

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

Ann Richards Administration Building Board Room

Pecan Campus, McAllen, Texas

Tuesday, March 11, 2025 @ 4:00 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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**Approval of February 18, 2025 Finance, Audit, and Human Resources Committee
Minutes**

Purpose

The Minutes for the Finance, Audit, and Human Resources Committee Meeting of February 18, 2025, 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
February 18, 2025 @ 4:30 p.m.**

Minutes

The Finance, Audit, and Human Resources Committee Meeting was held on Tuesday, February 18, 2025 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 5:02 p.m. with Mrs. Dalinda Gonzalez-Alcantar presiding.

Members present: Ms. Dalinda Gonzalez-Alcantar, Mr. Paul Rodriguez, and Mr. Danny Guzman.

Other Trustees Present: Dr. Alejo Salinas, Jr., and Mr. David De Los Rios.

Members absent: None

Also present: Dr. Ricardo J. Solis, Ms. Mary Del Paz, Dr. Jesus Campos, Dr. Anahid Petrosian, Ms. Myriam Lopez, Ms. Deyadira Leal, Dr. Zachary Suarez, , Dr. Matt Hebbard, Dr. Rodney Rodriguez, Dr. Brett Millan, Ms. Alicia Correa, Ms. Claudia Olivares, Chief Ruben Suarez, Ms. Gardenia Perez, Ms. Olivia Gomez, Ms. Myra De La Garza, Mr. Danny Montez, Mr. Rick De La Garza, Ms. Kelly Salazar via teleconference, Dr. De Los Santos, Mr. Joaquin Becerra, Mr. David Valdez, Ms. Rose Benavidez via teleconference, and Ms. Venisa Earhart.

**Approval of January 14, 2025 Finance, Audit, and Human
Resources Committee Minutes**

The Minutes for the Finance, Audit, and Human Resources Committee Meeting of January 14, 2025, were presented for Committee approval.

Ms. Gonzalez-Alcantar called for any corrections to the Minutes as written. Hearing no corrections, Ms. Gonzalez-Alcantar adopted the Minutes for the January 14, 2025 Committee Meeting as presented.

Review and Action as Necessary on Award of Proposals, Reject Proposal, Purchases, Renewals, and Lease Agreement

Purpose and Justification – Administration requested the Committee recommend Board approval of the following award of proposal, reject proposal, purchases, renewals, and lease agreement at a total cost of \$1,249,019.38.

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 Rodriguez, and a second by Mr. Danny Guzman, the Committee recommended Board approval the award of proposals, reject proposal, purchases, renewals, and lease agreement at a total cost of \$1,249,019.38, as listed below::

Recommendation: It is requested that the Committee recommend for Board approval of the award of proposals, purchases, reject proposal, renewals, and lease agreement at a total cost of \$1,249,019.38, as listed below:

Award of Proposals

- 1) **Moving Services:** award the proposals for moving services to the vendors listed in Appendix A for the period beginning on March 1, 2025 through February 28, 2026, with two (2) one-year options to renew at an estimated total amount of \$100,000.00;

APPENDIX A

Vendors List

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

- 2) **Sport Utility Vehicle:** award the proposal for a sport utility vehicle to **Charles Clark Chevrolet** (McAllen, TX) at a total amount of \$72,609.60;

Reject Proposal

- 3) **Food Truck Services – Technology Campus:** reject the one (1) proposal received for food truck services for the Technology Campus;

Purchases

- 4) **Food and Related Non-Food Products:** purchase food and related non-food products from the purchasing-cooperative approved vendors listed in Appendix A for the period beginning April 27, 2025 through April 26, 2026, at an estimated total amount of \$100,000.00;

APPENDIX A

Vendors List

Vendor (City, State)	Purchasing Cooperative	Amount
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Ben E Keith Company (Fort Worth, TX)	Sourcewell	\$15,000.00
Labatt Food Service LLC (San Antonio, TX)	Choice Partners	\$35,000.00
Sysco Central Texas (Houston, TX)	Omnia Partners	\$50,000.00
Total Amount:		\$100,000.00

Renewals

- 5) **Adobe License Subscription Agreement:** renew the Adobe license subscription agreement with **SHI Government Solutions** (Somerset, NJ), The Interlocal Purchasing System (TIPS) approved vendor, for the period beginning April 6, 2025 through April 5, 2026, at an estimated total amount of \$128,721.26;
- 6) **External Auditor Services:** renew the external auditor services with **Carr, Riggs & Ingram, LLC** (McAllen, TX), beginning March 3, 2025, for audit of the fiscal year beginning September 1, 2024 through August 31, 2025, at an estimated total amount of \$135,000.00;
- 7) **Firewall Servers and Software Maintenance Agreement:** renew the firewall servers and software maintenance agreement with **SHI Government Solutions** (Somerset, NJ), The Interlocal Purchasing System (TIPS) approved vendor, for the period beginning March 1, 2025 through February 28, 2030, at an estimated total amount of \$464,971.52 with an initial payment of \$92,994.32 and four (4) annual payments of \$92,994.30;
- 8) **Server Software Maintenance and Support Agreement:** renew the server software maintenance and support agreement with **Netsync Network Solutions** (Houston, TX), The Interlocal Purchasing System (TIPS) approved vendor, for the period beginning January 25, 2025 through January 24, 2026, at an estimated total amount of \$182,717.00;

Lease Agreement

- 9) **Graduation Facility Lease Agreement:** enter into 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. Thursday, May 8, 2025, through midnight, Saturday, May 10, 2025, at an estimated total amount of \$65,000.00.

Review and Recommend Action on Financial Advisor Services

Purpose	Award the proposal for financial advisor services to TRB Capital Markets, LLC dba Estrada Hinojosa .
Justification	To provide independent and professional financial advisory services regarding the authorization and issuance of debt in various amounts and forms. This includes guidance on the authorization, sale, issuance, and delivery of debt instruments, as well as advice on related financial matters such as credit rating considerations. The services also involve assisting with the negotiation of Paying Agent/Registrar agreements, providing updates on changes in laws, and offering advice and support for the exercise of call options or refunding outstanding debt instruments.
Funding	The rate for financial advisor services, typically based on the amount of the bond issuance or refunding, is charged when a bond is issued or refunded. This fee is deducted from the bond proceeds at the time of issuance.
Recommendation	The Committee recommended Board approval to award the proposal for financial advisor services to TRB Capital Markets, LLC dba Estrada Hinojosa for the period beginning March 1, 2025 through February 28, 2026, with two one-year options to renew as presented

Upon a motion by Mr. Paul Rodriguez and a second by Mr. Danny Guzman the Committee recommended Board approval to award the proposal for financial advisor services to **TRB Capital Markets, LLC dba Estrada Hinojosa** for the period beginning March 1, 2025 through February 28, 2026, with two one-year options to renew as presented.

The motion carried.

Review and Recommend Action on Renewal of Delinquent Tax Collection Services for Hidalgo County and Starr County

Purpose To approve the renewal of delinquent tax collection services contracts for Hidalgo County and Starr County with Linebarger Goggan Blair & Sampson, LLP.

Justification To ensure that the College complies with Section 6.30 item (c) of the Property Tax Code, which states:

“The governing body of a taxing unit may contract with any competent attorney to represent the unit to enforce the collection of delinquent taxes. The attorney’s compensation is set in the contract, but the total amount of compensation provided may not exceed twenty (20) percent of the amount of delinquent tax, penalty, and interest collected.”

The notice of public meeting has been published in accordance with code 2254.1036 requirements on the South Texas website with the Committee Meeting Agenda.

Recommendation The Committee recommended Board approval of the renewal of the delinquent tax collection services contract for Hidalgo County and Starr County with Linebarger Goggan Blair & Sampson, LLP for period beginning May 1, 2025 and ending April 30, 2026 at a fifteen (15) percent fee based on the amount of delinquent tax, penalty, and interest collected.

Upon a motion by Mr. Danny Guzman and a second by Mr. Paul Rodriguez the Committee recommended Board approval of the renewal of the delinquent tax collection services contract for Hidalgo County and Starr County with Linebarger Goggan Blair & Sampson, LLP for period beginning May 1, 2025 and ending April 30, 2026 at a fifteen (15) percent fee based on the amount of delinquent tax, penalty, and interest collected.

The motion carried.

Appendix A

Summary of Contract

March 28, 2023 – one year with two (2) one-year annual renewals			
Award	Board Meeting Date	Original Term	Renewal Term
Original	03/28/23	05/01/23 – 04/30/24	
1 st Renewal	02/27/24		05/01/24 – 04/30/25
Final Renewal	02/24/25		05/01/25 – 04/30/26

Review and Recommend Action on Resolution 2025-006 on a Written Statement for a Contingency Fee for Professional Legal Services Contract

Purpose To approve Resolution 2025-006 on a written statement for a contingency fee for professional legal services contract, under Texas Government Code 2254.1036.

Justification To ensure that the College complies with Section 2254.1036 of the Texas Government Code, which states:

“A written statement is when a political subdivision enters and approves a contingency fee contract for delinquent tax collection legal services.

- There is a substantial need for the legal services;
- The legal services cannot be adequately performed by the attorney and supporting personnel of the political subdivision; and
- The legal services cannot reasonably be obtained from attorneys in private practice under a contract providing only for the payment of hourly fees, without regard to the outcome of the matter, because of the nature of the matter for which the services will be obtained or because the political subdivision does not have funds to pay the estimated amount required under a contract providing only for the payment of hourly fees.

Recommendation The Committee recommended Board approval of Resolution 2025-006 on a written statement for a contingency fee for professional legal services contract, under Texas Government Code 2254,1036, for the delinquent tax collection services for Hidalgo County and Starr County for the period of May 1, 2025 through April 30, 2026.

Upon a motion by Mr. Paul Rodriguez and a second by Mr. Danny Guzman the Committee recommended Board approval of Resolution 2025-006 on a written statement for a contingency fee for professional legal services contract, under Texas Government Code 2254,1036, for the delinquent tax collection services for Hidalgo County and Starr County for the period of May 1, 2025 through April 30, 2026.

The motion carried.

Review and Recommend Action on Resolution 2025-007 to Impose an Additional 15 Percent Penalty and Additional Fees for Collection Cost of Delinquent Taxes as Authorized Under Sections 33.07, 33.08, and 33.48 of the Texas Property Tax Code for Attorney's Compensation

Purpose To approve Resolution 2025-007 to impose an additional 15 percent penalty and additional fees for the collection cost of delinquent taxes as authorized under Section 33.07, 33.08, and 33.48 of the Texas Property Tax Code for attorney's compensation.

Justification The resolution authorizes the College to levy an additional percent penalty and additional fees to the delinquent is needed to enforce the collection of delinquent taxes by compensating the attorney for the collection of delinquent taxes, penalty, and interest, which will remain delinquent on July 1, 2024.

Board action will be necessary on the Resolution previously prepared by legal counsel to approve the additional percent penalty and additional fees for the attorney's compensation for the collection cost of delinquent taxes for Hidalgo County and Starr County collection services.

Recommendation The Committee recommended Board approval on Resolution 2025-007 to impose an additional 15 percent penalty and additional fees for the collection cost of delinquent taxes as authorized under Section 33.07, 33.08, and 33.48 of the Texas Property Tax Code for attorney's compensation.

Upon a motion by Mr. Paul Rodriguez and a second by Mr. Danny Guzman the Committee recommended Board approval on Resolution 2025-007 to impose an additional 15 percent penalty and additional fees for the collection cost of delinquent taxes as authorized under Section 33.07, 33.08, and 33.48 of the Texas Property Tax Code for attorney's compensation.

The motion carried.

Presentation and Action as Necessary Regarding Acceptance of South Texas College Law Enforcement Racial Profiling Report for Calendar Year 2024

Purpose	To accept the South Texas College Law Enforcement Racial Profiling Report for Calendar Year 2024.
Justification	<p>Pursuant to Texas Occupations Code 1701.164, TCOLE is required to collect incident-based data, including racial profiling reports based upon vehicle traffic stops, in accordance with the <u>Code of Criminal Procedure Article 2.131-2.138</u>. Chief administrators of law enforcement agencies must submit the racial profiling reports to their governing body, in addition to the Texas Commission on Law Enforcement (TCOLE).</p> <p>During calendar year 2024, the South Texas College Department of Public Safety conducted traffic stops within its jurisdiction in accordance with Texas Education Code section 51.203.</p> <p>This report is utilized by the state in any investigation of a complaint of racial profiling against a law enforcement agency. The South Texas College Department of Public Safety has received no racial profiling complaints.</p>
Recommendation	The Committee recommended Board acceptance of the South Texas College Law Enforcement Racial Profiling Report for Calendar Year 2024.

Upon a motion by Mr. Paul Rodriguez and a second by Mr. Danny Guzman the Committee recommended Board acceptance of the South Texas College Law Enforcement Racial Profiling Report for Calendar Year 2024.

The motion carried.

Update on The College's Enterprise Resource Planning (ERP) System

Purpose Mary Del Paz, Vice President for Finance and Administrative Services will provide an update on the College's Enterprise Resource Planning (ERP) System.

Justification At the September 12, 2023, Public Hearing and Special Board Meeting, the Board of Trustees approved the purchase of the Enterprise Resource Planning System, Workday.

Administration is providing an update on the Colleges Workday ERP System Implementation and Go Live results for the Finance and HCM Module.

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

Mary Del Paz, VP for Finance and Administrative Services gave the update on the College's Enterprise Resource Planning (ERP) System.

No action was required for this item. It was for information purposes.

Review and Recommend Action on Change Orders for Contract with Precision Task Group (PTG) / Workday

Purpose To approve Change Orders for Contract with Precision Task Group (PTG) / Workday.

Justification To gain approval of 5 Change Orders (#12 – # 16) for PTG for the following services, not to exceed the listed amounts:

Change Order	Amount
#12 PTG Support for integrations, security, presentations, enhancements	\$48,300
#13 Modify the Business Process for AA's and Secretaries	3,000
#14 100 additional training credits	69,000
#15 Additional tenant for backup purposes. Minimum 3-month duration	7,200
#16 Transition to a Bi-Weekly Payroll from Semi-Monthly Payroll	80,000
Total	\$207,500

The grand total of these Change Orders is \$207,500 and will be funded with budget reallocations from other project budget lines. The total Workday budget approved by the Board and further amended, therefore, will not be impacted.

Recommendation The Committee recommended Board approval of the 5 Change Orders in the amount of \$207,500 for the Contracts with Precision Task Group (PTG) / Workday as presented.

Mr. Guzman asked if money was found within the budget, did that mean that other items would be reduced. VP Del Paz confirmed that we have leftover funds in the budget.

Upon a motion by Mr. Paul Rodriguez and a second by Mr. Danny Guzman the Committee recommended Board approval of the 5 Change Orders in the amount of \$207,500 for the Contracts with Precision Task Group (PTG) / Workday as presented.

The motion carried.

Appendix A:
Cost Breakdown and Budget Reallocation for Source of Funding
02/18/2025

Cost Breakdown	Change Order Costs	Budget	Budget Reallocation	Remaining Balance
AMS Post Production Support	\$48,300		\$48,300	\$48,300
Conf. Changes on Expenses	3,000		3,000	3,000
Training Credits	69,000		69,000	69,000
Additional Tenant for Backup	7,200		7,200	7,200
Transition to Bi-Weekly Payroll	80,000		80,000	80,000
Training		69,000	(69,000)	-
Staff Augmentation		112,666	(48,300)	64,366
Contingency		167,167	(90,200)	76,967
Total	\$207,500	\$348,833	\$-	\$348,833

Appendix B
Summary of Contract Change Orders
02/18/2025

Date	Description	Change Amount
February 2024	#1 Advisory Services Advisory Services Hours Reduction for Finance/HCM	(\$813,925)
May 2024	#2 ERP Deployment Statement of Work Modification – Addition and Reduction of Services	(105,321)
May 2024	#3 ERP Subscription State of Texas approved Colleges to use Commercial Cloud, reducing Subscription Fees	(3,227,108)
July 2024	#4 Training Training Credits	33,250
October 2024	#5 ERP Deployment Statement of Work Modification – Addition of Services	105,321
November 2024	#6 Advisory Services Statement of Work Modification – Advisory Services	(150,000)
	#7 Advisory Services	49,500

Date	Description	Change Amount
	Statement of Work Modification – Job Aids	
December 2024	#8 Advisory Services Statement of Work Modification – Job Aids	100,500
	#9 Training Training Credits	24,150
January 2025	#10 Extend Professional and Deployment	1,700,120
	#11 ERP Deployment Change Order Modification – Addition of Workday Advisory Services	48,000
February 2025	#12 Advisory Services Statement of Work Addition – Advisory Services	48,300
	#13 Advisory Services Statement of Work Addition – Configure Changes on Business Processes	3,000
	#14 Training Training Credits	69,000
	#15 Advisory Services Statement of Work Addition – Additional Tenant for Backup	7,200
	#16 Advisory Services Statement of Work Transition to Bi-Weekly Payroll	80,000
Change Order Changes		(2,028,013)

Funding Source – Budget Reallocation	(2,013,020)
Total Cost Reduction to Contract (Change Orders #1 and #3)	(4,041,033)

Review and Recommend Action on Ratification of Use of Unrestricted Fund Balance for Current Semester Unpaid

Purpose Administration proposes the ratification for expanding the Relgnite Scholarship funds approved by the Board of Trustees from assisting students with prior debt to also assisting students with their current semester unpaid balances.

Justification At the September 24, 2024 meeting, the Board of Trustees approved the use of \$150,000 from the College's Unrestricted Fund Balance for Relgnite student scholarships, aimed at helping students with prior debt who are returning to complete a certificate or degree.

Legal counsel confirmed the use of these funds is appropriate.

Although originally intended for past-due balances, administration proposes expanding the funding to assist students with current term balances. This would support the College's mission and potentially secure additional state funding through HB8.

The Division of Student Affairs and Enrollment Management has a team dedicated to helping these students succeed and complete their education. The use of these funds is intended to assist students across multiple semesters, ensuring their graduation.

Recommendation The Committee recommended Board approval of the ratification for expanding the Relgnite Scholarship funds to assist returning students by covering their current semester unpaid balances using Unrestricted Fund Balance.

Dr. Alejo Salinas asked if this money was going to be taken from the balance that the Board had approved earlier. Dr. Matt Hebbard confirmed that they would be using the funds approved previously by the Board. These funds were originally only for prior debt and now they are asking to be able to use these funds for current debt.

Dr. Alejo Salinas also asked Dr. Hebbard to provide the Board with the number of students who the funds were awarded to and how much each student got in the Spring 2025 semester.

Upon a motion by Mr. Paul Rodriguez and a second by Mr. Danny Guzman the Committee recommended Board approval approval of the ratification for expanding the Relgnite Scholarship funds to assist returning students by covering their current semester unpaid balances using Unrestricted Fund Balance.

The motion carried.

Discussion and Action as Necessary on Rio Grande City Debt Collection for Discrepancy on Water Billing for South Texas College Starr County Campus

- Purpose** To address the debt collection letter received from Rio Grande City on February 4, 2025, dated January 30, 2025, for a significant discrepancy in the water billing for the South Texas College Starr County Campus.
- Justification** The letter received from Rio Grande City states that an audit was conducted on the account and inaccurate readings were discovered resulting in an outstanding balance of \$561,982.19 due by February 27, 2025.
- The letter also states that the College has the right to dispute the debt by submitting a notice within 15 days of receiving the letter.
- Recommendation** It is requested that the Committee recommend approval at the Board meeting or defer the decision to the full Board on the Rio Grande City Debt Collection for Discrepancy on Water Billing in the amount of \$561,982.19 for the Starr County Campus as presented.

This item was tabled by the Committee Chair until a later time.

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

Purpose To adopt the new Personnel Policies and retire the current policies to align with the Texas Association of School Boards (TASB) policy manual.

Justification To provide the new policies in the TASB standardized format. In addition to the policies and, as applicable, internal procedures are currently in place and will continue to be enhanced.

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

Recommendation The Committee recommended Board approval to adopt the new Personnel Policies and retire the 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 the new Personnel Policies and retire the current policies as presented, and which supersedes any previously adopted Board policy.

The motion carried.

Appendix A

List of New and Retired Policies

Adopt New Policy	Retired Policy(ies)	Retired Policy Content Transition
A-1. DHA (LOCAL) – Employee Standards of Conduct: Searches and Alcohol/Drug Testing	A-2. Policy #4213: Drug-Free and Alcohol-Free Workplace and Campus	All of the content from the retired policy is included in the new local policy.
B-1. DMD (LOCAL) – Termination of Employment: Resignation	B-2. Policy #4922: Separation of Employment and Re-Employment	All of the content from the retired policy is included in either a procedure, handbook, manual, etc.

Appendix B

New policies followed in the packet.

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
- Staff Resource** Mary Del Paz, Vice President for Finance and Administrative Services
 Dr. Zachary Suarez, Executive Director of Human Resources and Talent Development
 Dr. Anahid Petrosian, Vice President and Provost for Academic Affairs and Economic Development
 Dr. Brett Millan, Associate Vice President for Academic Success and Advancement
- Recommendation** The Committee recommended Board approval to retire current policies as presented.

Upon a motion by Mr. Paul Rodriguez and a second by Mr. Danny Guzman the Committee recommended Board approval to retire current policies as presented.

The motion carried

Appendix A

List of Retired Policies

Retired Policy(ies)	Retired Policy Content Transition
A. Policy #3120: Field and International Studies Courses	All of the content from the retired policy is included in either a procedure, handbook, manual, etc.
B. Policy #4118: Provision of Letter of Appointment: Faculty, Administrative, or Executive Employee	All of the content from the retired policy is included in either a procedure, handbook, manual, etc..

Appendix B

Policies followed in the packet.

Review and Recommend Action to Adopt Numbered Update 46, 47, and 48 Local Policies

Purpose To revise policies to align with the Texas Association of School Boards (TASB) policy manual.

Justification These revisions are requested as part of the TASB 46, 47, and 48th numbered updates.

TASB issues numbered updates semiannually to the College. The number updates respond to changes to state and federal law, court cases, and decisions by the attorney general, and may also contain suggested changes to an existing local policy or the development of a new local policy made by TASB.

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

Recommendation The Committee recommends Board approval to adopt the revised numbered update 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 the revised numbered update policies as presented, and which supersedes any previously adopted Board policy.

The motion carried.

Appendix A

Item	Policy	Update	Explanatory Notes
A	BBD (Local) – Board Members: Orientation and Training	46	Revisions to this local policy address HB 3033, which requires board members to complete Public Information Act Training if the attorney general determines the college failed to comply with the Public Information Act (PIA). The revisions clarify that the existing delegation of the responsibility to take the PIA training to the public information coordinator only applies to the training requirement applicable to board members shortly after they are elected or appointed. Additional recommended changes have been made to conform to TASB style.

Item	Policy	Update	Explanatory Notes
B	CGC (Local) -Safety Program: Emergency Plans and Alerts	46	Recommended revisions to this local policy address HB 3, which clarifies that a college's Emergency Operations Plan must address any additional requirements established by TxSSC in consultation with TEA and relevant local law enforcement agencies.
C	DBA (Local) – Employment Requirements and Restrictions: Credentials and Records	47	New recommended local policy language addresses the application of SB 1445 to Law Enforcement Personnel Files.
D	DC (Local) – Employment Practices	47	New recommended local policy language addresses the application of SB 1445 to the Employment of Certain Law Enforcement Personnel.
E	DHB (Local) – Employee Standards of Conduct: Child Abuse and Neglect Reporting	48	Recommended revisions have been made to clarify state requirements for Oral Reports and Making a Report.
F	DK (Local) – Professional Development	47	Recommended revisions to this local policy have been made in response to updates to Coordinating Board rules allowing the college to select an accreditor other than SACSCOC. The college's accreditor is named in GK(LOCAL).

Appendix B

Policies followed in the packet.

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 5:36 p.m.

I certify that the foregoing are the true and correct Minutes of the February 18, 2025 Finance, Audit, and Human Resources Committee Meeting of the South Texas College Board of Trustees.

Mrs. Dalinda Gonzalez-Alcantar, Presiding

**Review and Discussion of Mission Economic Development Authority (MEDA)
Scholarship Fund Trust with Edward Jones for Student Scholarships and Report on
Funds Distributed and Awarded**

Purpose	To present a report on the Mission Economic Development Authority (MEDA) Scholarship Fund Trust.
Justification	<p>To provide the status of the MEDA Scholarship Fund Trust, including the annual obligated amount of distribution, the activity of the trust, and the distribution of MEDA scholarship funds to the students.</p> <p>On August 29, 2012, the South Texas College Board of Trustees approved and authorized the acceptance of the Mission Economic Development Authority (MEDA) Scholarship Fund Endowment Agreement, which established a trust in excess of \$3 million, with Edwards Jones Trust Company as the sole Trustee and with South Texas College as the sole beneficiary, with funds to be used to establish and offer scholarships to students living in the City of Mission as described.</p> <p>The MEDA Scholarship Fund Trust Agreement and Agreement of Trustee establishes the provision of distributions. According to the MEDA Scholarship Fund Trust Annual Account Statement (January 1, 2024 – December 31, 2024), provided by Edward Jones Trust Company, the distribution to the college on July 18, 2024, was based on the amount calculated under the agreement which is Five Percent (5%) of the fair market value of the undistributed income and corpus of the Trust as of the last day of the Trust's previous fiscal year.</p>
Enclosed Documents	<p>Appendix A – Recap of Market Value Activity, Distributions Paid to College, and Fees of the Trust</p> <p>Appendix B – PowerPoint Presentation</p>
Staff Resource	<p>Mary Del Paz, Vice President for Finance and Administrative Services</p> <p>Dr. Matthew Hebbard, Vice President for Student Affairs and Enrollment Management</p> <p>Lorena Martinez, Financial Aid Specialist</p> <p>Gustavo Garcia, Coordinator of Scholarships & Outreach</p>
Recommendation	No action is required from the Committee. This item is presented for information and feedback to staff.

Appendix A

Recap of the market value activity for the period of January 1, 2024 through December 31, 2024 are as follows:

Market Value-January 1, 2024	\$3,871,324.24
Cash & Security Transfers ⁽¹⁾	(2,252.00)
Contributions	25.66
Income & Capital Gain Distributions	107,344.66
Fees	(38,361.49)
Withdrawals (payments to STC)	(193,566.21)
Withdrawals (other disbursements)	-
Realized Gain/Loss	50,957.98
Cost Adjustments	-
Change in market value	262,134.32
Market Value-December 31, 2024	\$4,057,607.16

(1) Fiduciary Federal Income Tax

Distributions paid to the College have been as follows:

Distributions Received by South Texas College	
Month/Year	Amount
June 2013	\$160,784.54
June 2014	185,937.10
July 2015	187,900.18
May 2016	173,937.78
June 2017	180,511.68
May 2018	193,928.47
May 2019	174,239.09
May 2020	198,719.57
May 2021	211,984.14
June 2022	224,976.44
June 2023	205,924.00
July 2024	193,566.21
Total Distributions Received	\$2,292,409.20

Fees of the Trust are as follows:

Expense Type:	Year to Date 12/31/24
Fee-applied to Principal Cash	(18,876.88)
Fee-applied to Income Cash	(18,876.84)
Administrative Expenses	(600.00)
Tax Relief Service Fee (MEDTRONIC PLC)	(7.77)
Total Other Disbursements	<u>\$ (38,361.49)</u>

MEDA Scholarship Update

MARCH 2025

Lorena Martinez

Financial Aid Specialist
Student Financial Services



Initial Eligibility Requirements

- ✓ Resides within the city limits of Mission.
- ✓ Earned at least 6 credit hours with a cumulative GPA of at least 2.5.
- ✓ Be a U.S. citizen or legal permanent resident.

Scholarship deadline is July 31.



Renewal Requirements



Resides within the city limits of Mission.



Maintain a minimum cumulative 2.5 GPA per semester.



Enroll in a minimum of two semesters and complete at least 12 credit hours per year, beginning with the first semester scholarship was awarded.



Remain in good standing with STC.



MEDA Scholarship Program and Enrollment

Scholarship is prorated based on enrollment hours.

Full-Time:

12+ credit hours.

\$800

Three-Quarter Time:

9-11 credit hours.

\$600

Half-Time:

6*-8 credit hours.

**minimum credit hour requirement.*

\$400

Scholarship has a lifetime award of \$3,200.



Funds Received vs. Funds Awarded

\$2,292,409.20

received since 2013.

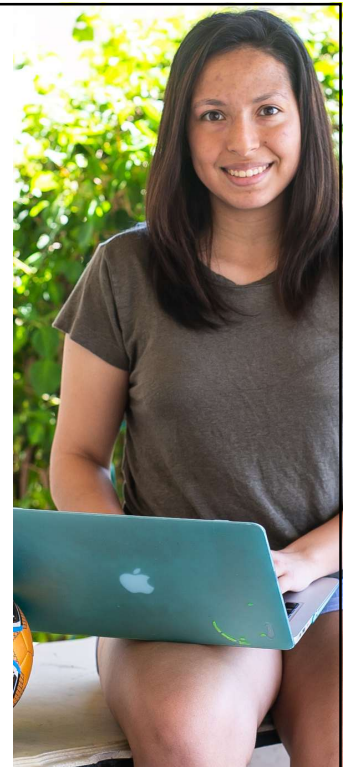
\$1,843,200.00

paid to STC - Mission resident
students.



MEDA Allocation by Year

Date allocation was received	Allocation Amount
June 2013	\$160,784.54
June 2014	\$185,937.10
July 2015	\$187,900.18
May 2016	\$173,937.78
June 2017	\$180,511.68
May 2018	\$193,928.47
May 2019	\$174,239.09
May 2020	\$198,719.57
May 2021	\$211,984.14
June 2022	\$224,976.44
June 2023	\$205,924.00
July 2024	\$193,566.21
Funds Received To Date	\$2,292,409.20



Total MEDA Scholarship Funds Received		\$2,292,409.20
Fiscal Year	Total Student Awards	Funds Awarded
2013 - 2014	47	\$64,200
2014 - 2015	96	\$113,000
2015 - 2016	97	\$130,000
2016 - 2017	148	\$156,800
2017 - 2018	143	\$184,600
2018 - 2019	146	\$158,000
2019 - 2020	119	\$139,800
2020 - 2021	101	\$117,600
2021 - 2022	132	\$139,800
2022 - 2023	120	\$138,400
2023 - 2024	218	\$260,800
2024 - 2025 *	223	\$240,200
Disbursed		(\$1,843,200.00)
Marketing Expenses		(\$1,423.69)
Cash Balance		\$447,785.51
Funds Designated		(\$426,800.00)
Available Balance		\$20,985.51

*Pending Spring Minimesters and Summer

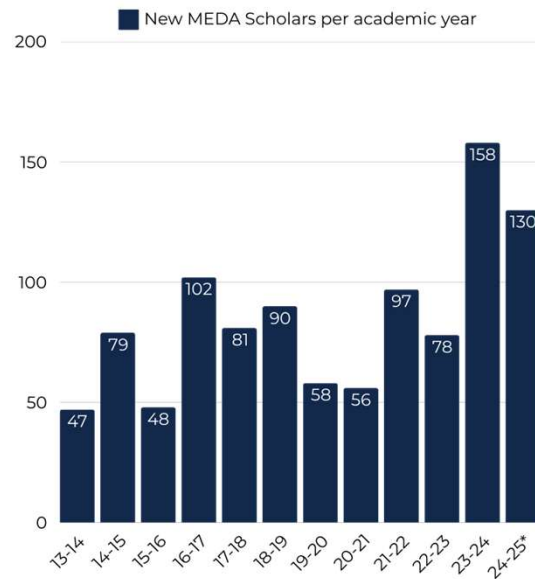
Summary of Activity

Funds allocated for use in current and upcoming semesters.		
2021 - 2022	3 students	(\$7,000)
2022 - 2023	23 students	(\$49,000)
2023 - 2024	106 students	(\$173,800)
2024 - 2025	130 students	(\$197,000)
Total	262 students	(\$426,800)



1024* Mission Residents

For over a decade, numerous individuals have been benefited by the MEDA scholarship.



*Unduplicated

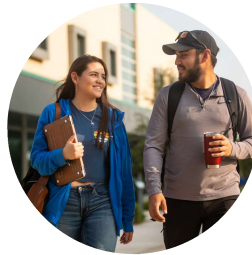
**Pending Summer 24-25



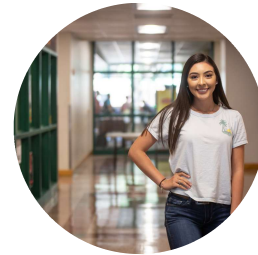
Evaluating the Impact of MEDA



67% of MEDA scholars are now degree-holding Jaguars for life!



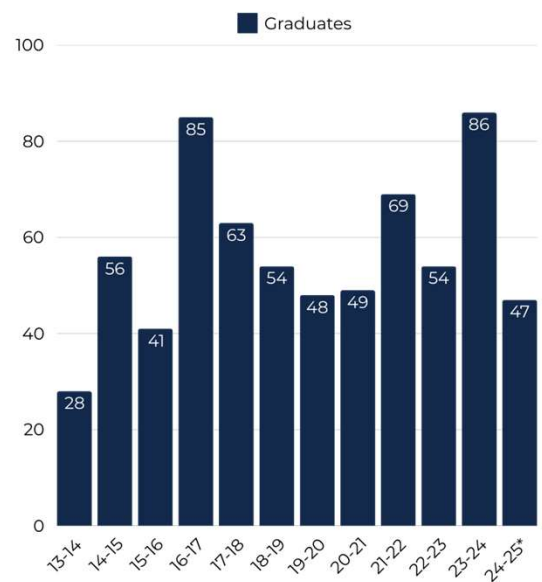
15% MEDA scholars are currently enrolled.



18% MEDA scholars are neither enrolled nor graduated.

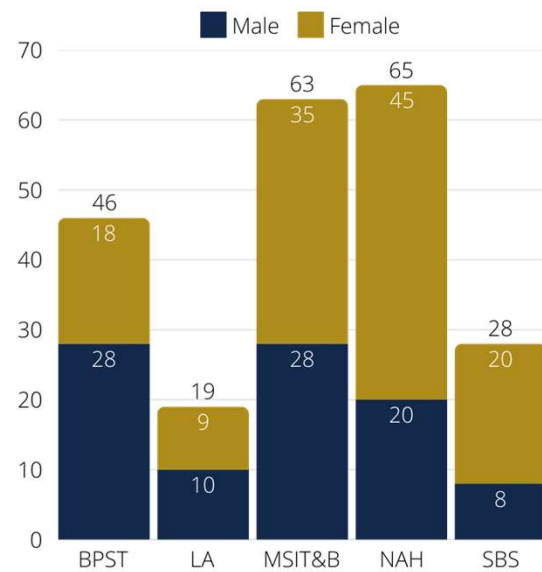


680
MEDA Scholars
have earned **at least one degree** over the years.

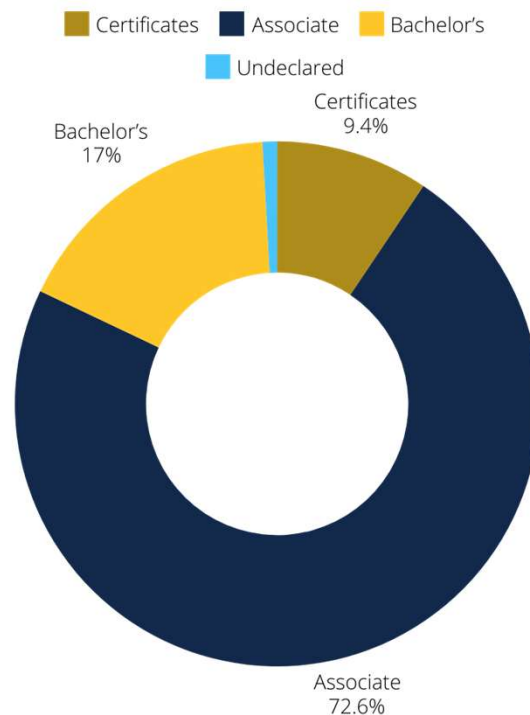


24-25 Awardees by Division

- **221 MEDA Scholars have a major selected.**
- **2 are undeclared (not on chart).**
- Nursing & Allied Health
 - Most Awarded Division.



