

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

**Ann Richards Administration Building Board Room**

**Pecan Campus, McAllen, Texas**

**Tuesday, June 10, 2025 @ 5:00 p.m.**

**Agenda**

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

- I. Approval of May 13, 2025 Finance, Audit, and Human Resources Committee Minutes.....1-24
- II. Review and Action as Necessary on Award of Proposals, Reject Proposal, Purchases, Renewals, and Purchase Renewals .....25-50

Award of Proposals

- 1) Campus Dining and Food Truck Services – Nursing and Allied Health Campus
- 2) Nursing and Allied Health Lab Equipment and Supplies
- 3) Public Art Project – College Mascot Sculptures
- 4) Security Cameras and Accessories

Reject Proposal

- 5) Pecan Campus Physical Plant Building E Cooling Tower Above Ground Piping System

Purchases

- 6) Computers, Laptops, and Tablets
- 7) Medical Equipment and Supplies
- 8) Network Phone Equipment Replacements
- 9) Network Router Equipment Replacements
- 10) Network Switch Equipment Replacements
- 11) Server Replacements
- 12) Software Training Service Agreement

Renewals

- 13) Collection Agency Services
- 14) Grounds Maintenance

Purchase Renewals

- 15) Online Digital Portfolio Application
- 16) Software, License, Maintenance, and Support Agreements
- 17) Web Application Firewall Software/Cloud Subscription

III.	Discussion and Action as Necessary on Proposed FY 2025 – 2026 Request for New Positions and Other Adjustments.....	51-64
IV.	Review and Discussion of Preliminary Summaries of Unrestricted Projected Revenues and Expenditures for FY 2025 - 2026 with Comparison to FY 2024 – 2025 Amended Budget.....	65-76
V.	Presentation on Sick Leave Pool Bank Write Off.....	77-78
VI.	Review and Recommend Action on Legal Services Modification Agreement.....	79
VII.	Discussion and Action as Necessary on Resolution #2025-013 Regarding the Donation to the Public of Items Produced by the Learning Commons & Open Labs Department.....	80-83
VIII.	Review and Recommend Action on Use of Fund Balance to Support Students at Risk of Not Persisting Due to Loss of Financial Aid Eligibility .....	84-92
IX.	Review and Recommend Action to Adopt New Local Governance Policy and Retire Current Policies .....	93-96
	A-1. Adopt BFE (LOCAL) – Chief Executive Officer: Evaluation	
	A-2. Retire Policy 2120: Goals for the President	
	A-3. Retire Policy 2140: Evaluation of the President	
X.	Review and Recommend Action to Adopt the Numbered Update 49 Local Policy and Retire Local Policy .....	97-107
	A. Adopt CGF (Local) – Safety Program: Security Personnel	
	B. Retire CHA (Local) – Site Management: Inspections	
XI.	Review and Recommend Action to Revise Local Policy.....	108-123
	A. Policy DGBA (LOCAL) – Personnel-Management Relations: Employee Grievances	
	Supporting Documentation.....	124-143

**Approval of May 13, 2025 Finance, Audit, and Human Resources Committee  
Minutes**

**Purpose**

The Minutes for the Finance, Audit, and Human Resources Committee Meeting of May 13, 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  
May 13, 2025 @ 5:00 p.m.**

**Minutes**

The Finance, Audit, and Human Resources Committee Meeting was held on Tuesday, May 13, 2025 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 5:07 p.m. with Mrs. Dalinda Gonzalez-Alcantar presiding.

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

Other Trustees Present: Dr. Alejo Salinas, Jr.

Members absent: Mr. Danny Guzman

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. Brett Millan, Ms. Alicia Correa, Ms. Claudia Olivares, Mr. Danny Montez, Mr. Luis De La Garza, Mr. Andrew Fish, Ms. Lynda Lopez, Mr. Lucio Gonzalez, Mr. George McCaleb, Legal Counsel Ms. Alicia Aleman, Ms. Olivia De La Rosa, Ms. Monica Perez, Mr. Khalil Abdulah, Dr. Margo Vargas Ayala, Dr. Jayson Valerio, Mr. Joe Vela, Ms. Monica Benitez, Mr. Sergio Rojas, Mr. Jose Silva, Dr. Matt Hebbard, and Ms. Venisa Earhart.

**Approval of April 8, 2025 Finance, Audit, and Human  
Resources Committee Minutes**

The Minutes for the Finance, Audit, and Human Resources Committee Meeting of April 8, 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 April 8, 2025 Committee Meeting as presented.

