contents of an unadministered test, paper, or another assignment;
5. The unauthorized transporting or removal, in whole or in part, of the contents of the unadministered test;
6. Substituting for another student, or permitting another student to substitute for oneself, to take a test;
7. Bribing another person to obtain an unadministered test or information about an unadministered test; or
8. Manipulating a test, assignment, or final course grades.

“Plagiarism” shall be defined as the appropriating, buying, receiving as a gift, or obtaining by any means another’s work and the unacknowledged submission or incorporation of it in one’s own written work.

“Collusion” shall be defined as the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements.

Disorderly Conduct

“Disorderly conduct” shall include any of the following activities occurring on premises owned or controlled by the College District:

1. Behavior of a boisterous and tumultuous character such that there is a clear and present danger of alarming persons where no legitimate reason for alarm exists.

2. Interference with the peaceful and lawful conduct of persons under circumstances in which there is reason to believe that such conduct will cause or provoke a disturbance.
3. Violent and forceful behavior at any time such that there is a clear and present danger that free movement of other persons will be impaired.
4. Behavior involving personal abuse or assault when such behavior creates a clear and present danger of causing assaults or fights.
5. Violent, abusive, indecent, profane, boisterous, unreasonably loud, or otherwise disorderly conduct under circumstances in which there is reason to believe that such conduct will cause or provoke a disturbance.
6. Willful and malicious behavior that interrupts the speaker of any lawful assembly or impairs the lawful right of others to participate effectively in such assembly or meeting when there is reason to believe that such conduct will cause or provoke a disturbance.
7. Willful and malicious behavior that obstructs or causes the obstruction of any doorway, hall, or any other passageway in a College District building to such an extent that the employees, officers, and other persons, including visitors, having business with the College District are denied entrance into, exit from, or free passage in such building.

Responsibility

Each student shall be charged with notice and knowledge of, and shall be required to comply with, the contents and provisions of the College District's rules and regulations concerning student conduct.

All students shall obey the law, show respect for properly constituted authority, and observe correct standards of conduct. Each student shall be expected to:

1. Demonstrate courtesy, even when others do not;
2. Behave in a responsible manner, always exercising self-discipline;
3. Attend all classes, regularly and on time;
4. Prepare for each class and take appropriate materials and assignments to class;
5. Obey all classroom rules;
6. Respect the rights and privileges of students, faculty, and other College District staff and volunteers;

7. Respect the property of others, including College District property and facilities; and
8. Cooperate with and assist the College District staff in maintaining safety, order, and discipline.

Prohibited Conduct

Federal, State, and Local Law Violations of federal, state, or local law or College District policies, procedures, or rules, including the student handbook shall be prohibited.

Prohibited Weapons and Devices Possession, distribution, sale, or use of firearms, location-restricted knives, clubs, knuckles, firearm silencers, or other prohibited weapons or devices in violation of law or College District policies and procedures shall be prohibited. [See CHF]

Drugs and Alcohol Behaviors regarding drugs and alcohol and associated paraphernalia shall be prohibited as described in policy FLBE.

Debts Owing a monetary debt to the College District that is considered delinquent or writing an “insufficient funds” check to the College District shall be prohibited.

Disruptions “Disorderly conduct,” as defined above, or disruptive behavior shall be prohibited.

Behavior Targeting Others The following behavior targeting others shall be prohibited: 1.
Threatening another person, including a student or employee;
2. Intentionally, knowingly, or negligently causing physical harm to any person;
3. Engaging in conduct that constitutes harassment, sexual assault, dating violence, stalking, or bullying directed toward another person, including a student or employee; [See DIA series, FFD series, and FFE as appropriate]
4. Hazing with or without the consent of a student; [See FLBC]
5. Initiations by organizations that include features that are dangerous, harmful, or degrading to the student, a violation of which also renders the organization subject to appropriate discipline; and
6. Endangering the health or safety of members of the College District community or visitors to the premises.

Property The following behavior regarding property shall be prohibited:
1. Intentionally, knowingly, or negligently defacing, damaging, misusing, or destroying College District property or property owned by others;

STUDENT RIGHTS AND RESPONSIBILITIES
STUDENT CONDUCT

FLB
(LOCAL)

2. Stealing from the College District or others; and
 3. Theft, sabotage, destruction, distribution, or other use of the intellectual property of the College District or third parties without permission.
- Directives Failure to comply with directives given by College District personnel, and failure to provide identification when requested to do so by College District personnel shall be prohibited.
- Tobacco and E-cigarettes Possession or use of tobacco products or e-cigarettes on College District property without authorization shall be prohibited. [See FLBD]
- Misuse of Technology The following behavior regarding misuse of technology shall be prohibited:
1. Violating policies, rules, or agreements signed by the student regarding the use of technology resources;
 2. Attempting to access or circumvent passwords or other security-related information of the College District, students, or employees or uploading or creating computer viruses;
 3. Attempting to alter, destroy, disable, or restrict access to College District technology resources including but not limited to computers and related equipment, College District data, the data of others, or other networks connected to the College District's system without permission;
 4. Using the internet or other electronic communications to threaten College District students, employees, or volunteers;
 5. Sending, posting, or possessing electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal;
 6. Using email or websites to engage in or encourage illegal behavior or threaten the safety of the College District, students, employees, or visitors; and
 7. Possessing published or electronic material that is designed to promote or encourage illegal behavior or that could threaten the safety of the College District, students, employees, or visitors.
- Dishonesty The following behavior regarding dishonesty shall be prohibited:
1. Scholastic dishonesty, as defined above;

2. Making false accusations or perpetrating hoaxes regarding the safety of the College District, students, employees, or visitors;
3. Intentionally or knowingly providing false information to the College District; and
4. Intentionally or knowingly falsifying records, passes, or other College District-related documents.

**Gambling and Other
Conduct**

Gambling or engaging in any other conduct that College District officials might reasonably believe will substantially disrupt the College District program or incite violence shall be prohibited.

Discipline

A student shall be subject to discipline, including suspension, in accordance with FM and FMA if the student violates this policy:

1. While on College District premises;
2. While attending a College District activity; or
3. While elsewhere if the behavior adversely impacts the educational environment or otherwise interferes with the College District's operations or objectives.

Publication

The student conduct rules contained in this policy and any other conduct rules of the College District developed by the College President shall be published in the student handbook.

Student handbooks shall be made available on the College District's website at the beginning of the academic year; a hard copy shall be provided upon request. Amendments to the handbook shall be communicated promptly to students.

MANUAL OF POLICY

Title	Academic Integrity	3010
Legal Authority	Approval of the Board of Trustees	
Date Approved by Board	Board Minute Order dated November 9, 1995 As Amended by Board Minute Order Dated August 19, 2004	

The College community is committed to academic integrity and standards of excellence of the highest quality in all courses and programs and, as an institution, has adopted the following principles:

1. Excellence in teaching and learning through the continuous evaluation of the teaching and learning process.
2. Accountability in academic integrity for students and faculty.
3. Academic standards that are not compromised to retain students.
4. A consistent and fair evaluation of student performance.
5. A fair process for grade appeals.
6. A commitment to maintaining public confidence in the academic integrity of the College.

MANUAL OF POLICY

Title	Academic Integrity and Dishonesty	3323
Legal Authority	Approval of the Board of Trustees	
Date Approved by Board	Board Minute Order dated July 20, 2006	

Students attending South Texas College are responsible for adhering to standards of academic integrity. Academic integrity is the pursuit of scholarly activity in an open, honest and responsible manner. Academic integrity is a basic guiding principle for all academic activity at South Texas College and students are expected to act in accordance with this principle.