24-25 Declared Degrees pursued by MEDA Scholars



24-25 Top 5 Declared Majors by MEDA Scholars



Academic Standing (1024) Fall 2013 - Spring 2025

GPA	Female	Male
0 to 1.99	5	3
2.0 to 2.49	25	17
2.5 to 2.99	136	106
3.0 to 3.49	274	170
3.5 - 4.0	176	112
Total	616	408





MEDA Scholarship

A scholarship for Mission residents.

25-26 MEDA Application

First apply, then [Submit Required Documents](#).

Outreach

Potential recipients are reached out via emails, phone calls and text messages.

Communication with:

- Mission EDC.
- Mission area high schools.
- STC departments.

With support of Communication & Creative Services, we created:

- Rack cards.
- Retractable banners.
- Social media.
- Updated the website.
 - Revamped 25-26 Application.



“

“I am a student who has already earned a bachelor’s degree...the MEDA scholarship provided me help and reduced the amount of school loans I’d have to take out...”

Julio Garcia,
STC Graduate CIP Program, 2023.



QUESTIONS?

www.southtexascollege.edu/MEDA



Review and Action as Necessary on Award of Proposals, Purchases, and Renewals

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

Award of Proposals – 1) Sport Utility Vehicles II

Purpose	Award the proposal for sport utility vehicles II to Payne Auto Group (Weslaco, TX).
Justification	To procure two (2) mid-size sport utility vehicles for the Safety and Security Department. One of the vehicles will allow the security personnel to travel between campuses, ensuring the overall safety and security of each location. This vehicle will also facilitate the transport of any necessary security equipment, ensuring that the staff can respond effectively to any situation. The second vehicle will be allocated to the security personnel at the Starr County campus, the only campus currently without a dedicated security vehicle. The vehicles will significantly enhance the security team's ability to respond quickly to incidents, improve their overall mobility, and act as a visible deterrent to potential criminal activity, thereby enhancing safety for all on campus.
Funding	Funds for this expenditure are budgeted in the Safety and Security 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 - Finance and Administrative Services Ruben Suarez, Chief of Police
Recommendation	The Committee recommends Board approval to award the proposal for sport utility vehicles II to Payne Auto Group (Weslaco, TX) at a total amount of \$65,586.50.

APPENDIX A

Project Timeline and Information

Advertised RFP	February 12, 2025 and February 19, 2025
RFP Responses Due	February 27, 2025
RFP Issued To	Seven (7) Vendors
Responses Received From	Three (3) Vendors
Responses Reviewed By	Safety and Security, Campus Police, and the Purchasing Department
Highest Ranked Vendor	Payne Auto Group (Weslaco, TX)

Award of Proposals – 2) Starr County Campus Building J Analog to Digital Classroom Upgrade

Purpose	Award the proposal for the Starr County Campus Building J analog to digital classroom upgrade to Audio Visual Aids (San Antonio, TX).
Justification	To modernize outdated analog audio-visual equipment by upgrading five (5) classrooms in the Starr County Campus Building J to the College's digital audiovisual standards. The upgrade will support digital video signals from contemporary computing and presentation devices, offering sharper, higher-resolution projected images and enhanced sound quality. This enhancement will improve faculty instruction by facilitating the use of podiums, projectors, electric wide-screens, laptops, tablets, and other digital tools.
Funding	Funds for this expenditure are budgeted in the Starr Campus Manuel Benavidez, Jr. Rural Technology Center Bldg. J Analog to Digital Replacement Project 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	Dr. Jesús Campos, Interim Vice President for Information Services, Planning, Performance, & Strategic Initiatives Yolanda Martinez, Director of Educational Technologies
Recommendation	The Committee recommends Board approval to award the proposal for the Starr County Campus Building J analog to digital classroom upgrade to Audio Visual Aids (San Antonio, TX) at a total amount of \$94,805.11.

APPENDIX A

Project Timeline and Information

Advertised RFP	February 12, 2025 and February 19, 2025
RFP Responses Due	February 27, 2025
RFP Issued To	Sixteen (16) Vendors
Responses Received From	Three (3) Vendors
Responses Reviewed By	Educational Technologies, Information Technology, and the Purchasing Department
Highest Ranked Vendor	Audio Visual Aids

Purchases – 3) Computers, Laptops, and Tablets

Purpose	Purchase computers, laptops, and tablets from the vendors listed in Appendix A.
Justification	<p>To provide new systems, replace out-of-warranty systems (over five years old), and meet software requirements for those systems that exceed the capacity for students, faculty, and staff based on the Information Technology criteria.</p> <p>The requested systems meet the College’s standard configurations.</p>
Funding	Funds for these expenditures are budgeted in the requesting department budgets for FY 2024 - 2025 as follows: Technology Projects, Library Information Commons, Automotive Technology, Bachelor Programs, HSI Implementation and Evaluation Grant, Student Affairs and Enrollment Management, Computer Science, Dual Credit Programs, Institutional Advancement, Office of Student Re-Engagement, Central Receiving, and Student Activities and Wellness.
Enclosed Documents	<p>Appendix A – Vendors List</p> <p>Appendix B – District-Wide Technology Request Summary</p> <p>Other information is included in the Finance Supplemental Booklet and is available if requested.</p>
Staff Resource	<p>Dr. Jesús Campos, Interim Vice President for Information Services, Planning, Performance, & Strategic Initiatives</p> <p>Lucio Gonzalez, Associate Vice President -Technology and Chief Information Officer</p>
Recommendation	The Committee recommends Board approval to purchase computers, laptops, and tablets from the vendors listed in Appendix A at a total amount of \$60,726.23.

APPENDIX A

Vendors List

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

APPENDIX B

District-Wide Technology Request Summary

Student Computers	
5	Technology Projects
2	Library Information Commons
Student Laptops	
5	Automotive Technology
Student Tablets	
1	Bachelor Programs
Faculty Computers	
2	Automotive Technology
Faculty Laptops	
4	Automotive Technology
Faculty Tablets – Grant	
3	Division of Math, Science, Information Technology, and Bachelor Programs
Staff Computers	
2	Student Affairs and Enrollment Management
1	Computer Science
Staff Laptops	
1	Dual Credit Programs
1	Institutional Advancement
2	Office of Student Re-Engagement
1	Central Receiving
1	Student Activities and Wellness
1	Computer Science

Renewals – 4) Audio Video Production Services

Purpose	Renew the audio video production services with First Born Productions LLC (Los Fresnos, TX).
Justification	To provide audio-visual support for College-sponsored events, enhancing the quality and effectiveness of occasions celebrating significant milestones, academic achievements, and important institutional initiatives, reflecting the College’s commitment to delivering memorable and impactful experiences for students, staff, and the wider community. For events like commencement ceremonies, dual credit program summits, and the fall convocation, having reliable and professional audio-video services ensures that the proceedings are executed seamlessly.
Funding	Funds for this expenditure are budgeted in the Fall Convocation, Graduation, and the National Summit for Dual Credit Programs budget for FY 2024 – 2025. Funds for subsequent fiscal years will be included in future proposed budgets.
Enclosed Documents	Appendix A – Renewal Terms
Staff Resource	Dr. Matthew S. Hebbard, Vice President - Student Affairs and Enrollment Management Dr. Rebecca M. De Leon, Associate Vice President - Dual Credit Programs and School District Partnerships
Recommendation	The Committee recommends Board approval to renew the audio video production services with First Born Productions LLC (Los Fresnos, TX) for the period beginning April 24, 2025 through April 23, 2026, at an estimated total amount of \$80,000.00.

APPENDIX A

Renewal Terms

The Board awarded the contract as follows:

Term: April 23, 2024 – one year with two (2) one-year annual renewals			
Award	Board Meeting Date	Original Term	Renewal Term
Original	04/23/2024	04/24/2024 – 04/23/2025	
First Renewal	03/25/2025		04/24/2025 – 04/23/2026

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

Renewals – 5) Internet Managed Services Agreement

Purpose	Renew the internet managed services agreement with Spectrum Enterprise through the Texas Department of Information Resources (DIR) (Austin, TX).
Justification	<p>To support the College's assets at the disaster recovery location, Tyler Junior College, by hosting South Texas College's public and library websites in a secure off-site location. The agreement provides technical support and the ability to keep the websites running during events such as hurricanes or routine systems maintenance. The service also provides redundancy to the College's public website in the event of a shutdown of computing resources.</p> <p>Tyler Junior College serves as a backup, providing access to critical services, including Banner and Workday data and other applications necessary to support students, faculty, and staff.</p>
Funding	Funds for this expenditure are budgeted in the Systems and Networking budget for FY 2024 – 2025. Funds for subsequent fiscal years will be included in future proposed budgets.
Enclosed Documents	Other information is included in the Supporting Documentation.
Staff Resource	Dr. Jesús Campos, Interim Vice President for Information Services, Planning, Performance, & Strategic Initiatives Lucio Gonzalez, Associate Vice President -Technology and Chief Information Officer
Recommendation	The Committee recommends Board approval to renew the internet managed services agreement with Spectrum Enterprise through the Texas Department of Information Resources (DIR) (Austin, TX) for the period beginning May 1, 2025 through April 30, 2026 at an estimated monthly amount of \$6,106.46 and an estimated total annual amount of \$73,277.57.

Renewals – 6) Internet Services Agreement

Purpose	Renew the internet services agreement with Spectrum Enterprise through the Texas Department of Information Resources (DIR) (Austin, TX).
Justification	<p>To support the College's assets at the disaster recovery location, Tyler Junior College, by providing point-to-point internet services. These services are crucial in ensuring business continuity in unforeseen circumstances such as fire, power outages, or inclement weather that can render the Pecan Campus Data Center inaccessible.</p> <p>Tyler Junior College serves as a backup, providing access to critical services, including Banner and Workday data and other applications necessary to support students, faculty, and staff.</p>
Funding	Funds for this expenditure are budgeted in the Systems and Networking budget for FY 2024 – 2025. Funds for subsequent fiscal years will be included in future proposed budgets.
Enclosed Documents	Other information is included in the Supporting Documentation.
Staff Resource	Dr. Jesús Campos, Interim Vice President for Information Services, Planning, Performance, & Strategic Initiatives Lucio Gonzalez, Associate Vice President -Technology and Chief Information Officer
Recommendation	The Committee recommends Board approval to renew the internet services agreement with Spectrum Enterprise through the Texas Department of Information Resources (DIR) (Austin, TX) for the period beginning April 1, 2025 through March 31, 2026 at an estimated monthly amount of \$5,008.78 and an estimated total annual amount of \$60,105.36.

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

- Award of Proposals**
- 1) **Sport Utility Vehicles II:** award the proposal for sport utility vehicles II to **Payne Auto Group** (Weslaco, TX) at a total amount of \$ 65,586.50;
 - 2) **Starr County Campus Building J Analog to Digital Classroom Upgrade:** award the proposal for the Starr County Campus Building J analog to digital classroom upgrade to **Audio Visual Aids** (San Antonio, TX) at a total amount of \$94,805.11;
- Purchases**
- 3) **Computers, Laptops, and Tablets:** purchase computers, laptops, and tablets from the vendors listed in Appendix A at a total amount of \$60,726.23;

APPENDIX A
Vendors List

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

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

Review and Recommend Action on Proposed Revisions to Tuition and Fees Schedules for FY 2025 – 2026

Purpose

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

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

Justification

The proposed revisions are as follows:

- Delete the Reinstatement Fee (after Census date) from the Credit Students and the Dual Credit Students – Non-Sponsored Tuition and Fees schedules.
- Administration proposes the implementation of specific schedules for the CATA and CWED Students Tuition and Fees, as opposed to including them in a single schedule. The schedules also outline levels of courses provided and also provide cost recovery for materials and supplies.
- Instead of referring to the Non-Credit Tuition and Fees schedule that is being deleted, the Regional Center for Public Safety Excellence (RCPSE) Tuition and Fees schedule will be updated to include the appropriate tuition and fees. Library Fees will be added to the schedule since the services are offered to the students. Fees of cost recovery are added for
 - ⇒ Air Trailer (per 8 hour use)
 - ⇒ FireVent Trailer (per 8 hour use)
 - ⇒ Fire training props (per 8 hour use)
- Increases in the Child Development Center Students Tuition and Fees are also proposed as reflected on the schedule.
- The Employee Fees and the Non-Employees/Non-Student Fees Schedules will now reference the updated Child Development Center Students Tuition and Fees schedule.

- Administration is proposing a \$10 increase for parking permits, from \$25 to \$35, for FY 2025 - 2026 to cover rising operating costs, increases in security staff required at campus events, and the operation of the new parking call center. Additionally, the increase will cover the annual subscription fee incurred for the new parking system, T2, that records parking permits and fines.

The proposed revisions are highlighted in yellow on the Schedules.

**Enclosed
Document**

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

Staff Resource

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

Recommendation

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

Tuition and Fees Schedules

FY 2025 – 2026

1	Credit Students Tuition and Fees
2	Dual Credit Students Sponsored by Partnering School Districts Tuition and Fees
3	Dual Credit Students - Non-Sponsored Tuition and Fees
	Non-Credit Students Tuition and Fees
4	Center For Advanced Training and Apprenticeships (CATA) Non-Credit Students
5	Continuing Education And Workforce Development (CEWD) Non-Credit Students
6	Regional Center for Public Safety Excellence (RCPSE) Tuition and Fees
7	Child Development Center Students Tuition and Fees
8	Testing Fees
9	Employee Fees
10	Non-Employees/Non-Student Fees

3/11/2025

**CREDIT STUDENTS
TUITION AND FEES
FY 2025-2026**

	Board Approved FY 2023-2024	Board Approved FY 2024-2025	PROPOSED FY 2025-2026
RESIDENT TUITION-IN-DISTRICT HIDALGO & STARR COUNTIES PER CREDIT HOUR:			
In-District per credit hour	160.00	164.00	164.00
RESIDENT TUITION-OUT OF DISTRICT-OTHER TEXAS COUNTIES PER CREDIT HOUR:			
Out-of-District per credit hour	170.00	174.00	174.00
OUT-OF-STATE/INTERNATIONAL FLAT TUITION RATE			
Out-of-state /International Flat Tuition per credit hour *	250.00 flat rate	254.00 flat rate	254.00 flat rate
*Applicable fees will be assessed.			
DIFFERENTIAL TUITION PER CREDIT HOUR:			
Nursing and Allied Health (NAH)	75.00	75.00	75.00
BACHELOR DEGREES: <ul style="list-style-type: none"> • Computer and Information Technologies • Medical and Health Services Management • Organizational Leadership • Operations Management 		Deleted	Deleted
Courses Offered during Seven-Week Accelerated Terms * (per Term) (In District)	900.00	Deleted	Deleted
Courses Offered during Seven-Week Accelerated Terms * (per Term) (Out-of- District)	960.00	Deleted	Deleted
Courses Offered during Seven-Week Accelerated Terms * (per Term) (Out-of-State)	1500.00	Deleted	Deleted
*Applicable fees will be assessed.			
MANDATORY FEES:			
Student Activity Fee per credit hour	4.00	Deleted	Deleted
PROGRAM SPECIFIC FEES:			
Fire Academy Fees: (per student/per semester) includes: <ul style="list-style-type: none"> • Gear Rental • Self Contained Breathing Apparatus • Testing • Ambulance Standby (Live Fire) • Uniform 	Recovery of costs and processing fees	Recovery of costs and processing fees	Recovery of costs and processing fees
Police Academy Fees: (per student/per course) Includes: Ammunition (pistol, rifle, and shotgun), less lethal (taser cartridges, OC Canisters), duty gear (holster, pouches, handcuffs, etc.), uniform <ul style="list-style-type: none"> • For the following courses: CJLE 1506, CJLE 1512, CJLE 1518, CJLE 1524, CJLE 1429 	165.00	165.00	165.00
NAH and Other Course Fees: <i>Liability Insurance/ Exams/ Booklets/ Badges/ Special Program ID/ Certificates/ Pinning Ceremony/ Other Activities</i>	Recovery of costs and processing fees	Recovery of costs and processing fees	Recovery of costs and processing fees
Welding and Other Course Fees: Certification (non- "S" Section) (per course) <ul style="list-style-type: none"> • For the following courses: WLDG 1312, WLDG 1457, WLDG 1428, WLDG 2406, WLDG 2451 	150.00	150.00	150.00

**CREDIT STUDENTS
TUITION AND FEES
FY 2025-2026**

	Board Approved FY 2023-2024	Board Approved FY 2024-2025	PROPOSED FY 2025-2026
Information Technology and Other Course Fees: Certification (per course) • For the following courses: CPMT 1447 and CPMT 2350	Recovery of costs and processing fees	Recovery of costs and processing fees	Recovery of costs and processing fees
Technology Programs Fees: Insurance	Recovery of costs and processing fees	Recovery of costs and processing fees	Recovery of costs and processing fees
Law Enforcement and Fire Safety Programs Fees: Insurance	Recovery of costs and processing fees	Recovery of costs and processing fees	Recovery of costs and processing fees
Culinary Arts Program Fees: Insurance	Recovery of costs and processing fees	Recovery of costs and processing fees	Recovery of costs and processing fees
Cosmetology Program Fees • Tool Kit - CSME 1401 • Register in SHEARS – CSME 1401 • Testing Fee - CSME 2441	575.00 25.00 131.00	575.00 25.00 131.00	575.00 25.00 131.00
Cosmetology Program Fees: Insurance	Recovery of costs and processing fees	Recovery of costs and processing fees	Recovery of costs and processing fees
Architectural & Engineering Design Technology Program Fees: AutoCAD Certified User Exam + 1 Retest (per semester) • For the following course: DFTG 1409		Recovery of costs and processing fees	Recovery of costs and processing fees
Automotive Technology Program Fees: Automotive Service Excellence Exam (per user seat license for students to take multiple exams during the semester) • For the following courses: AUMT 2434 and CSIR 1355		Recovery of costs and processing fees	Recovery of costs and processing fees
Construction Supervision Program Fees: NCCER Accreditation Exam: NCCER Core + NCCER Project Management (per semester) • Assessed to students enrolled in CNBT Courses		Recovery of costs and processing fees	Recovery of costs and processing fees
Electrician Program Fees: NCCER Accreditation Exam: NCCER Core + NCCER Electrical Level 1 (per semester) • Assessed to students enrolled in ELPT Courses		Recovery of costs and processing fees	Recovery of costs and processing fees
HVAC-R Program Fees: NCCER Accreditation Exam: NCCER Core + NCCER HVAC Level 1 (per semester) • Assessed to students enrolled in HVAC Courses		Recovery of costs and processing fees	Recovery of costs and processing fees
INCIDENTAL FEES- GENERAL:			
Audit Fee	Tuition	Tuition	Tuition
Course Repeat Fee per credit hour • Third or more attempt (Excludes Developmental) • Enrollment in Developmental Studies Courses (>18 credit hours)	125.00 125.00	125.00 125.00	125.00 125.00

**CREDIT STUDENTS
TUITION AND FEES
FY 2025-2026**

	Board Approved FY 2023-2024	Board Approved FY 2024-2025	PROPOSED FY 2025-2026
Emergency Loan Late Payment Fee	35.00	35.00	35.00
Installment Plan Fee	35.00	35.00	35.00
Installment Plan Late Payment Fee	35.00	35.00	35.00
Reinstatement Fee (after Census date)	200.00	200.00	Delete
Returned Check	30.00	30.00	30.00
Student ID Replacement Fee	15.00	15.00	15.00
Student Insurance Fee (voluntary)	Fee is paid to approved insurance carrier. Subject to change	Fee is paid to approved insurance carrier. Subject to change	Fee is paid to approved insurance carrier. Subject to change
INCIDENTAL FEES- LIBRARY FEES:			
Lost or Damaged Library Item	Cost of item plus processing fee	Cost of item plus processing fee	Cost of item plus processing fee
Lost or Damaged Library Item Processing Fee per item	10.00	10.00	10.00
Overdue Inter-Library Loan or TexShare Item per day	Fine as assessed and charged by lending library	Fine as assessed and charged by lending library	Fine as assessed and charged by lending library
Lost or Damaged Inter-Library Loan or TexShare Item per day	Fine and/or replacement cost as assessed and charged by lending library	Fine and/or replacement cost as assessed and charged by lending library	Fine and/or replacement cost as assessed and charged by lending library
INCIDENTAL FEES- PARKING/MOVING TRAFFIC VIOLATIONS FEES:			
<i>Stated fees are for administrative parking citations issued by an STC security guard only. STC Police Officers also issue citations but those citations are referred to the municipal or justice of the peace courts in which the campus is located.</i>			
Parking Permit Fee	25.00	25.00	35.00
Additional Parking Permit Fee	25.00	25.00	35.00
Parking Violations:			
<i>First</i>	30.00	30.00	30.00
<i>Second</i>	50.00	50.00	50.00
<i>Third</i>	80.00	80.00	80.00
<i>Fourth</i>	100.00	100.00	100.00
<i>Fifth</i>	120.00	120.00	120.00
Vehicle Boot Removal Fee	100.00	100.00	100.00
Fire Lane Violations*:			
<i>First</i>	50.00	50.00	50.00
<i>Second</i>	90.00	90.00	90.00
Handicap Parking Violations*	150.00	150.00	150.00
Moving Traffic Violations*:			
<i>First</i>	30.00	30.00	30.00
<i>Second</i>	50.00	50.00	50.00
<i>Third</i>	90.00	90.00	90.00

**CREDIT STUDENTS
TUITION AND FEES
FY 2025-2026**

	Board Approved FY 2023-2024	Board Approved FY 2024-2025	PROPOSED FY 2025-2026
<i>*If a citation for fire lane parking, handicap parking, or moving violations is issued by an STC Police Officer the fees will vary depending on the municipal or justice of the peace courts in which the campus is located.</i>			
Proposed Skateboard and Other Appliance Violation:			
<i>First</i>	Warning	Warning	Warning
<i>Second</i>	30.00	30.00	30.00
<i>Third</i>	50.00	50.00	50.00
<i>Fourth</i>	70.00	70.00	70.00
<i>Fifth</i>	90.00	90.00	90.00



**DUAL CREDIT STUDENTS SPONSORED BY
PARTNERING SCHOOL DISTRICTS
TUITION AND FEES
FY 2025-2026**

	Board Approved FY 2023-2024	Board Approved FY 2024-2025	PROPOSED FY 2025-2026
DUAL CREDIT TUITION:			
Per credit hour tuition for out-of-district dual credit students sponsored by partnering school districts (within Texas, outside of service district)	55.00	30.00	30.00
COURSE FEES:			
NAH and Other Course Fees: <i>Liability Insurance/ Exams/ Booklets/ Badges/ Special Program ID/ Certificates/ Pinning Ceremony/Other Activities</i> (charged to School District)	Recovery of costs and processing fees	Recovery of costs and processing fees	Recovery of costs and processing fees
PROGRAM SPECIFIC FEES:			
Fire Academy Fees: (per student/per semester) includes: (charged to School District) <ul style="list-style-type: none"> • Gear Rental • Self Contained Breathing Apparatus • Testing • Ambulance Standby (Live Fire) • Uniform 	Recovery of costs and processing fees	Recovery of costs and processing fees	Recovery of costs and processing fees
INCIDENTAL FEES- GENERAL:			
Fee per credit hour for dual credit students attempting a course three or more times (charged to School District)	125.00	125.00	125.00
Dual Credit Late Processing Fee per course per student after Census Day (charged to School District)	200.00	200.00	200.00
INCIDENTAL FEES- LIBRARY:			
Lost or Damaged Library Item	Cost of item plus processing fee	Cost of item plus processing fee	Cost of item plus processing fee
Lost or Damaged Library Item Processing Fee per item	10.00	10.00	10.00
Overdue Inter-Library Loan or TexShare Item per day	Fine as assessed and charged by lending library	Fine as assessed and charged by lending library	Fine as assessed and charged by lending library
Lost or Damaged Inter-Library Loan or TexShare Item per day	Fine and/or replacement cost as assessed and charged by lending library	Fine and/or replacement cost as assessed and charged by lending library	Fine and/or replacement cost as assessed and charged by lending library
INCIDENTAL FEES- PARKING/MOVING TRAFFIC VIOLATIONS:			
<i>Stated fees are for administrative parking citations issued by an STC security guard only. STC Police Officers also issue citations but those citations are referred to the municipal or justice of the peace courts in which the campus is located.</i>			
Parking Permit Fee	25.00	25.00	35.00
Additional Parking Permit Fee	25.00	25.00	35.00
Parking Violations:			
<i>First</i>	30.00	30.00	30.00
<i>Second</i>	50.00	50.00	50.00



**DUAL CREDIT STUDENTS SPONSORED BY
PARTNERING SCHOOL DISTRICTS
TUITION AND FEES
FY 2025-2026**

	Board Approved FY 2023-2024	Board Approved FY 2024-2025	PROPOSED FY 2025-2026
<i>Third</i>	80.00	80.00	80.00
<i>Fourth</i>	100.00	100.00	100.00
<i>Fifth</i>	120.00	120.00	120.00
Vehicle Boot Removal Fee	100.00	100.00	100.00
Fire Lane Violations*:			
<i>First</i>	50.00	50.00	50.00
<i>Second</i>	90.00	90.00	90.00
Handicap Parking Violations*	150.00	150.00	150.00
Moving Traffic Violations*:			
<i>First</i>	30.00	30.00	30.00
<i>Second</i>	50.00	50.00	50.00
<i>Third</i>	90.00	90.00	90.00
<i>*If a citation for fire lane parking, handicap parking, or moving violations is issued by an STC Police Officer the fees will vary depending on the municipal or justice of the peace courts in which the campus is located.</i>			
Proposed Skateboard and Other Appliance Violation:			
<i>First</i>	Warning	Warning	Warning
<i>Second</i>	30.00	30.00	30.00
<i>Third</i>	50.00	50.00	50.00
<i>Fourth</i>	70.00	70.00	70.00
<i>Fifth</i>	90.00	90.00	90.00

**DUAL CREDIT STUDENTS - NON-SPONSORED
TUITION AND FEES
FY 2025-2026**

	Board Approved FY 2023-2024	Board Approved FY 2024-2025	PROPOSED FY 2025-2026
INDEPENDENT DUAL CREDIT TUITION PER CREDIT HOUR:			
In-district dual credit students who are enrolled in a school district with a Memorandum of Understanding or an Interlocal Agreement with South Texas College <u>who do not receive approval</u> to enroll in a regular (non-S) section(s).	55.00	30.00	30.00
In-district home schooled or dual credit students who are not enrolled in a school district with a Memorandum of Understanding or an Interlocal Agreement with South Texas College.	55.00	30.00	30.00
Out-of-district dual credit students who are enrolled in a school district with a Memorandum of Understanding or an Interlocal Agreement with South Texas College who do not receive approval to enroll in a regular (Non-S) section(s).	55.00	30.00	30.00
Out-of-district home schooled or dual credit students who are not enrolled in a school district with a Memorandum of Understanding or an Interlocal Agreement with South Texas College.	55.00	30.00	30.00
Non-resident dual credit students who are not enrolled in a school district with a Memorandum of Understanding or an Interlocal Agreement with South Texas College. (Outside of Texas, but within U.S.)	55.00	30.00	30.00
INDEPENDENT DUAL CREDIT FEES:			
In-district dual credit student who are enrolled in a school district with a Memorandum of Understanding or an Interlocal Agreement with South Texas College <u>who do not receive approval</u> to enroll in a regular (non-S) section(s).	Applicable Incidental fees will be assessed	Applicable Incidental fees will be assessed	Applicable Incidental fees will be assessed
In-district home schooled or dual credit students who are not enrolled in a school district with a Memorandum of Understanding or an Interlocal Agreement with South Texas College.	Applicable Incidental fees will be assessed	Applicable Incidental fees will be assessed	Applicable Incidental fees will be assessed
Out-of-district dual credit students who are enrolled in a school district with a Memorandum of Understanding or an Interlocal Agreement with South Texas College who do not receive approval to enroll in a regular (Non-S) section(s).	Applicable Incidental fees will be assessed	Applicable Incidental fees will be assessed	Applicable Incidental fees will be assessed
Out-of-district home schooled or dual credit students who are not enrolled in a school district with a Memorandum of Understanding or an Interlocal Agreement with South Texas College.	Applicable Incidental fees will be assessed	Applicable Incidental fees will be assessed	Applicable Incidental fees will be assessed
Non-resident dual credit students who are not enrolled in a school district with a Memorandum of Understanding or an Interlocal Agreement with South Texas College. (Outside of Texas, but within U.S.)	Applicable Incidental fees will be assessed	Applicable Incidental fees will be assessed	Applicable Incidental fees will be assessed
DUAL CREDIT ACADEMIES PARTICIPATION FEES:			
Dual Credit Academies Participation Fee – Fall and Spring, per student per semester (charged to School District)	\$600 for recovery of costs and processing fees	\$600 for recovery of costs and processing fees	\$600 for recovery of costs and processing fees
Dual Credit Academies Participation Fee – Summer, per student per credit hour (charged to School District)	\$50 for recovery of costs and processing fees	\$50 for recovery of costs and processing fees	\$50 for recovery of costs and processing fees

**DUAL CREDIT STUDENTS - NON-SPONSORED
TUITION AND FEES
FY 2025-2026**

	Board Approved FY 2023-2024	Board Approved FY 2024-2025	PROPOSED FY 2025-2026
DUAL CREDIT REIMBURSEMENT OF COSTS:			
School Districts Requesting South Texas College Faculty to Teach Dual Credit Courses, per course per semester (charged to School District)	Recovery of faculty salaries, fringe benefits, mileage, and other associated costs and processing fees	Recovery of faculty salaries, fringe benefits, mileage, and other associated costs and processing fees	Recovery of faculty salaries, fringe benefits, mileage, and other associated costs and processing fees
Late Cancellation Fee for Dual Credit Sections Assigned to South Texas College Faculty to Teach, per section per semester (charged to School District)	900.00	900.00	900.00
INCIDENTAL FEES- GENERAL:			
Fee per credit hour for dual credit students attempting a course three or more times	125.00	125.00	125.00
Dual Credit Late Processing Fee per course per student after Census Day	200.00	200.00	200.00
Reinstatement Fee (after Census date)	200.00	200.00	Delete
Returned Check	30.00	30.00	30.00
Student ID Replacement Fee	15.00	15.00	15.00
Student Insurance Fee (voluntary)	Fee is paid to approved insurance carrier. Subject to change	Fee is paid to approved insurance carrier. Subject to change	Fee is paid to approved insurance carrier. Subject to change
INCIDENTAL FEES- LIBRARY:			
Lost or Damaged Library Item	Cost of item plus processing fee	Cost of item plus processing fee	Cost of item plus processing fee
Lost or Damaged Library Item Processing Fee per item	10.00	10.00	10.00
Overdue Inter-Library Loan or TexShare Item per day	Fine as assessed and charged by lending library	Fine as assessed and charged by lending library	Fine as assessed and charged by lending library
Lost or Damaged Inter-Library Loan or TexShare Item per day	Fine and/or replacement cost as assessed and charged by lending library	Fine and/or replacement cost as assessed and charged by lending library	Fine and/or replacement cost as assessed and charged by lending library
INCIDENTAL FEES- PARKING/MOVING TRAFFIC VIOLATIONS:			
<i>Stated fees are for administrative parking citations issued by an STC security guard only. STC Police Officers also issue citations but those citations are referred to the municipal or justice of the peace courts in which the campus is located.</i>			
Parking Permit Fee	25.00	25.00	35.00
Additional Parking Permit Fee	25.00	25.00	35.00

**DUAL CREDIT STUDENTS - NON-SPONSORED
TUITION AND FEES
FY 2025-2026**

	Board Approved FY 2023-2024	Board Approved FY 2024-2025	PROPOSED FY 2025-2026
Parking Violations:			
<i>First</i>	30.00	30.00	30.00
<i>Second</i>	50.00	50.00	50.00
<i>Third</i>	80.00	80.00	80.00
<i>Fourth</i>	100.00	100.00	100.00
<i>Fifth</i>	120.00	120.00	120.00
Vehicle Boot Removal Fee	100.00	100.00	100.00
Fire Lane Violations*:			
<i>First</i>	50.00	50.00	50.00
<i>Second</i>	90.00	90.00	90.00
Handicap Parking Violations*	150.00	150.00	150.00
Moving Traffic Violations*:			
<i>First</i>	30.00	30.00	30.00
<i>Second</i>	50.00	50.00	50.00
<i>Third</i>	90.00	90.00	90.00
<i>*If a citation for fire lane parking, handicap parking, or moving violations is issued by an STC Police Officer the fees will vary depending on the municipal or justice of the peace courts in which the campus is located.</i>			
Skateboard and Other Appliance Violation:			
<i>First</i>	Warning	Warning	Warning
<i>Second</i>	30.00	30.00	30.00
<i>Third</i>	50.00	50.00	50.00
<i>Fourth</i>	70.00	70.00	70.00
<i>Fifth</i>	90.00	90.00	90.00

**NON-CREDIT STUDENTS
TUITION AND FEES
FY 2025-2026**

	Board Approved FY 2023-2024	Board Approved FY 2024-2025	PROPOSED FY 2025-2026
WORKFORCE/CONTINUING EDUCATION TUITION AND FEES:			
Workforce/Continuing Education Non-Credit Tuition - Contact Hour or variable tuition including zero tuition *Effective date: On or after December 14, 2021	00.00 variable tuition including zero	7.00 variable tuition including zero	7.00 or variable tuition including zero
Workforce/Continuing Education Non-Credit Late Registration Fee	10.00	10.00	10.00
Continuing Education Insufficient Plan Fee	5.00	5.00	5.00
Continuing Education Non-Credit Installment Plan Late Payment Fee	10.00	10.00	10.00
Workforce/Continuing Education, Conferences/Seminars/Summer Camps/Workshops/Customized Training/Other Training Activities and Events	Negotiated recovery of costs and processing fees including exemption of both	Negotiated recovery of costs and processing fees including exemption of both	Negotiated recovery of costs and processing fees including exemption of both
LIBRARY FEES:			
Lost or Damaged Library Item	Cost of item plus processing fee	Cost of item plus processing fee	Cost of item plus processing fee
Lost or Damaged Library Item Processing Fee per item	10.00	10.00	10.00
Overdue Inter-Library Loan or TexShare Item per day	Fine as assessed and charged by lending library	Fine as assessed and charged by lending library	Fine as assessed and charged by lending library
Lost or Damaged Inter-Library Loan or TexShare Item per day	Fine and/or replacement cost as assessed and charged by lending library	Fine and/or replacement cost as assessed and charged by lending library	Fine and/or replacement cost as assessed and charged by lending library
PARKING/MOVING TRAFFIC VIOLATIONS FEES:			
<i>Stated fees are for administrative parking citations issued by an STC security guard only. STC Police Officers also issue citations but those citations are referred to the municipal or justice of the peace courts in which the campus is located.</i>			
Parking Permit Fee	25.00	25.00	25.00
Additional Parking Permit Fee	25.00	25.00	25.00
Parking Violations:			
<i>First</i>	30.00	30.00	30.00
<i>Second</i>	50.00	50.00	50.00
<i>Third</i>	80.00	80.00	80.00
<i>Fourth</i>	100.00	100.00	100.00
<i>Fifth</i>	120.00	120.00	120.00
Vehicle Boot Removal Fee	100.00	100.00	100.00
Fire Lane Violations*:			
<i>First</i>	50.00	50.00	50.00
<i>Second</i>	90.00	90.00	90.00
Handicap Parking Violations*	150.00	150.00	150.00