### **Review and Action as Necessary on Award of Proposals, Purchases, Renewals, and Interlocal Agreement**

Purpose and Justification – Administration requested the Committee recommend Board approval of the following award of proposals, purchases, and renewals at a total cost of \$2,146,769.10.

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 Ms. Dalinda Gonzalez-Alcantar the Committee recommended Board approval of the award of proposals, purchases, and renewals at a total cost of \$2,146,769.10, as listed below:

The motion carried.

Recommendation: It is requested that the Committee recommend for Board approval of the award of proposals, purchases, renewals, and interlocal agreement at a total cost of \$2,146,769.10, as listed below:

#### **Awards of Proposals**

- 1) **Building Moving Services:** award the proposal for building moving services to **Zuniga's House Mover, LLC** (San Juan, TX) for the period beginning June 1, 2025 through May 31, 2026, with two one-year options to renew, at an estimated total amount of \$50,000.00;
- 2) **Dental Lab Equipment – Grant Funded:** award the proposal for dental lab equipment to **Henry Schein Dental** (Melville, NY) at a total amount of \$178,469.61;
- 3) **Maintenance Department Vehicles:** award the proposal for maintenance department vehicles to **Payne Rio Grande City Ford LLC** (Rio Grande City, TX ) at a total amount of \$97,179.00;
- 4) **Network Cabling Services for Building Renovation Projects:** award the proposal for network cabling services for building renovation projects to the vendors listed in Appendix A for the period beginning May 28, 2025 through May 27, 2026, with two one-year options to renew at an estimated total amount of \$250,000.00;

#### **APPENDIX A**

##### **Vendors List**

Primary Vendor	<b>BridgeNet Communications, LLC</b> (Donna, TX)
Secondary Vendor	<b>Telepro Communications</b> (Mission, TX)

- 5) **Pecan Campus Building D Auditorium Audiovisual Upgrade:** award the proposal for the Pecan Campus Building D Auditorium

audiovisual upgrade to **Audio Visual Aids** (San Antonio, TX) at an estimated total amount of \$67,562.40;

- 6) **Purchase and Installation of LED Flat Panels – Starr County Campus Building E:** award the proposal for the purchase and installation of LED flat panels - Starr County Campus Building E to **Metro Electric, Inc.** (McAllen, TX) at a total amount of \$82,254.00;
- 7) **Purchase and Installation of Parking Lot LED Light Poles and Fixtures – Pecan Campus and Starr County Campus:** award the proposal for the purchase and installation of parking lot LED light poles and fixtures - Pecan Campus and Starr County Campus to **Lexine Inc.** (McAllen, TX) at a total amount of \$93,856.00;

**Purchases**

- 8) **Computers, Laptops, Tablets, and Monitors:** purchase computers, laptops, tablets, and monitors from the vendors listed in Appendix A at a total amount of \$177,938.10;

**APPENDIX A**

**Vendors List**

Vendor (City, State)	Purchasing Cooperative	Amount
<b>Apple, Inc.</b> (Dallas, TX)	Choice Partners Cooperative	\$2,524.00
<b>Dell Marketing, LP</b> (Dallas, TX)	State of Texas Department of Information Resources (DIR) OMNIA Partners	\$168,274.10
<b>Insight Public Sector</b> (Chandler, AZ)	OMNIA Partners	\$7,140.00
Total Amount:		\$177,938.10

- 9) **Furniture:** purchase furniture from the vendors listed in Appendix A at a total amount of \$127,814.99;

**APPENDIX A**

**Vendors List**

Vendor (City, State)	Purchasing Cooperative	Amount
<b>BSN Sports</b> (Dallas, TX)	Texas Association of School Boards – Buyboard	\$5,690.00
<b>Gateway Printing and Office Supply, Inc.</b> (Edinburg, TX)	OMNIA Partners, Sourcewell, The Interlocal Purchasing System (TIPS)	\$74,530.75
<b>Landscape Forms</b> (Kalamazoo, MI)	OMNIA Partners	\$17,546.56
<b>Siddons-Martin Emergency Group</b> (Denton, TX)	Texas Association of School Boards – Buyboard	\$10,210.00

<b>Tree Top Products, LLC</b> (Batavia, IL)	The Interlocal Purchasing System (TIPS)	\$19,837.68
Total Amount:		\$127,814.99

- 10) Mobile Medical Carts – Grant Funded:** purchase mobile medical carts from **Howard Technology Solutions/Howard Medical** (Laurel, MS), The Interlocal Purchasing System (TIPS) approved vendor, at a total amount of \$53,895.00;
- 11) Solar/Wind Energy Training Systems:** purchase solar/wind energy training systems from **Advanced Technologies Consultants** (Plymouth, MI), The Interlocal Purchasing System (TIPS) approved vendor, at a total amount of \$252,000.00;