Failing to adhere to academic integrity constitutes academic dishonesty. Academic dishonesty is considered to be a violation of the behavior expected of a student in an academic setting as well as a student conduct violation. A student found responsible for academic dishonesty is subject to appropriate academic penalty as determined by the faculty member. Students who engage in academic dishonesty also face additional disciplinary sanctions, including expulsion from the College, as outlined in the South Texas College Student Code of Conduct.

Students are responsible for adhering to course requirements as specified by the faculty member in the course syllabus. Students assume full responsibility for the content and integrity of the coursework they submit. Information from instructors regarding the rules and guidelines for examinations, papers, projects, presentations, and other assignments are included in course syllabi.

Acts of academic dishonesty include but are not limited to the following:

- Cheating
- Plagiarism
- Collusion

Examples of specific acts of academic dishonesty, acceptable sanctions, and appeal procedures are detailed in the South Texas College Student Code of Conduct which is available in the Student Handbook.

MANUAL OF POLICY

Title	Student Rights and Responsibilities, Conduct and Discipline	3650
Legal Authority	Approval of the Board of Trustees	Page 1 of 2
Date Approved by Board	Board Minute Order dated November 9, 1995 As Amended by Board Minute Order dated December 17, 1998 As Amended by Board Minute Order dated July 20, 2006 As Amended by Board Minute Order Dated October 29, 2019	

I. Purpose

Students and student learning are central to the institutional mission of South Texas College. The College is committed to maintain an environment that recognizes and supports students' rights, while providing a guide for defining inappropriate behaviors and delineated disciplinary procedures in the Student Handbook.

II. Policy

To provide an effective learning environment, the College affirms that it shall do the following:

1. Acknowledge its obligation to provide for the safety of students, faculty, and staff in all College related matters, whether on or off campus.
2. Provide student conduct and discipline procedures that are clearly stated and rationally related to the goal of providing an effective environment for students to learn and for faculty to teach. The student conduct and discipline procedures are detailed in the Student Handbook and include the following elements:
 - a. An impartial process for students to appeal disciplinary sanctions imposed by the College;
 - b. A statement of purpose for the procedures;
 - c. A partial list of actions, whether committed on or off campus, that will render a student subject to disciplinary action;
 - d. A list of authorized disciplinary actions that may be imposed upon a student;
 - e. A detailed statement of clearly defined procedures that will be followed when a student is alleged to have violated campus regulations;
 - f. A list of student rights to ensure that students are treated with fundamental fairness and personal dignity.
3. Actively pursue legal action and cooperate with law enforcement authorities in the investigation and prosecution for actions by students and non-students that violate federal, state or local criminal laws and initiate appropriate civil litigation for the recovery of damages or actions that occur on the campus, extended facilities, or during a college related activity.
4. Publish disciplinary procedures, appeal processes, guidelines for student conduct, and student rights in the Student Handbook and on the College's webpage. Regularly

MANUAL OF POLICY

Title	Student Rights and Responsibilities, Conduct and Discipline	3650
Legal Authority	Approval of the Board of Trustees	Page 2 of 2

disseminate Student Handbook to all faculty, students and staff via email notification and have print copies available upon request.

III. Definitions

None.

IV. History

Origination Date Approved by Board:

November 9, 1995

Date Amended and Approved by Board:

December 17, 1998

July 20, 2006

October 29, 2019

RETIRED

Searches in General

College District officials may conduct searches of students, their belongings, and their vehicles in accordance with state and federal law and College District policy. Searches of students shall be conducted in a reasonable and nondiscriminatory manner.

College District officials may initiate a search in accordance with law, including, for example, based on reasonable suspicion, voluntary consent, or pursuant to College District policy providing for suspicionless security procedures, including the use of metal detectors.

In accordance with College District policies and procedures [see FLB], students are responsible for prohibited items found in their possession, including items in their personal belongings or in vehicles parked on College District property.

Reasonable
Suspicion Searches

Searches should be reasonable at their inception and in scope. If there is reasonable suspicion to believe that searching a student's person, belongings, or vehicle will reveal evidence of a violation of College District policy and procedures, a College District official may conduct a search in accordance with law and College District regulations.

Suspicionless
Searches

For purposes of this policy, a suspicionless search is a search carried out based on lawful security procedures, such as metal detector searches or random drug testing.

Use of Trained Dogs

The College District reserves the right to use trained dogs to conduct screening for concealed prohibited items. Such procedures shall be unannounced. The dogs shall not be used with students; however, students may be asked to leave personal belongings in an area that will be screened. If a dog alerts to an item or an area, it may be searched by College District officials.

**College District
Property**

College District-provided technology, storage, and similar items are the property of the College District and are provided for student use as a matter of convenience. College District property is subject to search or inspection at any time without notice. Students have no expectation of privacy in College District property. Students shall be fully responsible for the security and contents of College District property assigned to them. Students shall not place or keep in College District-provided technology, storage, or similar item, any article or material prohibited by law or College District policy and procedures. A student shall be held responsible for any prohibited item found in College District property provided to the student.

STUDENT RIGHTS AND RESPONSIBILITIES
INTERROGATIONS AND SEARCHES

FLC
(LOCAL)

**Searches Conducted
by Law Enforcement**

Searches and interrogations shall be conducted by College District police consistent with law and police department procedures.

Guiding Principles

Informal Process

The College President or designee shall develop administrative procedures for a student complaint reporting and grievance process as delineated in the student handbook.

The College District encourages students to discuss their concerns with the appropriate instructor or other campus administrator who has the authority to address the concerns.

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

Informal resolution shall be encouraged but shall not extend any deadlines in this policy, except by mutual written consent.

Formal Process

A student may initiate the formal process described below by timely filing a written complaint form.

Even after initiating the formal complaint process, students are encouraged to seek informal resolution of their concerns. A student whose concerns are resolved may withdraw a formal complaint at any time.

Freedom from Retaliation

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

Notice to Students

Complaints

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

Other Complaint Processes

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

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

Student complaints shall be filed in accordance with this policy, except as required by the policies listed below. Some of these policies require appeals to be submitted in accordance with FLD after the relevant complaint process:

1. Complaints alleging discrimination or harassment based on race, color, sex, gender, national origin, disability, age, or religion. [See FFDA and FFDB]
2. Complaints concerning retaliation relating to discrimination and harassment. [See FFDA and FFDB]
3. Complaints concerning disciplinary decisions. [See FMA]
4. Complaints concerning a commissioned peace officer who is an employee of the College District. [See CHA]
5. Complaints concerning the withdrawal of consent to remain on campus. [See GDA]

MANUAL OF POLICY

Title	Student Appeal of Final Course Grades	3312
Legal Authority	Approval of the Board of Trustees	
Date Approved by Board	As Amended by Board Minute Order Dated November 26, 2019	

I. Purpose

The purpose of this policy is to provide provisions for the administrative process for final course grade appeals.

II. Policy

Students at South Texas College have the right to appeal final course grades. It is the responsibility of the student to initiate the grade appeal process by contacting the faculty member directly no later than 30 calendar days after the end of the semester in which the grade was issued.

The responsibility for assigning grades in a course belongs to the faculty member. The only grounds for appealing a course grade would be compelling evidence of discrimination, differential treatment, grading error, and/or other procedural irregularities. In circumstances where the faculty member of record is no longer an active employee of the college, this responsibility will rest with the program chair.