**NON-CREDIT STUDENTS
TUITION AND FEES
FY 2025-2026**

	Board Approved FY 2023-2024	Board Approved FY 2024-2025	PROPOSED FY 2025-2026
Moving Traffic Violations*:			
First	30.00	30.00	30.00
Second	50.00	50.00	50.00
Third	90.00	90.00	90.00
*If a citation for fire lane parking, handicap parking, or moving violations is issued by an STC Police Officer the fees will vary depending on the municipality or justice of the peace courts in which the campus is located.			
Proposed Skateboard and Other Appliance Violation:			
First	Warning	Warning	Warning
Second	30.00	30.00	30.00
Third	50.00	50.00	50.00
Fourth	70.00	70.00	70.00
Fifth	90.00	90.00	90.00

**Delete and Create
CATA and CEWD
Schedules**

**CENTER FOR ADVANCED TRAINING AND
APPRENTICESHIPS (CATA) NON-CREDIT STUDENTS
TUITION AND FEES
FY 2025-2026**

	Board Approved FY 2023-2024	Board Approved FY 2024-2025	PROPOSED FY 2025-2026
CENTER FOR ADVANCED TRAINING AND APPRENTICESHIPS (CATA) TUITION AND FEES:			
CATA Level 1 (tuition per contact hour) Example: • Youth Camp Programs			10.00 or variable tuition including zero
CATA Level 2 (tuition per contact hour) Examples: • Animal Healthcare • Operations & Organizational Mngt. • Building Construction • Electrical & Electronic Systems			11.00 or variable tuition including zero
CATA Level 3 (tuition per contact hour) Examples: • Advanced Manufacturing Processes • Information Technologies • Welding Technologies			12.00 or variable tuition including zero
CATA Level 4 (tuition per contact hour) Examples: • Logistics and Supply Chain • Workplace Safety and Health			13.00 or variable tuition including zero
CATA Level 5 (tuition per contact hour) Example: • Robotic Systems and Automation			14.00 or variable tuition including zero
Materials and Supplies			Variable, based on recovery of costs
Workforce CATA Non-Credit Late Registration Fee	10.00	10.00	10.00
Workforce CATA Conferences/Seminars/Summer Camps/Workshops/Customized Training/Other Training Activities and Events	Negotiated recovery of costs and processing fees including exemption of both	Negotiated recovery of costs and processing fees including exemption of both	Negotiated recovery of costs and processing fees including exemption of both
INCIDENTAL FEES- LIBRARY FEES:			
Lost or Damaged Library Item	Cost of item plus processing fee	Cost of item plus processing fee	Cost of item plus processing fee
Lost or Damaged Library Item Processing Fee per item	10.00	10.00	10.00
Overdue Inter-Library Loan or TexShare Item per day	Fine as assessed and charged by lending library	Fine as assessed and charged by lending library	Fine as assessed and charged by lending library
Lost or Damaged Inter-Library Loan or TexShare Item per day	Fine and/or replacement cost as assessed and charged by lending library	Fine and/or replacement cost as assessed and charged by lending library	Fine and/or replacement cost as assessed and charged by lending library

**CENTER FOR ADVANCED TRAINING AND
APPRENTICESHIPS (CATA) NON-CREDIT STUDENTS**

TUITION AND FEES

FY 2025-2026

	Board Approved FY 2023-2024	Board Approved FY 2024-2025	PROPOSED FY 2025-2026
INCIDENTAL FEES- PARKING/MOVING TRAFFIC VIOLATIONS FEES:			
<i>Stated fees are for administrative parking citations issued by an STC security guard only. STC Police Officers also issue citations but those citations are referred to the municipal or justice of the peace courts in which the campus is located.</i>			
Parking Permit Fee	25.00	25.00	35.00
Additional Parking Permit Fee	25.00	25.00	35.00
Parking Violations:			
<i>First</i>	30.00	30.00	30.00
<i>Second</i>	50.00	50.00	50.00
<i>Third</i>	80.00	80.00	80.00
<i>Fourth</i>	100.00	100.00	100.00
<i>Fifth</i>	120.00	120.00	120.00
Vehicle Boot Removal Fee	100.00	100.00	100.00
Fire Lane Violations*:			
<i>First</i>	50.00	50.00	50.00
<i>Second</i>	90.00	90.00	90.00
Handicap Parking Violations*	150.00	150.00	150.00
Moving Traffic Violations*:			
<i>First</i>	30.00	30.00	30.00
<i>Second</i>	50.00	50.00	50.00
<i>Third</i>	90.00	90.00	90.00
<i>*If a citation for fire lane parking, handicap parking, or moving violations is issued by an STC Police Officer the fees will vary depending on the municipal or justice of the peace courts in which the campus is located.</i>			
Proposed Skateboard and Other Appliance Violation:			
<i>First</i>	Warning	Warning	Warning
<i>Second</i>	30.00	30.00	30.00
<i>Third</i>	50.00	50.00	50.00
<i>Fourth</i>	70.00	70.00	70.00
<i>Fifth</i>	90.00	90.00	90.00

**CONTINUING EDUCATION AND WORKFORCE
DEVELOPMENT (CEWD) NON-CREDIT STUDENTS
TUITION AND FEES
FY 2025-2026**

	Board Approved FY 2023-2024	Board Approved FY 2024-2025	PROPOSED FY 2025-2026
CONTINUING EDUCATION AND WORKFORCE DEVELOPMENT (CEWD) TUITION AND FEES:			
Continuing Education Non-Credit Tuition per contact hour or variable tuition including zero tuition *Effective date: On or after December 14, 2021	7.00 or variable tuition including zero	7.00 or variable tuition including zero	Deleted
CEWD Level 1 (tuition per contact hour) Examples: • ESL • GED • Real Estate • Kids Camps			7.00 or variable tuition including zero
CEWD Level 2 (tuition per contact hour) Examples: • Healthcare programs • Computer/Technology Skills			9.00 or variable tuition including zero
CEWD Level 3 (tuition per contact hour) Examples: • Truck driving • Bus driving			26.00 or variable tuition
Materials and Supplies			Variable, based on recovery of costs
Continuing Education CEWD Non-Credit Late Registration Fee	10.00	10.00	10.00
Continuing Education CEWD Installment Plan Fee	5.00	5.00	5.00
Continuing Education CEWD Non-Credit Installment Plan Late Payment Fee	10.00	10.00	10.00
Continuing Education CEWD Conferences/Seminars/Summer Camps/Workshops/Customized Training/Other Training Activities and Events	Negotiated recovery of costs and processing fees including exemption of both	Negotiated recovery of costs and processing fees including exemption of both	Negotiated recovery of costs and processing fees including exemption of both
INCIDENTAL FEES- LIBRARY FEES:			
Lost or Damaged Library Item	Cost of item plus processing fee	Cost of item plus processing fee	Cost of item plus processing fee
Lost or Damaged Library Item Processing Fee per item	10.00	10.00	10.00
Overdue Inter-Library Loan or TexShare Item per day	Fine as assessed and charged by lending library	Fine as assessed and charged by lending library	Fine as assessed and charged by lending library
Lost or Damaged Inter-Library Loan or TexShare Item per day	Fine and/or replacement cost as assessed and charged by lending library	Fine and/or replacement cost as assessed and charged by lending library	Fine and/or replacement cost as assessed and charged by lending library

**CONTINUING EDUCATION AND WORKFORCE
DEVELOPMENT (CEWD) NON-CREDIT STUDENTS
TUITION AND FEES
FY 2025-2026**

	Board Approved FY 2023-2024	Board Approved FY 2024-2025	PROPOSED FY 2025-2026
INCIDENTAL FEES- PARKING/MOVING TRAFFIC VIOLATIONS FEES:			
<i>Stated fees are for administrative parking citations issued by an STC security guard only. STC Police Officers also issue citations but those citations are referred to the municipal or justice of the peace courts in which the campus is located.</i>			
Parking Permit Fee	25.00	25.00	35.00
Additional Parking Permit Fee	25.00	25.00	35.00
Parking Violations:			
<i>First</i>	30.00	30.00	30.00
<i>Second</i>	50.00	50.00	50.00
<i>Third</i>	80.00	80.00	80.00
<i>Fourth</i>	100.00	100.00	100.00
<i>Fifth</i>	120.00	120.00	120.00
Vehicle Boot Removal Fee	100.00	100.00	100.00
Fire Lane Violations*:			
<i>First</i>	50.00	50.00	50.00
<i>Second</i>	90.00	90.00	90.00
Handicap Parking Violations*	150.00	150.00	150.00
Moving Traffic Violations*:			
<i>First</i>	30.00	30.00	30.00
<i>Second</i>	50.00	50.00	50.00
<i>Third</i>	90.00	90.00	90.00
<i>*If a citation for fire lane parking, handicap parking, or moving violations is issued by an STC Police Officer the fees will vary depending on the municipal or justice of the peace courts in which the campus is located.</i>			
Proposed Skateboard and Other Appliance Violation:			
<i>First</i>	Warning	Warning	Warning
<i>Second</i>	30.00	30.00	30.00
<i>Third</i>	50.00	50.00	50.00
<i>Fourth</i>	70.00	70.00	70.00
<i>Fifth</i>	90.00	90.00	90.00

**REGIONAL CENTER FOR PUBLIC SAFETY EXCELLENCE (RCPSE)
TUITION AND FEES
FY 2025-2026**

	Board Approved FY 2023-2024	Board Approved FY 2024-2025	PROPOSED FY 2025-2026
CONTINUING EDUCATION PUBLIC SAFETY COURSES:			
Tuition and Fees	As per Workforce/ Continuing Education Tuition and Fees Section on 2023-2024 <u>Non- Credit</u> Students Tuition and Fee Schedule	As per Workforce/ Continuing Education Tuition and Fees Section on 2024-2025 Non- Credit Students Tuition and Fee Schedule	7.00 or variable tuition including zero
FEES:			
Firearms Scenario-Based Simulator Training (per student for 30 minutes)	Variable, based on recovery of costs	Variable, based on recovery of costs	Variable, based on recovery of costs
Target Range Qualifier Simulator Training (per student for 30 minutes)	Variable, based on recovery of costs	Variable, based on recovery of costs	Variable, based on recovery of costs
Driving Simulator Training (per student for 30 minutes)	Variable, based on recovery of costs	Variable, based on recovery of costs	Variable, based on recovery of costs
Car Fire Simulator Training (per 4 hours) (Effective July 27, 2021)	Variable, based on recovery of costs	Variable, based on recovery of costs	Variable, based on recovery of costs
Emergency Vehicle Operations Course (EVOC) (per agency)	Variable, based on recovery of costs	Variable, based on recovery of costs	Variable, based on recovery of costs
Skills Pad (per agency per hour)	Variable, based on recovery of costs	Variable, based on recovery of costs	Variable, based on recovery of costs
Classroom w/Technology (per day beyond 3 days of consecutive usage)	114.00	114.00	114.00
Two-Story Residential Fire Training Structure		Variable, based on recovery of costs	Variable, based on recovery of costs
Air Trailer (per 8 hour use)			Variable, based on recovery of costs
FireVent Trailer (per 8 hour use)			Variable, based on recovery of costs
Fire training props (per 8 hour use) ⇒ Bbq Pit ⇒ Dumpster Fire ⇒ Forceable Entry Doors ⇒ Pressure Vessel Prop			Variable, based on recovery of costs



REGIONAL CENTER FOR PUBLIC SAFETY EXCELLENCE (RCPSE)
TUITION AND FEES
FY 2025-2026

	Board Approved FY 2023-2024	Board Approved FY 2024-2025	PROPOSED FY 2025-2026
TCOLE Licensing Certification Exam			
⇒ Basic Peace Officer Exam	35.00	35.00	35.00
⇒ Basic Jailer Exam	35.00	35.00	35.00
⇒ Telecommunicator Exam	35.00	35.00	35.00
⇒ Police Officer to Jailer Exam	35.00	35.00	35.00
INCIDENTAL FEES- LIBRARY FEES:			
Lost or Damaged Library Item			Cost of item plus processing fee
Lost or Damaged Library Item Processing Fee per item			10.00
Overdue Inter-Library Loan or TexShare Item per day			Fine as assessed and charged by lending library
Lost or Damaged Inter-Library Loan or TexShare Item per day			Fine and/or replacement cost as assessed and charged by lending library

**CHILD DEVELOPMENT CENTER STUDENTS
TUITION AND FEES
FY 2025-2026**

	Board Approved FY 2023-2024	Board Approved FY 2024-2025	PROPOSED FY 2025-2026
CHILD DEVELOPMENT CENTER FEES:			
Tuition fee per week			
• 0 - 17 months	130.00/week 26.00/day	Deleted	Deleted
• 18 months - 12 years	125.00/week 25.00/day	Deleted	Deleted
• 0 - 12 years		130.00/week 26.00/day	140.00/week 28.00/day
Registration Fee: (upon enrollment)			
• Fall - Spring	50.00	50.00	60.00
• Summer Session	25.00	25.00	30.00
Late Pick-Up Fee	\$5/first 5 minutes and \$1/ea. add'l minute	\$5/first 5 minutes and \$1/ea. add'l minute	\$5/first 5 minutes and \$1/ea. add'l minute
Supply Fee: (per semester/session)			
• Fall Semester	40.00	40.00	50.00
• Spring Semester	40.00	40.00	50.00
• Summer Session	20.00	20.00	25.00
Reservation Fee: (optional)			
• Fall Semester	65.00	65.00	65.00
• Summer Session	25.00	25.00	25.00
INCIDENTAL FEES- GENERAL:			
Returned Check	30.00	30.00	30.00

TESTING FEES FY 2025-2026

	Board Approved FY 2023-2024	Board Approved FY 2024-2025	PROPOSED FY 2025-2026
TESTING FEES:			
American Welding Society Certification Testing and Material Fees	Recovery of costs and processing fees	Recovery of costs and processing fees	Recovery of costs and processing fees
Credit By Examination	Tuition	Tuition	Tuition
Proctoring/Professional Testing Services Fee	Recovery of costs and processing fees to be negotiated	Recovery of costs and processing fees to be negotiated	Recovery of costs and processing fees to be negotiated
Health Education Services Inc. (HESI) Exam Fee	45.00 Students will register and pay fees for each attempt when signing up for the exam through the Market Place website. The College purchases the units through Elsevier Inc. Fees will be subject to change	45.00 Students will register and pay fees for each attempt when signing up for the exam through the Market Place website. The College purchases the units through Elsevier Inc. Fees will be subject to change	45.00 Students will register and pay fees for each attempt when signing up for the exam through the Market Place website. The College purchases the units through Elsevier Inc. Fees will be subject to change
TCOLE Licensing Examination (per exam)			
• Basic Peace Officer Exam	35.00	35.00	35.00
• Basic Jailer Exam	35.00	35.00	35.00
• Telecommunicator Exam	35.00	35.00	35.00
• Police Officer to Jailer Exam	35.00	35.00	35.00
GED Exam Fee- 1st and 4th Attempts			
• GED Exam Fee- \$36.25 English Language Arts	Students will register and pay fees to Pearson VUE for GED on-line testing services and subject to change	Students will register and pay fees to Pearson VUE for GED on-line testing services and subject to change	Students will register and pay fees to Pearson VUE for GED on-line testing services and subject to change
• GED Exam Fee- \$36.25 Mathematics only			
• GED Exam Fee- \$36.25 Science only			
• GED Exam Fee- \$36.25 Social Studies only			
GED Retest Exam Fee- 2nd, 3rd, 5th, and 6th Attempts			
• GED Retest Exam Fee- \$16.25 English Language Arts	Students will register and pay fees to Pearson VUE for GED on-line testing services and subject to change	Students will register and pay fees to Pearson VUE for GED on-line testing services and subject to change	Students will register and pay fees to Pearson VUE for GED on-line testing services and subject to change
• GED Retest Exam Fee- \$16.25 Mathematics only			
• GED Retest Exam Fee- \$16.25 Science only			
• GED Retest Exam Fee- \$16.25 Social Studies only			

TESTING FEES FY 2025-2026

	Board Approved FY 2023-2024	Board Approved FY 2024-2025	PROPOSED FY 2025-2026
HiSET Exam Fee (All Five Exams-1st and 4th Attempts) <ul style="list-style-type: none"> • HiSET Exam Fee-Reading only \$25.00 • HiSET Exam Fee-Writing only \$25.00 • HiSET Exam Fee-Math only \$25.00 • HiSET Exam Fee-Science only \$25.00 • HiSET Exam Fee-Social Studies only \$25.00 	Students will register through the ETS website and pay all applicable fees online, including Test Center Fees. Fees subject to change	Students will register through the ETS website and pay all applicable fees online, including Test Center Fees. Fees subject to change	Students will register through the ETS website and pay all applicable fees online, including Test Center Fees. Fees subject to change
HiSET Exam Fee (All Five Exams-2nd, 3rd, 5th, and 6th Attempts) <ul style="list-style-type: none"> • HiSET Exam Fee-Reading only \$15.00 • HiSET Exam Fee-Writing only \$15.00 • HiSET Exam Fee-Math only \$15.00 • HiSET Exam Fee-Science only \$15.00 • HiSET Exam Fee-Social Studies only \$15.00 	Students will register through the ETS website and pay all applicable fees online, including Test Center Fees. Fees subject to change	Students will register through the ETS website and pay all applicable fees online, including Test Center Fees. Fees subject to change	Students will register through the ETS website and pay all applicable fees online, including Test Center Fees. Fees subject to change
TSI Assessment Exam Fees: Effective January 11, 2021			
• TSI Assessment Reservation Fee	25.00	25.00	25.00
• TSI Assessment Exam Fee- Both exams	29.00	29.00	29.00
• TSI Assessment Exam Fee - Math only	15.00	15.00	15.00
• TSI Assessment Exam Fee-English Language Arts and Reading	15.00	15.00	15.00
TSI Assessment Exam Retesting Fees: Effective January 11, 2021			
• TSI Assessment Reservation Fee	25.00	25.00	25.00
• TSI Assessment Exam Retesting Fee- Both exams	29.00	29.00	29.00
• TSI Assessment Exam Fee - Retesting Math only	15.00	15.00	15.00
• TSI Assessment Exam Fee-Retesting English Language Arts and Reading only	15.00	15.00	15.00

**EMPLOYEE FEES
FY 2025-2026**

	Board Approved FY 2023-2024	Board Approved FY 2024-2025	PROPOSED FY 2025-2026
CHILD DEVELOPMENT CENTER FEES:			
			Refer to Child Development Center Students Tuition and Fees Schedule
Tuition fee per week			
• 0 - 17 months	130.00/week 26.00/day	Deleted	
• 18 months - 12 years	125.00/week 25.00/day	Deleted	
• 0 - 12 years		130.00/week 26.00/day	
Registration Fee: (upon enrollment)			
• Fall - Spring	50.00	50.00	
• Summer Session	25.00	25.00	
Late Pick-Up Fee	\$5/first 5 minutes and \$1/ea. add'l minute	\$5/first 5 minutes and \$1/ea. add'l minute	
Supply Fee: (per semester/session)			
• Fall Semester	40.00	40.00	
• Spring Semester	40.00	40.00	
• Summer Session	20.00	20.00	
Reservation Fee: (optional)			
• Fall Semester	65.00	65.00	
• Summer Session	25.00	25.00	
INCIDENTAL FEES- GENERAL:			
Keyless Access Card Replacement Fee	10.00	10.00	10.00
Returned Check	30.00	30.00	30.00
INCIDENTAL FEES- LIBRARY FEES:			
Lost or Damaged Library Item	Cost of item plus processing fee	Cost of item plus processing fee	Cost of item plus processing fee
Lost or Damaged Library Item Processing Fee per item	10.00	10.00	10.00
Overdue Inter-Library Loan or TexShare Item per day	Fine as assessed and charged by lending library	Fine as assessed and charged by lending library	Fine as assessed and charged by lending library
Lost or Damaged Inter-Library Loan or TexShare Item	Fine and/or replacement cost as assessed and charged by lending library	Fine and/or replacement cost as assessed and charged by lending library	Fine and/or replacement cost as assessed and charged by lending library

**EMPLOYEE FEES
FY 2025-2026**

	Board Approved FY 2023-2024	Board Approved FY 2024-2025	PROPOSED FY 2025-2026
INCIDENTAL FEES- PARKING/MOVING TRAFFIC VIOLATIONS FEES:			
<i>Stated fees are for administrative parking citations issued by an STC security guard only. STC Police Officers also issue citations but those citations are referred to the municipal or justice of the peace courts in which the campus is located.</i>			
Parking Permit Fee	25.00	25.00	35.00
Additional Parking Permit Fee	25.00	25.00	35.00
Parking Violations:			
<i>First</i>	30.00	30.00	30.00
<i>Second</i>	50.00	50.00	50.00
<i>Third</i>	80.00	80.00	80.00
<i>Fourth</i>	100.00	100.00	100.00
<i>Fifth</i>	120.00	120.00	120.00
Vehicle Boot Removal Fee	100.00	100.00	100.00
Fire Lane Violations*:			
<i>First</i>	50.00	50.00	50.00
<i>Second</i>	90.00	90.00	90.00
Handicap Parking Violations*	150.00	150.00	150.00
Moving Traffic Violations*:			
<i>First</i>	30.00	30.00	30.00
<i>Second</i>	50.00	50.00	50.00
<i>Third</i>	90.00	90.00	90.00
<i>*If a citation for fire lane parking, handicap parking, or moving violations is issued by an STC Police Officer the fees will vary depending on the municipal or justice of the peace courts in which the campus is located.</i>			
Proposed Skateboard and Other Appliance Violation:			
<i>First</i>	Warning	Warning	Warning
<i>Second</i>	30.00	30.00	30.00
<i>Third</i>	50.00	50.00	50.00
<i>Fourth</i>	70.00	70.00	70.00
<i>Fifth</i>	90.00	90.00	90.00

**NON-EMPLOYEE/ NON-STUDENT FEES
FY 2025-2026**

	Board Approved FY 2023-2024	Board Approved FY 2024-2025	PROPOSED FY 2025-2026
CHILD DEVELOPMENT CENTER FEES:			
			Refer to Child Development Center Students Tuition and Fees Schedule
Tuition fee per week			
• 0 - 17 months	130.00/week 26.00/day	Deleted	
• 18 months - 12 years	125.00/week 25.00/day	Deleted	
• 0 - 12 years		130.00/week 26.00/day	
Registration Fee: (upon enrollment)			
• Fall - Spring	50.00	50.00	
• Summer Session	25.00	25.00	
Late Pick-Up Fee	\$5/first 5 minutes and \$1/ea. add'l minute	\$5/first 5 minutes and \$1/ea. add'l minute	
Supply Fee: (per semester/session)			
• Fall Semester	40.00	40.00	
• Spring Semester	40.00	40.00	
• Summer Session	20.00	20.00	
Reservation Fee: (optional)			
• Fall Semester	65.00	65.00	
• Summer Session	25.00	25.00	
INCIDENTAL FEES- GENERAL:			
Returned Check	30.00	30.00	30.00
INCIDENTAL FEES- LIBRARY FEES:			
Lost or Damaged Library Item	Cost of item plus processing fee	Cost of item plus processing fee	Cost of item plus processing fee
Lost or Damaged Library Item Processing Fee per item	10.00	10.00	10.00
INCIDENTAL FEES- PARKING/MOVING TRAFFIC VIOLATIONS FEES:			
<i>Stated fees are for administrative parking citations issued by an STC security guard only. STC Police Officers also issue citations but those citations are referred to the municipal or justice of the peace courts in which the campus is located.</i>			
Parking Violations:			
First	30.00	30.00	30.00
Second	50.00	50.00	50.00



NON-EMPLOYEE/ NON-STUDENT FEES FY 2025-2026

	Board Approved FY 2023-2024	Board Approved FY 2024-2025	PROPOSED FY 2025-2026
<i>Third</i>	80.00	80.00	80.00
<i>Fourth</i>	100.00	100.00	100.00
<i>Fifth</i>	120.00	120.00	120.00
Vehicle Boot Removal Fee	100.00	100.00	100.00
Fire Lane Violations*:			
<i>First</i>	50.00	50.00	50.00
<i>Second</i>	90.00	90.00	90.00
Handicap Parking Violations*	150.00	150.00	150.00
Moving Traffic Violations*:			
<i>First</i>	30.00	30.00	30.00
<i>Second</i>	50.00	50.00	50.00
<i>Third</i>	90.00	90.00	90.00
<i>*If a citation for fire lane parking, handicap parking, or moving violations is issued by an STC Police Officer the fees will vary depending on the municipal or justice of the peace courts in which the campus is located.</i>			
Proposed Skateboard and Other Appliance Violation:			
<i>First</i>	Warning	Warning	Warning
<i>Second</i>	30.00	30.00	30.00
<i>Third</i>	50.00	50.00	50.00
<i>Fourth</i>	70.00	70.00	70.00
<i>Fifth</i>	90.00	90.00	90.00

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

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

South Texas College
Update on Reclassifications: Position Title Changes, Pay Grade Revisions, and/or Salary Adjustments and
Organization Changes for FY 2024 - 2025 Employee Staffing Plan

Line #	Organization Name	Description of Modifications	Position #	Classification & Pay Grade	Current Budgeted Salary	Salary Adjustment Amount	Proposed Salary
Vice President for Academic Affairs and Economic Development							
1	Mathematics to Computer Science	Title Change and Organization Change for Math Faculty to Computer Science Faculty - Vacant	P003149 313201	Faculty Pay	\$ 55,000	\$ -	\$ 55,000
Rationale: • Requesting a title change to help reduce the number of lecturers currently in the mathematics department.							
2	College Success Healthcare to Culinary Arts	Title Change and Organization Change for Health Care Student Success Faculty to Culinary Arts Faculty - Vacant	P003072 302296	Faculty Pay	\$ 55,000	\$ -	\$ 55,000
Rationale: • The full-time regular faculty position is needed due to the program expansion and course offerings at the Mid-Valley campus.							
3	Psychological Science to Child Development	Title Change and Organization Change for Psychological Science Faculty to Child Development Faculty - Vacant	P003200 314134	Faculty Pay	\$ 55,000	\$ -	\$ 55,000
Rationale: • Title change requested to support the Child Development department due to the increase of course offerings.							
4	College Success Healthcare to Vocational Nursing	Title Change and Organization Change for Health Care Student Success Faculty to Vocational Nursing Faculty - Vacant	P003070 303296	Faculty Pay	\$ 55,000	\$ -	\$ 55,000
Rationale: • Title change requested to support the Vocational Nursing department due to the increase of course offerings.							
5	Health Administrative Services to Bachelor's of Nursing	Title Change and Organization Change for Health Information Technology Faculty to Bachelor of Science in Nursing Faculty - Vacant	P003057 300554	Faculty Pay	\$ 55,000	\$ -	\$ 55,000
Rationale: • Title change requested to support the Bachelor's of Nursing department due to the increase of course offerings.							
6	History to Philosophy	Title Change and Organization Change for History Faculty to Philosophy Faculty - Vacant	P003199 300015	Faculty Pay	\$ 55,000	\$ -	\$ 55,000
Rationale: • Request a title change to help reduce the number of lecturers currently in the Mathematics department.							
Total for Vice President for Academic Affairs and Economic Development					\$ 330,000	\$ -	\$ 330,000
Vice President for Finance and Administrative Services							
7	Facilities Operations & Maintenance	Salary and Title Change for Administrative Assistant to Senior Administrative Assistant - Vacant	P003183 709501	Administrative Technical Support Pay Grade 3 to 4	\$ 37,960	\$ 4,919	\$ 42,879
Rationale: • Reclassification of position is needed as this position reports to the Executive Director of Facilities Operations and Maintenance.							
8	Business Office	Grade, Salary, and Title Change for Business System Manager to Systems Analyst I - Vacant	P002965 771184	Technology Pay Grade 6 to 3	\$ 91,355	\$ (37,109)	\$ 54,246
Rationale: • Requesting reclassification of position due to the increased IT-related workload with Workday implementation. This position will assist the Business Systems Analyst in coordinating communication between the Business Office, Purchasing, Cashiers departments and the Technology Resource division.							
9	Business Office	Grade, Salary, and Title Change for Accounting Assistant to Systems Analyst I - Vacant	P002958 792184	Administrative Technical Support Pay Grade 3 to Technology Pay Grade 3	\$ 37,564	\$ 16,100	\$ 53,664
Rationale: • Requesting reclassification of position due to the increased IT-related workload with Workday implementation. This position will assist the Business Systems Analyst in coordinating communication between the Business Office, Purchasing, Cashiers departments and the Technology Resource division.							
Total for Vice President for Finance and Administrative Services					\$ 166,879	\$ (16,090)	\$ 150,789

South Texas College
Update on Reclassifications: Position Title Changes, Pay Grade Revisions, and/or Salary Adjustments and
Organization Changes for FY 2024 - 2025 Employee Staffing Plan

Line #	Organization Name	Description of Modifications	Position #	Classification & Pay Grade	Current Budgeted Salary	Salary Adjustment Amount	Proposed Salary
Vice President for Student Affairs and Enrollment Mgmt.							
10	College Connections	Title Change for College Connection Specialist/Recruiter to Recruiting Specialist - Filled	P001926 710190	Administrative Technical Support Pay Grade 4	\$ 40,123	\$ -	\$ 40,123
Rationale: • Title changes are necessary to reflect the updated responsibilities of positions and departments following the restructuring within the Division of Student Affairs and Enrollment Management.							
11	College Connections	Title Change for College Connection Specialist/Recruiter to Recruiting Specialist - Filled	P002172 707190	Administrative Technical Support Pay Grade 4	\$ 40,539	\$ -	\$ 40,539
Rationale: • Title changes are necessary to reflect the updated responsibilities of positions and departments following the restructuring within the Division of Student Affairs and Enrollment Management.							
12	College Connections	Title Change for College Connection Specialist/Recruiter to Recruiting Specialist - Filled	P001853 709190	Administrative Technical Support Pay Grade 4	\$ 41,371	\$ -	\$ 41,371
Rationale: • Title changes are necessary to reflect the updated responsibilities of positions and departments following the restructuring within the Division of Student Affairs and Enrollment Management.							
13	College Connections	Title Change for College Connection Specialist/Recruiter to Recruiting Specialist - Filled	P002004 706190	Administrative Technical Support Pay Grade 4	\$ 41,371	\$ -	\$ 41,371
Rationale: • Title changes are necessary to reflect the updated responsibilities of positions and departments following the restructuring within the Division of Student Affairs and Enrollment Management.							
14	College Connections	Title Change for College Connection Specialist/Recruiter to Recruiting Specialist - Filled	P002133 711190	Administrative Technical Support Pay Grade 4	\$ 40,123	\$ -	\$ 40,123
Rationale: • Title changes are necessary to reflect the updated responsibilities of positions and departments following the restructuring within the Division of Student Affairs and Enrollment Management.							
15	College Connections	Title Change for College Connection Specialist/Recruiter to Recruiting Specialist - Filled	P002099 702190	Administrative Technical Support Pay Grade 4	\$ 40,123	\$ -	\$ 40,123
Rationale: • Title changes are necessary to reflect the updated responsibilities of positions and departments following the restructuring within the Division of Student Affairs and Enrollment Management.							
16	College Connections	Title Change for College Connection Specialist/Recruiter to Recruiting Specialist - Vacant	P000890 708190	Administrative Technical Support Pay Grade 4	\$ 40,955	\$ -	\$ 40,955
Rationale: • Title changes are necessary to reflect the updated responsibilities of positions and departments following the restructuring within the Division of Student Affairs and Enrollment Management.							
17	College Connections	Title Change for College Connection Specialist/Recruiter to Recruiting Specialist - Vacant	P003234 712190	Administrative Technical Support Pay Grade 4	\$ 42,879	\$ -	\$ 42,879
Rationale: • Title changes are necessary to reflect the updated responsibilities of positions and departments following the restructuring within the Division of Student Affairs and Enrollment Management.							
Total for Vice President for Student Affairs and Enrollment Mgmt.					\$ 327,484	\$ -	\$ 327,484
Totals for All Divisions					\$ 1,154,363	\$ (16,090)	\$ 1,138,273

Total Salary Adjustments	\$ (16,090)
Less Sources of Funding Identified *	\$ 16,090
Net Impact to Budget	\$ -

*Note: Funding identified from vacant/deleted positions, pools, and/or salary savings.