#### Renewals

- 12) Cosmetology Supplies and Equipment:** renew the cosmetology supplies and equipment contracts with the vendors listed in Appendix A for the period beginning June 26, 2025 through June 25, 2026, at an estimated total amount of \$110,000.00;

#### APPENDIX A Vendors List

Vendor (City, State)	Vendor (City, State)
<b>The Burmax Co., Inc.</b> (Holtsville, NY)	<b>Hinojosa Beauty Supplies, LLC</b> (McAllen, TX)
<b>Kaemark</b> (Giddings, TX) (New)	<b>Marianna Industries, Inc.</b> (Omaha, NE)
<b>SalonEquipment.com, LLC</b> (Brea, CA)	<b>STB USA, LLC</b> (McAllen, TX)
<b>Universal Companies, Inc.</b> (Abingdon, VA) (New)	

- 13) Medical Office Skills Training:** renew the medical office skills training contract with **Assistex, Inc./ dba Practice Management Institute** (San Antonio, TX) for the period beginning July 1, 2025 through June 30, 2026, at no cost to the College;
- 14) Network Cabling and Equipment Installation Services:** renew the network cabling and equipment installation services with the vendors listed in Appendix A for the period beginning July 26, 2025 through July 25, 2026, at an estimated total amount of \$95,000.00;

#### APPENDIX A Vendors List

Primary Vendor	<b>Telepro Communications</b> (Mission, TX)
Secondary Vendor	<b>BridgeNet Communications, LLC</b> (Donna, TX)

- 15) Telephone Services:** renew the telephone services with **Smartcom Telephone, LLC** (McAllen, TX), for the period beginning June 21, 2025 through June 20, 2026, at an estimated monthly amount of \$13,400.00, and an estimated annual amount of \$160,800.00;
- 16) Temporary Personnel Services:** renew the temporary personnel services with the vendors listed in Appendix A for the period beginning June 29, 2025 through June 28, 2026, at an estimated total amount of \$350,000.00;

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

<b>Vendor (City, State)</b>	<b>Vendor (City, State)</b>
<b>Express Employment Professionals</b> (McAllen, TX)	<b>Fewell Professional Services/ dba FPS Staffing</b> (McAllen, TX)
<b>Five Star Staffing, LLC/ dba Spherion Staffing</b> (McAllen, TX)	<b>Infojini, Inc.</b> (Columbia, MD)
<b>Manpower Group US, Inc.</b> (McAllen, TX)	<b>Onin Staffing, LLC</b> (McAllen, TX)
<b>PeopleReady, Inc.</b> (Tacoma, WA)	<b>Texas Staffing Pros, LLC</b> (McAllen, TX)

**Interlocal Agreement**

- 17) City Vehicle Usage Agreement:** modify the term of the city vehicle usage agreement with the **City of McAllen** (McAllen, TX). The current agreement period, which was extended on October 29, 2024, covers the dates of October 1, 2024 through August 31, 2025. The modified proposed agreement will extend the agreement period from May 1, 2025 through April 30, 2027.



## **Review and Recommend Action to Purchase a Vendor Management, Electronic Bidding, and Contract Management System**

**Purpose** Purchase a vendor management, electronic bidding, and contract management system from Vertosoft/OpenGov (Leesburg, VA), a State of Texas Department of Information Resources (DIR) approved vendor.

**Justification** To replace the existing system purchased in the Fall of 2020 and currently in use, but whose term will expire on June 30, 2025. The contract management and vendor management system is used to automate and centralize the procurement process, improve vendor engagement, and enhance solicitations collaboration.

The key modules for the Vendor Management, Electronic Bidding, and Contract Management System are as follows:

1. Vendor Registration
2. Contract Management
3. Bid Module/Proposal Submission (not utilized in the current system)

The system capabilities are as follows:

- Streamlines operations by implementing a more efficient, standardized, and transparent procurement process.
- Enhances vendor management through robust tracking and communication tools, improving relationships with vendors.
- Enables secure electronic submissions of bids and proposals via a cloud-based platform. (Optional to the vendor.)
- Ensures complete submissions by verifying that all required documents and signatures are included, reducing the risk of disqualification. (Optional to the vendor.)
- Automates key tasks such as bid validation and compliance checks, improving efficiency and reducing human error.
- Boosts transparency by providing real-time visibility into procurement activities and decision-making processes.
- Maintains confidentiality and security by restricting system access to authorized users only, protecting sensitive information, and maintaining process integrity.
- Avoids receiving late bids or proposals due to 3rd party delivery services.