In the event of an appeal, the South Texas College Grade Appeal Process must be followed. Appeals reaching the final level of review will be heard by the STC Grade Appeal Committee.

Procedures for appealing course grades are available in the Student Handbook and on the South Texas College web site. The decision of the STC Grade Appeal Committee is final and concludes the approved South Texas College grade appeal process.

III. Definitions

Not Applicable

IV. History

Origination Date Approved by Board	November 9, 1995
Date Reviewed and Approved by Board	July 20, 2006 August 21, 2008 November 26, 2019

MANUAL OF POLICY

Title	Student Grievance or Complaint	3313
Legal Authority	Approval of the Board of Trustees	Page 1 of 1
Date Approved by Board	Board Minute Order dated December 17, 1998 As Amended by Board Minute Order Dated July 20, 2006 As Amended by Board Minute Order Dated October 29, 2019	

Students at South Texas College have the right to file a complaint or grievance when they believe that they were unjustly or improperly treated by the College, College faculty or staff, or other students.

A student grievance or complaint is a formal process involving written documentation and is utilized by the student complainant when there has been a violation, a misinterpretation, an arbitrary or discriminatory application of College policy, regulation, or procedure which applies personally to the student complainant or the student complainant has been discriminated against on the basis of race, color, national origin, religion, age, sex, sexual orientation, gender, gender identity, disability, genetic information, or veteran status.

A student who files a frivolous or retaliatory complaint or grievance may be subject to disciplinary action as outlined in the Student Handbook. The College will not retaliate against any student filing a complaint or grievance in “good faith.”

The procedures for filing a grievance or complaint against a student are available in the Student Handbook. The procedures for filing a grievance or complaint against an employee are readily available in the Employee Handbook.

STUDENT RIGHTS AND RESPONSIBILITIES
INVOLVEMENT IN DECISION MAKING

FLE
(LOCAL)

In accordance with procedures developed by the College President, or designee, students shall be selected annually to provide a voice for the student body in the decision-making processes of the College District on appropriate committees.

**Food Service
Provider**

Students shall be granted the opportunity to provide input regarding a College District food service provider.

ACTION ITEM XVI, Review and Recommend Action to Retire Current Policies

- Purpose** To retire the current policies to align with the Texas Association of School Boards (TASB) policy manual.
- Justification** Based on internal operations and functions, content from the retired policies may transition to a procedure, handbook, or operations manual as deemed appropriate by College staff.
- The retired policies have been reviewed by staff and administrators.
- Enclosed Documents** Appendix A – List of Retired Policies
 Appendix B –Retired Policies
- Funding** No funds are required.
- Staff Resource** Mary Del Paz, Vice President for Finance and Administrative Services
 Dr. Matthew Hebbard, Vice President for Student Affairs and Enrollment Management
 George McCaleb, Director for Facilities Operations and Maintenance
 Juan Miguel Galvan, Director of Student Financial Services
- Recommendation** The Committee recommends Board approval to retire current policies as presented.

Appendix A

List of Retired Policies

New Policy	Retired Policy(ies)	Retired Policy Content Transition
N/A	A-1. Policy #5500: Texas Public Education Grants	All of the content from the retired policy is included in either a procedure, handbook, manual, etc.
GD (Local) Community Expression and Use of College Facilities (Board Approved 6/25/24)	B-1. Policy #6110: Use of College Facilities	Some of the content from the retired policy is included in the new local policy.

Appendix B

Policies follow in the packet.

MANUAL OF POLICY

Title	Texas Public Education Grants	5500
Legal Authority	Approval of the Board of Trustees	
Date Approved by Board	Board Minute Order dated November 9, 1995	

It is the policy of the College to provide for Texas Public Education Grants effective September 1, 1993, in accordance with House Bill 1147 enacted by the 69th Legislature and to maintain proper policies and procedures for Texas Public Educational Grants.

RETIRED

MANUAL OF POLICY

Title	Use of College Facilities	6110
Legal Authority	Approval of the Board of Trustees	
Date Approved by Board	Board Minute Dated November 9, 1995	

The facilities of South Texas College are provided for the support and operation of the College's programs. When not so needed, the facilities may be made available to qualified organizations and groups consistent with the mission of the College. The Board shall determine whether a proposed use of the facilities is consistent with the mission of the College. The College encourages use of its facilities by the public.

In support of this policy, the President is authorized to develop guidelines for the public use of College facilities.

RETIRED

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:

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.



SOUTH TEXAS
COLLEGE

Board of Trustees

**Finance and Human Resources
Committee Meeting**

Supplemental Information

October 15, 2024



SOUTH TEXAS COLLEGE

Award of Proposals/ Purchases/ Renewals/ Interagency Agreements/ Interlocal Agreements
Supporting Documentation

TABLE OF CONTENTS

Items	Attached Documents
Award of Proposals	
1) Grounds Maintenance	1) Summary – Terms and Price
2) Industrial Supplies, Materials, and Accessories	2) Summary – Terms
Purchases	
3) Instructional Equipment	3) Summary – Price
4) Law Enforcement Vehicles	4) Summary – Price
5) Parts and Supplies	5) Summary – Terms and Price
6) Computers, Laptops, Monitors, and Printers	6) Summary – Price
7) Network Equipment, Licenses, and Accessories	7) Summary – Terms and Price
Renewals	
8) Case Management and Mentoring Services	8) Summary – Terms and Price
9) Carpet and Flooring Services	9) N/A
a. Diaz Floors & Interiors, Inc.	
b. Ontiveros Floor Covering, LLC	
10) Graduation Regalia	10) N/A
a. Jostens, Inc.	
11) Institutional Membership	11) Summary – Terms and Price
12) Printing of Stationery	12) N/A
a. UBEO, LLC /dba Copy Zone	
b. Slate Group	
13) Signs, Banners, and Related Products	13) N/A
a. Brand Boosters Co., LLC	
b. FedEx Office and Print Services, Inc.	
c. Gateway Printing	
d. Huntington Sky Production, Ltd. /dba Fastsigns	
e. Imprezos Pro Uniforms, LLC	
f. Promo Universal, LLC	
g. Slate Group	
h. UBEO, LLC /dba Copy Zone, Ltd.	
14) Vehicle Fuel Program	14) Summary – Terms and Price

TABLE OF CONTENTS (continued)

Items	Attached Documents
Interagency Agreements	
15) Employee Assistance Program (EAP) Agreement	15) Summary – Terms and Price
16) State Record Inquiry Access Agreements	16) Summary – Terms and Price
Interlocal Agreements	
17) City Vehicle Usage Agreement Extension	17) N/A
18) Facility Rental Agreement	18) Summary – Price