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 Job Description

Job Title: Faculty – Computer Science
Department: Math, Science, IT & Bachelor Programs
Reports To: Department/Program Chair and Division Dean
FLSA Status: Exempt
Prepared Date: February 15, 2001; Revised May 19, 2003; Revised July 30, 2013; Revised March 17, 2015, Revised October 20, 2023

SUMMARY

South Texas College is a comprehensive institution, which places primary emphasis on excellence in classroom instruction. Faculty members are expected to demonstrate and maintain competence in each of the following areas throughout their employment at the College.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Mastery of Subject Matter:
 - * Demonstrates a thorough and accurate knowledge of the field or discipline
 - * Possesses appropriate educational/professional credentials to teach in field or discipline
 - * Attempts to connect subject matter with related fields
 - * Maintains currency in subject matter through professional development
2. Teaching Performance:
 - * Plans and organizes instruction in ways which maximize student learning
 - * Effectively employs teaching and learning strategies that promote student engagement
 - * Modifies instructional methods and strategies to meet diverse students needs
 - * Effectively employs available instructional technology when appropriate
 - * Encourages the development of communication skills and higher order thinking skills through appropriate assignments
 - * Effectively communicates subject matter content to student
 - * Contributes to the selection and development of instructional materials
3. Evaluation of Student Learning:
 - * Participates in the development, implementation, and assessment of departmental student learning outcomes
 - * Develops and uses evaluation methods, which fairly measures student progress toward outcomes
 - * Evaluates and expeditiously returns student work to promote maximum learning
 - * Maintains accurate records of student progress
 - * Submits final grade rosters and supporting documents according to established deadlines
4. Support of College Policies and Procedures:
 - * Maintains familiarity with and adheres to College Policies and Procedures
 - * Fulfills requirements of instructors set forth in the letter of appointment
 - * Maintains regular office hours to ensure accessibility to students and colleagues
 - * Prepares, distributes, and submits syllabi and approved course outlines for all assigned sections in accordance with program, division and College procedures
 - * Prepares and submits First Week Financial Aid Attendance Rosters, Census Rosters, and Learning Outcome Data, by the respective deadlines each semester
 - * Assures confidentiality
5. Participation in College, Division, and Program Activities:
 - * Serves on College, divisional, and program committees, teams, and task forces as assigned
 - * Attends meetings and events as required by College administration
 - * Participates in professional activities which contribute to the educational goals of the College and its constituents
 - * Responds in a timely fashion to information requests from College and division administrators and program chairs
 - * Fosters and maintains effective working relationships with students, colleagues, and supervisors
 - * Assists the chair in developing, reviewing, and revising curriculum

6. Contribution to the Growth and Enhancement of College Mission and Programs:
 - * Participates in student advising
 - * Maintains familiarity with College goals, mission, and long-range plans
 - * Contributes to planning and development processes through appropriate channels
 - * Performs professional responsibilities in accordance with pertinent goals, mission, and plans of College, division, and program
 - * Facilitates recruitment and retention of students
7. Performs other duties as assigned

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Must possess appropriate academic preparation
2. Must be able to provide official transcripts and if transcripts are earned from a foreign teaching institution, then must be able to provide an evaluation indicating that this education is equivalent to or beyond the qualifications required. This evaluation must be from an approved evaluation service
3. Excellent communication skills, both oral and written; excellent interpersonal skills
4. Excellent organizational skills
5. Commitment to the community college philosophy of education

EDUCATION and/or EXPERIENCE

Applicant must meet the STC credential requirements as per *Board Policy DBA — Employment Requirements and Restrictions: Credentials and Records* located at

<https://pol.tasb.org/PolicyOnline/PolicyDetails?key=632&code=DBA#localTabContent>

- Master's degree or higher in Computer Science from a regionally accredited institution.
- Fluent in Programming Language such as C++, Python, and C#.
- Knowledge of Advanced Networking and Advanced Cybersecurity tools.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, class assignments and business correspondence. Ability to effectively present information to students and respond to questions from individuals as well as groups of students and chairs/directors.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk and sit. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

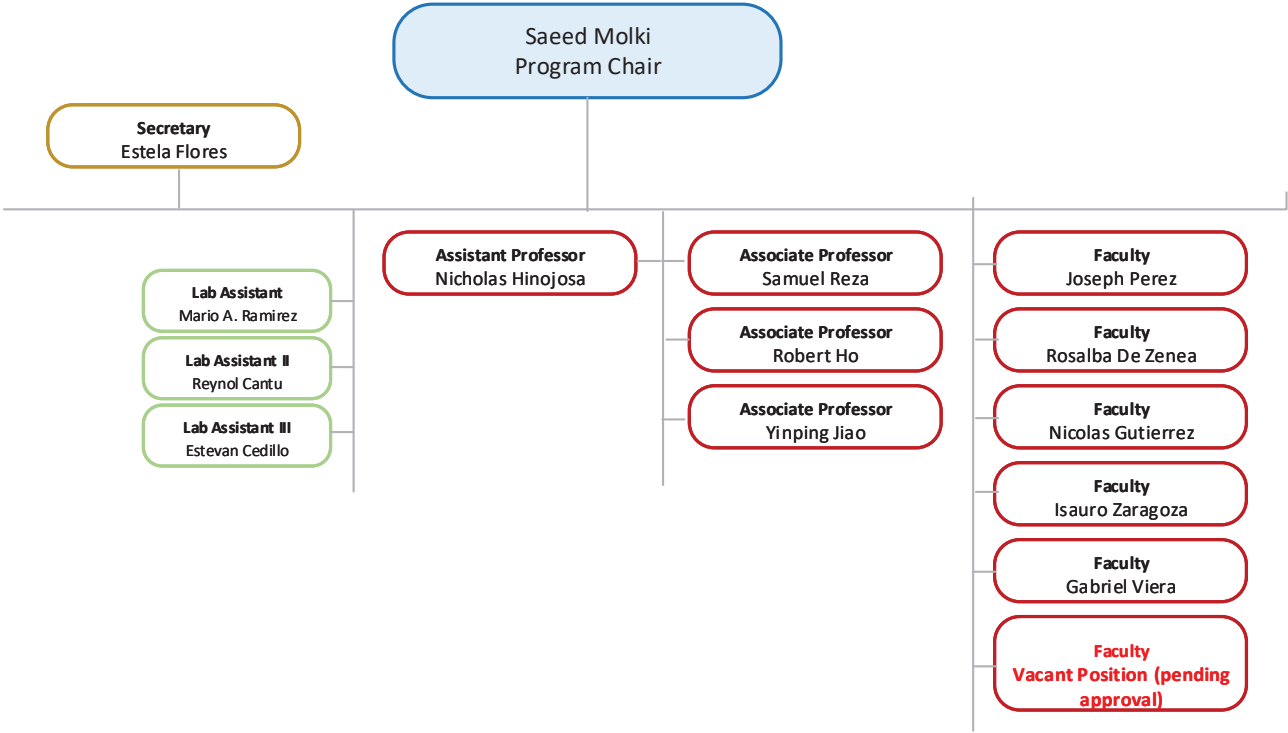
WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. Faculty may be required to teach at any of the College's campuses or teaching sites during time periods that fall outside 8:00 a.m. to 5:00 p.m., and/or dual enrollment courses at high schools throughout the College's service area.



2024-2025
Organization Chart

Division of Math, Science, IT & Bachelor Programs
Computer Science Program



South Texas College

Classification Description

Title: Senior Administrative Assistant

Department: Facilities Operations & Maintenance

Reports to: Executive Director

Pay Grade: Administrative Technical Support- 4

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

Date: 02/08/2023

FLSA Status: Non-Exempt

General Statement of Job

The Senior Administrative Assistant provides administrative support and assistance to the Facilities Operations & Maintenance Executive Director office, facilitates communications, plans and follows-up on administrative matters. Assists with compiling, typing and tracking reports, as directed.

Specific Duties and Responsibilities

Essential Functions:

1. Provides administrative and clerical support and assistance to the Executive Director.,
~~Directors, and other office staff.~~
2. Facilitates communications within the office and the College by anticipating, planning and following-up on administrative matters.
3. Oversees invoicing of all college-wide utility accounts.
4. Assists with compiling reports, including weekly and monthly activities.
5. Responsible for maintaining office document tracking system.
6. ~~Assists with oversight of front desk duties assigned to Secretary to assure accuracy, attention to detail and customer service are managed properly.~~
7. Conducts research and prepares reports and documents, as requested.
8. Coordinates projects/reports with other departments and divisions.
9. ~~Manages and/or monitors multiple projects and coordinated tasks., with some weekend and evening work required to meet strict deadlines.~~
10. Interacts with the public in a positive manner and answers questions regarding programs and department matters.
11. Responds to internal and external inquiries and exercises sound judgment in addressing referral of inquiries or concerns.
12. Addresses problems and concerns from students, faculty, staff and the public, and formulates solutions with great attention given to customer service.
13. Maintains and updates documents, as requested.
14. Assists with annual budget development and subsequent preparation, tracking of requisitions, and purchase orders.
15. Coordinates and processes travel arrangements, authorizations/vouchers, mileage reimbursements, and applicable forms.
16. ~~Orders and maintains supplies and arranges for equipment maintenance.~~
17. Coordinates meetings, including but not limited to reserving and preparing facilities,

Updates: Line #7

- preparing and distributing agendas and other meeting materials, and recording and transcribing meeting minutes.
18. Performs other duties as assigned.

Required Education and Experience

1. Bachelor's degree required.
2. At least three (3) years of work experience in a professional work setting required.

Required Knowledge, Skills and Abilities

1. Excellent oral, written and interpersonal communication skills.
2. Strong computer skills with knowledge of Microsoft Office including, but not limited to, Word, Excel, PowerPoint, and Outlook, the Windows environment, and internet research skills.
3. Strong proficiency in composing correspondence and preparing lengthy documents and reports.
4. Strong critical-thinking and problem-solving skills.
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. Demonstrated commitment to achieving the vision and mission of South Texas College.
9. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
10. Ability to write routine reports and correspondence.
11. Ability to effectively present information and respond to inquiries from students, faculty, staff, and the general public.
12. Ability to apply practical understanding to carry out instructions furnished in written, oral, or diagram form.
13. Ability to deal with problems involving several concrete variables in standardized situations.

Checks, Certificates, Licenses, and Registrations

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

Physical Requirements

1. Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.
2. Bending the body downward and forward by bending leg and spine.
3. Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.

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

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

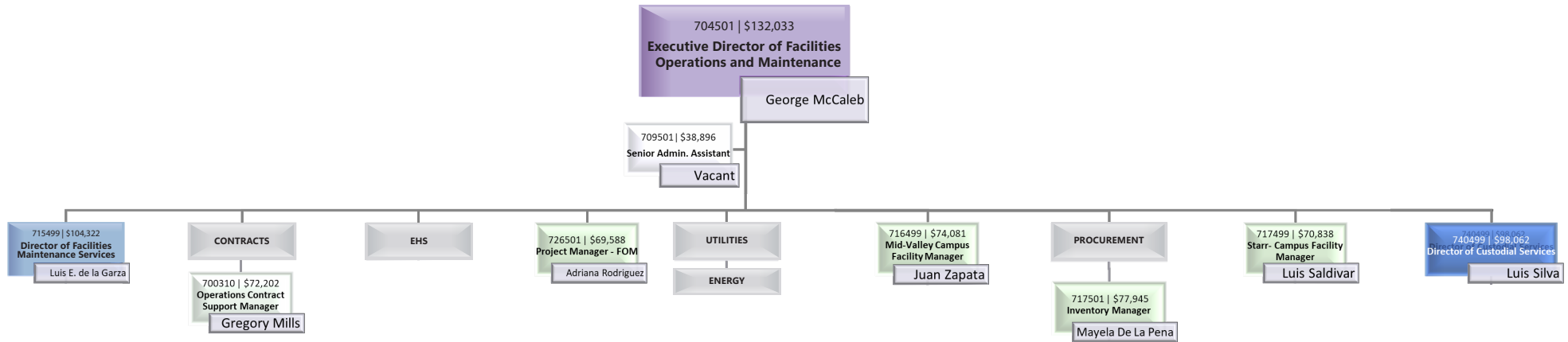
Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

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



Organizational Chart Facilities, Operation and Maintenance Fiscal Year 2024-2025

08



Updates: Line #7

Total Positions:117
Vacants: 4

South Texas College

Classification Description

Title: Analyst I - Systems (Business Office)
Dept: Business Office
Reports to: Financial Information Systems Officer
Date: 09/21/2024

Pay Grade: Technology - 3
Salary Range: \$53,664 – 77,210
FLSA Status: Non-Exempt

General Statement of Job

The Business Office Analyst I Systems provides key support across the Business Office, Purchasing, and Cashiers Departments. Working closely with the Business Systems Analyst, the Analyst I assist with system operations, report generation, documentation, and user support. The Analyst I will seek guidance from the Financial Information Systems Officer on broader financial systems-related matters, ensuring consistent alignment with institutional objectives.

Specific Duties and Responsibilities

Essential Functions:

1. Assist the Business Systems Analyst in coordinating communication between the Business Office, Purchasing, Cashiers Departments, and the Technology Resource Division. Prepare reports, collect system information, and ensure data is readily available for meetings and updates.
2. Assist in documenting changes to business processes and workflows, ensuring materials are formatted correctly and organized for easy reference. Maintain process documentation based on Analyst-led initiatives and under the guidance of the Financial Information Systems Officer.
3. Perform routine system checks, run standard reports, and monitor system notifications to ensure ongoing system stability for all relevant departments. Escalate critical issues to the Business Systems Analyst for advanced troubleshooting.
4. Provide first-level support for system users across the Business Office, Purchasing, and Cashiers Departments. Answer routine queries and escalate complex issues to the Business Systems Analyst.
5. Assist with user training and maintain relevant training resources.
6. Manage requests for routine reports by executing predefined queries and providing timely reporting for the Business Office, Purchasing, and Cashiers Departments. Assist the Analyst with ad-hoc data analysis by preparing basic datasets.
7. Monitor user access logs and assist in routine security audits by identifying potential anomalies. Ensure user permissions are appropriately maintained according to the standards set by the Business Systems Analyst and Financial Information Systems Officer.

Updates: Lines 8 & 9

8. Ensure system documentation—such as user manuals, procedures, and workflows—is kept up-to-date and accessible to relevant stakeholders. Provide administrative support for document versioning and organization.
9. Help the Analyst track project tasks, gather project-related data, and maintain project timelines across the Business Office, Purchasing, and Cashiers Departments. Focus on administrative support, such as scheduling meetings, preparing materials, and ensuring milestones are tracked.
10. Manage routine content updates to the websites of the Business Office, Purchasing, and Cashiers Departments based on instructions from each area, ensuring that information is kept current without requiring advanced technical changes.
11. Assist in identifying inefficiencies in existing processes by gathering user feedback and providing reports on system usage. Provide input to the Analyst to help streamline day-to-day operations.
12. Participate in testing system updates and new functionalities by following predefined testing scripts. Log issues and report results to the Business Systems Analyst to ensure smooth system implementations.
13. Assist the Business Systems Analyst in overseeing the TouchNet Marketplace module, including managing stores, products, and uPay sites. Support the Analyst in ensuring seamless integration with third-party systems.
14. Assist in tracking system upgrades and documenting new features, ensuring the Business Office, Purchasing, and Cashiers Departments have clear records of changes. Work with the Analyst to prepare end-user guides for these updates.
15. Perform other routine tasks as assigned, including maintaining system logs, updating departmental calendars, and supporting system administration tasks.

Required Education and Experience

1. Associate's Degree in Computer Science, Computer Information Systems or related field required; Bachelor's Degree in Computer Science or related field preferred.
2. Experience using coding language SQL preferred.
3. Experience in database management and reporting software such as Toad, Oracle SQL Developer, and Argos preferred.

Required Knowledge, Skills and Abilities

1. Excellent oral, written and interpersonal communication skills.
2. Good analytical skills.
3. Knowledge of Computer Information Systems.
4. Knowledge of workflow/process flow diagramming and documentation of business processes.
5. Ability to adapt to constant change and periods of fast-paced, high-intensity work situations.
6. Ability to work evenings and/or weekends as needed.
7. Demonstrated commitment to the community college philosophy of education.
8. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, and governmental regulations.
9. Ability to write reports, business correspondence, and procedure manuals.

10. Ability to effectively present information and respond to questions from groups of managers, students, clients, customers, and the general public.
11. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
12. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Checks, Certificates, Licenses, and Registrations


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

Physical Requirements

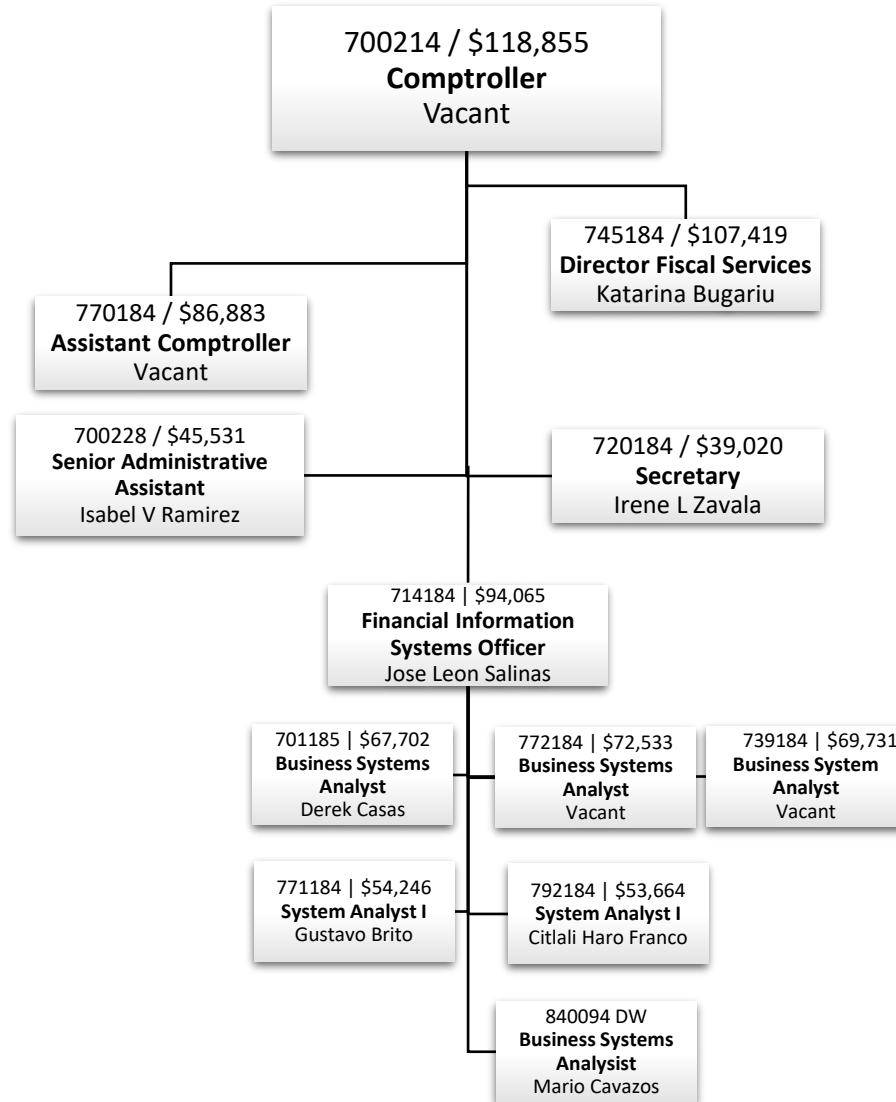
1. Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.
2. Ability to make rational decisions through sound logic and deductive processes.
3. Extending hand(s) and arm(s)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

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

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

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

**Organizational Chart
Business Office (Partial)
Fiscal Year 2024 - 2025**



South Texas College

Classification Description

Title: Recruiting Specialist

Department: College Connections

Reports to: Coordinator of College Connections

Pay Grade: Administrative Technical Support- 4

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

Date: 6/05/2023

FLSA Status: Non-Exempt

General Statement of Job

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

Specific Duties and Responsibilities

Essential Functions:

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

Updates: Lines # 10-17

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

Required Education and Experience

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

Required Knowledge, Skills and Abilities

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

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

Checks, Certificates, Licenses, and Registrations

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

Physical Requirements

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


Work Environment:

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

the year.

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

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

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

Dean of Enrollment Services
(Otoniel Matamoros) PCN

Administrative Assistant
(Omar Montoya) PCN

Director of College Connections
and Admissions for Traditional
Students
(Dr. Lazaro Barroso) PCN

Director of Student Re-Engagement
(Luisa Ramirez) PCN

Director of Valley
Promise
(Melissa Pena) PCN

Coordinator of College
Connections
(Cristobal Benavides)
PCN

Coordinator of
College
Connections
(Brenda Moreno)
PCN

Administrative Assistant
(Melissa Perez Zuniga) PCN

Coordinator of
Valley Promise
(Robert Barrera)
PCN

Student Services Specialist I
(Guadalupe Moreno) PCN

Student Services
Specialist I
(Claudia Reyes) PCN
(Steven Weinreich)
MVC
(Daisie Edmundson)
PCN
(Llamile Perez) PCN

Coordinator of Student Re-
Engagement
(Mayra Carver) PCN
(Daisy Cuevas) PCN
(Jose Salas) PCN

Recruiting Specialist
(Jorge Cantu) (PCN)
(**Vacant**) (PCN)
(Yanitza Garcia) PCN
(Jocelyn Palacios) STR
(Jeanette Gomez) MVC
(Alexandra Campos) MVC
(**Javier Canizales**) PCN
(Justin X. Gongora) PCN
(**Vacant**) PCN

Student Services
Specialist II
((Anselmo Reyna)
MVC
(Andrea Flores)
TECH

College Navigator
(Ashlei Bernal) PCN
(Venus Salazar) PCN
(Jairo Martinez) PCN
(Barbara Guajardo) PCN
(Nicholas Reyna) PCN
(Nataly Garcia) STR
(Joshua Garcia) MVC
(Cynthia Garcia) MVC

Discussion and Action as Necessary on Revisions to FY 2024 – 2025 Employee Staffing Plan and Employee Compensation Plan

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

South Texas College

Approval of Reclassifications: Position Title Changes, Pay Grade Revisions, and/or Salary Adjustments and Organization Changes for FY 2024 - 2025 Employee Staffing Plan and Employee Compensation Plan

Line #	Organization Name	Description of Modifications	Position #	Classification & Pay Grade	Current Budgeted Salary	Salary Adjustment Amount	Proposed Salary
Vice President for Institutional Advancement and Economic Development							
1	Institutional Advancement and External Affairs	Title Change for Director of Global Affairs and Economic Development to Director of Public Affairs - Vacant	P003039 700321	Executive Administrative Professional Pay Grade 9	\$ 92,168	\$ -	\$ 92,168
Rationale: •The Director of Public Affairs is responsible for developing and implementing strategic initiatives to strengthen relationships between South Texas College and local, state, and federal stakeholders. This position serves as the primary liaison for public affairs (i.e. school districts, county, city) overseeing and supporting the cities within Hidalgo County and Starr County, Texas, to advance initiatives that align with regional priorities, institutional initiatives, and advocacy for the college's priorities.							
Total for Vice President for Institutional Advancement and Economic Development					\$ 92,168	\$ -	\$ 92,168
Vice President for Academic Affairs and Economic Development							
2	Vocational Nursing	Title Change for Nursing Skills Remediation & Lab Coordinator to Nursing Skills Lab Coordinator - Filled	P003075 715559	Executive Administrative Professional Pay Grade 2	\$ 46,909	\$ -	\$ 46,909
Rationale: • Removing the word remediation from the job title so that the position can be open to non-nursing staff.							
3	Clinical Simulation	Grade, Salary, and Title Change for Simulation Coordinator to Simulation Manager - Filled	P000340 711557	Executive Administrative Professional Pay Grade 3 to 5	\$ 65,690	\$ 10,291	\$ 75,981
Rationale: • Reclassification is necessary to align the job title with expanded duties and responsibilities. This position maintains and implements virtual reality equipment/software with simulation scenarios, and is responsible for simulation video records and reports to ensure compliance with HIPAA regulations and other credentialing requirements.							
4	Automotive Technology to Business Administration	Title Change and Organization Change for Automotive Technology Faculty to Marketing Faculty - Vacant	P003157 301308	Faculty	\$ 55,000	\$ -	\$ 55,000
Rationale: • Request a title change to help reduce the number of lecturers currently in the Mathematics department.							
Total for Vice President for Academic Affairs and Economic Development					\$ 167,599	\$ 10,291	\$ 177,890
Vice President for Finance and Administrative Services							
5	Human Resources	Grade, Salary, and Title Change for Human Resources Payroll Specialist to Supervisor - Compensation and Payroll - Vacant	P003087 717240	Administrative Technical Support Pay Grade 5 to Executive Administrative Professional Pay Grade 5	\$ 47,600	\$ 23,880	\$ 71,480
Rationale: • This position would assist the Compensation and Payroll Managers in ensuring employees' earnings and additional compensation are set accordingly and abide by federal regulations. They would also assist in reviewing and validating exception reports and performing outreach to other community colleges on compensation methodologies and market trends.							
6	Human Resources	Grade, Salary, and Title Change for Human Resources Benefits Specialist to Supervisor - Benefits - Vacant	P003085 730240	Administrative Technical Support Pay Grade 5 to Executive Administrative Professional Pay Grade 5	\$ 47,216	\$ 24,264	\$ 71,480
Rationale: • This position would assist the Benefits Manager in ensuring employees receive entitled benefits and would be the liaison in performing outreach to ERS and possibly other insurance providers following college policies and legal regulations. They would also assist the Benefits Manager with ERS and TRS reporting.							
7	Human Resources	Grade, Salary, and Title Change for Employee Relations Officer to Manager - Employee Relations - Vacant	P001015 703240	Executive Administrative Professional Pay Grade 7 to 6	\$ 83,843	\$ (13,469)	\$ 70,374
Rationale: • This Officer level position is no longer needed due to the hiring of the Director, Employee Relations and Title IX. The revised position and job duties better align with the employee relations support needed by the College.							
Total for Vice President for Finance and Administrative Services					\$ 178,659	\$ 34,675	\$ 213,334

South Texas College

Approval of Reclassifications: Position Title Changes, Pay Grade Revisions, and/or Salary Adjustments and Organization Changes for FY 2024 - 2025 Employee Staffing Plan and Employee Compensation Plan

Line #	Organization Name	Description of Modifications	Position #	Classification & Pay Grade	Current Budgeted Salary	Salary Adjustment Amount	Proposed Salary
Vice President for Information Services, Planning, Performance, and Strategic Initiatives							
8	Educational Technologies	Title Change for Coordinator - Educational Technologies Projects to Coordinator - Educational Technologies Administrative Initiatives - Filled	P001411 706426	Executive Administrative Professional Pay Grade 2	\$ 50,501	\$ -	\$ 50,501
Rationale: • This request requires a change in title for the position to reflect the duties and responsibilities associated with the Coordinator - ET Administrative Initiatives. This will conform with the other ET positions on the FY 25-26 Staffing Plan that reflect ET - Administrative Initiatives in their duties and responsibilities.							
9	Educational Technologies	Title Change for Coordinator - Educational Technologies Assistive Technology to Coordinator - Educational Technologies Institutional Support - Filled	P000725 702102	Executive Administrative Professional Pay Grade 2	\$ 60,483	\$ -	\$ 60,483
Rationale: • This request requires a change in title for the position to reflect the duties and responsibilities associated with the Coordinator - ET Instructional Support. This will conform with the other ET positions on the FY 25-26 Staffing Plan that reflect ET - Instructional Support in their duties and responsibilities.							
10	Educational Technologies	Grade, Salary, and Title Change for Technician III - ET Audio Visual Events Production to Coordinator - ET Audio Visual Events Production - Filled	P001121 718271	Administrative Technical Support Pay Grade 4 to Executive Administrative Professional Pay Grade 2	\$ 43,867	\$ 8,820	\$ 52,687
Rationale: • This request requires a change in grade, salary, and title for the position to reflect the duties and responsibilities associated primarily with ET Audio Visual Events Productions. This will conform with the other ET positions on the FY 25-26 Staffing Plan that reflect ET - Audio Visual Events Production in their duties and responsibilities.							
11	Educational Technologies	Grade, Salary, and Title Change for Technician II - Educational Technologies Operations to Coordinator - Educational Technologies Operations - Vacant	P001866 703271	Administrative Technical Support Pay Grade 3 to Executive Administrative Professional Pay Grade 2	\$ 38,355	\$ 13,249	\$ 51,604
Rationale: • This request requires a change in grade, salary, and title for the position to reflect the duties and responsibilities associated primarily with ET Operations. This will conform with the other ET positions on the FY 25-26 Staffing Plan that reflect ET - Operations in their duties and responsibilities.							
Total for Vice President for Information Services, Planning, Performance, and Strategic Initiatives					\$ 193,206	\$ 22,069	\$ 215,275
Vice President for Student Affairs and Enrollment Mgmt.							
12	Student Rights and Responsibilities	Title Change for Coordinator of Student Rights & Responsibilities to Coordinator of Student Conduct - Filled	P002106 701191	Executive Administrative Professional Pay Grade 3	\$ 60,299	\$ -	\$ 60,299
Rationale: • The position of Office of Student Rights was broken down into two positions - Coordinator of Student Conduct and Coordinator Office of Ombuds. The positions now align with the separate duties and responsibilities of each department.							
13	College Connections	Title Change for Coordinator of College Connections to Coordinator of Valley Promise - Filled	P001901 707612	Executive Administrative Professional Pay Grade 2	\$ 50,520	\$ -	\$ 50,520
Rationale: • Title changes are necessary to reflect the updated responsibilities of positions and departments following the restructuring within the Division of Student Affairs and Enrollment Management.							
14	Office of Student Re-Engagement	Title Change for Coordinator of Student Engagement and Completion Services to Coordinator of Student Re-Engagement - Filled	P000679 722610	Executive Administrative Professional Pay Grade 3	\$ 64,433	\$ -	\$ 64,433
Rationale: • Title changes are necessary to reflect the updated responsibilities of positions and departments following the restructuring within the Division of Student Affairs and Enrollment Management.							
15	Office of Student Re-Engagement	Title Change for Coordinator of Student Engagement and Completion Services to Coordinator of Student Re-Engagement - Filled	P001570 725610	Executive Administrative Professional Pay Grade 3	\$ 57,904	\$ -	\$ 57,904
Rationale: • Title changes are necessary to reflect the updated responsibilities of positions and departments following the restructuring within the Division of Student Affairs and Enrollment Management.							
16	Office of Student Re-Engagement	Title Change for Coordinator of Student Engagement and Completion Services to Coordinator of Student Re-Engagement - Filled	P002265 723610	Executive Administrative Professional Pay Grade 3	\$ 56,917	\$ -	\$ 56,917
Rationale: • Title changes are necessary to reflect the updated responsibilities of positions and departments following the restructuring within the Division of Student Affairs and Enrollment Management.							

South Texas College

Approval of Reclassifications: Position Title Changes, Pay Grade Revisions, and/or Salary Adjustments and Organization Changes for FY 2024 - 2025 Employee Staffing Plan and Employee Compensation Plan

Line #	Organization Name	Description of Modifications	Position #	Classification & Pay Grade	Current Budgeted Salary	Salary Adjustment Amount	Proposed Salary
17	Office of Student Re-Engagement	Title Change for Student Engagement and Completion Specialist to College Navigator - Filled	P001077 702610	Administrative Technical Support Pay Grade 4	\$ 43,035	\$ -	\$ 43,035
Rationale: • Title changes are necessary to reflect the updated responsibilities of positions and departments following the restructuring within the Division of Student Affairs and Enrollment Management.							
18	Office of Student Re-Engagement	Title Change for Student Engagement and Completion Specialist to College Navigator - Filled	P001816 711610	Administrative Technical Support Pay Grade 4	\$ 41,787	\$ -	\$ 41,787
Rationale: • Title changes are necessary to reflect the updated responsibilities of positions and departments following the restructuring within the Division of Student Affairs and Enrollment Management.							
19	Office of Student Re-Engagement	Title Change for Student Engagement and Completion Specialist to College Navigator - Filled	P001755 710610	Administrative Technical Support Pay Grade 4	\$ 42,619	\$ -	\$ 42,619
Rationale: • Title changes are necessary to reflect the updated responsibilities of positions and departments following the restructuring within the Division of Student Affairs and Enrollment Management.							
20	Office of Student Re-Engagement	Title Change for Student Engagement and Completion Specialist to College Navigator - Filled	P002122 712610	Administrative Technical Support Pay Grade 4	\$ 40,955	\$ -	\$ 40,955
Rationale: • Title changes are necessary to reflect the updated responsibilities of positions and departments following the restructuring within the Division of Student Affairs and Enrollment Management.							
21	Office of Student Re-Engagement	Title Change for Student Engagement and Completion Specialist to College Navigator - Filled	P002334 719612	Administrative Technical Support Pay Grade 4	\$ 40,122	\$ -	\$ 40,122
Rationale: • Title changes are necessary to reflect the updated responsibilities of positions and departments following the restructuring within the Division of Student Affairs and Enrollment Management.							
22	Office of Student Re-Engagement	Title Change for Student Engagement and Completion Specialist to College Navigator - Filled	P001552 701612	Administrative Technical Support Pay Grade 4	\$ 39,291	\$ -	\$ 39,291
Rationale: • Title changes are necessary to reflect the updated responsibilities of positions and departments following the restructuring within the Division of Student Affairs and Enrollment Management.							
23	Office of Student Re-Engagement	Title Change for Student Engagement and Completion Specialist to College Navigator - Filled	P002824 704610	Administrative Technical Support Pay Grade 4	\$ 40,955	\$ -	\$ 40,955
Rationale: • Title changes are necessary to reflect the updated responsibilities of positions and departments following the restructuring within the Division of Student Affairs and Enrollment Management.							
24	Office of Student Re-Engagement	Title Change for Student Engagement and Completion Specialist to College Navigator - Filled	P003239 713610	Administrative Technical Support Pay Grade 4	\$ 38,896	\$ -	\$ 38,896
Rationale: • Title changes are necessary to reflect the updated responsibilities of positions and departments following the restructuring within the Division of Student Affairs and Enrollment Management.							
Total for Vice President for Student Affairs and Enrollment Mgmt.					\$ 617,733	\$ -	\$ 617,733
Totals for All Divisions					\$ 1,249,365	\$ 67,035	\$ 1,316,400

Total Salary Adjustments	\$ 67,035
Less Sources of Funding Identified *	\$ (67,035)
Net Impact to Budget	\$ -

*Note: Funding identified from vacant/deleted positions, pools, and/or salary savings.

EMPLOYEE PERFORMANCE
PROMOTION AND DEMOTION

DLC
(LOCAL)

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

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

Definitions

Promotion

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

Reassignment

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

Demotion

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

**Promotion and
Reassignments**

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

Demotions

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

**Salary Rate
Adjustment**

Promotion

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

Reassignment

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

EMPLOYEE PERFORMANCE
PROMOTION AND DEMOTION

DLC
(LOCAL)

Demotion

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

**Authority and
Approval**

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

**Temporary
Assignments**

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

South Texas College Classification Description

Title: Director- Public Affairs

Department: Institutional Advancement and External Affairs

Reports to: Executive Director for Foundation and External Affairs

Pay Grade: Executive Administrative Professional – 9

Salary Range: \$85,544- \$123,101

Date: 3/5/25

FLSA Status: Exempt

General Statement of Job

The Director of Public Affairs is responsible for developing and implementing strategic initiatives to strengthen relationships between South Texas College and local, state, and federal stakeholders. This position serves as the primary liaison for public affairs (i.e. school districts, county, city) overseeing and supporting the cities within Hidalgo County and Starr County, Texas, to advance initiatives that align with regional priorities, institutional initiatives, and advocacy for the college's priorities.

In Hidalgo County, the Director will engage with and support the cities of McAllen, Edinburg, Mission, Pharr, Weslaco, Alamo, Donna, San Juan, Mercedes, Hidalgo, Palmview, La Joya, Palmhurst, Alton, Peñitas, Progreso, Progreso Lakes, Sullivan City, and Elsa.

In Starr County, the Director will oversee and collaborate with the cities of Rio Grande City, Roma, Escobares, and La Grulla.

This role involves coordinating public affairs efforts, fostering collaboration between municipalities and school districts, and ensuring effective communication on key issues affecting these communities. The Director of Public Affairs will work closely with elected officials, business leaders, community organizations, and other stakeholders to support the region's development and institutional initiatives.

Specific Duties and Responsibilities

Essential Functions:

1. Track and analyze local, state, and federal policies, legislation, and regulations that impact the cities within Hidalgo and Starr County and the broader South Texas region.
2. Interpret and communicate the implications of new laws and regulatory changes to local government leaders, stakeholders, and institutional partners.
3. Provide strategic recommendations to superintendents, city officials, community leaders, and regional stakeholders regarding institutional initiatives for the college.

4. Develop and implement strategies that align with the regional priorities of McAllen, Edinburg, Mission, Pharr, Weslaco, Alamo, Donna, San Juan, Mercedes, Hidalgo, Palmview, La Joya, Palmhurst, Alton, Peñitas, Progreso, Progreso Lakes, Sullivan City, Elsa, Rio Grande City, Roma, Escobares, and La Grulla.
5. Establish and maintain relationships with superintendents, elected officials, policymakers, governmental agencies, business leaders, and community organizations to support regional efforts.
6. Advocate for funding opportunities that benefit the municipalities within Hidalgo and Starr County.
7. Represent the cities in discussions, regional development meetings, and industry coalitions to advance the college's strategic initiatives.
8. Collaborate with city leadership (i.e. economic development organizations), chambers of commerce, and regional organizations to align efforts workforce industry priorities.
9. Coordinate with local governments to assess areas such as public safety, education, workforce development, infrastructure, and business growth.
10. Develop and lead advocacy campaigns, community engagement initiatives, and strategic communications to enhance the college's awareness in the region.
11. Maintain a high level of awareness of political trends, legislative activities, and regional government initiatives that affect the municipalities in Hidalgo and Starr County.
12. Serve as the primary liaison between local governments, regional associations, and community stakeholders to promote collaboration.
13. Participate in enhancing the involvement and image of the college to advocate for the educational interests of the region at the local, state, and federal levels.
14. Organize and participate in legislative visits, city forums, public affairs events, and stakeholder engagement opportunities to strengthen partnerships and support regional priorities.
15. Travel throughout Hidalgo and Starr County including the cities of McAllen, Edinburg, Mission, Pharr, Weslaco, Alamo, Donna, San Juan, Mercedes, Hidalgo, Palmview, La Joya, Palmhurst, Alton, Peñitas, Progreso, Progreso Lakes, Sullivan City, Elsa, Rio Grande City, Roma, Escobares, and La Grulla to engage with local governments, attend events, and represent the college in meetings of importance that impact South Texas College. Some out-of-state travel may be required.
16. Represent South Texas College as a member of relevant organizations and attend off-campus events, which may involve evenings and/or weekends.
17. Perform other duties as assigned.