**SOUTH TEXAS COLLEGE
1. GROUNDS MAINTENANCE
PROJECT NO. 24-25-1016**

VENDOR		FDG	G&V Precision Lawn Care LLC		Green Valley Lawn & Maintenance, LLC.		Olympia Landscape Development Inc.		Roman's Landscaping, LLC		South Texas Landscape Irrigation and Pest Control LLC		The Lawn Rangers		TLC - Total Lawn Care Service LLC			
ADDRESS		1616 E Griffin Pkwy #110	1513 Lookout Dr		2006 Gardenia St		P.O. Box 450347		4506 Vanesita Ct		1802 Nugget St		147 La Carla Rd		16380 N Evans Rd Ste 3			
CITY/STATE/ZIP		Mission, TX 78572	Edinburg, TX 78539		Penitas, TX 78576		Laredo, TX 78045		Laredo, TX 78046		Penitas, TX 78576		Rio Grande City, TX 78582		San Antonio, TX 78154			
PHONE		817-703-4971	956-739-8075		956-607-4448		956-712-9800		956-229-2862		956-862-0232		956-256-6810		210-620-3422			
CONTACT		Humberto Saenz	Gabriel X. Carrales		Humberto Garcia, Jr.		Elena C. Moreno		Roman Montelongo		Alexis Garza		Juliette Leza		Gerry Bower			
#	Qty	Description	Per Service	Annual Amount	Per Service	Annual Amount	Per Service	Annual Amount	Per Service	Annual Amount	Per Service	Annual Amount	Per Service	Annual Amount	Per Service	Annual Amount		
Mowing Services																		
1	46	Pecan Campus	\$ 3,200.00	\$ 147,200.00	\$ 1,350.00	\$ 62,100.00	\$ 1,742.40	\$ 80,150.40	\$ 7,600.00	\$ 349,600.00	\$ 1,902.17	\$ 87,499.82	\$ 3,000.00	\$ 138,000.00			\$ 3,043.48	\$ 140,000.08
2	46	Pecan Plaza	\$ 500.00	\$ 23,000.00	\$ 120.00	\$ 5,520.00	\$ 193.60	\$ 8,905.60	\$ 765.00	\$ 35,190.00	\$ 1,793.47	\$ 82,499.62	\$ 175.00	\$ 8,050.00			\$ 182.35	\$ 8,388.10
3	46	Jag 600 Parking Lot	\$ 600.00	\$ 27,600.00	\$ 250.00	\$ 11,500.00	\$ 290.40	\$ 13,358.40	\$ 1,100.00	\$ 50,600.00	\$ 543.47	\$ 24,999.62	\$ 350.00	\$ 16,100.00			\$ 361.87	\$ 16,646.02
4	46	Mid Valley Campus	\$ 2,800.00	\$ 128,800.00	\$ 1,350.00	\$ 62,100.00	\$ 1,452.00	\$ 66,792.00	\$ 4,200.00	\$ 193,200.00	\$ 1,413.04	\$ 64,999.84	\$ 1,477.39	\$ 67,959.94			\$ 1,457.74	\$ 67,056.04
5	46	Nursing and Allied Health Campus	\$ 900.00	\$ 41,400.00	\$ 1,350.00	\$ 62,100.00	\$ 580.80	\$ 26,716.80	\$ 2,900.00	\$ 133,400.00	\$ 978.26	\$ 44,999.96	\$ 800.00	\$ 36,800.00			\$ 870.78	\$ 40,055.88
6	46	Regional Center for Public Service Center	\$ 780.00	\$ 35,880.00	\$ 515.00	\$ 23,690.00	\$ 193.60	\$ 8,905.60	\$ 2,900.00	\$ 133,400.00	\$ 978.26	\$ 44,999.96	\$ 516.68	\$ 23,767.28			\$ 555.57	\$ 25,556.22
7	46	Technology Campus	\$ 1,800.00	\$ 82,800.00	\$ 1,350.00	\$ 62,100.00	\$ 484.00	\$ 22,264.00	\$ 2,900.00	\$ 133,400.00	\$ 1,195.65	\$ 54,999.90	\$ 1,000.00	\$ 46,000.00			\$ 1,185.89	\$ 54,550.94
8	46	Starr County Campus	\$ 3,100.00	\$ 142,600.00	\$ 1,620.00	\$ 74,520.00	\$ 1,355.20	\$ 62,339.20	\$ 4,200.00	\$ 193,200.00	\$ 3,793.47	\$ 174,499.62	\$ 1,700.00	\$ 78,200.00	\$ 1,800.00	\$ 82,800.00	\$ 2,009.87	\$ 92,454.02
Total for Annual Mowing Services			\$ 629,280.00		\$ 363,630.00		\$ 289,432.00		\$ 1,221,990.00		\$ 579,498.34		\$ 414,877.22	\$ 82,800.00		\$ 444,707.30		
Tree Trimming Services Per Service Charge (Once a Year)																		
9		Pecan Campus	\$ 164,200.00		\$ 12,410.00		\$ 43,210.00		\$ 88,000.00		\$ 18,200.00		\$ 18,000.00			\$ 18,514.48		
10		Nursing and Allied Health Campus	\$ 41,200.00		\$ 3,065.00		\$ 10,055.00		\$ 22,525.00		\$ 4,300.00		\$ 4,500.00			\$ 3,941.02		
11		Technology Campus	\$ 35,200.00		\$ 2,420.00		\$ 8,305.00		\$ 19,800.00		\$ 2,860.00		\$ 3,000.00			\$ 3,822.90		
12		Starr County Campus	\$ 78,000.00		\$ 4,975.00		\$ 10,230.00		\$ 35,000.00		\$ 7,475.00		\$ 6,500.00	\$ 7,000.00		\$ 7,367.49		
13		Mid Valley Campus	\$ 76,200.00		\$ 5,025.00		\$ 17,835.00		\$ 44,000.00		\$ 5,265.00		\$ 7,500.00			\$ 8,144.00		
14		Regional Center for Public Service Center	\$ 8,750.00		\$ 500.00		\$ 3,400.00		\$ 6,500.00		\$ 3,250.00		\$ 1,200.00			\$ 971.32		
15		Pecan Plaza	\$ 11,210.00		\$ 905.00		\$ 2,735.00		\$ 7,000.00		\$ 1,365.00		\$ 1,400.00			\$ 1,575.55		
16		Jag 600 Parking Lot	\$ 24,000.00		\$ 1,395.00		\$ 6,015.00		\$ 14,000.00		\$ 845.00		\$ 2,200.00			\$ 2,662.34		
Total for Tree Trimming Services			\$ 438,760.00		\$ 30,695.00		\$ 101,785.00		\$ 236,825.00		\$ 43,560.00		\$ 44,300.00	\$ 7,000.00		\$ 46,999.10		
Shredding of Grass Services																		
17	6	Pecan Campus (34 acres on South side of Pecan Blvd)	\$ 8,500.00	\$ 51,000.00	\$ 1,700.00	\$ 10,200.00	\$ 2,431.00	\$ 14,586.00	\$ 4,250.00	\$ 25,500.00	\$200 per acre	\$40,800	\$ 1,400.00	\$ 8,400.00			\$ 1,675.67	\$ 10,054.02
18	6	Pecan Campus (North Side of 600 Space Parking Lot)	\$ 2,700.00	\$ 16,200.00	\$ 600.00	\$ 3,600.00	\$ 500.50	\$ 3,003.00	\$ 500.00	\$ 3,000.00	\$200 per acre	\$7,200	\$ 150.00	\$ 900.00				
19	6	Starr County Campus	\$ 3,000.00	\$ 18,000.00	\$ 900.00	\$ 5,400.00	\$ 643.50	\$ 3,861.00	\$ 1,125.00	\$ 10,125.00	\$200 per acre	\$10,800	\$ 500.00	\$ 3,000.00	\$ 2,300.00	\$ 13,800.00	\$ 550.17	\$ 3,301.02
20	6	Regional Center for Public Service Center	\$ 5,500.00	\$ 33,000.00	\$ 1,462.00	\$ 8,772.00	\$ 1,573.00	\$ 9,438.00	\$ 2,750.00	\$ 16,500.00	\$200 per acre	\$26,400	\$ 1,000.00	\$ 6,000.00			\$ 1,075.33	\$ 6,451.98
Total Annual Shredding Services			\$ 118,200.00		\$ 27,972.00		\$ 30,888.00		\$ 55,125.00		\$ 85,200.00		\$ 18,300.00	\$ 13,800.00		\$ 19,807.02		
Grand Total for Mowing, Tree Trimming, & Shredding Services			\$ 1,186,240.00		\$ 422,297.00		\$ 422,105.00		\$ 1,513,940.00		\$ 708,258.34		\$ 477,477.22	\$ 103,600.00		\$ 511,513.42		