Required Education and Experience

1. Bachelor's degree required; Master's degree is preferred.
2. A Minimum of 3-5 years of experience in a community and/or education setting, preferably within higher education or public sector organizations required.
3. Proven experience working with ISD superintendents, county, city, and/or regional organizations.
4. Experience in higher education and in community college setting is preferred.

Required Knowledge, Skills and Abilities

1. Ability to develop advocacy strategies and lead initiatives that advance STC's legislative priorities.
2. Experience in coalition-building and stakeholder engagement to support policy objectives.
3. Superior written, verbal, and interpersonal communication skills. Strong organizational skills, attention to detail, and the ability to be self-motivated and disciplined.
4. A motivated self-starter who takes initiative, anticipates, challenges, and follows through to deliver results.
5. A personable and engaging individual with a consistently professional appearance when interacting with internal and external constituents.
6. Strong political acumen and ability to anticipate legislative changes that could impact higher education.
7. Ability to manage multiple priorities and work in a fast-paced public affairs environment.

Checks, Certificates, Licenses, and Registrations

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

Physical Requirements

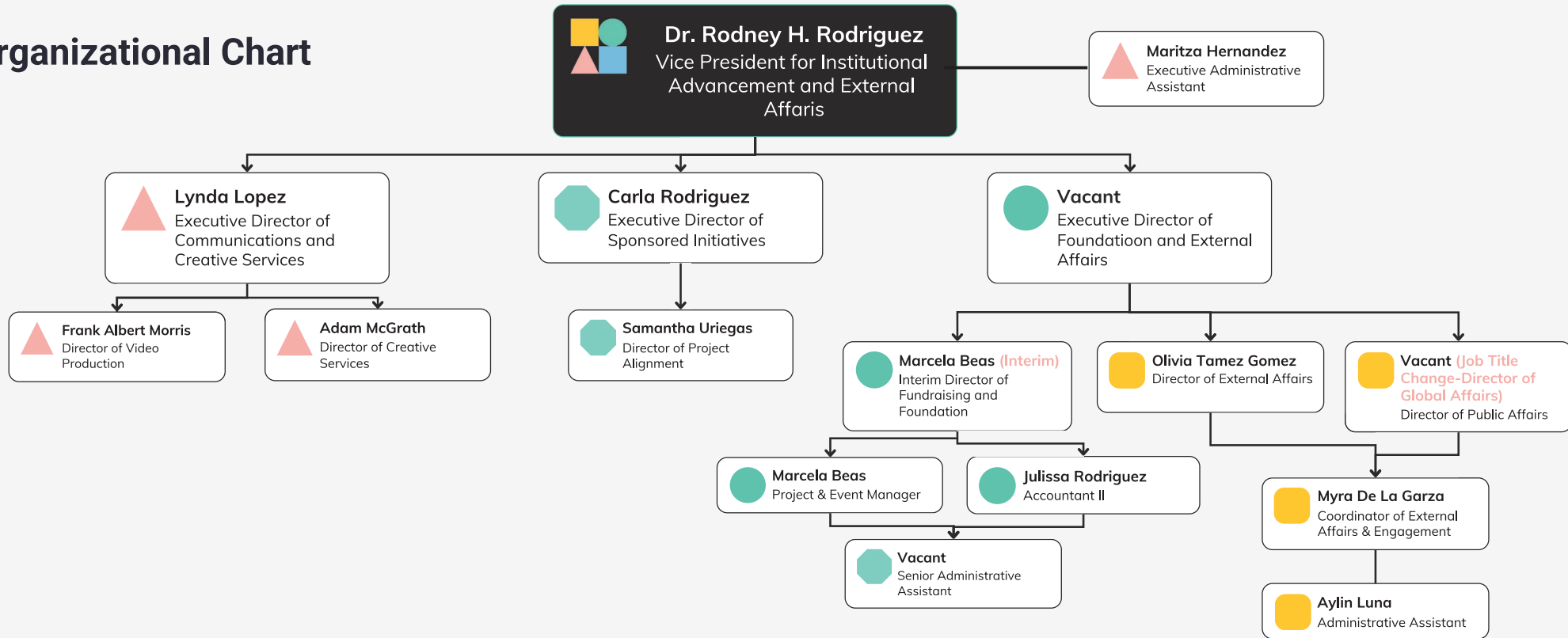
1. Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects.
2. Perceiving the nature of sounds at normal speaking levels with or without correction.
3. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
4. Ability to make rational decisions through sound logic and deductive processes.
5. Applying pressure to an object with the fingers and palm.
6. Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
7. Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
8. Sitting, particularly for sustained periods of time.
9. Close visual acuity to perform an activity such as: preparing and analyzing data and figures, transcribing, viewing a computer terminal, and/or extensive reading, including color, depth perception, and field vision.
10. Mobility to accomplish tasks, particularly for long distances or moving from one work site to another.

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

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

The College District 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 District complies with all applicable policies and state and federal legislation in order to combat discrimination.

Organizational Chart



South Texas College

Classification Description

Title: **Coordinator- Nursing Skills Remediation and Lab Coordinator**

Department: Vocational Nursing

Reports to: Department Chair

Pay Grade: EAP- 3

Salary Range: \$44,680- \$67,020

Date: 03/22/2022

FLSA Status: Non-Exempt

General Statement of Job

The Nursing ~~Skills~~ Lab Clinicals Coordinator coordinates all vocational nursing labs used by faculty and students for the Vocational Nursing program in the Nursing and Allied Health Division with programs located in McAllen, Mid-Valley and Starr County campuses.

Specific Duties and Responsibilities

Essential Functions:

1. Coordinates daily activities and services of the ~~clinical~~ skills lab areas, including but not limited to, ~~student skills remediation~~, scheduling, lab set-up and break down, cleanliness, lab supply requisitions and purchases via Banner, and management of for the Vocational Nursing Program on three campuses, McAllen, Mid-Valley and Starr campuses.
2. ~~Serves as the Coordinates skills remediation of high-risk students identified by faculty ascertaining that the student is competent with nursing skills as required by Texas Board of Nursing (TXBON) rule 214.7 and program learning outcomes.~~
3. Coordinates all vocational nursing lab schedule and instructional activities with faculty and students.
4. Provides resources in the skills and advanced skills simulation lab for mastery of psychomotor and clinical reasoning skills.
5. Complies with all Nursing and Allied Health Program accreditation requirements and including but not limited to TXBON regulatory standards as applicable.
6. Actively participates in program budget development and reconciles lab expenses within the appropriate allocated budget.
7. Purchases lab equipment and supplies through the creation of requisitions in Banner and coordinates delivery for all three campuses.
8. Conducts and maintains equipment and supply inventory at McAllen, Mid-Valley and Starr County campuses.
9. Collaborates with faculty before the beginning of each semester to develop skills outlines, ensuring the proper setup of skills activities in accordance with the course outlines.
10. Receives direct training from Biomedical staff on clinical lab equipment that includes equipment such as head walls, IV Pumps, simulators, and manikins, as necessary.

For Approval : Line #2

Nursing Skills Lab Coordinator

11. ~~Remediates faculty on the use of the~~ Demonstrates the function of equipment and simulators to faculty as needed.
12. Throughout the semester, ensures clinical labs and supplies are properly setup and ready before the start of each class in accordance with ~~start of the semester skills~~ outline.
13. Travels to supervise and coordinate with part-time lab assistants assigned to MVC and Starr County Campus ~~two to three times per month~~ monthly and/or as needed on configuring labs for the start of class.
14. Trains part time lab assistants on the use of lab equipment, maintaining inventory lists, and supplies and ensures they understand how to maintain a safe learning environment.
15. Responsible for ~~ensuring safe practices in the use of clinical skills lab equipment and~~ maintains a safe learning environment.
16. Reports unsafe working conditions and/or behavior; takes reasonable and prudent actions to prevent others from engaging in unsafe practices.
17. Coordinates the repair of equipment such as manikins, wall units, and IV pumps with the Nursing and Allied Health biomedical staff on all three campuses.
18. ~~Assists with proctoring exams, as needed.~~
19. Maintains knowledge of the College's policies and procedures.
20. Serves as Campus Security Authority.
21. Performs other duties as assigned.

Required Education and Experience

1. Associate's degree in a health professions or science related major; nursing major preferred; bachelor's degree preferred.
2. At least two (2) years of experience in a nursing or health related field required.

Required Knowledge, Skills and Abilities

1. Excellent written, presentation, oral 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. Familiarity with basic equipment for conducting clinical skills lab and clinical advanced skills simulation.
4. Ability to prioritize, organize, and complete multiple tasks with attention to detail, within stated deadlines.
5. Ability to adapt to constant change and periods of fast-paced, high-intensity work situations.
6. Ability to work independently as well as a team player within department and with others.
7. Ability to work evenings and/or weekends as needed; willing to travel throughout the college district using own means of reliable transportation.
8. Demonstrated commitment to achieving the vision and mission of South Texas College.
9. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
10. Ability to write reports, business correspondence, and procedure manuals.
11. Ability to effectively present information and respond to inquiries from groups of

- students, faculty and staff, managers, and the general public.
12. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
 13. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Checks, Certificates, Licenses, and Registrations

1. Security Sensitive position: All applicants are subject to a criminal background check under South Texas College policy.
2. In addition, subject to a federal background check.
3. Must have or qualify for a valid Texas driver's license and proof of liability insurance.
4. Unencumbered RN or LVN license required for nurse applicants.
5. Vocational Nursing Certificate from a Texas Board of Nursing (TXBON) accredited program required for nurse applicants.
6. CPR certification required or must be obtained within six (6) months of hire.

Physical Requirements

1. Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force constantly to move objects.
2. Ascending or descending ladders, stairs, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.
3. Bending the body downward and forward by bending leg and spine.
4. Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
5. Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
6. Applying pressure to an object with the fingers and palm.
7. Perceiving the nature of sounds at normal speaking levels with or without correction.
8. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
9. 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.
10. Ability to make rational decisions through sound logic and deductive processes.
11. Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
12. Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
13. Extending hand(s) and arm(s) in any direction.
14. Substantial movements (motions) of the wrist, hands, and/or fingers.
15. 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.
16. Standing particularly for sustained periods of time.
17. 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.
18. Close visual acuity to perform an activity such as: preparing and analyzing data and

figures, transcribing, viewing a computer terminal, and/or extensive reading including color, depth perception, and field vision.

19. Visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned or to make general observations of facilities or structures.
20. Close visual acuity to perform an activity such as: visual inspection involving small defects, small parts, operation of machines, using measurement devices, and/or assembly or fabrication parts at distances close to the eyes.
21. 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.



Maria Carlos

Simone Payan

Richard Yang

Amanda Whan



Maria Briones

Karen Countryman

Rebecca Miller

Adriana Muro

Michelle Pruneda

Eloisa Reyna

Cynthia Salinas

Erin Soliz

Alexia Trigo

Joel Vargas



Sylvia Contreras

Cynthia Garza



Maynard Espera

Edna Garcia

Blanca Herrera

Judith Sevilla De La Cruz

Aracely Salinas

Georgina Garza



Lab Coordinator
Samantha Raygoza

Secretary
Claudia Cantu

Secretary
Alexis Herrera

Lab Assistant
Susan Martinez

Lab Assistant
Nadia Gonzalez

South Texas College

Classification Description

Title: ~~Simulation Coordinator~~ Manager
Dept: Division of Nursing and Allied Health
Reports to: Dean for Nursing and Allied Health
Pay Grade: Executive Administrative Professional- 3 5
Salary Range: \$49,384 - \$75,638 \$63,976 - \$93,990
Date: ~~04/28/2017~~ 11/21/2024

FLSA Status: Exempt

General Statement of Job

~~The Simulation Coordinator collaborates with Nursing and Allied Health faculty to integrate human patient simulation into program curriculum by providing coordination in non-clinical simulated learning activities, simulation based education, and scenario based training. Supervises simulation and biomedical staff and Nursing and Allied Health program lab assistants.~~

The Simulation Manager is responsible for designing simulation-based curriculum scenarios, integrating simulation into the broader curriculum, and training faculty, staff, and community partners on simulation standards. The manager oversees all clinical simulation skills labs district-wide, including the planning, design, and supply management. The manager ensures compliance with all Nursing and Allied Health Program accreditation requirements and other regulatory standards. The manager Responsible for ensuring safe practices in use of simulators and maintains a safe learning environment. The manager collaborates with the Dean of Nursing and Allied Health to develop and implement institutional effectiveness and strategic plans related to Clinical Simulation. Supervises simulation lab coordinators, lab specialists, and lab assistants.

Specific Duties and Responsibilities

Essential Functions:

- ~~1. Coordinates~~ Manages daily activities and services of the simulation lab area including but not limited to scheduling, lab set-up, management, and maintenance of all simulation lab equipment and supplies for the entire Nursing and Allied Health Division district-wide., including the Associate Degree Nursing Program, Vocational Nursing Program, and Nursing and Allied Health departments.
- ~~2. Coordinates management of~~ Responsible for managing and overseeing all simulation lab equipment and supplies to all simulation lab locations.
- ~~3. Provides assistance to instructors and/or students in a clinical simulation setting, while working with faculty to create simulation scenarios.~~
- ~~4. Repairs or coordinates the repair of lab equipment as needed.~~

For Approval: Line #3

- ~~5. Coordinates the ordering and re-supply of consumable simulation equipment; conducts equipment inventories~~
6. Researches, evaluates, identifies, and recommends new lab materials, equipment, software, and classroom and presentational technologies related to Nursing and Allied Health.
7. Maintains and implements the Virtual Reality equipment/software with simulation scenarios.
- ~~8. Implements human patient simulation activities into program curriculum in collaboration with Nursing and Allied Health faculty.~~
9. Ensures compliance with all Nursing and Allied Health Program accreditation requirements and other regulatory standards as applicable.
10. Establishes and updates simulation laboratory policies and procedures.
11. Oversees the configuration and preparation of patient simulation rooms, skills rooms, and classrooms including the breakdown and storage of related equipment and supplies ~~are properly configured and ready before the start of a simulation training.~~
- ~~12. Responsible for managing department budget related to simulation trainings.~~
13. Prepares and maintains a variety of related records and reports for the NAH Division to ensure efficiency, compliance, and funding.
14. Responsible for ensuring safe practices in use of simulators and maintains a safe learning environment.
15. Responsible for simulation video records and reports to ensure compliance with HIPPA regulations and other credentialing requirements.
16. Reports unsafe working conditions and/or behavior; takes reasonable and prudent actions to prevent others from engaging in unsafe practices.
- ~~17. Assists and guides~~ Responsible for assisting and guiding campus educators and training leads on use and availability of training resources and conducts tours and simulation sessions for internal/external groups.
18. Collaborates with the Dean for Nursing and Allied Health to develop and implement institutional effectiveness and strategic plans related to Clinical Simulation.
19. Maintains familiarity with the College's policies and procedures, as well as Nursing and Allied Health Program accreditation requirements.
20. Maintains current knowledge in existing and emerging quality safety, simulation technologies, and equipment used in critical care settings and proficiency.
21. Manages technical support for ~~computer-based~~ software scenario systems and associated technology support.
22. Provides direction and support to project teams and office staff to ensure high levels of motivation, collaboration, and performance.
23. Collaborates with the Office of Sponsored Initiatives to identify, procure, and oversee clinical simulation lab equipment and supplies purchased through grant funding.
24. Responsible for reporting on student usage and performance of simulation lab equipment to comply with grant requirements.
25. Collaborates with the Dean of Nursing & Allied Health to assess existing facilities for potential renovation and development of new labs for the division.
26. Oversees and manages the district-wide inventory of simulation and skills lab equipment.
27. Collaborates with faculty to develop and implement detailed clinically-based scenarios, including high-fidelity patient simulators for simulated learning.
28. Responsible for maintaining accountability and sound fiscal management of the Clinical Simulation budget.
29. Supervises simulation and biomedical staff and Nursing and Allied Health program lab assistants.

30. Travels throughout the college district, as needed.
31. Serves as Campus Security Authority.
32. Performs other duties as assigned.

Required Education and Experience

1. Bachelor's Degree in simulation education, computer technology, management, or related field required. ~~Associate's Degree in Nursing, Simulation Education, Computer Technology or related field required; Bachelor's Degree preferred.~~
2. At least one (1) year of related simulation experience required.
3. At least three (3) years of technical experience in information technology and media equipment presentation required.

Required Knowledge, Skills and Abilities

1. Excellent written, presentation, oral 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. Understanding and working knowledge of installing, repairing, troubleshooting and maintaining audiovisual, computer simulation, and biomedical equipment.
4. Familiarity with of current human patient simulators and simulation/audiovisual platforms, including Laerdal, *Guamard* and *CAE Healthcare*.
5. Ability to work independently as well as a team player within department and with others.
6. Ability to work evenings and/or weekends as needed; willing to travel throughout the college district using own means of reliable transportation.
7. Demonstrated ability to interact effectively with a diverse, multi-cultural student population.
8. Demonstrated commitment to achieving the vision and mission of South Texas College.
9. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
10. Ability to write reports, business correspondence, and procedure manuals.
11. Ability to effectively present information and respond to questions from groups of students, faculty and staff, managers, and the general public.
12. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
13. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Checks, Certificates, Licenses, and Registrations

1. All applicants are subject to a national criminal background check under South Texas College policy.
2. Security Sensitive position: In addition, subject to federal background check.
3. Must have a valid Texas driver's license and proof of liability insurance.
4. BLS for Healthcare certification required or must be obtained within six (6) months of hire.

Physical Requirements

1. Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
2. Bending the body downward and forward by bending leg and spine.
3. Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
4. Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.
5. Moving about on hands and knees or hands and feet.
6. Extending hand(s) and arm(s) in any direction.
7. Applying pressure to an object with the fingers and palm.
8. Perceiving the nature of sounds at normal speaking levels with or without correction.
9. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
10. 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.
11. Ability to make rational decisions through sound logic and deductive processes.
12. Substantial movements (motions) of the wrist, hands, and/or fingers.
13. Standing particularly for sustained periods of time.
14. 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.
15. Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
16. Close visual acuity to perform an activity such as: visual inspection involving small defects, small parts, operation of machines; using measurement devices; and/or assembly or fabrication parts at distances close to the eyes.
17. 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 is an equal education and equal employment opportunity/affirmative action employer. As an equal education institution and equal opportunity employer, the College does not discriminate on the basis of race, color, national origin, religion, age, sex, sexual orientation, gender, gender identity, disability, genetic information, or veteran status.



**SOUTH TEXAS
COLLEGE**

Dr. M.Vargas Ayala
Interim Dean of Nursing
& Allied Health Division

**Nursing
Programs**

**Bachelor of Science in
Nursing**
Dr. Annette Wingard

**Associate of Science in
Nursing**
Dr. Mariano Acevedo

Vocational Nursing
Jessica Neely

Patient Care Technician
Sharon Rice

**Allied Health
Programs**

Diagnostic Imaging Program
Crystal Bird

Emergency Medical Service
Carlos Tello

Occupational Therapy
Darnell Miller

Physical Therapist Assistant
Diana Hernandez

**Pharmacy Technology & Health
& Medical Administrative
Services**
Dr. Theresa Garza

**Division Office
Leadership**

**NAH Initiatives
Manager**
Judy Martinez

Project Manager
Vacant

**Clinical Simulation
Manager**
Ruben Torres

Senior AA
Joy Garza

**Division Office
Staff**

**Healthcare Asset
Medical Specialist**
Julieta Garcia

Administrative Assistant
Daniel Salazar

Secretary
Celina Marquez
Isabel Garza

Records Technician
Justin Martinez

**Student Success
Center**

Advisors
Mariano Aguilar, Lisa
Turrybiates, Elizabeth
Parra, Gregorie Gomez

Guided Pathways Specialist
Maria Ponce-Vargas,
Noah Lopez

Clinical Affairs Specialists
Beatriz Mata, Xiomara Garcia

Academic Coach
Claudia Camacho

Secretary
Samantha Alvarado

South Texas College

Classification Description

Title: Supervisor – Compensation and Payroll
Department: Office of Human Resources
Reports to: Manager – Compensation and Payroll
Pay Grade: Executive Administrative Professional - 5
Salary Range: \$63,976 - \$93,990
Date: 01/15/2025

FLSA Status: Exempt

General Statement of Job

The Compensation and Payroll Supervisor reports to the Compensation and Payroll Manager and will assist the Manager in managing advanced level payroll and compensation processes and reporting in accordance with state and federal laws, and institutional policies. The Compensation and Payroll Supervisor reviews and validates exception reports and performs outreach to other community colleges on compensation methodologies and market trends. Provides supervision to assigned staff.

Specific Duties and Responsibilities

Essential Functions:

1. Responsible for managing advanced level payroll and compensation processes and reporting in accordance with state and federal laws, and institutional policies.
2. Responsible for reviewing and validating exception reports for accuracy, and initiates corrective action to ensure compliance with applicable regulations and policies; researches and resolves data discrepancies.
3. Responsible for performing outreach to other community colleges on compensation methodologies and market trends.
4. Assists the manager and Director with salary surveys and maintenance data collection from other colleges/agencies.
5. Participates in the yearly compensation TASB maintenance review for the college and prepares necessary management reports.
6. Reviews data accuracy on employee's tax withholding responsibility and tax exemption status to ensure proper tax treatment.
7. Manages wage garnishment processing and administration, including complying with state and federal regulations, applying system updates, reviewing and setting up garnishment orders for the payroll process, corresponding with the employees, and remitting payments to corresponding agencies.
8. Responds and resolves complex operational inquiries and requests from the college administration, faculty and staff.
9. Develops and maintains internal controls to ensure proper deductions and distribution of money collected for wage garnishments and other applicable deductions.
10. Assist in managing employee's payroll elections for proper processing.
11. Participates in selected projects, assists with implementing requirements, changes,

For Approval: Line # 5

South Texas College

- and any projects related updates to the ERP system (Workday).
12. Travels throughout the college as needed.
 13. Performs other duties as assigned.

Required Education and Experience

1. Bachelor's degree in Human Resources, Business Administration or related field required.
2. At least two (2) years of compensation and/or payroll related experience required.
3. Experience in higher educational setting is highly preferred.
4. Advanced MS Office proficiency, including spreadsheet, database, and research skills required.

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 of counseling and interviewing skills.
4. Knowledge of specific needs for special populations.
5. Bilingual, English/Spanish, preferred.
6. Ability to work evenings and/or weekends as needed; willing to travel throughout Hidalgo and Starr counties using own means of reliable transportation.
7. Demonstrated commitment to achieving the vision and mission of South Texas College.
8. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
9. Ability to write reports, business correspondence, and procedure manuals.
10. Ability to effectively present information and respond to questions from large groups of students, managers, clients, and the general public.
11. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
12. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Checks, Certificates, Licenses, and Registrations

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

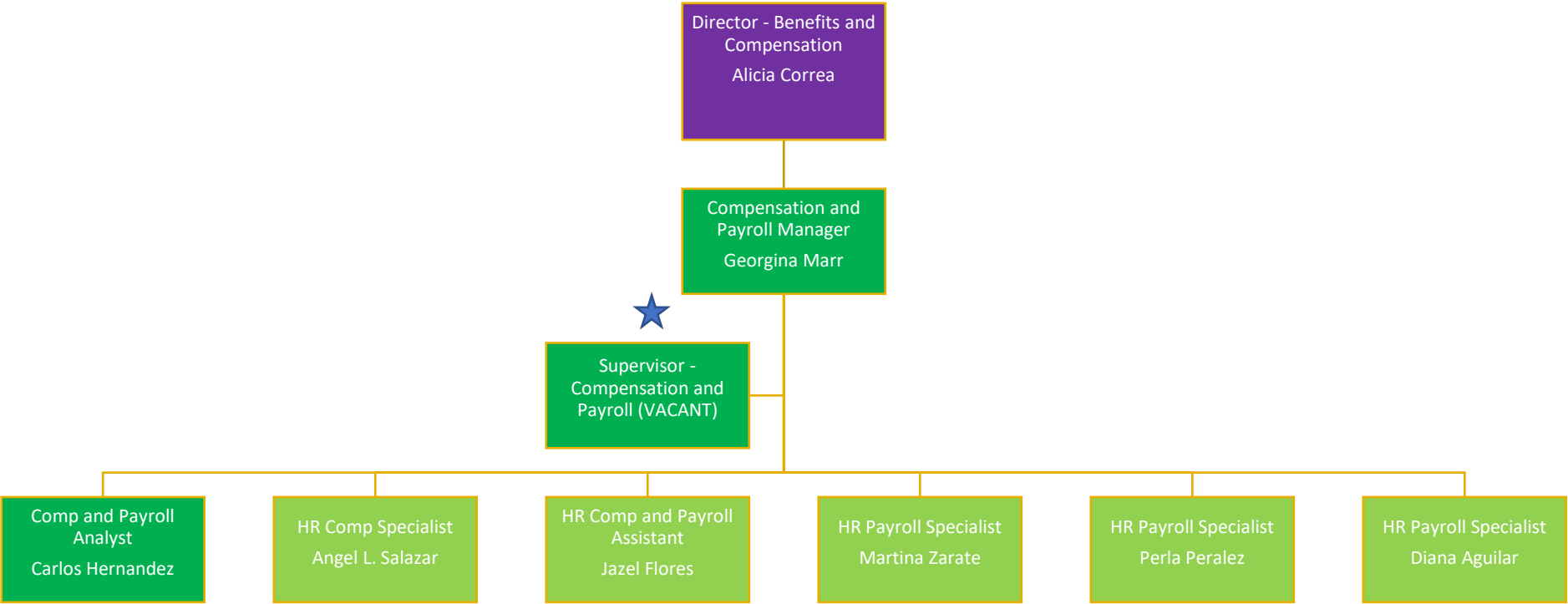
2. Bending the body downward and forward by bending leg and spine.
3. Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
4. Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole 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.

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.

Proposed: HR Compensation + Payroll Organizational Chart FY 2024-2025



South Texas College

Classification Description

Title: Supervisor – Benefits

Department: Office of Human Resources

Reports to: Manager - Benefits

Pay Grade: Executive Administrative Professional - 5

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

Date: 01/15/2025

FLSA Status: Exempt

General Statement of Job

The Benefits Supervisor reports to the Benefits Manager and will assist the Benefits Manager in managing all health insurance benefits, retirement plans, state reporting (TRS and ERS) and benefits deductions for all college employees. The Benefits Supervisor will also facilitate outreach to research other supplemental insurance benefits available for the college. Provides supervision to assigned staff.

Specific Duties and Responsibilities

Essential Functions:

1. Responsible for monitoring all health insurance benefits, retirement plans, state reporting (TRS and ERS) and benefits deductions for all college employees.
2. Serves as a subject matter expert to employees, retirees, management and college leaders in benefits, retirement and critical benefit related situations.
3. Ensures benefit policies and procedures comply to applicable state and federal reporting.
4. Responsible for accurately processing, monitoring, and validating payroll adjustments to include all benefit deductions for health, retirement, voluntary, optional additional payments and any types of leaves.
5. Makes effective and sound decisions for complex and sensitive benefit and retirement related issues and offers creative and alternative solutions, as applicable.
6. Advises employees and retirees regarding state benefits, insurance programs, policies and recommends solutions for all related employee/retiree problems and reports more complex issues to the Benefits Manager/Director of Benefits and Compensation.
7. Responsible for the preparation and submission of disability applications for short-term, long-term insurance benefits and retirement and reviews all supporting documents.
8. Reviews, monitors, and validates the maximum exclusion allowance for those employees who contribute to tax deferred annuity plans to ensure compliance with Internal Revenue Service tax code requirements.
9. Develops and conducts training and new hire orientation sessions regarding college benefits, retirement and optional plans. Organizes other special events such as ERS/TRS presentations, lunch and learns, benefits fairs, and trainings as needed.
10. Provides interpretation and ensures compliance with government regulations and

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South Texas College

plan provisions including but not limited to IRS and retirement plan limits, retiree return to work provisions, issuing of 1095C forms and Affordable Care Act (ACA) eligibility and enrollment.

11. Coordinates and implements the processing of benefit updates and any other changes impacting benefits eligibility.
12. Prepares and submits all necessary documentation for death claims and assists beneficiary with benefit and payroll related documents.
13. Travels throughout campus as needed.
14. Performs other duties as assigned.

Required Education and Experience

1. Bachelor's degree in Human Resources, Business Administration or related field required.
2. At least two (2) years of benefits related experience required.
3. Experience in higher educational setting is highly preferred.
4. Working knowledge of benefit programs in higher educational setting is preferred.
5. Knowledge of the Teacher Retirement System of Texas (TRS).
6. Advanced MS Office proficiency, including spreadsheet, database, and research skills required.

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 of counseling and interviewing skills.
4. Knowledge of specific needs for special populations.
5. Bilingual, English/Spanish, preferred.
6. Ability to work evenings and/or weekends as needed; willing to travel throughout Hidalgo and Starr counties using own means of reliable transportation.
7. Demonstrated commitment to achieving the vision and mission of South Texas College.
8. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
9. Ability to write reports, business correspondence, and procedure manuals.
10. Ability to effectively present information and respond to questions from large groups of students, managers, clients, and the general public.
11. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
12. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Checks, Certificates, Licenses, and Registrations

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

3. Must have or qualify for a valid Texas driver's license and proof of liability insurance.

Physical Requirements

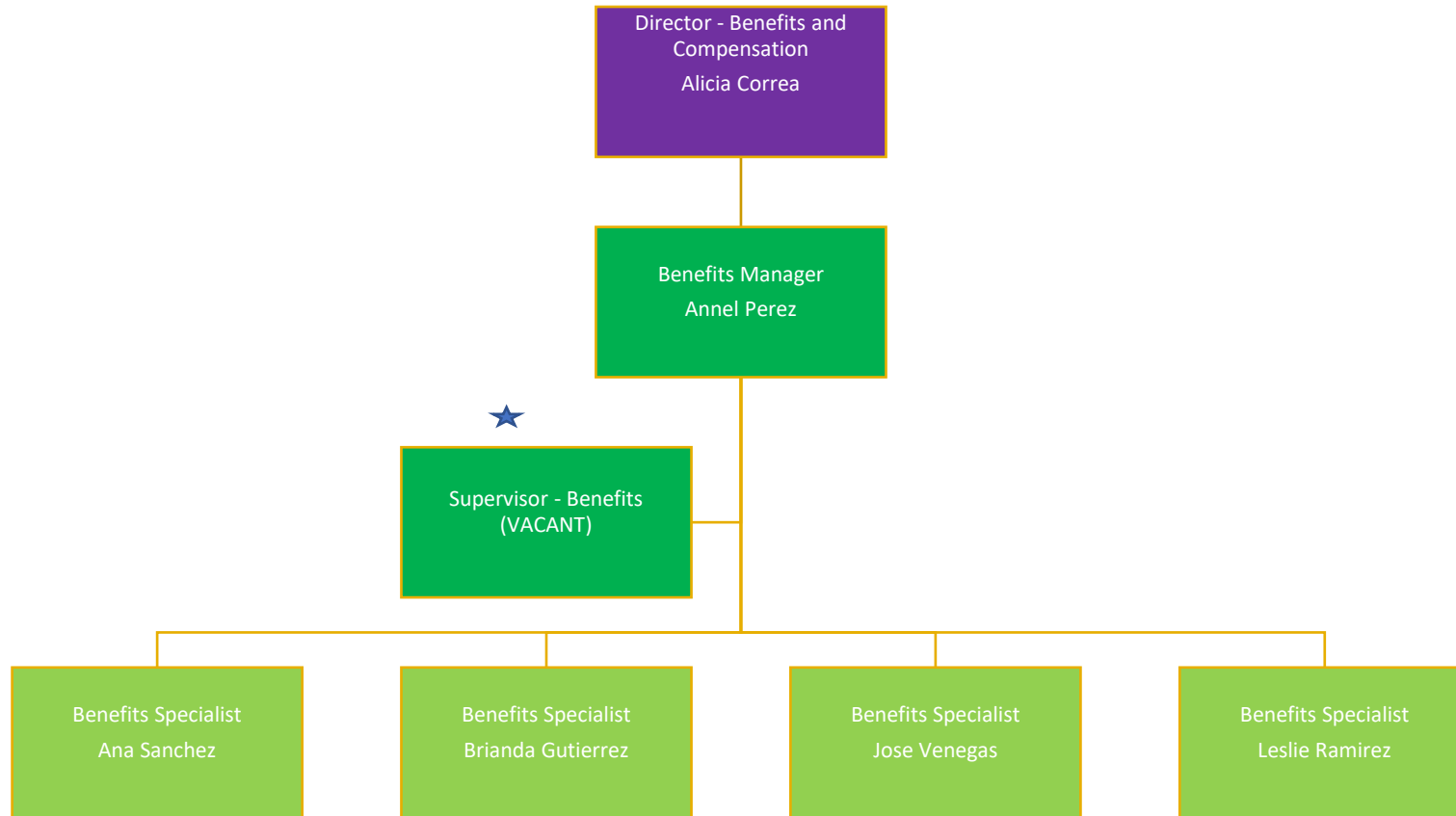
1. Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.
2. Bending the body downward and forward by bending leg and spine.
3. Perceiving attributes of objects, such as 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.

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.

Proposed: HR Benefits Organizational Chart FY 2024-2025



South Texas College

Classification Description

Title: Manager, Employee Relations

Dept: Office of Human Resources

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

Date: 1/15/25

Pay Grade: Professional/Technical Exempt – EAP 5

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

FLSA Status: Exempt

General Statement of Job

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

Specific Duties and Responsibilities

Essential Functions:

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

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South Texas College

- guidance concerning professional development.
17. Performs other duties and manages projects as assigned.

Required Education and Experience

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

Required Knowledge, Skills and Abilities

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

Checks, Certificates, Licenses, and Registrations

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

Physical Requirements

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

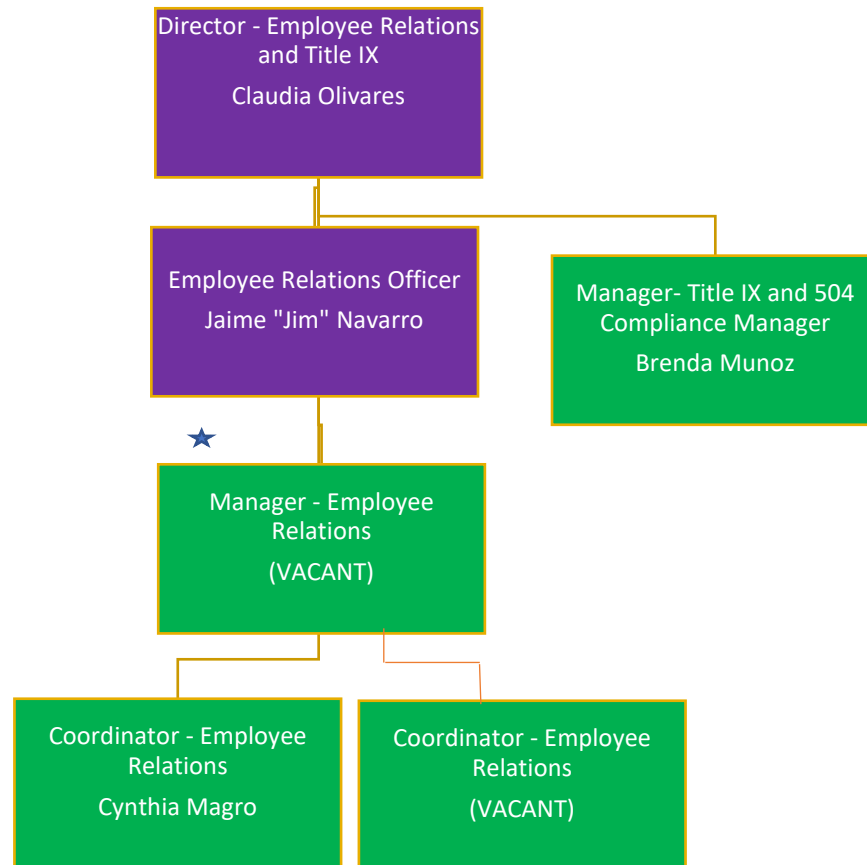
9. Close visual acuity to perform an activity such as: preparing and analyzing data and figures, transcribing, viewing a computer terminal, and/or extensive reading.
10. Mobility to accomplish tasks, particularly for long distances or moving from one work site to another.