**SOUTH TEXAS COLLEGE
1. GROUNDS MAINTENANCE
PROJECT NO. 24-25-1016**

VENDOR		FDG	G&V Precision Lawn Care LLC	Green Valley Lawn & Maintenance, LLC.	Olympia Landscape Development Inc.	Roman's Landscaping, LLC	South Texas Landscape Irrigation and Pest Control LLC	The Lawn Rangers	TLC - Total Lawn Care Service LLC									
ADDRESS		1616 E Griffin Pkwy #110	1513 Lookout Dr	2006 Gardenia St	P.O. Box 450347	4506 Vanesita Ct	1802 Nugget St	147 La Carla Rd	16380 N Evans Rd Ste 3									
CITY/STATE/ZIP		Mission, TX 78572	Edinburg, TX 78539	Penitas, TX 78576	Laredo, TX 78045	Laredo, TX 78046	Penitas, TX 78576	Rio Grande City, TX 78582	San Antonio, TX 78154									
PHONE		817-703-4971	956-739-8075	956-607-4448	956-712-9800	956-229-2862	956-862-0232	956-256-6810	210-620-3422									
CONTACT		Humberto Saenz	Gabriel X. Carrales	Humberto Garcia, Jr.	Elena C. Moreno	Roman Montelongo	Alexis Garza	Juliette Leza	Gerry Bower									
Irrigation Sprinkler System Inspection, Repair, and Purchase of Materials																		
21	12	Pecan Campus	\$ 10,820.00	\$ 129,840.00	\$ 512.75	\$ 6,153.00	\$ 5,822.00	\$ 69,864.00	\$ 2,250.00	\$ 27,000.00	\$ 1,000.00	\$ 12,000.00	\$ 1,000.00	\$ 12,000.00			\$ 1,057.50	\$ 12,690.00
22	12	Pecan Plaza	\$ 600.00	\$ 7,200.00	\$ 26.25	\$ 315.00	\$ 852.00	\$ 10,224.00	\$ 125.00	\$ 1,500.00	\$ 1,000.00	\$ 12,000.00	\$ 100.00	\$ 1,200.00			\$ 105.00	\$ 1,260.00
23	12	Mid Valley Campus	\$ 3,160.00	\$ 37,920.00	\$ 138.25	\$ 1,659.00	\$ 4,260.00	\$ 51,120.00	\$ 600.00	\$ 7,200.00	\$ 800.00	\$ 9,600.00	\$ 650.00	\$ 7,800.00			\$ 296.25	\$ 3,555.00
24	12	Nursing and Allied Health Campus	\$ 1,640.00	\$ 19,680.00	\$ 71.75	\$ 861.00	\$ 2,556.00	\$ 30,672.00	\$ 450.00	\$ 5,400.00	\$ 500.00	\$ 6,000.00	\$ 275.00	\$ 3,300.00			\$ 360.00	\$ 4,320.00
25	12	Regional Center for Public Service Center	\$ 3,680.00	\$ 44,160.00	\$ 161.00	\$ 1,932.00	\$ 852.00	\$ 10,224.00	\$ 900.00	\$ 10,800.00	\$ 800.00	\$ 9,600.00	\$ 180.00	\$ 2,160.00			\$ 733.50	\$ 8,802.00
26	12	Starr County Campus	\$ 5,100.00	\$ 61,200.00	\$ 178.50	\$ 2,142.00	\$ 4,970.00	\$ 59,640.00	\$ 900.00	\$ 10,800.00	\$ 1,200.00	\$ 14,400.00	\$ 620.00	\$ 7,440.00	\$ -	\$ -	\$ 648.75	\$ 7,785.00
27	12	Technology Campus	\$ 480.00	\$ 5,760.00	\$ 21.00	\$ 252.00	\$ 2,556.00	\$ 30,672.00	\$ 125.00	\$ 1,500.00	\$ 250.00	\$ 3,000.00	\$ 340.00	\$ 4,080.00			\$ 189.00	\$ 2,268.00
Total for Sprinkler System Inspection, Repair, and Purchase of Materials			\$ 305,760.00	\$ 3,789,600.00	\$ 13,314.00	\$ 161,858.00	\$ 262,416.00	\$ 3,168,000.00	\$ 64,200.00	\$ 770,400.00	\$ 66,600.00	\$ 799,800.00	\$ 37,980.00	\$ 455,880.00	\$ -	\$ -	\$ 40,680.00	\$ 486,560.00
Plants, Shrubs, Mulch, and Landscape Materials																		
28		Discount to STC for Plants & Shrubs	10%		5%		0%		5%		5%		10%		0%		20%	
29		Discount to STC for Mulch	10%		5%		0%		5%		5%		10%		0%		20%	
30		Discount to STC for Landscape Materials	10%		5%		0%		5%		5%		10%		0%		20%	
31		Per plant, Mulch, & Landscape Materials Installation Discount	10%		5%		0%		3%		5%		10%		0%		20%	
Purchase of Irrigation Parts, Material, and Supplies																		
32		Markup on irrigation parts, materials and supplies	20%		25%		15%		20%		5%		20%		N/A		30%	
Hourly Work Rates																		
33		Labor rates for necessary irrigation system repair work (Weekdays)	\$85/hr		\$35/hr		\$75/hr		\$75/hr				\$65/hr				\$75/hr	
34		Labor rates for tree trimming services not part of yearly scheduled visit	\$75/hr		\$25/hr		\$165/hr		\$60/hr		\$20/hr		\$75/hr		\$375/hr		\$55/hr	
35		Labor rates for any other non-scheduled work (brush cleanup/removal, etc.)	\$75/hr		\$25/hr		\$96.80		\$60/hr		\$20/hr		\$75/hr		\$300/hr		\$55/hr	
Escalation																		
36		2nd Year	5%		3%		2%		8%		3%		2%		10%		3%	
37		3rd Year	7%		3%		1%		8%		3%		2%		20%		3%	
Required Licenses																		
38		Pesticide Private Applicator License			Provided				Provided				Provided				Provided	
39		Landscape Irrigation License			Provided				Provided				Provided				Provided	
TOTAL BID AMOUNT			\$ 1,492,000.00	\$ 18,300,000.00	\$ 435,611.00	\$ 5,227,160.00	\$ 684,521.00	\$ 8,416,640.00	\$ 1,578,140.00	\$ 19,140,000.00	\$ 774,858.34	\$ 9,597,800.00	\$ 515,457.22	\$ 6,343,200.00	\$ 103,600.00	\$ 1,281,600.00	\$ 552,193.42	\$ 6,895,793.42
TOTAL EVALUATION POINTS			****		****		****		70.99		****		****		****		91.50	
RANKING			****		****		****		2		****		****		****		1	