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

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

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

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



South Texas College

Classification Description

Title: Coordinator – ET Administrative Initiatives
Dept: Educational Technologies
Reports to: Administrative Services Manager
Pay Grade: Executive Administrative Professional – 2
Salary Range: \$41,243.00 - \$64,508.00
FLSA Status: Exempt
Date: 1/17/2025

General Statement of Job

Coordinator – ET Administrative Initiatives develops, implements, coordinates, and monitors administrative project management processes within Educational Technologies; including data collection, development, implementation, and reporting. Serves as a liaison with other departments within the institution regarding Educational Technologies (EdTech) project management and initiatives.

Specific Duties and Responsibilities

Essential Functions:

1. Oversees, manages, directs, and provides oversight of administrative, marketing projects and initiatives for EdTech.
2. Works collaboratively with EdTech leadership team to develop, maintain and implement institutional effectiveness and strategic plans.
3. Serves as department liaison to campus coordinators, faculty and staff, facilitating effective communication and collaboration on various projects and initiatives.
4. Assists in formulation of departmental budgets, budget control, asset management, and accountability.
5. Assists Administrative Services Manager in compiling, maintaining, and filing reports, records, and other documents required.
6. Plans, organizes, and directs activities, events, workshops, and training for EdTech teams.
7. Works collaboratively and coordinates administrative initiatives, marketing projects with EdTech leadership team and staff.
8. Assists EdTech teams and leadership in faculty and staff outreach which involves writing and deploying quarterly newsletters, email outreach campaigns, social media posts, and other initiatives to engage faculty and staff with learning and implementing emerging educational technologies.
9. Creates and executes full-scale project work plans and schedules as appropriate for administrative projects being initiated or managed by EdTech.
10. Evaluate, assign and review projects with other project management staff, campus leads, and leadership to determine progress and work priorities.
11. Assists Educational Technology executive leadership with indirect supervision of technical staff as assigned.
12. Manages and coordinates the development and maintenance of professional growth and

For Approval: Line #8

training plans for team members.

13. Produces high quality communication adhering to institutional standards. Creates, maintains, and archives all project documentation, from initiation to closure.
14. Prepares and coordinates the preparation of periodic and special reports, including monthly and weekly activity reports, financial reports, Institutional Effectiveness plans and reports, and other reports related to administrative initiatives, as assigned.
15. Coordinates closely with cross-functional teams and institutional departments to ensure timely completion of administrative project goals.
16. Evaluates and provides financial reports and analysis for EdTech budget as needed.
17. Assists with annual budget development and subsequent preparation, tracking of requisitions, and purchase orders.
18. Develops, updates and evaluates standard administrative operating procedures to ensure efficiency and compliance with organizational policies.
19. Travels throughout the institution as needed.
20. Performs other duties, as assigned.

Required Education and Experience

21. Bachelor's degree required.
22. Minimum 3 years' experience in the administrative, audio-visual industry, or related field required.
23. Formal training in project management methodologies preferred.

Required Knowledge, Skills and Abilities

1. Excellent customer service and communication skills
2. Possess organizational skills to manage multiple tasks at once
3. Knowledge of operation and maintenance of personal computers, data projectors, and other audio-visual and presentational technology
4. Ability to troubleshoot audiovisual systems and equipment
5. Ability to work under pressure and adapt in an often rapidly changing environment
6. Ability to work individually and as a member of a team
7. Must be able to work flexible hours, including some evening and/or weekends
8. Must have valid TX driver's license and proof of liability insurance
9. Security-sensitive position; will be subject to complete background checks
10. Excellent oral, written, presentation, and interpersonal communication skills.

Checks, Certificates, Licenses, and Registrations

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

Physical Requirements

1. Exerting up to 30 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. Perceiving the nature of sounds at normal speaking levels with or without correction.
 3. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
 4. Ability to make rational decisions through sound logic and deductive processes.
 5. Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
 6. Have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading, including color, depth perception, and field vision.
 7. Visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned or to make general observations of facilities or structures.
 8. Mobility to accomplish tasks, particularly for long distances or moving from one work site to another.
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Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

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South Texas College

Classification Description

Title: Coordinator – ET Instructional Support
Dept: Educational Technologies
Reports to: Manager – ET Instructional Support
Pay Grade: Administrative Technical Support - 5
Salary Range: \$39,582 – \$60,632
Date: 2/28/2022
FLSA Status: Exempt

General Statement of Job

The Coordinator of ET Instructional Support collaborates with faculty, staff, and students across various disciplines to tailor adaptive and instructional technology solutions that enrich the teaching and learning experience. The coordinator assesses and suggests assistive and instructional technologies to help students and faculty achieve an optimal classroom environment. Additionally, this position will oversee assistive technology elements for all institutional audio-visual productions.

Specific Duties and Responsibilities

Essential Functions:

1. Assist the Manager in developing and delivering training sessions on instructional tools, software, and digital platforms for faculty, staff, and students.
2. Research emerging classroom technologies and assist in evaluating their potential integration into institutional instruction.
3. Provide feedback to the Manager on the effectiveness of current instructional tools and recommend updates or alternatives.
4. Travel throughout the district to provide consultation, training, and in-service presentations as needed.
5. Supervises training of students in using the assistive technology required by their student plan.
6. Offer in-service training and consultation to faculty and staff on assistive technologies for students to enhance student use of devices in various settings.
7. Interpret, integrate, and synthesize evaluative information to recommend assistive technology interventions and services that provide students with access.
8. Collaborate with the Educational Technologies staff to exchange information and expertise for planning and implementing effective student assistive technology services.
9. Researches, identifies, evaluates, recommends, and plans implementation of new instructional technologies to improve classroom experiences.
10. Facilitate peer integration programming to facilitate student communication in social settings across environments.

For Approval: Line# 9

South Texas College

11. Collaborates with all Educational Technologies teams to provide high-quality audio-visual services across institutional campuses and external sites.
12. Supervises both the full-time and part-time instructional support team.
13. Participate in professional growth activities yearly, including certification, workshops, in-services, professional reading materials, and/or other available offerings, to increase professional knowledge of assistive technologies and instructional technology software.
14. Coordinates with Information Technology Services to install, maintain, and upgrade assistive technologies and instructional technologies software on college computers.
15. Maintain accurate records of instructional technologies support requests and resolutions.
16. Foster the development of augmentative, language-rich environments by using low- to high-technology systems to facilitate communication across settings.
17. Proficiently use technology to communicate, compile reports, and collect data for the purpose of providing accurate records and communicating with all team members, administration, and institutional staff.
18. Prepare budgets and forecast finances for assistive and instructional technology software expenditures and requirements.
19. Is able and equipped to complete typical tasks remotely as needed.
20. Performs other duties as assigned.

Required Education and Experience

1. Bachelor's degree required.
2. Minimum 3 years experience in the Audio-Visual industry required.
3. Formal training in instructional technologies software tools is preferred.

Required Knowledge, Skills, and Abilities

1. Excellent oral, written and interpersonal communication skills.
2. Excellent customer service skills.
3. Proven computer literacy, including the use of standard applications.
4. Familiarity with digital imaging and video editing software.
5. Ability to work evenings and/or weekends as needed; willing to travel throughout the college district using own means of reliable transportation.
6. Is able and equipped to complete typical tasks remotely as needed.
7. Ability to adapt to constant change and periods of fast-paced, high-intensity work situations.
8. Ability to work independently and as a team player within a department and with others.
9. Demonstrated ability to interact effectively with a diverse, multicultural college population.
10. Demonstrated commitment to the community college philosophy of education.
11. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
12. Ability to write routine reports and correspondence.
13. Ability to apply practical understanding to carry out instructions furnished in written, oral, or diagram form.
14. Ability to deal with problems involving several concrete variables in standardized situations.

Checks, Certificates, Licenses, and Registrations

1. All applicants are subject to a national criminal background check under STC policy.
2. Must have a valid Texas driver's license and proof of liability insurance.

Physical Requirements

1. Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
2. Maintaining body equilibrium to prevent falling while walking, standing, or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
3. Ascending or descending ladders, stairs, scaffolding, ramps, poles, etc., using feet, legs, and/or hands and arms. Body agility is emphasized.
4. Moving about on hands and knees or hands and feet. Crouching: Bending the body downward and forward by bending the leg and spine.
5. Bending the body downward and forward by bending the leg and spine.
6. Perceiving attributes of objects, such as size, shape, temperature, or texture, by touching with skin, particularly that of fingertips.
7. Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
8. Applying pressure to an object with the fingers and palm.
9. Picking, holding, or otherwise working, primarily with the whole hand.
10. Perceiving the nature of sounds at normal speaking levels with or without correction.
11. Ability to receive detailed information through oral communication and to make the discrimination sound.
12. Bending legs at the knee to rest on the knee or knees.
13. Raising objects from a lower to a higher position or moving objects horizontally from position to position. It occurs considerably and requires substantial use of the upper extremities and back muscles.
14. Ability to make rational decisions through sound logic and deductive processes.
15. Using upper extremities to exert force to draw, haul, or tug objects in a sustained motion.
16. Using the upper extremities to press against something with steady force to thrust forward, downward, or outward.
17. Extending hand(s) and arm(s) in any direction.
18. Substantial movements (motions) of the wrist, hands, and/or fingers.
19. Expressing or exchanging ideas through the spoken word, including the ability to convey detailed or important instructions to other workers accurately and concisely.
20. Standing particularly for sustained periods.
21. Bending the body downward and forward by bending the spine at the waist. It occurs considerably and requires full motion of the lower extremities and back muscles.
22. Expressing or exchanging ideas through the spoken word, including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
23. Shouting to be heard above the ambient noise level.
24. The ability to perform activities such as preparing and analyzing data and figures, transcribing, viewing a computer terminal, and/or extensive reading, including color, depth perception, and field vision, requires close visual acuity.
25. Visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned; operating motor vehicles and/or heavy equipment; performing an activity such

- as visual inspection involving small defects or small parts; operating machines; using measurement devices; and/or assembly or fabrication parts at distances close to the eyes.
26. Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

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

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South Texas College

Classification Description

Title: Coordinator – ET Audio Visual Events & Production

Dept: Educational Technologies

Reports to: Manager - ET AV Events & Production

Pay Grade: Executive Administrative Professional – 2

Salary Range:

FLSA Status: Exempt

Date: 1/17/2025

General Statement of Job

The Coordinator for ET Audio Visual Events & Production is responsible for delivering comprehensive audio-visual (AV) support for various college-wide events, including the STC Graduation commencement ceremonies and the College-Wide Professional Development Day. This role involves collaborating closely with the ET Audio Visual Production Manager to oversee the execution of live events and effectively manage audio, video, and lighting resources and event support personnel. Key responsibilities include setting up and operating audiovisual systems for events of varying scales, emphasizing high-quality audio, video displays, web streaming, lighting, and rigging. The Coordinator is committed to upholding the highest service standards and ensuring client satisfaction throughout each event.

Specific Duties and Responsibilities

Essential Functions:

1. Assists in the production of high-quality AV services for special events and video production college-wide.
2. Coordinates live streaming and recording of STC Board Meetings, collaborates with the Manager – ET Audio Visual Events & Production, The Office of the President, and the Communication & Creative Services departments to facilitate technical services.
3. Assists Manager – ET Audio Visual Events & Production to direct special event programs: STC Graduation Commencement, College-Wide Professional Development Day, and other major events.
4. Supervises event support staff and AV resources for special events, including audio, video, lighting, computer, and special effect equipment.
5. Excels in staff development and mentorship, fostering a learning environment focused on continuous improvement in audiovisual technology and promoting a positive atmosphere that enhances employee morale.
6. Responsible for supervision of equipment rental logistics and works with vendors to deliver services and fulfill College needs.
7. Analyzes, evaluates, and develops AV support packages for special events.
8. Evaluate and coordinate planning and logistics with institutional departments, community organizations, and business entities.

For Approval: Line #10

South Texas College

9. Represents Educational Technologies as department liaison to clients and institutional stakeholders for special events.
10. Produces digital video and finalizes all video editing and post-production work into a finished product.
11. The ability to solve practical problems and manage various concrete variables in situations with limited standardization.
12. Develop comprehensive reports and presentations that outline project activities and effectively communicate project status updates to clients.
13. Creates, maintains, and archives all event project documentation, including video storage and archiving.
14. Analyzes, evaluates, and manages AV equipment procurement, demo testing, maintenance, transportation, and secures storage.
15. Conduct a thorough assessment, implement, and promote audiovisual equipment and services aligned with the institution's requirements and objectives.
16. Evaluate, develop, and implement training programs and modules for special event support staff.
17. Performs other duties as assigned.

Required Education and Experience

1. Bachelor's degree required.
2. Minimum 3 years of experience in the audio-visual industry required.
3. Formal training in professional live events and production is preferred.

Required Knowledge, Skills, and Abilities

1. Excellent customer service and communication skills.
2. Strong computer, analytical, organizational, and written/oral communication skills.
3. Knowledge of digital media production, delivery, theories, technologies, principles, concepts, and methodologies.
4. Current knowledge of copyright laws, existing and emerging digital media services, applications, and technologies.
5. Ability to interact and communicate with diverse individuals and groups.
6. Ability to troubleshoot AV equipment effectively; identify and resolve issue(s) in a timely manner.
7. Ability to share knowledge and train team members in using and implementing media technology.
8. Ability to work evenings and/or weekends as needed; willing to travel throughout the college district using own means of reliable transportation.
9. Is able and equipped to complete typical tasks remotely as needed.
10. Ability to manage a team and work in a collaborative environment.
11. Possess organizational skills to manage multiple projects and tasks at once.
12. Ability to work under pressure and adapt in a rapidly changing environment.
13. Must be able to work flexible hours, including some evenings, weekends, and holidays as needed.
14. Must have a valid TX driver's license and proof of liability insurance.
15. Ability to effectively present information and respond to questions from groups of students, faculty and staff, managers, and the general public.
16. Ability to solve practical problems and deal with various concrete variables in situations with limited standardization.

Checks, Certificates, Licenses, and Registrations

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

Physical Requirements

1. Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
2. Maintaining body equilibrium to prevent falling while walking, standing, or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
3. Ascending or descending ladders, stairs, scaffolding, ramps, poles, and the like, using feet and legs and/or hands and arms. Body agility is emphasized.
4. Moving about on hands and knees or hands and feet.
5. Bending the body downward and forward by bending the leg and spine.
6. Perceiving attributes of objects, such as size, shape, temperature, or texture, by touching with skin, particularly that of fingertips.
7. Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
8. Applying pressure to an object with the fingers and palm.
9. Picking, holding, or otherwise working, primarily with the whole hand.
10. Perceiving the nature of sounds at normal speaking levels with or without correction.
11. Ability to receive detailed information through oral communication and to make the discrimination sound.
12. Bending legs at the knee to rest on the knee or knees.
13. Raising objects from a lower to a higher position or moving objects horizontally from position to position. It occurs considerably and requires substantial use of the upper extremities and back muscles.
14. Ability to make rational decisions through sound logic and deductive processes.
15. Using upper extremities to exert force to draw, haul, or tug objects in a sustained motion.
16. Using the upper extremities to press against something with steady force to thrust forward, downward, or outward.
17. Extending hand(s) and arm(s) in any direction.
18. Substantial movements (motions) of the wrist, hands, and/or fingers.
19. Expressing or exchanging ideas through the spoken word, including the ability to convey detailed or important instructions to other workers accurately and concisely.
20. Standing particularly for sustained periods.
21. Bending the body downward and forward by bending the spine at the waist. It occurs considerably and requires complete lower extremities and back muscle motion.
22. Expressing or exchanging ideas through the spoken word, including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
23. Shouting to be heard above the ambient noise level.

24. Close visual acuity to perform an activity such as preparing and analyzing data and figures, transcribing, viewing a computer terminal, and/or extensive reading, including color, depth perception, and field vision.
 25. Visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned or to make general observations of facilities or structures.
 26. Visual acuity to operate motor vehicles and/or heavy equipment.
 27. Close visual acuity to perform an activity such as visual inspection involving minor defects, small parts, machine operation, measurement devices, and/or assembly or fabrication parts at distances close to the eyes.
 28. Mobility to accomplish tasks, particularly for long distances or moving from one work site to another.
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South Texas College

Classification Description

Title: Coordinator – ET Operations
Dept: Educational Technologies
Reports to: Manager – ET Operations
Pay Grade: EAP 2
Salary Range:
Date: 2025-01-22

FLSA Status: Exempt

General Statement of Job

Educational Technologies Coordinator – Operations is responsible for onsite delivery and support of Educational Technologies systems, resources, and services at assigned campus. Serves as campus liaison to administrators, faculty and staff.

Specific Duties and Responsibilities

Essential Functions:

1. Manages and supports daily campus operations for AV services and equipment supported by Educational Technologies
2. Serves as campus liaison to campus administrators, including immediate support to faculty and staff in all classrooms, conference rooms, large meeting spaces, and special events
3. Supervises ET department staff at assigned campus, part time employees, capstone, and internship students
4. Responsible for onsite management and support of Educational Technology resources and services at assigned campus.
5. Supports production of high-quality AV services for special events and video production at assigned campus
6. Assists with major events such as STC Graduation Commencement, College-Wide Professional Development Day and other large events across the college district
7. Manages, and provides immediate oversight of daily operation and project task coordination for department operations, initiatives, and projects.
8. Coordinates with the ET Operations Manager and ET Project Manager–Installations on project intake processes, management, and execution
9. Plans, organizes, and coordinates activities of Educational Technologies campus support team at assigned campus
10. Serves as Liaison to Information Technology Campus Specialist in coordinating and collaborating on task-related projects and solutions to ensure uninterrupted service
11. Coordinates projects with Educational Technologies Project Manager - Installation, Audio Visual Systems Designer, Digital Signage Specialist, ADA Specialist, and ET support staff.
12. Collaborates with ET Operations Manager and Director of Educational Technologies

For Approval: Line #11

South Texas College

- to develop and maintain professional growth and training plans for team members.
13. Conducts testing and documentation of AV system functionality to ensure performance within design specifications to meet user needs. Performs system diagnostics and troubleshoot as necessary
 14. Plans and conducts trainings for Educational Technologies teams
 15. Produces high quality communication adhering to institutional standards. Creates, maintains, and archives all project documentation, from initiation to closure.
 16. Prepares and coordinates the preparation of periodic and special reports, including monthly and weekly activity reports, equipment inventory and work order ticket documentation. Responsible for other reports as assigned
 17. Performs other duties, as assigned

Required Education and Experience

1. Bachelor's degree required.
2. Minimum 3 years' experience in the audio-visual industry required
3. Formal training in professional Audio-Visual equipment and technology preferred

Required Knowledge, Skills and Abilities

1. Excellent customer service and communication skills
2. Possess organizational skills to manage multiple tasks at once
3. Knowledge of operation and maintenance of personal computers, data projectors, and other audio-visual and presentational technology
4. Ability to troubleshoot audiovisual systems and equipment
5. Ability to work under pressure and adapt in an often rapidly changing environment
6. Ability to work individually and as a member of a team
7. Must be able to work flexible hours, including some evening and/or weekends
8. Must have valid TX driver's license and proof of liability insurance
9. Security-sensitive position; will be subject to complete background checks
10. Excellent oral, written, presentation, and interpersonal communication skills.

Checks, Certificates, Licenses, and Registrations

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

Physical Requirements

1. Exerting up to 30 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. Perceiving the nature of sounds at normal speaking levels with or without correction.
3. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
4. Ability to make rational decisions through sound logic and deductive processes.

5. Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
 6. Have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading, including color, depth perception, and field vision.
 7. Visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned or to make general observations of facilities or structures.
 8. Mobility to accomplish tasks, particularly for long distances or moving from one work site to another.
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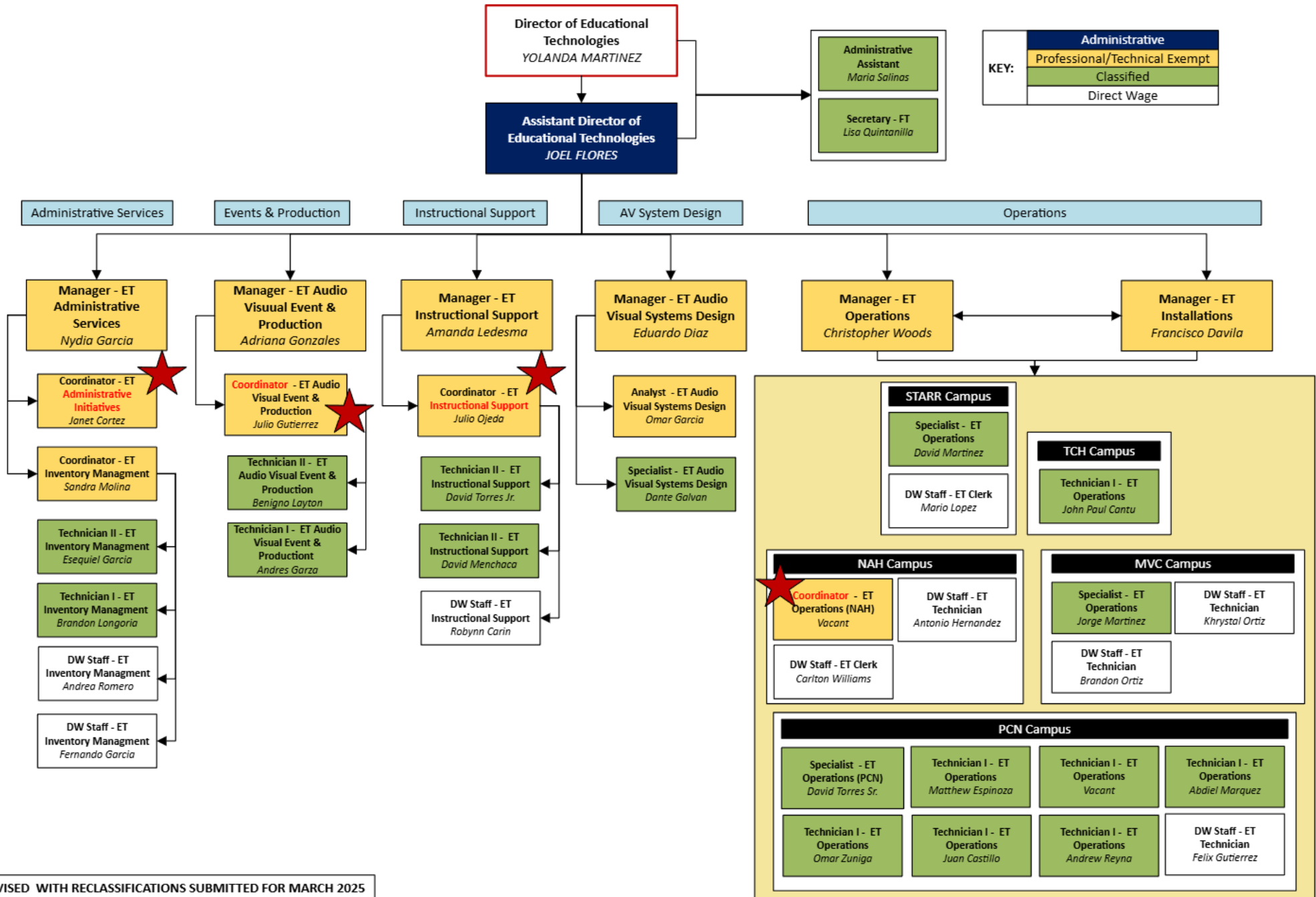
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EDUCATIONAL TECHNOLOGIES ORGANIZATIONAL CHART | FY 2024 - 2025

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REVISED WITH RECLASSIFICATIONS SUBMITTED FOR MARCH 2025

For Approval: Lines #8-11

South Texas College

Classification Description

Title: Coordinator of Student Conduct

Department: Student Rights and Responsibilities

Reports to: Director of Student Rights and Responsibilities

Pay Grade: Professional/Technical Non-Exempt - C

Salary Range:

Date: 04/04/2023

FLSA Status: Non-Exempt

General Statement of Job

The Coordinator oversees the Office of Student Conduct and assists the Director of Student Rights and Responsibilities with student conduct matters as assigned. The Coordinator manages the student disciplinary conduct process, upholds behavioral expectations, develops and implements informal resolution. Also responsible for managing annual operating and travel budget to better serve students and assist and educate the college community on student rights and responsibilities. The Coordinator promotes student retention by educating the college community on the Student Code of Conduct and assisting in creating a safe and healthy environment.

Specific Duties and Responsibilities

1. Provides overall organization, implementation and evaluation of district-wide student rights and responsibilities services, including supervision of the Office of Student Conduct staff throughout the college district.
2. Educates students, faculty and staff regarding Student Code of Conduct through workshops, class presentations and the development and distribution of instructional materials.
3. Assists the Director in educating the college community regarding student discipline procedures and appropriate student conduct.
4. Assists the Director by responding to disruptive or threatening student behavior in classrooms, department offices and facilities, and college events or programs.
5. Analyzes trends in student complaints, anticipates areas of concern and proposes appropriate strategies to the Director.
6. Manages effectively, an annual operating budget to serve student needs.
7. Develops marketing strategies to publicize and promote services to the college community and ensures equitable and accessible delivery of services throughout the college district.
8. Assists the Director in developing policies and procedures for student complaints.
9. Participates in departmental meetings and in the development of departmental procedures and handbooks.
10. Participates in the development, implementation and collection of data for department

For Approval: Line #12

Institutional Effectiveness Plan.

11. Greets students, faculty and general public in a pleasant manner; provides excellent customer service.
12. Serves on committees as appropriate and as appointed by the Director.
13. Attends and participates in college sponsored events.
14. Maintains knowledge of the College's programs, policies, procedures, and academic standards.
16. Serves as Campus Security Authority.
17. Travels throughout the college district, as needed.
18. Performs other duties as assigned.

Required Education and Experience

1. Master's degree required.
2. At least two (2) years of experience in a higher education and/or social service agency setting required, preferably in a supervisory capacity.

Required Knowledge, Skills and Abilities

1. Excellent written, presentation, oral 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. Excellent customer service skills; ability to handle difficult and volatile situations with tact and diplomacy.
4. Ability to prioritize, organize, and complete multiple tasks with attention to detail, within stated deadlines.
5. Ability to work independently as well as a team player within department and with others.
6. Ability to adapt to constant change and periods of fast-paced, high-intensity work situations.
7. Ability to work evenings and/or weekends as needed; willing to travel throughout the college district using own means of reliable transportation.
8. Demonstrated ability to interact effectively with a diverse, multi-cultural student population.
9. Demonstrated commitment to achieving the vision and mission of South Texas College.
10. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
11. Ability to write routine reports and correspondence.
12. Ability to effectively present information and respond to inquiries from executive management, faculty, staff, students, and/or the community.
13. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
14. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Checks, Certificates, Licenses, and Registrations

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

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

Physical Requirements

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

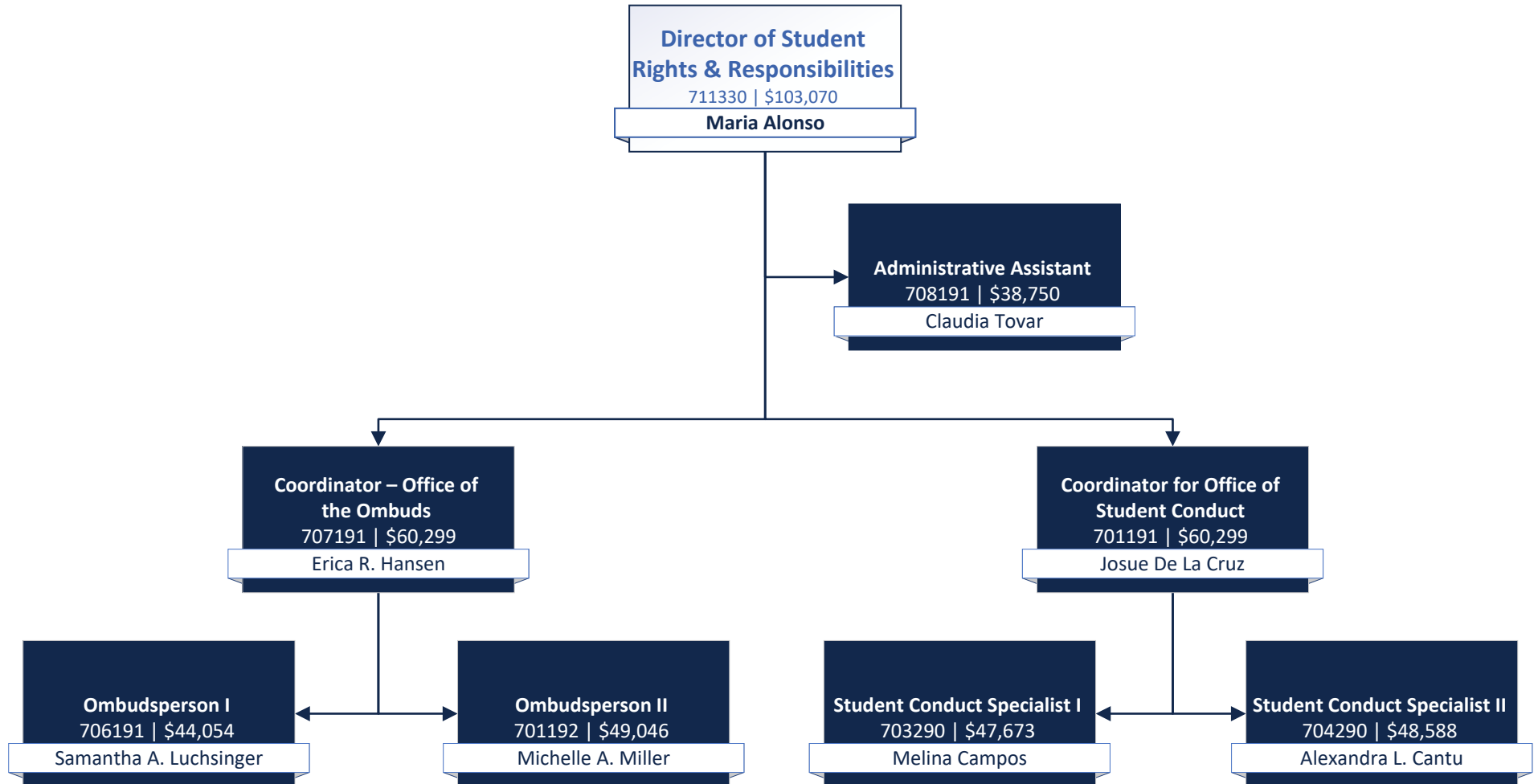
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Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

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South Texas College

Classification Description

Title: Coordinator of Valley Promise

Dept: Valley Promise

Reports to: Director of Valley Promise

Pay Grade: Executive Administrative Professional - 2

Salary Range: \$46,187 – 67,855

Date: 10/27/2022

FLSA Status: Exempt

General Statement of Job

The Coordinator of Valley Promise develops, implements, and evaluates programming and initiatives that connect prospective students to the institution and builds a college-going culture. The Coordinator of Valley Promise oversees and supervises the Valley Promise Program, initiatives, and staff district wide.

Specific Duties and Responsibilities

Essential Functions:

1. Provides a positive, friendly and knowledgeable impression of the College utilizing excellent customer service.
2. Develops and implements procedures and practices in the recruitment, connection, and enrollment of prospective students.
3. Develops and coordinates student communication processes for prospective students.
4. Serves as student advocate to facilitate the enrollment process.
5. Oversees and coordinates recruitment initiatives and ensures recruitment deliverables and messaging align with college branding and marketing, including international recruitment.
6. Maintains and coordinates the College's Customer Relationship Management (CRM) strategic plan, including communication plans and tracking students through the student lifecycle.
7. Coordinates college bound programing for elementary schools and middle schools, including the Adopted Elementary College Bound initiative.
8. Coordinates, oversees, and evaluates summer programs, seminars/workshops, and campus visits for partner schools and organizations.
9. Coordinates and leads student communication initiatives via various channels, including chat, inbound and outbound telemarketing, email, and text.
10. Ensures compliance with laws, regulations and policies impacting recruitment and student communication.
11. Monitors phone queueing system for appropriate staffing, monitor call volume, and to report issues or outages.

For Approval: Line #13

South Texas College

12. Works with departments to streamline services for call escalation.
13. Coordinates off-campus enrollment events and activities, and works with College departments as needed.
14. Oversees the Student Ambassador Program and College Mentors based at partner high schools.
15. Oversees virtual services.
16. Interprets registration, admission, and program policies and procedures.
17. Conducts media interviews on behalf of the Division to promote enrollment.
18. Analyzes trends in recruitment, admission, and enrollment to provide statistical data and reports as needed.
19. Supervises Valley Promise staff district wide.
20. Travels throughout the college district, as needed.
21. Serves as Campus Security Authority.
22. 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 higher education 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. Maintains familiarity with the College's programs, policies, procedures and academic standards.
4. Bilingual, English/Spanish.
5. Ability to work independently as well as a team player within department and with others.
6. Ability to work evenings and/or weekends as needed; willing to travel throughout the college district using own means of reliable transportation.
7. Demonstrated commitment to achieving the vision and mission of South Texas College.
8. Ability to read, analyze, and interpret professional journals, technical procedures, or governmental regulations.
9. Ability to write reports, business correspondence, and procedure manuals.
10. Ability to effectively present information and respond to questions from groups of students, faculty, staff, and the general public.
11. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
12. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Checks, Certificates, Licenses, and Registrations

1. All applicants are subject to a criminal background check under South Texas College policy.
2. Must have a valid Texas driver's license and proof of liability insurance.

Physical Requirements

1. Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects.
2. Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
3. Perceiving the nature of sounds at normal speaking levels with or without correction.
4. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
5. Ability to make rational decisions through sound logic and deductive processes.
6. 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.
7. Sitting and standing particularly for sustained periods of time.
8. Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
9. Have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.
10. Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

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

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

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

South Texas College

Classification Description

Title: **Coordinator of Student Re-engagement** ~~Student Engagement and Completion Services~~

Department: ~~Student Engagement and Completion Services~~

Reports to: ~~Director of Student Engagement and Completion Services~~

Pay Grade: Professional/Technical Exempt - D

Salary Range: \$52,191- \$76,676

Date: 10/20/2022

FLSA Status: Exempt

General Statement of Job

The ~~Coordinator of Student Engagement and Completion Services~~ manages the provision of recruitment and completion services for various student populations at South Texas College, including adult learners (high school/GED graduates who have not enrolled in higher education); students with some college hours, but no credential; and students participating in non-credit pathways seeking to enroll in academic programs of study.