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

**SOUTH TEXAS COLLEGE
1. GROUNDS MAINTENANCE
PROJECT NO. 24-25-1016
EVALUATION SUMMARY**

VENDOR		Olympia Landscape Development Inc.		TLC - Total Lawn Care Services, LLC.	
ADDRESS		P.O. Box 450347		16380 N Evans Rd Ste 3	
CITY/STATE/ZIP		Laredo, TX 78045		San Antonio, TX 78154	
PHONE		956-712-9800		210-620-3422	
CONTACT		Elena C. Moreno		Gerry Bower	
1	The purchase price. (up to 32 points)	11.19	11.19	32	32
		11.19		32	
		11.19		32	
		11.19		32	
		11.19		32	
2	The reputation of the vendor and the vendor's goods or services. (up to 18 points)	16	16.6	16	16.2
		18		17	
		14		14	
		18		17	
		17		17	
3	The quality of the vendor's goods or services. (up to 16 points)	15	15	15	14.6
		16		16	
		13		13	
		16		14	
		15		15	
4	The extent to which the vendor's goods or services meet the College's needs. (up to 15 points)	13	12.6	13	12.8
		13		14	
		11		12	
		13		12	
		13		13	
5	The vendor's past relationship with the College. (up to 3 points)	2	2	2.5	2.3
		2		2	
		2		2	
		2		2	
		2		3	
6	The impact on the ability of the College to comply with laws and rules relating to Historically Underutilized Businesses. (up to 1 point)	1	1	0	0
		1		0	
		1		0	
		1		0	
		1		0	
7	The total long-term cost to the College to acquire the vendor's goods or services. (up to 5 points)	3	3	4	4.2
		3		4	
		3		5	
		3		4	
		3		4	
8	For a contract for goods and services, other than goods and services related to telecommunications and information materials, whether the vendor or the vendor's ultimate parent company or majority owner: a. has its principal place of business in this state; or b. employs at least 500 persons in this state. (up to 5 points)	5	5	5	5
		5		5	
		5		5	
		5		5	
		5		5	
9	The vendor's experience in providing the goods or services requested. (up to 5 points)	4	4.6	4	4.4
		5		5	
		5		5	
		5		4	
		4		4	
TOTAL EVALUATION POINTS		70.99		91.50	
RANKING		2		1	

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

*The proposal criteria follows in the packet for further explanation of each criteria.

SOUTH TEXAS COLLEGE
1. PROPOSAL CRITERIA - SERVICE ONLY

		Service Only	
		Points	Score Key
1	Criterion 1: The purchase price a. The low bidder gets the maximum points b. Divide the lowest proposal by each of the other proposal(s)	32	
2	Criterion 2: The reputation of the vendor and of the vendor's goods or services a. Number of Years in Business b. References (similar projects) c. Services/Installation d. Professional Licenses/Certifications	18	15-18 10-14 5-9 0-4 Excellent Acceptable Marginal Poor/No Response
3	Criterion 3: The quality of the vendor's goods or service a. Warranty b. Service Support/Response Time c. Goods/Product (manufacturer life) d. Product Performance	16	14-16 10-13 5-9 0-4 Excellent Acceptable Marginal Poor/No Response
4	Criterion 4: The extent to which the goods or services meet the district's needs a. Time Frame to complete the project b. Delivery Time Frame of product(s) c. Number of staff d. Meet or exceed the specifications	15	12-15 7-11 3-6 0-2 Excellent Acceptable Marginal Poor/No Response
5	Criterion 5: The vendor's past relationship with the district a. Quality of Past Performances with STC ****New Vendors will receive two points	3	3 2 1 0 Excellent Acceptable/New Vendor Marginal Poor/No Response
6	Criterion 6: The impact on the ability of the district to comply with laws and rules relating to Historically Underutilized Businesses a. Provided the Certification	1	1 0 Yes No
7	Criterion 7: The total long-term cost to the district to acquire the vendor's goods or services; and a. Annual Escalation Increase b. Annual Maintenance Cost	5	5 3-4 1-2 0 Excellent Acceptable Marginal Poor/No Response
8	Criterion 8: For a contract for goods and services, other than goods and services related to telecommunications and information materials, whether the vendor or the vendor's ultimate parent company or majority owner: a. Has its place of business in this state; or b. Employs at least 500 persons in this state.	5	5 0 Yes No
9	Criterion 9: Any other relevant factor specifically listed in the request for bids or proposals, e.g.: a. Financial Standing b. Potential or Pending Sale of Business	5	Up to 5 points will be used from the purchase price if applicable
Total Points		100	

Definitions of evaluation terms:

- Excellent** - respondent provided information which fully addressed or exceeded the requirements
Acceptable - respondent provided information which addressed most but not all of the requirements
Marginal - respondent provided minimal information on requirements
Poor/No response - respondent provided inadequate responses to requirements or did not respond

SOUTH TEXAS COLLEGE
2. INDUSTRIAL SUPPLIES, MATERIALS, AND ACCESSORIES
PROJECT NO. 24-25-1017

VENDOR	Airgas USA LLC	AOC	Burton Companies	CV Industrial Hardware LLC	Industrial Supplier Larey, Inc /dba International Industrial Supply Co	Linde Gas and Equipment Inc.	Matheson Tri Gas	Triple S Steel /dba Alamo Iron Works	United Welding Supply LLC	
ADDRESS	201 N 23rd St	11700 St Hwy 48	529 E Business 83	701 N Bryan Rd	3620 East 14th Street	1021 W Ferguson	1801 US-77 Bus	943 Frost Bank Drive	3206 E Richardson Rd	
CITY/STATE/ZIP	McAllen, TX 78501	Brownsville, TX 78521	Weslaco, TX 78596	Mission, TX 78572	Brownsville, TX 78521	Pharr, TX 78577	San Bentio, TX 78586	San Antonio, TX 78219	Edinburg, TX 78542	
PHONE	956-455-3385	956-238-2332	956-968-3121	956-600-4059	956-982-1350	956-787-0219	956-399-2706	956-403-3512	956-316-1198	
FAX	956-682-6936		956-973-3228			956-787-0043	956-399-6045		956-316-1158	
CONTACT	Javier Olmos	Reynaldo Rivera	Scott Vaughan	Giovanni Olivos	Moises Lara	Marco A. Alvarez	Juan Lopez Jr.	Velma Quintanilla	Francisco J. Melendez Jr.	
#	Description	Proposed	Proposed	Proposed	Proposed	Proposed	Proposed	Proposed	Proposed	
Pricing Information										
1	Discount	0%	15%	50%	5%	0%	10%	N/A	10%	0%
2	Benchmark	Airgas RGV Educational Hierarchy pricing	Manufacturers List	Burton Companies' List Price	Wholesale Prices		Manufacturers Suggested List Price		Manufacturer List Price	
3	Different discounts for different categories?						5% off the list price for Lincoln and Miller welding machines 10% off the list price for Victor equipment and Lincoln rod and wire 10% off the list price of all other welding and safety supplies	Items quoted by requisition		
Service Questionnaire										
4	Will your company deliver to STC?	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
5	What are your return policies?		30 days from delivery				30 days from date of purchase in original package			
6	Wrong Item Sent - Your Mistake	No restocking fee, items will be replaced	0 - restock	Will issue full credit.	100% refund or exchange	Will be replaced	Yes, no fee	Credits will be issued once returned	Pick up and credit, no fees	Fix the issue
7	Wrong Item Sent - Our Mistake	No restocking fee for on stock items; 15% restocking fee on non-stock items; No returns on special order items.	0 - restock	We will issue full credit on normally stocked items within 90 days of purchase; Special order items may be subject to a restocking fee and return freight charges	100% refund or exchange	Cut pieces are not returnable; STC must pay	Yes, no fee	Subject to manufacturer restock	Restock fees if item is non-stock, special order; No restock on all stock items that are in resell condition	Fix the issue
8	Defective Material	Replaced at no additional cost	Handled as per manufacturer warranty	Most of our products come with a one-year warranty; some items may have an extended warranty available	100% refund or exchange	Will be replaced	Will deliver correct item same day	Subject to manufacturer restock policy and inspection	Replace or credit material once defect has been confirmed, no fees	Replace
9	Duplicates	No restocking fee with vendor approved RMA	Pick at seller's expense	If an order is duplicated, we'll issue full credit within 90 days if the items are available; If your firm duplicates the order and it's a special order, it could be subject to a restocking fee and return freight charges	100% refund or exchange	STC will keep it and pay	Will deliver correct item same day; no charge	Credits will be issued once returned	Pick up and credit, if needed	Adjust and rectify

The Director of Purchasing has reviewed all the responses.