Specific Duties and Responsibilities

Essential Functions:

1. Manages outreach, recruitment and enrollment activities for adult learners, students with some college hours, but no credential, and students matriculating from non-credit pathways into academic programs of study.
2. Develops, implements and manages the College's recruitment communications utilizing various technologies and software such as customer relationship management (CRM) and mobile messaging systems.
3. Effectively manages the department's case-management recruitment model for targeted student populations by working collaboratively with multiple administrative departments to streamline the admission, advising and financial aid processes.
4. Develops and implements customized onboarding activities for student enrolled in non-credit pathways (such as GED and Continuing Education programs) to facilitate their enrollment into academic programs of study.
5. Collaborates with local employers, including federal, state and municipal agencies, to promote South Texas College's educational opportunities for their respective workforce by coordinating year-round recruitment activities.
6. Develops and implements targeted re-engagement strategies and activities for students with some college hours, but no credential by working collaboratively with academic and non-academic organizational units to accelerate credential completion.
7. Manages the enrollment of students into Bachelor Programs by working collaboratively with Faculty to assist students with the admission, advising and registration processes.

For Approval: Lines #14-16

8. Works with internal and external entities, including non-profit organizations, to expand the College's basic needs supports to address students' personal, emotional and financial needs.
9. Plans, implements and continuously assesses recruitment and completion-related strategies for targeted student populations.
10. Works with a variety of organizational units to continuously assess, enhance and streamline administrative processes and procedures to ensure a streamlined student enrollment experience.
11. Works collaborative with the Office of Public Relations and Marketing and Faculty to regularly develop and implement targeted recruitment activities and deliverables to drive enrollment and completion among targeted student populations.
12. Provides Director and Academic Chairs with regular updates and reports regarding student recruitment and completion initiatives.
13. Assists Director with the establishment of goals and objectives for the department.
14. Assists with campus events and productions.
15. Maintains familiarity with the College's programs, policies, procedures and academic standards.
16. Recommends for hire, supervises, trains, assigns schedules, and evaluates assigned staff; provides guidance concerning professional development.
17. Serves as Campus Security Authority.
18. Performs other duties as assigned.

Required Education and Experience

1. Bachelor's Degree required; Master's Degree preferred.
2. At least two (2) years of experience in student services required.

Required Knowledge, Skills and Abilities

1. Excellent oral, written, presentation, and interpersonal communication skills.
2. Strong computer skills with knowledge of Microsoft Office including, but not limited to, Word, Excel, PowerPoint, and Outlook, the Windows environment, and internet research skills.
3. Bilingual, English/Spanish, preferred.
4. Ability to prioritize, organize, and complete multiple tasks with attention to detail, within stated deadlines.
5. Ability to work independently as well as a team player within department and with others.
6. Ability to adapt to constant change and periods of fast-paced, high-intensity work situations.
7. Ability to work evenings and/or weekends as needed; willing to travel throughout the college district using own means of reliable transportation.
8. Demonstrated commitment to achieving the vision and mission of South Texas College.
9. Ability to read, analyze, and interpret professional journals, technical procedures, or governmental regulations.
10. Ability to write reports, business correspondence, and procedure manuals.
11. Ability to effectively present information and respond to questions from groups of students, faculty, staff, and the general public.
12. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

13. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Checks, Certificates, Licenses, and Registrations

1. Security Sensitive position: all applicants are subject to a criminal background check under South Texas College policy.
2. 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.

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: ~~Student Engagement and Completion Specialist College Navigator~~

Department: ~~Student Engagement and Completion Services~~

Reports to: ~~Coordinator of Student Engagement and Completion Services~~

Pay Grade: Administrative Technical Support - 4

Salary Range: \$38,896.00 - \$54,829.00

Date: 12/05/2022

FLSA Status: Non-Exempt

General Statement of Job

The ~~Student Engagement and Completion Specialist~~ furthers the enrollment goals of South Texas College by facilitating enrollment activities for adult students and students identified as close to completion (stop-outs). The ~~Student Engagement and Completion Specialist~~ will serve as the point-of-contact for these populations of students and conducts targeted events, communications, and one-on-one meetings to assist students with the enrollment/re-enrollment process.

Specific Duties and Responsibilities

Essential Functions:

1. Provides a positive, friendly and knowledgeable experience for adult students and stop-out students and presents a caring attitude towards student needs.
2. Designs and implements communication plans and initiatives to attract students to the College and to assist with the enrollment/re-enrollment process.
3. Plans and implements enrollment events and activities for student populations relating to the recruitment, admission, registration and financial aid processes.
4. Facilitates onboarding events and activities for student populations to ensure timely enrollment and works closely with College staff to provide customized orientations and supports.
5. Schedules regular meetings in-person and via telephone and video conferencing with student populations.
6. Serves as the contact person for enrollment inquiries from adult students and stop-out students and manages relationships with student populations.
7. Collaborates with Division staff to help resolve and/or direct students to the appropriate resources to address academic, social/personal, and financial matters impacting their ability to persist/re-enroll.
8. Works closely with local employers and community agencies to conduct recruitment activities for adult students and provides assistance with the enrollment process.
9. Collaborates with the Office of Continuing, Professional, and Workforce Education to transition students from continuing education credit programs to academic credit programs through a variety of recruitment and enrollment activities.
10. Collaborates with institutional data team members to identify prospective completers

For Approval: Lines #17-24

South Texas College

- by academic semester and to develop a plan of action of re-enrollment.
11. Identifies and tracks data, trends, and best practices to help remove barriers to enrollment/re-enrollment and presents innovative solutions based upon student input.
 12. Develops reports to track communications, inquiries, student appointments and successes for internal reporting and external agencies, especially for grant-funded activities.
 13. Collaborates closely with the Student Financial Services and Cashiers offices to assist students with balances; helps develop personalized payment plans for students using all available grants, aids and scholarships.
 14. Utilizes the College's customer relationship management tool to facilitate communication plans and campaigns.
 15. Maintains familiarity with the College's policies and procedures in regards to the enrollment process.
 16. Travels throughout the College district, as needed.
 17. Serves as a Campus Security Authority.
 18. Performs other duties as assigned.

Required Education and Experience

1. Bachelor's Degree required.
2. At least one (1) year of front-line customer service experience required or (1) year in student support services or community outreach experience.

Required Knowledge, Skills and Abilities

1. Excellent written, presentation, oral and interpersonal communication skills.
2. Strong computer skills with knowledge of Microsoft Office including, but not limited to, Word, Excel, PowerPoint, and Outlook, the Windows environment, and internet research skills.
3. Critical thinking and data analysis skills.
4. Knowledge of student information systems.
5. Bilingual (English/Spanish).
6. Ability to prioritize, organize, and complete multiple tasks with attention to detail, within stated deadlines.
7. Ability to work independently as well as a team player within department and with others.
8. Ability to adapt to constant change and periods of fast-paced, high-intensity work situations.
9. Ability to work evenings and/or weekends as needed; willing to travel throughout Hidalgo and Starr counties using own means of reliable transportation.
10. Demonstrated commitment to achieving the vision and mission of South Texas College.
11. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
12. Ability to write routine reports and correspondence.
13. Ability to effectively present information and respond to inquiries from groups of students, parents, faculty, staff, managers, and the general public.
14. Ability to apply practical understanding to carry out instructions furnished in written,

- oral, or diagram form.
15. Ability to deal with problems involving several concrete variables in standardized situations.

Checks, Certificates, Licenses, and Registrations

1. Security Sensitive position: all applicants are subject to a criminal background check under South Texas College policy.
2. 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. Sitting and standing particularly for sustained periods of time.
12. Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
13. Close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.
14. Mobility to accomplish tasks, particularly for long distances or moving from one work site to another.

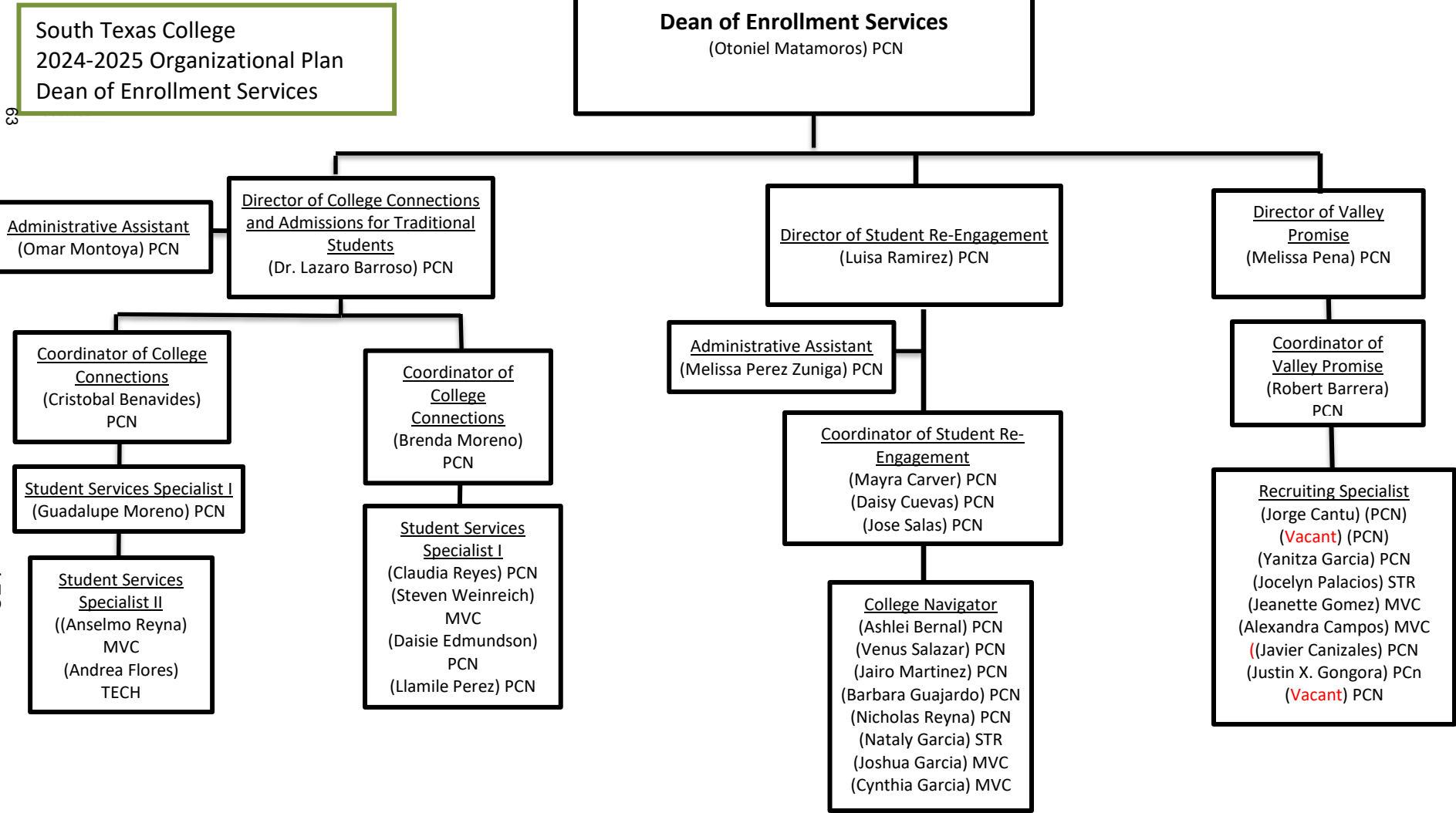
Work Environment:

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

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

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

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

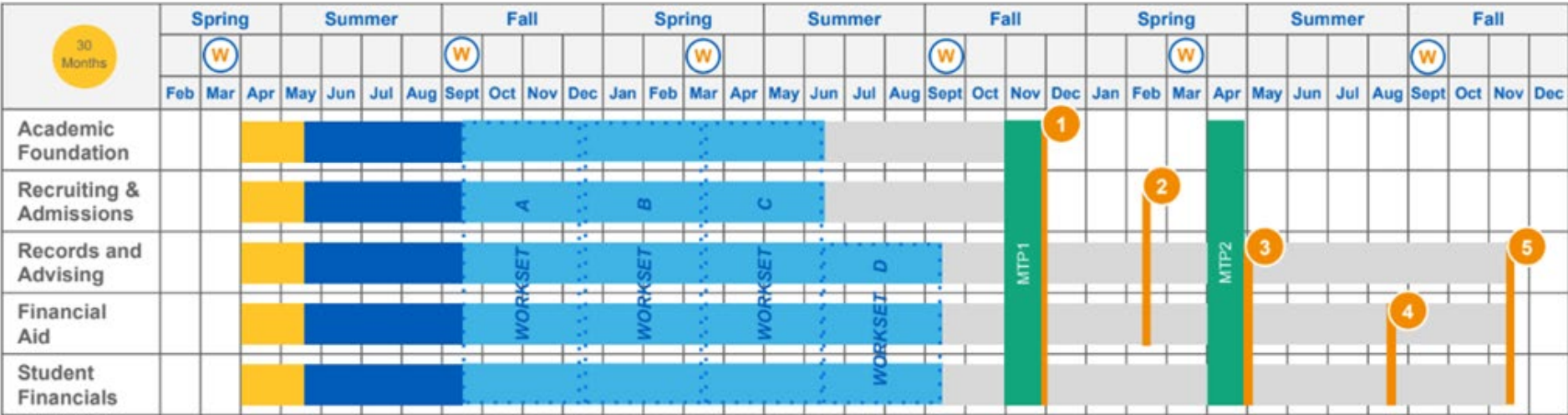


Update on Student Workday Scope of Work and Budget Amendment

Purpose	Cynthia Blanco, Dean of Enrollment Systems and Registrar, will provide an update on the initial steps on the implementation of the Workday Student Enterprise Resource Planning (ERP) System.
Justification	<p>At the September 12, 2023, Public Hearing and Special Board Meeting, the Board of Trustees approved the purchase of the Enterprise Resource Planning System, Workday.</p> <p>Administration is providing an update on the College's (ERP) System for Student.</p>
Enclosed Documents	Appendix A – Student Your Way Project Timeline
Funding	Funds for this expenditure were Board approved in the ten-year budget for Workday in the amount of \$42,934,470, which has been revised to \$38,893,437 due to two Change Orders reducing Subscription and Staff Augmentation budgets.
Staff Resource	Dr. Matthew Hebbard, Vice President for Student Affairs and Enrollment Management Cynthia Blanco, Dean of Enrollment Systems and Registrar
Recommendation	No action is required from the Committee. This item is presented for information purposes.

Student Your Way Project Timeline

South Texas College (Summer is Financial Aid Trailer)



1

- Recruiting & Admissions
- Application Fees & Tuition Deposits
- Academic Units & Levels
- Student Core & Calendars
- Programs of Study
- Course Catalog
- Educational Institutions

2

- Verifications, Awarding & Packaging for New Students
- ISIRs
- Class Schedule

3

- Registration & Advising
- Student Conversion (All)
- Verifications, Awarding & Packaging for Continuing Students
- Fee Calculations, Sponsors, & Waivers

4

- Payments
- Cashiering Integration
- Payment Plans
- Disbursement
- R2T4

5

- Student Financials Balances
- Grading
- Graduation
- Transcript Generation
- End-of-term Processing

Business Function Milestones

Summer is Financial Aid Trailer

Customer Prep Period Plan Architect & Configure (Worksets) Test Deploy (MTP1, MTP2) Business Function Milestones (M1-M5)

Update on Students Awarded South Texas College Relgnite Scholarship

Purpose	Matthew S. Hebbard, Vice President for Student Affairs and Enrollment Management will provide an update on Students awarded South Texas College Relgnite Scholarship
Justification	<p>At the September 24, 2025, Board Meeting, the Board of Trustees approved the Resolution #2025-002 for use of Unrestricted Fund Balance for student tuition scholarships to support three (3) Key Initiatives including the funding of the Relgnite Scholarship.</p> <p>Administration is providing an update on the Relgnite Scholarship spring awards. The Relgnite scholarship is designed to support returning (Stop-Out) students who are near the completion of their degree, wish to continue their higher education, and face significant barriers to re-enrollment due to prior debt. Scholarship funds were made available during the Spring Semester. Through the Relgnite scholarship, the College successfully awarded 18 students a total of \$19, 325.04 in scholarship. Of the 18 recipients, 12 students have been identified as potentially graduating within the 2025 academic calendar.</p> <p>The Relgnite Scholarship continues to play a critical role in helping student overcome financial obstacle, ensuring they have the opportunity to finish their degrees and achieve their academic goals.</p>
Enclosed Documents	Appendix A – Students Awarded South Texas College Relgnite Scholarship
Funding	Funds for this scholarship were board approved for \$150,000 in FY 25
Staff Resource	Matthew S. Hebbard, Vice President for Student Affairs and Enrollment Management Otoniel Matamoros, Dean – Enrollment Services
Recommendation	No action is required from the Committee. This item is presented for information purposes.

To: Dr. Matthew Hebbard, Vice President for Student Affairs and Enrollment Management
From: Tony Matamoros, Dean of Enrollment Services
Miguel Galvan, Director of Student Financial Services
Re: Relnignite Scholarship

MEMORANDUM

Dr. Hebbard, On September 24, 2024 the South Texas College Board of Trustees approved the allocation of \$150,000 for Fiscal Year 2024-2025 towards the Relnignite Scholarship. The purpose of the scholarship is assist returning students who are seeking to re-enroll but face financial barriers including tuition and fees and prior debt. The purpose of this email is to request your approval of the scholarship criteria as specified below:

Criteria: Priority will be given to returning students who are close to completion of their degree or certification and who need assistance in paying tuition and fees or prior debt owed to the college and are in good Academic Standing. Prior debt must not have been written off to collections. The Dean of Enrollment Services and the Director of Student Financial Services will individually review and approve all awards.

In order to ensure the continued success of returning students, the Office of Student Financial Services will work closely with the Office of Student Re-Engagement to identify, award, and properly advise returning students.

Please let me know if you have any questions or require further adjustments.

Regards,

Tony Matamoros
Dean of Enrollment Services

Miguel Galvan
Director of Student Financial Services

Student ID	Term	Hours Enrolled	Paid Amount	Overall GPA	TRANSFER GPA	Degree Progress	Expected Graduation Date	Degree Description	Program_Major
A	Spring 2025	12	\$ 246.00	3.2577		79%	12/12/2025	Bachelor of Applied Technology	Medical Health Services Mgt
B	Spring 2026	7	\$ 1,593.00	2.6607		72%	5/15/2026	Associate of Arts	Philosophy
C	Spring 2027	5	\$ 615.19	2.5278		75%	12/12/2025	Associate of Applied Science	Heat Vent AirCon Refrigeration
D	Spring 2028	4	\$ 164.00	2.5		22%	5/14/2027	Associate of Arts	Business Administration
E	Spring 2029	17	\$ 3,663.00	2.0959		87%	12/12/2025	Associate of Arts	Criminal Justice
F	Spring 2030	6	\$ 783.00	3.9167		75%	12/12/2025	Associate of Applied Science	Heat Vent AirCon Refrigeration
G	Spring 2031	5	\$ 206.00	4		11%	5/14/2027	Associate of Applied Science	Law Enforcement
H	Spring 2032	11	\$ 2,679.00	2.1622		84%	12/15/2025	Associate of Science	Computer Science
I	Spring 2033	16	\$ 279.00	3.1111		98%	5/14/2025	Associate of Science	Interdisciplinary Studies
J	Spring 2034	6	\$ 984.00	2.4615		87%	12/12/2025	Associate of Arts	Psychology
K	Spring 2035	6	\$ 1,524.25	2.4483		89%	12/12/2025	Certificate of Completion	Structural Welding
L	Spring 2036	9	\$ 369.00	0	2.57	55%	5/14/2026	Associate of Arts	Interdisciplinary Studies
M	Spring 2037	7	\$ 1,373.00	2.7222		72%	5/15/2026	Associate of Science	Biology
N	Spring 2038	8	\$ 1,419.00	2.6061		98%	5/15/2025	Associate of Arts	Interdisciplinary Studies
O	Spring 2039	6	\$ 1,131.60	3.7143		80%	12/12/2025	Associate of Arts	Business Administration
P	Spring 2040	6	\$ 984.00	2.8621		68%	12/12/2025	Associate of Applied Science	Welding
Q	Spring 2041	6	\$ 984.00	3.04		87%	12/12/2025	Associate of Applied Science	Fire Science
R	Spring 2042	14	\$ 328.00	3.4286		98%	12/12/2025	Associate of Science	Interdisciplinary Studies

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

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

Appendix A

List of New and Retired Policies

Adopt New Policy	Retired Policy(ies)	Retired Policy Content Transition
A-1. DGBA (LOCAL) – Personnel-Management Relations: Employee Grievances	A-2. Policy #4904: Employee Complaint Procedure	All of the content from the retired policy is included in the new local policy.
B-1. DH (LOCAL) – Employee Standards of Conduct	N/A	N/A
C-1. DMAB (LOCAL) – Term Contracts: Nonrenewal	N/A	N/A

Adopt New Policy	Retired Policy(ies)	Retired Policy Content Transition
D-1. DMC (LOCAL) – Termination of Employment: Reduction in Force	D-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

New policies follow in the packet.

Employee Grievances	College District employees have the right to present grievances concerning their wages, hours of employment, or conditions of work, either individually or through a representative that does not claim the right to strike. Employees can seek to redress a grievance by filing a complaint in accordance with this policy.
Guiding Principles Informal Process	<p>The Board encourages employees to discuss their concerns with their supervisor or other appropriate administrator who has the authority to address the concerns.</p> <p>Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level.</p> <p>Even after initiating the formal grievance process, the College District encourages employees to seek informal resolution of concerns. An employee whose concerns are resolved may withdraw a formal grievance at any time. Informal resolution should not extend any deadlines in this policy, except by mutual written consent.</p>
Definition	<p>A complaint or grievance is defined as an unresolved issue concerning an employee's wages, hours of employment, unlawful dismissal/contract termination, or conditions of work.</p> <p>In this policy, the terms "complaint" and "grievance" shall have the same meaning.</p>
Notification of Rights	<p>The College District shall inform employees of this policy through appropriate College District publications.</p> <p>The processes described in this policy shall not create new or additional rights beyond those granted by law or other Board policies.</p>
Freedom from Retaliation	Neither the Board nor any College District employee shall unlawfully retaliate against an employee for bringing a concern or complaint.
Whistleblower Complaints	Employees shall file whistleblower complaints within the time specified by law. Such complaints shall first be filed in accordance with Initiating Grievances at Level Two below. Timelines for the employee and the College District set out in this policy may be shortened to allow the President to make a final decision within 60 days of the initiation of the complaint. [See DG(LEGAL)]
Other Complaint Processes	Employees shall file complaints according to the procedures established by the College President, except as required by law. For complaints protected by law within this policy, employees shall file according to the policies listed below. Some of these policies require appeals to be submitted in accordance with DGBA (Local) after the relevant complaint process:

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

General Provisions

Filing

Employees shall file grievances and appeals in writing to the Office of Human Resources (OHR). The College District shall provide an appropriate filing form in electronic format. An employee shall file a grievance within 10 calendar days of the date the employee first knew, or with reasonable diligence should have known, of the decision or action giving rise to the grievance.

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

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

The College District may dismiss any grievance form that an employee submits incomplete in any material aspect. The employee may refile the grievance with all the required information if the re-filing is within the designated time limit.

Scheduling Conferences	The College District shall make reasonable attempts to schedule conferences at a mutually agreeable time. If the employee fails to appear at a scheduled conference, the College District may hold the conference and issue a decision in the employee's absence.
Response	At Levels One and Two, "response" shall mean a written communication to the employee from the appropriate administrator. Responses may be hand-delivered, sent by electronic communication to the employee's email address of record, or sent by U.S. Mail to the employee's mailing address of record. Mailed responses shall be timely if they are postmarked by U.S. Mail on or before the deadline.
Days	"Days" shall mean College District business days, unless otherwise noted. In calculating timelines under this policy, the day a document is filed is "day zero." The following business day is "day one."
Representative	<p>"Representative" means any person who or an organization that does not claim the right to strike and is designated by the employee to represent him or her in the complaint process.</p> <p>The employee may designate a representative through written notice at any level of this process. If the employee designates a representative with fewer than three days' notice to the College District before a scheduled conference the College District may reschedule the conference to a later date, if desired, in order to include the College District's counsel. The College District may be represented by counsel at any level of the process.</p>
Consolidating Complaints	<p>Complaints arising out of an event or a series of related events shall be addressed in one complaint. Employees shall not file separate or serial complaints arising from any event or series of events that have been or could have been addressed in a previous complaint.</p> <p>When two or more complaints are sufficiently similar in nature and remedy sought to permit their resolution through one proceeding, the College District may consolidate the complaints.</p>
Time Limits and Cost	All time limits shall be strictly complied with, unless extended by mutual written consent signed by both parties or by extenuating circumstances that are properly documented with the OHR and shared with both parties. A College District working day is defined as a day that the College District at large is open and conducting business. Announcing a decision in the employee's presence constitutes communication of the decision. Each party shall pay its own costs incurred during the course of the grievance, including attorney fees.

Grievance Process

Level One

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

The Level One procedure is as follows:

1. The administrator may investigate as necessary and shall schedule a conference with the employee within 15 calendar days after the grievance filing date.
2. The administrator may set reasonable time limits for the conference. The administrator may issue a decision on the basis of the written complaint in instances where an employee is unwilling to conference with the Level One administrator.
3. Absent extenuating circumstances, the administrator may provide the employee a written response within 15 calendar days following the conference stating whether the grievance is being granted or not. If the grievance is being granted, the administrator will inform the employee whether the relief requested is being granted either in whole or in part or whether an alternate form of relief is being offered. In reaching a decision, the administrator may consider information provided at the grievance conference and any other relevant documents or information the administrator believes will help resolve the grievance.
4. The administrator shall forward to the OHR or designee:
 - a. All documents submitted by the employee at Level One, if applicable;
 - b. The written response issued at Level One, if any, and any attachments; and
 - c. All other documents relied upon by the Level One administrator in reaching the Level One decision.

Level Two

Vice President

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

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

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

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

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

The Level Two administrator may provide the employee a written response within 30 calendar days following the conference or 30 calendar days after the appeal notice is received. In reaching a decision, the Level Two administrator may consider information provided at the Level One conference, information provided at the Level Two conference, and any other relevant documents or information the Level Two administrator believes will help resolve the complaint.

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

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

The College President may consult with the executive director of human resources or designee and may not later than 30 calendar

days following receipt of the complaint, issue a written decision, which shall be mailed and/or emailed to the employee. The decision of the College President may grant or deny the remedy being requested by the employee, or offer an alternative resolution. The employee complaint decision of the College President is final and not appealable under this policy.

Public Comment to the Board

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

Proposed Termination of an At-Will Employee

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

Retaliation

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

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

Other Grievance Provisions

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

Complaints arising out of an event or a series of related events that occurred prior to the filing of the complaint shall be addressed in one complaint.

Employees shall not bring separate or serial complaints arising from any event or series of events that have been or could have been addressed in a previous complaint.

Employees who have identical grievances and who seek the same remedy may jointly file a group grievance. A group grievance must be signed by all of the employees in a group and be presented by a representative of the group. The grievance must identify the per-

son acting as the representative of the group. The group representative may be one of the employees in the group or some other person or entity chosen by the group. Any communications regarding the grievance between the College District and the employee group and any decision regarding disposition of the grievance shall be made through the group representative only.

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

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

EMPLOYEE STANDARDS OF CONDUCT

DH
(LOCAL)

All College District employees shall perform their duties in accordance with state and federal law, College District policy, and ethical standards.

All College District personnel shall recognize and respect the rights of students, other employees, and members of the community and shall work cooperatively with others to serve the best interests of the College District.

Employees wishing to express concern, complaints, or criticism shall do so through appropriate channels. [See DGBA]

Ethical Standards

The College District holds all employees to the ethical standards set out in this policy.

As a Citizen

An employee shall treat all persons with dignity and respect.

An employee shall accept all rights and responsibilities of citizenship, always avoiding use of the privileges of the employee's public position for private or partisan advantage.

As an Educator

An employee shall strive to help each student realize the student's full potential as a learner and as a human being.

An employee shall by example and action encourage and defend the unfettered pursuit of truth by all persons employed by the College District in the educational enterprise and students supporting the free exchange of ideas, observing the highest standards of academic honesty and integrity, and seeking always an attitude of scholarly objectivity and tolerance of other viewpoints.

An employee shall work to enhance cooperation and collegiality among students, faculty, administrators, and other personnel.

An employee shall maintain competence through continued professional development, shall demonstrate that competence through consistently adequate performance, and shall seek to enhance that competence by accepting and appropriating constructive criticism and evaluation.

As a Colleague

An employee shall recognize and preserve the confidential nature of professional relationships, neither disclosing nor encouraging the disclosure of information or rumor, which might damage or embarrass or violate the privacy of any other person.

An employee shall support the right of all colleagues to academic freedom and due process and defend and assist a professional colleague accused of wrongdoing, incompetence, or other serious offense so long as the colleague's innocence may reasonably be maintained.

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	<p>An employee shall not support a colleague whose persistently unethical conduct or professional incompetence has been demonstrated through due process.</p>
<p>As a Member of the College District</p>	<p>An employee shall make the most judicious and effective use of the College District's time and resources.</p> <p>An employee shall fulfill the employment agreement both in spirit and in fact, shall give reasonable notice upon resignation, and shall neither accept tasks for which the employee is not qualified nor assign tasks to unqualified persons.</p> <p>An employee shall support the goals and ideals of the College District and shall act in public affairs in such a manner as to bring credit to the College District.</p> <p>An employee shall not engage in unlawful discrimination or harassment of students or colleagues and shall adhere to the College District's policies on unlawful discrimination and harassment and other conduct.</p> <p>An employee shall observe the stated policies and procedures of the College District, reserving the right to seek revision in a judicious and appropriate manner.</p> <p>An employee shall participate in the governance of the College District by accepting a fair share of committee and institutional responsibilities.</p> <p>REFERENCE: derived from the Texas Community College Teachers Association Code of Professional Ethics (PDF).¹</p>
<p>Violations</p>	<p>Employees shall comply with the standards of conduct set out in this policy and with any other policies, regulations, and guidelines that impose duties, requirements, or standards attendant to their status as College District employees. Violation of any policies, regulations, or guidelines may result in disciplinary action, up to and including termination of employment. [See DCC, DIAA, and DM series]</p>
<p>Misconduct by Certain Law Enforcement Personnel</p>	<p>The College President or designee and the College District police department shall develop regulations, in accordance with law, addressing the investigation of allegations of misconduct by peace officers and telecommunicators.</p>
<p>Electronic Media</p>	<p>Electronic media includes all forms of social media, such as text messaging, instant messaging, electronic mail (email), web logs (blogs), electronic forums (chat rooms), video-sharing websites, editorial comments posted on the internet, and social network</p>

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sites. Electronic media also includes all forms of telecommunication, such as landlines, cell phones, and web-based applications.

Record Retention An employee shall comply with the College District's requirements for records retention and destruction to the extent those requirements apply to electronic media. [See CIA and GCB]

Personal Use Employees shall be held to the same professional standards in their public use of electronic media as they are for any other public conduct. If an employee's use of electronic media violates state or federal law or College District policy, or interferes with the employee's ability to effectively perform his or her job duties, the employee is subject to disciplinary action, up to and including termination of employment.

Safety Requirements All employees shall adhere to College District safety rules and regulations and shall report unsafe conditions or practices to the appropriate supervisor.

Tobacco Products and E-cigarettes With the exceptions of designated areas and parking lots, the College District prohibits the use of tobacco products and e-cigarettes on College District property, in College District vehicles, and at College District-related activities, unless authorized by the College President or designee. [See FLBD]

An employee shall not give or sell tobacco products or e-cigarettes to a person in violation of law.

Alcohol and Drugs A copy of this policy, the purpose of which is to eliminate drug abuse from the workplace, shall be provided to each employee at the beginning of each year or upon employment.

Employees shall be prohibited from using, possessing, controlling, manufacturing, transmitting, distributing, dispensing, selling, or being under the influence of any of the following substances while conducting College District business or while on College District property, in College District vehicles, or at College District-related activities, whether during or outside of usual working hours:

1. Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
2. Alcohol or any alcoholic beverage, except as permitted under this policy
3. Any non-controlled substance such as abusable glue, aerosol paint, or any other chemical substance for inhalation.
4. Any performance-enhancing substance, including steroids.

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5. Any designer drug.
6. Any other intoxicant, or mood-changing, mind-altering, or behavior-altering drugs.
7. Any legally prescribed or over-the-counter drug if it impairs the employee's ability to perform the essential functions of the position or if such impairment jeopardizes the safety of the employee or any other person.

The transmittal, sale, or attempted sale of what is represented to be any of the above-listed substances shall also be prohibited under this policy.

An employee need not test positive to be considered "under the influence" of alcohol or a controlled substance.

Exceptions

It shall not be considered a violation of this policy if the employee:

1. Manufactures, possesses, controls, sells, transmits, distributes, or dispenses a substance listed above as part of the employee's job responsibilities;
2. Uses or possesses a controlled substance or drug authorized by a licensed physician prescribed for the employee's personal use;
3. Possesses over-the-counter medication for personal use.
4. Serves or consumes alcohol at special fundraising functions for the College District, at specially designated events in College District Facilities, or serves alcoholic beverages for tasting by underage students for instructional purposes in specifically defined and approved academic curricular programs/classes in accordance with section 106.16 of the Alcoholic Beverages Code.

The College President is authorized by the Board to permit the serving and consumption of alcoholic beverages at special fundraising functions for the College District, at specially designated events in College District Facilities or the serving of alcoholic beverages for tasting by minor students who are at least eighteen years of age for instructional purposes as part of the curriculum in a course that is part of a program in culinary arts, viticulture, enology or wine technology, brewing or beer technology, or distilled spirits production or technology, in accordance with section 106.16 of the Alcoholic Beverages Code.

State law shall be strictly enforced at all times on all property controlled by the College District in regard to the possession and consumption of alcoholic beverages.

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Paraphernalia	The use, possession, control, manufacture, transmission, distribution, dispensation, or sale of paraphernalia related to any prohibited substance is prohibited.
Notice	Each employee shall be given a copy of the College District's notice regarding a drug-free workplace. [See DI(EXHIBIT)]
Arrests, Indictments, Convictions, and Other Adjudications	An employee shall notify the employee's immediate supervisor and the Office of Human Resources within three calendar days of any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of the employee for any felony or offense involving moral turpitude.
Moral Turpitude	<p>Moral turpitude includes but is not limited to:</p> <ol style="list-style-type: none">1. Dishonesty, fraud, deceit, theft, or misrepresentation;2. Deliberate violence;3. Base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor;4. Felony possession, transfer, sale, distribution, or conspiracy to possess, transfer, sell, or distribute any controlled substance defined in Chapter 481 of the Health and Safety Code;5. Acts constituting public intoxication, operating a motor vehicle while under the influence of alcohol, or disorderly conduct, if any two or more acts are committed within any 12-month period; or6. Acts constituting abuse under the Texas Family Code.
Consensual Relationships Prohibited	<p>All employees have a responsibility to avoid any apparent or actual conflict of interest. A conflict of interest arises when:</p> <ol style="list-style-type: none">1. An employee currently has or formerly had a consensual, intimate relationship with his or her subordinate or with a student; and2. The employee's professional responsibilities give him or her the power or authority to influence or affect the subordinate's or student's status, assessment, opportunities, or benefits. <p>Consensual, intimate relationships between employees and their subordinates or between employees and students may lead to complaints of harassment by the subordinate or student and may lead to the perception that the subordinate or student is receiving special access, advantage, or favoritism or that others are receiving restricted opportunities or unfavorable treatment. These concerns may be damaging to all participants whether the favoritism is real or perceived.</p>

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Accordingly, all consensual, intimate relationships between employees and their subordinates are prohibited. Likewise, this policy prohibits all consensual, intimate relationships between an employee and a student who is under the jurisdiction of the employee, who is subject to the employee's influence or decision-making authority, who is taking classes in the same program as the employee. If a relationship of this nature occurs, or has occurred in the past, the employee must disclose the relationship to his or her supervisor so that the conflict of interest may be resolved.