SOUTH TEXAS COLLEGE
3. INSTRUCTIONAL EQUIPMENT

VENDOR			PSI JF Petroleum Group, Inc.	
ADDRESS			3702 S Expressway 281	
CITY/STATE/ZIP			Edinburg, TX 78542	
PHONE			956-686-9582	
CONTACT			Mark Barron	
#	Qty	Description	Unit Price	Extension
1	1	Aligner with Premium Large Cabinet & 27" Widescreen LCD	\$ 33,272.39	\$ 33,272.39
2	1	Cordless Remote Indicator Kit	\$ 1,445.24	\$ 1,445.24
3	1	Medium Duty Truck Spacer Kit	\$ 186.49	\$ 186.49
4	1	AlignLights System for K Model Racks	\$ 1,258.77	\$ 1,258.77
5	1	14,000Lbs Premium Scissor Rack, Long Deck	\$ 43,717.99	\$ 43,717.99
6	1	Freight/Shipping	\$ 3,937.00	\$ 3,937.00
TOTAL AMOUNT			\$	83,817.88

SOUTH TEXAS COLLEGE
4. LAW ENFORCEMENT VEHICLES

VENDOR			Caldwell Country Chevrolet	
ADDRESS			P.O. Box 27	
CITY/STATE/ZIP			Caldwell, TX 77836	
PHONE			979-567-6116	
CONTACT			Averyt Knapp	
#	Qty	Description	Unit Price	Extension
1	2	2025 Chevrolet Tahoe PPV CC10706	\$ 55,440.00	\$ 110,880.00
2	1	GM Warranty 5yr/100,000 miles	\$ -	\$ -
3	1	Non-Equipment Charges - Buyboard	\$ 400.00	\$ 400.00
4	2	Delivery Fee	\$ 800.00	\$ 1,600.00
TOTAL AMOUNT			\$	112,880.00

**SOUTH TEXAS COLLEGE
5. PARTS AND SUPPLIES**

VENDOR		Johnson Supply		
ADDRESS		10151 Stella Link Rd		
CITY/STATE/ZIP		Houston, TX 77025		
LOCAL ADDRESS		801 W Mozelle Ave Pharr, TX 78577		
PHONE		956-702-3445		
CONTACT		Rick Salinas		
Period: 09/01/2024 - 08/31/2025				
#	Qty	Description	Unit Price	Extension
1	1	Parts and Supplies - Heating, Ventilation, Air Conditioning, and Refrigeration	\$ 100,000.00	\$ 100,000.00
TOTAL AMOUNT			\$	100,000.00

SOUTH TEXAS COLLEGE
6. DISTRICT-WIDE TECHNOLOGY REQUEST
October 29, 2024

COMPUTERS					
#	Qty	Description	Unit Price	Extension	Requesting Department
1	38	Dell Precision Tower 7020, Intel Core i5-14500, 32GB Memory 512GB Hard Drive, (31) 22" Monitor, Warranty	\$ 2,152.00	\$ 81,776.00	Javier Reyes - Architectural and Engineering Design Technology Replacement of out-of-warranty systems for student lab
2	30	Dell OptiPlex Tower Plus 7020, Intel Core i7-14700, 16GB Memory 512GB Hard Drive, Warranty	\$ 898.71	\$ 26,961.30	Saeed Molki - Computer Science Replacement of out-of-warranty systems for student lab
3	5	Dell OptiPlex Tower Plus 7020, Intel Core i7-14700, 16GB Memory 512GB Hard Drive, Warranty	\$ 898.71	\$ 4,493.55	Guadalupe Lozano - Student Assessment Center Replacement of out-of-warranty systems for department faculty
4	29	Dell Precision 3680, Intel Core i7-14700, 32GB Memory 512GB Hard Drive, Warranty	\$ 2,152.00	\$ 62,408.00	Erika Guerra - Advanced Manufacturing Technology Replacement of out-of-warranty systems for student classroom
5	6	Dell Precision 3680, Intel Core i7-14700, 32GB Memory 1TB Hard Drive, Warranty	\$ 2,698.00	\$ 16,188.00	Javier Reyes - Architectural and Engineering Design Technology Replacement of out-of-warranty systems for student lab
6	1	Dell OptiPlex Tower Plus 7020, Intel Core i7-14700, 16GB Memory 512GB Hard Drive, Warranty	\$ 898.71	\$ 898.71	Myriam Lopez - Business Office Replacement of out-of-warranty system for department staff
COMPUTER TOTAL				\$ 192,725.56	
LAPTOPS					
7	3	Dell Laptop Latitude 5550 XCTO Base, Intel Core Ultra 5 135U vPro, 16GB Memory, 512GB Hard Drive, Warranty	\$ 1,333.00	\$ 3,999.00	Dr. Ricardo J. Solis - Office of President Replacement of out-of-warranty systems for department staff
8	1	Dell Laptop Latitude 5550 XCTO Base, Intel Core Ultra 5 135U vPro, 16GB Memory, 512GB Hard Drive, Docking Station, Warranty	\$ 1,540.31	\$ 1,540.31	Dr. Ricardo J. Solis - Office of President New system for new department staff
9	2	Dell Laptop Latitude 5450 XCTO Base, Intel Core Ultra 5 135U, 16GB Memory, 256GB Hard Drive, Docking Station, Warranty	\$ 1,367.31	\$ 2,734.62	Victor Valdez - Law Enforcement New systems for department faculty
10	19	Dell Laptop Precision Workstation 7680 CTO, Intel Core i7-13850HX, 32GB Memory 512GB Hard Drive, Warranty	\$ 2,437.00	\$ 46,303.00	Erika Guerra - Mechatronics Program Replacement of out-of-warranty systems for student lab
11	1	Dell Laptop Precision Workstation 7780 CTO, Intel Core i7-13850HX, 64GB Memory 512GB Hard Drive, Warranty	\$ 3,500.30	\$ 3,500.30	Yolanda Martinez - Educational Technologies New system for department staff
12	1	Dell Laptop Latitude 5450 XCTO Base, Intel Core Ultra 5 135U, 16GB Memory, 256GB Hard Drive, Docking Station, Keyboard and Mouse, 24" Monitor, Warranty	\$ 1,643.47	\$ 1,643.47	Serkan Celtek - Research and Analytical Services Replacement of out-of-warranty system for department staff
13	3	Dell Laptop Latitude 5450 XCTO Base, Intel Core Ultra 5 135U, 16GB Memory, 256GB Hard Drive, Docking Station, Keyboard and Mouse, Warranty	\$ 1,395.47	\$ 4,186.41	Myriam Lopez - Business Office Replacement of out-of-warranty systems for department staff
14	1	Dell Laptop Latitude 5450 XCTO Base, Intel Core Ultra 5 135U, 16GB Memory, 256GB Hard Drive, Warranty	\$ 1,160.00	\$ 1,160.00	Juan Ramirez - Education Program Replacement of out-of-warranty system for department faculty
15	1	Dell Laptop Latitude 5450 XCTO Base, Intel Core Ultra 5 135U, 16GB Memory, 256GB Hard Drive, Warranty	\$ 1,160.00	\$ 1,160.00	Dr. Theresa Garza - Health Administrative Services Replacement of out-of-warranty system for department faculty
16	1	Dell Laptop Latitude 5450 XCTO Base, Intel Core Ultra 5 135U, 16GB Memory, 256GB Hard Drive, Warranty	\$ 1,160.00	\$ 1,160.00	Dr. Theresa Garza - Health Administrative Services Replacement of out-of-warranty system for department staff
LAPTOP TOTAL				\$ 67,387.11	

SOUTH TEXAS COLLEGE
6. DISTRICT-WIDE TECHNOLOGY REQUEST
October 29, 2024

MONITORS					
17	11	Dell 14" Portable Monitor P1424H	\$ 245.44	\$ 2,699.84	Aaron Guajardo - Dual Credit Pathways
		3 Year Warranty			New monitors for department staff
18	31	Dell 22" Monitor P2225HAS	\$ 149.00	\$ 4,619.00	Saeed Molki - Computer Science
		3 Year Warranty			Replacement of out-of-warranty monitors for student lab
19	15	Dell 24" Monitor P2425	\$ 248.00	\$ 3,720.00	Guadalupe Lozano - Student Assessment Center
		3 Year Warranty			New monitors for student lab
20	15	Dell 24" Monitor P2425	\$ 248.00	\$ 3,720.00	Guadalupe Lozano - Student Assessment Center
		3 Year Warranty			New monitors for student lab
		MONITOR TOTAL		\$ 14,758.84	
PRINTERS					
21	6	HP Color Printer MFP4101FDN	\$ 540.00	\$ 3,240.00	Maria Cervantes - Biology
		Warranty			Replacement of out-of-warranty printers for department faculty
		PRINTER TOTAL		\$ 3,240.00	
		COMPUTER/LAPTOP/MONITOR/PRINTER/TOTAL		\$ 278,111.51	

SOUTH TEXAS COLLEGE
7. NETWORK EQUIPMENT, LICENSES, AND ACCESSORIES

VENDOR		Netsync Network Solutions, Inc.		
ADDRESS		2500 W Loop S Ste 410		
CITY/STATE/ZIP		Houston, TX 77027		
PHONE		210-428-7332		
CONTACT		Pam Taylor		
Period: 10/01/2024 - 08/31/2025				
#	Qty	Description	Unit Price	Extension
1	1	Network Equipment, Licenses, and Accessories	\$ 100,000.00	\$ 100,000.00
TOTAL AMOUNT			\$	100,000.00

SOUTH TEXAS COLLEGE
8. CASE MANAGEMENT AND MENTORING SERVICES

VENDOR		Valley Initiative for Development and Advancement (VIDA)		
ADDRESS		417 S Ohio Ave		
CITY/STATE/ZIP		Mercedes, TX 78570		
PHONE		956-903-1900		
CONTACT		Irma Garcia		
Period: 01/01/2025 - 12/31/2025				
#	Qty	Description	Unit Price	Extension
1	1	Case Management and Mentoring Services Fifty (50) Students Per Semester	\$ 81,000.00	\$ 81,000.00
TOTAL AMOUNT			\$	81,000.00

**SOUTH TEXAS COLLEGE
11. INSTITUTIONAL MEMBERSHIP**

VENDOR		Texas Association of Community Colleges (TACC)		
ADDRESS		1304 San Antonio Suite 201		
CITY/STATE/ZIP		Austin, TX 78701		
PHONE		512-476-2572		
CONTACT		Ray Martinez III, J.D.		
Period: 09/01/2024 - 08/31/2025				
#	Qty	Description	Unit Price	Extension
1	1	Institutional Membership - FY 2025 TACC Membership Dues	\$ 103,100.00	\$ 103,100.00
TOTAL AMOUNT			\$	103,100.00

**SOUTH TEXAS COLLEGE
14. VEHICLE FUEL PROGRAM**

VENDOR		U.S. Bank / Voyager Fleet Systems		
ADDRESS		P.O. Box 412535		
CITY/STATE/ZIP		Kansas City, MO 64141		
PHONE		800-987-6591		
CONTACT		Pam Pradhan		
Period: 01/01/2025 - 12/31/2025				
#	Qty	Description	Unit Price	Extension
1	1	Vehicle Fuel Program	\$ 160,000.00	\$ 160,000.00
TOTAL AMOUNT			\$	160,000.00

SOUTH TEXAS COLLEGE
15. EMPLOYEE ASSISTANCE PROGRAM (EAP) AGREEMENT

VENDOR		The University of Texas Health Science Center at Houston		
ADDRESS		7000 Fannin St Suite 1670		
CITY/STATE/ZIP		Houston, TX 77030		
PHONE		713-500-4964		
CONTACT		Christine G Betters		
Period: 11/01/2024 - 10/31/2025				
#	Qty	Description	Unit Price	Extension
1	12	Employee Assistance Program (EAP) Agreement - Full-Time Employees: 1,707 Employee Monthly Rate: \$1.10	\$ 1,877.70	\$ 22,532.40
TOTAL AMOUNT			\$	22,532.40

**SOUTH TEXAS COLLEGE
16. STATE RECORD INQUIRY ACCESS AGREEMENTS**

VENDOR		Texas Department of Public Safety (DPS)	Texas Department of Motor Vehicles (DMV)	Texas Department of Family and Protective Services (DFPS)				
ADDRESS		P.O. Box 4087	P.O. Box 12098	P.O. Box 149030				
CITY/STATE/ZIP		Austin, TX 78773	Austin, TX 78711	Austin, TX 78714				
PHONE		512-424-7813	512-465-1468	512-929-6900				
CONTACT		Lorinda Eccles	Daniel Avitia	Melissa Loe				
Period: 01/01/2025 - 12/31/2025								
#	Qty	Description	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
1	1	State Records Inquiry Access	\$ 10,000.00	\$ 10,000.00	\$ 3,000.00	\$ 3,000.00	\$ 1,000.00	\$ 1,000.00
SUB TOTAL			\$ 10,000.00		\$ 3,000.00		\$ 1,000.00	
TOTAL AMOUNT							\$ 14,000.00	

**NO
BACKUP
FOR**

**17. City Vehicle Usage
Agreement Extension
(Interlocal
Agreement)**

**SOUTH TEXAS COLLEGE
18. FACILITY RENTAL AGREEMENT**

VENDOR			City of Mission	
ADDRESS			200 N Shary Rd	
CITY/STATE/ZIP			Mission, TX 78572	
PHONE			956-580-8786	
CONTACT			Aida Lerma	
#	Qty	Description	Unit Price	Extension
1	1	Mission Event Center - South Texas College Nursing Pinning Ceremony Event Date: 12/11/2024	\$ 3,700.00	\$ 3,700.00
TOTAL AMOUNT			\$	3,700.00