This policy applies to all employees, including faculty members, and employees who are also enrolled as students in the College District.

Allegations of sexual harassment shall be addressed in accordance with the applicable sexual harassment policy. [See DIA series for employees and FFD series for students]

¹ Texas Community College Teachers Association Code of Professional Ethics (PDF): <https://drive.google.com/file/d/1hOLs-YhIWH4ccH7VtAM-wks2GGy9KoqlR/view>

Nonrenewal

An employee may be nonrenewed by the College President at the end of the employee's contract term.

Grievance

The faculty member may appeal the decision in accordance with DGBA beginning at the appropriate level.

Faculty Members

Alternatively, a faculty member, as defined by Education Code 51.960, may first present a grievance under Section 51.960 to the College President on an issue related to the faculty member's non-renewal.

It is recommended that the faculty member file a request to present the grievance within ten business days after receiving notice of the nonrenewal.

Once a request to present a grievance has been filed, the conference shall be scheduled within seven business days. The decision of the College President shall be final and non-appealable.

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

All contracts shall contain a provision that 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 noninstructional professional staff.

Criteria for Decisions

Using the following criteria, the College President shall determine which employment areas 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, 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

The Board shall only vote on the employment areas to be affected based on the recommendation from the College President. The decision regarding the termination of specific employees shall be delegated to the President. The President's decision with respect to what specific employees will be terminated shall be made in accordance with the requirements of this policy. 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 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.

Review and Recommend Action to Revise Local Policy

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

Appendix A

Revised Policies	Justification
A-1. Policy CDB (LOCAL) – Accounting: Inventories	To increase the capitalization threshold for individual capital assets from \$5,000 to \$10,000 to align with the recent revision issued by the Office of Management and Budget (OMB) under the Uniform Guidance 2 CFR Part 200, effective October 1, 2024. Increasing the CBD inventory threshold to \$10,000 ensures alignment with the revised OMB Uniform Guidance, maintaining consistency with federal standards and audit requirements.

Appendix B

Policies follow in the packet.

**Capitalization
Threshold**

The capitalization threshold for purposes of classifying individual capital assets shall be ~~\$5,000~~ **\$10,000**.

The College President or designee shall determine the capitalization threshold for a group of assets, the individual cost of which does not exceed the capitalization threshold above but for which the cost in the aggregate is significant.

Review and Recommend Action to Adopt Numbered Update 47 and 48 Local Policies

Purpose	To adopt numbered update policies listed in Appendix A to align with the Texas Association of School Boards (TASB) policy manual.
Justification	<p>TASB issues numbered updates semiannually to the College. The number updates respond to changes to state and federal law, court cases, and decisions by the attorney general, and may also contain suggested changes to an existing local policy or the development of a new local policy made by TASB.</p> <p>The policy has been reviewed by staff, administrators, TASB staff, STC Legal Counsel, and the Vice President for Finance and Administrative Services.</p>
Enclosed Documents	<p>Appendix A – List of Policies</p> <p>Appendix B – Policies</p>
Staff Resource	<p>Mary Del Paz, Vice President for Finance and Administrative Services</p> <p>Myriam Lopez, Associate Vice-President for Finance and Management</p> <p>Ruben Suarez, Chief of Police</p>
Recommendation	The Committee recommends Board approval to adopt local numbered update policies CDE and CHA as presented, and which supersedes any previously adopted Board policy.

Appendix A

Item	Policy	Update	Explanatory Notes
A.	CDE (Local) – Accounting: Financial Ethics	48	<p>At Federal Awards Disclosure, recommended revisions to the disclosure requirements are to align the text with amendments to the OMB Guidelines reflected in CAAB.</p> <p>A reference to policy CAA has been added for more information related to awards and grants.</p>

Item	Policy	Update	Explanatory Notes
B.	CHA (Local) – Site Management: Security	47	Recommended revisions to this local policy address the application of SB 1445 to the Employment of Peace Officers and Telecommunicators, Medical and Psychological Examinations, Misconduct Investigations, and Personnel Files.

Appendix B

Policies follow in the packet.

All Board members, employees, students, vendors, contractors, agents, consultants, volunteers, and any other parties who are involved in the College District's financial transactions shall act with integrity and diligence in duties involving the College District's fiscal resources.

Note: See the following policies and/or administrative regulations regarding conflicts of interest, ethics, and financial oversight:

- Code of ethics:
 - for Board members—BBF
 - for employees—DH
 - Financial conflicts of interest:
 - for public officials—BBFA
 - for all employees—DBD
 - for vendors—CFE
 - Compliance with state and federal grant and award requirements: CAA, CAAA, CAAB
 - Financial conflicts and gifts and gratuities regarding federal funds: CAA, CAAB
 - Systems for monitoring the College District's investment program: CAK
 - Budget planning and evaluation: CC
 - Compliance with accounting regulations: CDC
 - Criminal history record information for employees: DC
-

Fraud and Financial Impropriety

The College District prohibits fraud, waste, abuse, and financial impropriety, as defined below, in the actions of its Board members, employees, students, vendors, contractors, agents, consultants, volunteers, and others seeking or maintaining an employment, business, or other relationship with the College District.

Definition

The following general terms apply for this policy.

1. Fraud is any false or dishonest act that constitutes fraud under applicable laws, including any intentional deception or willful misrepresentation made by a person with the

knowledge that the deception could result in some unauthorized benefit to that person or another person.

2. Waste is the loss or misuse of government-funded resources that results from deficient practices, system controls, or decisions.
3. Abuse is the intentional, wrongful, or improper use of government-funded resources or misuse of office, position, or authority that causes the loss or misuse of government-funded resources.
4. Financial impropriety is a type of financial fraud.

While it is impossible to define every action that could constitute fraud, waste, abuse, or financial impropriety, those acts may include, but are not limited to:

1. Forgery or unauthorized alteration of any document or account belonging to the College District.
2. Forgery or unauthorized alteration of a check, bank draft, or any other financial document.
3. Misappropriation of funds, securities, supplies, or other College District assets, including employee time.
4. Impropriety in the handling of money or reporting of College District financial transactions.
5. Profiteering as a result of insider knowledge of College District information or activities.
6. Unauthorized disclosure of confidential or proprietary information to outside parties.
7. Unauthorized disclosure of investment activities engaged in or contemplated by the College District.
8. Accepting or seeking anything of material value from contractors, vendors, or other persons providing services or materials to the College District, except as otherwise permitted by law or College District policy. [See [CAA](#), DBD]
9. Inappropriately destroying, removing, or using records, furniture, fixtures, or equipment.
10. Failing to provide financial records required by federal, state, or local entities.
11. Failure to disclose conflicts of interest as required by law or College District policy.

12. Any other dishonest act regarding the finances of the College District.
13. Failure to comply with requirements imposed by law, the awarding agency, or a pass-through entity for state and federal awards.

**Financial Controls
and Oversight**

Each employee who supervises or prepares College District financial reports or transactions shall set an example of honest and ethical behavior and shall actively monitor his or her area of responsibility for fraud and financial impropriety.

Fraud Prevention

The College President or designee shall maintain a system of internal controls to deter and monitor for fraud or financial impropriety in the College District.

Reports

Any person who suspects fraud or financial impropriety in the College District shall report the suspicions immediately to a person with authority to investigate them, including any supervisor, the College President or designee, the Board President, or local law enforcement.

*Fraud Reporting
Hotline*

A report of suspected acts of fraud, waste, abuse, or financial impropriety may be filed through a secure and confidential fraud reporting [hotline](#)¹.

*State Auditor's
Office*

A report of suspected acts of fraud, waste, abuse, or financial impropriety may also be made to the Texas State Auditor's Office by any of the methods described on that agency's website.

If the College District has reasonable cause to believe that money received from the state or by a contractor of the College District may have been lost, misappropriated, or misused, or that other fraudulent or unlawful conduct in violation of this policy has occurred in relation to the operation of the College District, such matters will be reported to the Texas State Auditor's Office by the Director of Internal Audit as required by Texas Government Code, Section 321.022.

Confidentiality

Reports of suspected fraud or financial impropriety shall be treated as confidential to the extent permitted by law. Limited disclosure may be necessary to complete a full investigation or to comply with law. All employees involved in an investigation shall be advised to keep information about the investigation confidential.

Non-Retaliation

Neither the Board nor any College District employee shall unlawfully retaliate against a person who in good faith reports perceived fraud or financial impropriety. [See DG]

However, an individual who intentionally files a false complaint, offers false statements, or submits false evidence is not protected by this provision against retaliation, and may be subject to appropriate disciplinary action. Complaints involving alleged violations of this non-retaliation provision can be filed by employees under policy DGBA, by students under FLD, by community members under GB, or by using the Fraud Reporting Hotline.

Fraud Investigations

In coordination with legal counsel and other internal or external departments or agencies, as appropriate, the Office of Internal Audit, College President, or a designee shall promptly investigate reports of potential fraud or financial impropriety.

Response

If an investigation substantiates a report of fraud or financial impropriety, the College President or designee shall promptly inform the Board of the report, the investigation, and any responsive action taken or recommended by the administration.

If an employee is found to have committed fraud or financial impropriety, the College President or designee shall take or recommend appropriate disciplinary action, which may include termination of employment. If a contractor or vendor is found to have committed fraud or financial impropriety, the College District shall take appropriate action, which may include cancellation of the College District's relationship with the contractor or vendor.

When circumstances warrant, the Board, College President, or designee may refer matters to appropriate law enforcement or regulatory authorities. In cases involving monetary loss to the College District, the College District may seek to recover lost or misappropriated funds.

The final disposition of the matter and any decision to file a criminal complaint or to refer the matter to the appropriate law enforcement or regulatory agency for independent investigation shall be made in consultation with legal counsel.

Federal Awards Disclosure

The College District shall **promptly** disclose, ~~in a timely manner~~ in writing ~~to~~**whenever, in connection with** the federal ~~awarding agency award, which includes any activities or pass-through entity, all violations~~**subawards, the College District has credible evidence of the commission of a violation** of federal criminal law involving fraud, **conflict of interest**, bribery, or gratuity violations ~~potentially affecting a~~**found in** federal ~~grant award~~**law, including the Civil False Claims Act.** [See CAAB]

Analysis of Fraud

After any investigation substantiates a report of fraud or financial impropriety, the College President or designee shall analyze condi-

tions or factors that may have contributed to the fraudulent or improper activity. The College President or designee shall ensure that appropriate administrative procedures are developed and implemented to prevent future misconduct.

¹ Fraud Reporting Hotline: <https://www.southtexascollege.edu/about/notices/fraud-hotline.html>

SITE MANAGEMENT
SECURITY

CHA
(LOCAL)

**College District
Police Department**

To ensure sufficient security and protection of students, staff, and property, the Board authorizes the formation of a College District police department and shall employ and commission peace officers.

Jurisdiction

The jurisdiction of College District peace officers shall include all counties in which property is owned, leased, rented, or otherwise under the control of the College District.

Police Authority

While within the jurisdiction set out in this policy, peace officers employed and commissioned by the College District shall have all the powers, privileges, and immunities of peace officers. Subject to limitations in law, College District peace officers shall have the authority to:

1. Protect the safety and welfare of any person in the jurisdiction of the College District and protect the property of the College District.
2. Enforce all laws, including municipal ordinances, county ordinances, and state laws, and investigate violations of law as needed. In doing so, College District police officers may serve search warrants in connection with College District-related investigations in compliance with the Texas Code of Criminal Procedure.
3. Arrest suspects consistent with state and federal statutory and constitutional standards governing arrests, including arrests without warrant, for offenses that occur in the officer's presence or under the other rules set out in the Texas Code of Criminal Procedure.
4. Coordinate and cooperate with commissioned officers of all other law enforcement agencies in the enforcement of this policy as necessary.
5. Enforce College District policies, rules, and regulations on College District property or at College District functions.
6. Investigate violations of College District policies, rules, and regulations as requested by the College President or designee and participate in hearings concerning alleged violations.
7. Carry weapons as directed by the chief of police and approved by the College President.
8. Carry out all other duties as directed by the chief of police or College President.

SITE MANAGEMENT
SECURITY

CHA
(LOCAL)

Temporary Assignment	College District police officers shall enforce all laws, including municipal ordinances, county ordinances, and state laws within another law enforcement agency's jurisdiction while temporarily assigned to the other agency.
Employment of Peace Officers and Telecommunicators	For additional provisions regarding the employment of peace officers and telecommunicators, see DC.
Limitations on Outside Employment	No officer commissioned under this policy shall provide law enforcement or security services for an outside employer without prior written approval from the chief of police and the College President or designee. The Office of Human Resources will be notified through completion of the Outside Employment Notification Form.
Relationship with Outside Agencies	The College District's police department and the law enforcement agencies with which it has overlapping jurisdiction shall enter into a memorandum of understanding that outlines reasonable communication and coordination efforts among the department and the agencies. The chief of police and the College President or designee shall review the memorandum of understanding at least once every year. The memorandum of understanding shall be approved by the Board.
Use of Force	The use of force, including deadly force, shall be authorized only when reasonable and necessary, as outlined in the department regulations manual.
By Drone	The College District shall not use force by means of a drone.
High-Speed Pursuit	Officers shall not engage in high-speed chases in a motor vehicle when the immediate danger to the public or the officer created by the pursuit exceeds the immediate or potential danger presented by the offenders remaining at large. Guidelines for high-speed pursuits shall be addressed in the department regulations manual.
Video Monitoring	Video equipment shall be used on a College District police car for safety purposes whenever the flashing lights on a car are in use.
Access to Recordings	Recordings shall be considered law enforcement records, shall remain in the custody of the chief of police, and shall be maintained as required by the department regulations manual and law.
Officer Training	All College District officers shall receive at least the minimum amount of education and training required by law.
Peace Officer Medical and Psychological Examinations	For provisions regarding the fitness-for-duty examination of a peace officer or telecommunicator, see DBB.

Leave

For provisions regarding mental health leave **for peace officers and telecommunicators** and quarantine leave for peace officers, see DEC.

Complaints

Complaints against a College District police officer shall be in writing on a form provided by the College District and shall be signed by the person making the complaint. In accordance with law, the College District shall provide to the police officer a copy of the complaint. [See Complaint Against Peace Officer at CHA(LEGAL)]

Appeals regarding this complaint process shall be filed in accordance with DGBA, FLD, or GB, as appropriate.

**Misconduct
Investigations**

For provisions regarding the investigation of allegations of misconduct by peace officers and telecommunicators, see DH.

Personnel Files

For provisions regarding personnel files maintained with respect to peace officers and telecommunicators, see DBA.

**Department
Regulations Manual**

To carry out the provisions in this policy, the police department shall compile and maintain a manual that describes and sets forth operational procedures, rules, and regulations pertaining to the administration of police services. The chief of police **and the College President** or designee shall review the manual annually and make any appropriate revisions.

Racial Profiling

The chief of police shall develop and implement regulations to ensure compliance with state law regarding racial profiling. Peace officers employed by the College District shall not initiate any law enforcement action based on an individual's race, ethnicity, or national origin.

~~Complaints~~

~~Complaints against a College District police officer shall be in writing on a form provided by the College District and shall be signed by the person making the complaint. In accordance with law, the College District shall provide to the police officer a copy of the complaint. [See Complaint Against Peace Officer at CHA(LEGAL)]~~

~~Appeals regarding this complaint process shall be filed in accordance with DGBA, FLD, or GB, as appropriate.~~

**Campus Security
Guards Employed
by the College
District**

The College District ~~has may~~ **a College District security department and hire employees as employs** security guards to provide security services on any property that is owned, leased, rented or otherwise under the control of the College District. **These security guards are non-commissioned and are prohibited from the following:**

1. ~~e~~Carrying any firearm or weapon on any College District campus or grounds;~~;~~
2. ~~m~~Making arrests;~~;~~
3. ~~e~~Enforcing law or municipal ordinances;~~;~~
4. ~~e~~Conducting investigations of violations of law;~~;~~
5. ~~u~~Using use of force, including deadly force;~~;~~
6. ~~p~~Participating in high-speed pursuits;~~;~~
7. ~~v~~Video monitoring by a body camera or by their security vehicles,

There are no limitations on outside employment for campus security guards, and ~~they~~ campus security guards are not required to follow state law regarding racial profiling. These campus security guards follow the same leave request, complaints process, misconduct investigations and personnel file requirements as all civilian College District employees.

~~They~~ Campus security guards are employed by the College District to do the following:

1. Prevent and deter entry, larceny, vandalism, abuse of, trespass on, or criminal or unauthorized activity on the College District's leased or owned property;
2. Issue administrative citations and warnings for parking violations on College District-leased or College District-owned property; and
3. Control, regulate, and direct the movement of pedestrian and vehicular traffic on College District-owned or College District-leased property.

All College District security guards shall receive training when hired.

To carry out the provisions in this policy, the security department shall compile and maintain a manual that describes and sets forth operational procedures, rules, and regulations pertaining to the administration of security services.

**Off-Duty
Commissioned
Peace Officers
Contracted by the
College District**

The College District may contract with individual off-duty commissioned peace officers for the provisions of security services on any property that is owned, leased, rented or otherwise under the control of the College District. Off-duty, commissioned peace officers who are contracted to serve as security personnel may wear the uniform of the political subdivision or state agency employing them

and may carry their weapon on the College District campus and grounds. **They are contracted by the College to:**

1. **Prevent and deter entry, larceny, vandalism, abuse of, trespass on, or criminal or unauthorized activity on the College District's leased or owned property;**
2. **Control, regulate, and direct the movement of pedestrian and vehicular traffic on College District-owned or College District-leased property.**

The College District engages contracted off-duty commissioned peace officers by partnering with a local law enforcement agency to determine if they can provide additional officers to assist as needed. These officers are governed by their respective law enforcement agency and operate under the policies and procedures of their respective agencies using concurrent jurisdiction.

**Noncommissioned
Security Guards**

~~General authority for noncommissioned security guards contracted or employed includes prevent and deter entry, larceny, vandalism, abuse of, trespass on, or criminal or unauthorized activity on the College District's leased or owned property; issue administrative citations and warnings for parking violations on College District-leased or College District-owned property; and control, regulate, and direct the movement of pedestrian and vehicular traffic on College District-owned or College District-leased property.~~

Supporting Documentation

Award of Proposals/ Purchases/ Renewals
Supporting Documentation

TABLE OF CONTENTS

Items	Attached Documents
Award of Proposals	
1) Sport Utility Vehicles II	1) Summary – Price
2) Starr County Campus Building J Analog to Digital Classroom Upgrade	2) Summary – Price
Purchases	
3) Computers, Laptops, and Tablets	3) Summary – Price
Renewals	
4) Audio Video Production Services a. First Born Productions LLC	4) N/A
5) Internet Managed Services Agreement	5) Summary – Terms and Price
6) Internet Services Agreement	6) Summary – Terms and Price

SOUTH TEXAS COLLEGE
1. SPORT UTILITY VEHICLES II
PROJECT NO. 24-25-1050

VENDOR			Payne Auto Group		Sames McAllen Ford		Spikes Ford	
ADDRESS			2401 E Expy 83		1400 E Expy 83		805 E Expy 83	
CITY/STATE/ZIP			Weslaco, TX 78599		McAllen, TX 78501		Mission, TX 78572	
PHONE			956-969-2525		956-686-7411		956-519-5521	
CONTACT			Craig Blackwell		Raul Gonzalez		Michael Ramirez	
#	Qty	Description	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
Vehicle 1 - Proposed Make and Model			2025 Ford Explorer Active		2025 Ford Explorer Active		2025 Ford Explorer Active	
1	1	Mid-Size Sport Utility Vehicle	\$ 37,996.75	\$ 37,996.75	\$ 38,630.00	\$ 38,630.00	\$ 39,736.00	\$ 39,736.00
2	1	Delivery Charges						
3	1	Number of Days for Delivery Upon Placement of Order	3 days		90 days		In stock and available upon pre-sale	
4	1	List Any Other Applicable Charges					State Inspection - \$16.75 Document Fees - \$225.00	
TOTAL AMOUNT PROPOSED			\$ 37,996.75		\$ 38,630.00		\$ 39,977.75	
TOTAL EVALUATION POINTS			98.33		88.55		\$ 94.34	
RANKING			1		3		2	
Vehicle 2 - Proposed Make and Model			2025 Ford Escape Active		2025 Ford Escape Active		2025 Ford Escape Active	
5	1	Sport Utility Vehicle	\$ 27,589.75	\$ 27,589.75	\$ 26,947.00	\$ 26,947.00	\$ 28,774.00	\$ 28,774.00
6	1	Delivery Charges						
7	1	Number of Days for Delivery Upon Placement of Order	3 days		90 days		In stock and available upon pre-sale	
8	1	List Any Other Applicable Charges					State Inspection - \$16.75 Document Fees - \$225.00	
TOTAL AMOUNT PROPOSED			\$ 27,589.75		\$ 26,947.00		\$ 29,015.75	
TOTAL EVALUATION POINTS			97.23		89.67		93.64	
RANKING			1		3		2	

SOUTH TEXAS COLLEGE
1. SPORT UTILITY VEHICLES II (VEHICLE 1)
PROJECT NO. 24-25-1050
EVALUATION SUMMARY

VENDOR		Payne Auto Group		Sames McAllen Ford		Spikes Ford	
ADDRESS		2401 E Expy 83		1400 E Expy 83		805 E Expy 83	
CITY/STATE/ZIP		Weslaco, TX 78599		McAllen, TX 78501		Mission, TX 78572	
PHONE		956-969-2525		956-686-7411		956-519-5521	
CONTACT		Craig Blackwell		Raul Gonzalez		Michael Ramirez	
1	The purchase price (up to 47 points)	47	47	46.22	46.22	44.67	44.67
		47		46.22		44.67	
		47		46.22		44.67	
2	The reputation of the vendor and of the vendor's goods or services. (up to 10 points)	10	9.67	10	10	10	9.667
		10		10		10	
		9		10		9	
3	The quality of vendor's goods or services. (up to 16 points)	16	15.67	14	14	16	15.67
		16		14		16	
		15		14		15	
4	The extent to which the goods or services meet the districts needs. (up to 18 points)	18	18	15	15.33	17	16.33
		18		15		16	
		18		16		16	
5	The Vendor's past relationship with the district. (up to 3 points)	3	3	3	3	3	3
		3		3		3	
		3		3		3	
6	The impact on the ability of the district to comply with laws relating to historically underutilized businesses. (up to 1 point)	0	0	0	0	0	0
		0		0		0	
		0		0		0	
7	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 (up to 5 points): a. Has its place of business in this state; or b. Employs at least 500 persons in the state.	5	5	0	0	5	5
		5		0		5	
		5		0		5	
TOTAL EVALUATION POINTS		98.33		88.55		94.34	
RANKING		1		3		2	

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. SPORT UTILITY VEHICLES II (VEHICLE 2)
PROJECT NO. 24-25-1050
EVALUATION SUMMARY

VENDOR		Payne Auto Group		Sames McAllen Ford		Spikes Ford	
ADDRESS		2401 E Expy 83		1400 E Expy 83		805 E Expy 83	
CITY/STATE/ZIP		Weslaco, TX 78599		McAllen, TX 78501		Mission, TX 78572	
PHONE		956-969-2525		956-686-7411		956-519-5521	
CONTACT		Craig Blackwell		Raul Gonzalez		Michael Ramirez	
1	The purchase price (up to 47 points)	45.9	45.9	47	47	43.64	43.64
		45.9		47		43.64	
		45.9		47		43.64	
2	The reputation of the vendor and of the vendor's goods or services. (up to 10 points)	10	9.66	10	10	10	9.667
		10		10		10	
		9		10		9	
3	The quality of vendor's goods or services. (up to 16 points)	16	15.667	14	14.33	16	15.67
		16		14		16	
		15		15		15	
4	The extent to which the goods or services meet the districts needs. (up to 18 points)	18	18	15	15.33	17	16.67
		18		15		16	
		18		16		17	
5	The Vendor's past relationship with the district. (up to 3 points)	3	3	3	3	3	3
		3		3		3	
		3		3		3	
6	The impact on the ability of the district to comply with laws relating to historically underutilized businesses. (up to 1 point)	0	0	0	0	0	0
		0		0		0	
		0		0		0	
7	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 (up to 5 points): a. Has its place of business in this state; or b. Employs at least 500 persons in the state.	5	5	0	0	5	5
		5		0		5	
		5		0		5	
TOTAL EVALUATION POINTS		97.23		89.67		93.64	
RANKING		1		3		2	

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 - PRODUCT ONLY

	Product 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)	47		
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)	10	8-10 5-7 2-4 0-1	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 9-13 4-8 0-3	Excellent Acceptable Marginal Poor/No Response
4 Criterion 4: The extent to which the goods or services meet the district's needs a. Delivery Time Frame of product(s) b. Meet or exceed the specifications	18	14-18 9-13 4-8 0-3	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 a. Annual Maintenance Cost b. Annual Escalation Increase			Up to 5 points will be used from the purchase price if applicable
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 c. Trade-In of outdated equipment			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. STARR COUNTY CAMPUS BUILDING J ANALOG TO DIGITAL CLASSROOM UPGRADE
PROJECT NO. 24-25-1048

VENDOR		Audio Visual Aids	CCS Presentation Systems	Howard Technology Solutions a Division of Howard Industries, Inc
ADDRESS		2903 N Flores St	20212 Hempstead Rd	36 Howard Dr
CITY/STATE/ZIP		San Antonio, TX 78212	Houston, TX 77065	Ellisville, MS 39437
PHONE		800-422-1282	713-892-5850	601-425-3181
FAX			713-892-5841	601-399-5077
CONTACT		Ernest Mendez	Ben Pickrel	Jenna Eddy
#	Description	Proposed	Proposed	Proposed
1	Starr County Campus Building J Analog to Digital Classroom Upgrade	\$ 94,805.11	\$ 113,243.70	\$ 134,866.18
TOTAL PROPOSAL AMOUNT		\$ 94,805.11	\$ 113,243.70	\$ 134,866.18
TOTAL EVALUATION POINTS		96.50	88.66	77.77
RANKING		1	2	3

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

SOUTH TEXAS COLLEGE
2. STARR COUNTY CAMPUS BLDG J ANALOG TO DIGITAL CLASSROOM UPGRADE
PROJECT NO. 24-25-1048
EVALUATION SUMMARY

VENDOR		Audio Visual Aids		CCS Presentation Systems		Howard Technology Solutions a Division of Howard Industries, Inc	
ADDRESS		2903 N Flores St		20212 Hempstead Rd		36 Howard Dr	
CITY/STATE/ZIP		San Antonio, TX 78212		Houston, TX 77065		Ellisville, MS 39437	
PHONE		800-422-1282		713-892-5850		601-425-3181	
FAX				713-892-5841		601-399-5077	
CONTACT		Ernest Mendez		Ben Pickrel		Jenna Eddy	
1	The purchase price. (up to 42 points)	42	42	35.16	35.16	29.52	29.52
		42		35.16		29.52	
		42		35.16		29.52	
		42		35.16		29.52	
2	The reputation of the vendor and the vendor's goods or services. (up to 15 points)	14	14	13	13.25	12	13.25
		14		13		14	
		15		14		14	
		13		13		13	
3	The quality of the vendor's goods or services. (up to 14 points)	14	13.75	14	13.75	14	13.75
		13		13		13	
		14		14		14	
		14		14		14	
4	The extent to which the goods or services meet the district's needs. (up to 20 points)	20	19	20	18.25	20	18.75
		20		20		20	
		20		17		19	
		16		16		16	
5	The vendor's past relationship with the district. (up to 3 points)	3	2.75	2	2.25	3	2.5
		3		2		2	
		2		2		2	
		3		3		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)	0	0	1	1	0	0
		0		1		0	
		0		1		0	
		0		1		0	
7	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. (up to 5 points)	5	5	5	5	0	0
		5		5		0	
		5		5		0	
		5		5		0	
TOTAL EVALUATION POINTS		96.50		88.66		77.77	
RANKING		1		2		3	

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
2. PROPOSAL CRITERIA - PRODUCT AND SERVICE

		Product and Service	
		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)	42	
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	15	13-15 8-12 3-7 0-2 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	14	13-14 9-12 3-8 0-2 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	20	16-20 11-15 6-10 0-5 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		Up to 5 points will be used from the purchase price if applicable
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 a. Financial Standing b. Potential or Pending Sale of Business c. SAS 70 d. Red Flag Rules e. Gramm-Leach-Bliley Act		Up to 5 points will be used from the purchase price if applicable
Total Points		100	

Definitions of evaluation terms:

SOUTH TEXAS COLLEGE
3. DISTRICT WIDE TECHNOLOGY REQUEST
March 25, 2025

#	Qty	Description	Unit Price	Extension	Requesting Department
COMPUTERS					
1	5	Dell OptiPlex Micro Tower 7020 Plus XCTO, Intel Core i7-14700, 16GB Memory, 512GB Hard Drive, 22" Monitor (10), Keyboard and Mouse (37), Under Desk Mount (5), USB Hub (5), Warranty	\$ 2,058.35	\$ 10,291.73	Yolanda Martinez - Technology Projects New systems for student classrooms
2	2	Dell OptiPlex Micro FF Tower Plus 7020, Intel Core i5-14500, 16GB Memory 256GB Hard Drive, 65" Touch Monitor, Keyboard and Mouse, Warranty	\$ 3,831.82	\$ 7,663.64	Richard Wade - Automotive Technology New systems for department faculty
3	2	Dell OptiPlex Tower 7020, Intel Core i5 14500, 32GB Memory, 512 Hard Drive 24" Monitor, Warranty	\$ 1,146.71	\$ 2,293.42	Dr. Matthew Hebbard - Student Affairs and Enrollment Management New systems for department staff
4	1	Dell OptiPlex Micro Tower 7020 Plus XCTO, Intel Core i7-14700, 16GB Memory, 512GB Hard Drive, 75" Interactive Display, Keyboard and Mouse (2), Under Desk Mount, Wall Mount, Warranty	\$ 4,910.49	\$ 4,910.49	Jesus Campos - Library Information Commons New system for Library student room studio
5	1	Dell OptiPlex Tower 7020, Intel Core i5 14500, 32GB Memory, 512 Hard Drive 22" Monitor (3), Warranty	\$ 1,345.71	\$ 1,345.71	Jesus Campos - Library Information Commons New system for Library student room studio
6	1	Apple Mac Mini M4 Pro Chip, 24GB Memory, 1TB Storage 4-Year AppleCare	\$ 1,608.00	\$ 1,608.00	Saeed Molki - Computer Science New system for department staff
COMPUTERS TOTAL:			\$	28,112.99	
LAPTOPS					
7	1	Dell Laptop Precision Workstation 3490, Intel Core Ultra 7 165H, 16GB Memory 512GB Hard Drive, 34" Curved Monitor, Docking Station, Warranty	\$ 2,748.90	\$ 2,748.90	Dr. Rebecca De Leon - Dual Credit Programs New system for department staff
8	1	Dell Laptop Latitude 5450 XCTO Base, Intel Core Ultra 5 135U, 16GB Memory, 256GB Hard Drive, Docking Station, Warranty	\$ 1,367.31	\$ 1,367.31	Richard Wade - Automotive Technology Replacement of damaged system for department faculty
9	1	Dell Laptop Latitude 5450 XCTO Base, Intel Core Ultra 5 135U, 16GB Memory, 256GB Hard Drive, Docking Station, Warranty	\$ 1,367.31	\$ 1,367.31	Dr. Rodney Rodriguez - Institutional Advancement New system for department staff
10	5	Dell Laptop Latitude 5450 XCTO Base, Intel Core Ultra 5 135U, 16GB Memory, 512GB Hard Drive, Warranty	\$ 1,450.47	\$ 7,252.35	Richard Wade - Automotive Technology New systems for student lab
11	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	Otoniel Matamoros - Office of Student Re-Engagement New systems for department staff
12	3	Dell Laptop Latitude 5350 BTX Base, Intel Core Ultra 5 135U, 16GB Memory, 256GB Hard Drive, Docking Station, Warranty	\$ 1,338.37	\$ 4,015.11	Richard Wade - Automotive Technology New systems for department faculty
13	1	Dell Mobile Precision Workstation 7680 CTO, Intel Core i7-13850HX, 32GB Memory, 512GB Hard Drive, Docking Station, Warranty	\$ 2,705.00	\$ 2,705.00	Jerry Quintanilla - Central Receiving Replacement of out-of-warranty system for department staff
14	4	Dell Latitude 5550 XCTO Base, Intel Core Ultra 5 135U, 16GB Memory, 512GB Hard Drive, Docking Station, Keyboard and Mouse, Warranty	\$ 1,568.16	\$ 6,272.64	Eli Nguma - Student Activities and Wellness Replacement of out-of-warranty systems for department staff
15	1	Apple 14" MacBook Pro with 14-Core CPU, 24GB Memory, 1TB Storage, Space Black 4-Year AppleCare	\$ 2,518.00	\$ 2,518.00	Saeed Molki - Computer Science New system for department staff
LAPTOPS TOTAL:			\$	30,981.24	
TABLETS					
16	3	Apple 10.9" iPad Wi-Fi 64GB Silver 3-Year Apple Care	\$ 408.00	\$ 1,224.00	Dr. Ali Esmacili - HSI Implementation and Evaluation Project Grant Division of Math, Science, Information Technology and Bachelor Programs New systems for department faculty
17	1	Apple 10.9" iPad Wi-Fi 64GB Silver 3-Year Apple Care	\$ 408.00	\$ 408.00	Dr. Ali Esmacili - Bachelor Programs New system for student check-in
TABLETS TOTAL:			\$	1,632.00	
COMPUTERS/LAPTOPS/TABLETS/TOTAL AMOUNT:			\$	60,726.23	

SOUTH TEXAS COLLEGE
5. INTERNET MANAGED SERVICES AGREEMENT

VENDOR			Spectrum Enterprise through the Texas Department of Information Resources (DIR)	
ADDRESS			PO Box 13564	
CITY/STATE/ZIP			Austin, TX 78744	
CONTACT			Wendy Bills	
Period: 05/01/2025 - 04/30/2026				
#	Months	Description	Monthly Amount	Extension
1	12	Type II Fiber Internet Access	\$ 2,798.88	\$ 33,586.56
2	12	Static IP -13	\$ 56.00	\$ 672.00
3	12	Manage Network Edge	\$ 1,456.00	\$ 17,472.00
4	12	Manage Network Edge (48 PoE Switch)	\$ 386.40	\$ 4,636.80
5	12	DIR 12% Cost Recovery Fees	\$ 563.67	\$ 6,764.08
6	12	Federal Universal Service Fee (determined by Federal Government and ranges from 10% - 18%)	\$ 845.51	\$ 10,146.12
TOTAL MONTHLY AMOUNT			\$ 6,106.46	
TOTAL ANNUAL AMOUNT			\$ 73,277.57	

SOUTH TEXAS COLLEGE
6. INTERNET SERVICES AGREEMENT

VENDOR			Spectrum Enterprise through the Texas Department of Information Resources (DIR)	
ADDRESS			PO Box 13564	
CITY/STATE/ZIP			Austin, TX 78744	
CONTACT			Wendy Bills	
Period: 04/01/2025 - 03/31/2026				
#	Months	Description	Monthly Amount	Extension
1	12	Internet Service (Point-To-Point) South Texas College - 5Gbps	\$ 1,612.80	\$ 19,353.60
2	12	Internet Service (Point-To-Point) Tyler Junior College - 5Gbps	\$ 2,240.11	\$ 26,881.32
3	12	Additional Fees DIR 12% Cost Recovery Fees Federal Universal Service Fee (10% - 18%)	\$ 1,155.87	\$ 13,870.44
TOTAL MONTHLY AMOUNT			\$ 5,008.78	
TOTAL ANNUAL AMOUNT			\$ 60,105.36	