Vendors who prefer not to submit an electronic proposal will be permitted to submit a paper version instead.

**Enclosed Documents**

Appendix A – Pricing Schedule  
Appendix B - Presentation

**Funding**

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

**Staff Resource**

Mary Del Paz, Vice President for Finance and Administrative Services  
Deyadira Leal, Director of Purchasing

**Recommendation**

The Committee recommends Board approval to purchase a vendor management, electronic bidding, and contract management system from Vertosoft/OpenGov (Leesburg, VA), a State of Texas Department of Information Resources (DIR) approved vendor for the period beginning June 1, 2025 through September 30, 2028, at a total amount of \$146,688.40.

Upon a motion by Mr. Paul Rodriguez and a second by Ms. Dalinda Gonzalez-Alcantar Committee recommended Board approval to purchase a vendor management, electronic bidding, and contract management system from Vertosoft/OpenGov (Leesburg, VA), a State of Texas Department of Information Resources (DIR) approved vendor for the period beginning June 1, 2025 through September 30, 2028, at a total amount of \$146,688.40.

The motion carried.

**APPENDIX A**  
**Pricing Schedule**

Description	Proposal
<b>Term 1 Period: 06/01/2025 - 09/30/2025</b>	
OpenGov Enterprise Procurement and Contracts	\$8,299.08
Custom Professional Services Deployment	\$32,220.96
Term 1 Total:	\$40,520.04
<b>Term 2 Period: 10/01/2025 - 09/30/2026</b>	
OpenGov Enterprise Procurement and Contracts	\$32,677.56
Term 2 Total:	\$32,677.56
<b>Term 3 Period: 10/01/2026 - 09/30/2027</b>	
OpenGov Enterprise Procurement and Contracts	\$34,311.44
Term 3 Total:	\$34,311.44
<b>Term 4 Period: 10/01/2027 - 09/30/2028</b>	
OpenGov Enterprise Procurement and Contracts	\$36,027.00
Term 4 Total:	\$36,027.00
<b>Term 5 Period: 10/01/2028 - 10/31/2028</b>	
OpenGov Enterprise Procurement and Contracts	\$3,152.36
Term 5 Total:	\$3,152.36
<b>TOTAL AMOUNT:</b>	<b>\$146,688.40</b>

## **Review and Recommend Action on Resolution #2025-009 for Adoption of Rules Relating to Electronic Bids or Proposals**

**Purpose** To obtain Board of Trustees approval of Resolution #2025-009 for the adoption of rules relating to electronic bids or proposals.

**Justification** The Purchasing Department is proposing the procurement and implementation of a secure electronic solution for receiving bids or proposals. The system is intended to modernize and streamline procurement operations by allowing vendors to submit bids or proposals electronically through a secure platform.

The submission of bids or proposals using the vendor management system Vertosoft/OpenGov presented to the Finance Committee previously in this packet, is optional for the vendors. Bids or proposals will be accepted by the College either by the electronic system submission or manually delivered to the College.

Before this system may be implemented, the College must comply with Texas Education Code § 44.0313, which requires that the Board of Trustees formally adopt rules governing the use of electronic systems for receiving bids or proposals. These rules will establish clear procedures to ensure that all electronic submissions are properly handled, securely stored, and remain confidential until the time they are reviewed. Board approval of these rules is required before the electronic system may be used in the College procurement process.

Texas Education Code § 44.0313 states the following:

- A) A school district may receive bids or proposals under this chapter through electronic transmission if the board of trustees of the school district adopts rules to ensure the identification, security, and confidentiality of electronic bids or proposals and to ensure that the electronic bids or proposals remain effectively unopened until the proper time.

The rules are incorporated as Exhibit A in the resolution.

**Enclosed Documents**

Resolution #2025-009

**Funding**

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

**Staff Resource** Mary Del Paz, Vice President for Finance and Administrative Services  
Deyadira Leal, Director of Purchasing

**Recommendation** The Committee recommends Board approval of resolution #2025-009 for the adoption of rules relating to electronic bids or proposals as per Texas Education Code 44.0313.

Upon a motion by Mr. Paul Rodriguez and a second by Ms. Dalinda Gonzalez-Alcantar the Committee recommended Board approval of resolution #2025-009 for the adoption of rules relating to electronic bids or proposals as per Texas Education Code 44.0313.

The motion carried.

### **Review and Recommend Action on Bond Counsel Services**

<b>Purpose</b>	To approve the renewal of the bond counsel services with Ricardo Perez Law Firm, PLLC (McAllen, TX).
<b>Justification</b>	<p>To provide bond counsel services and represent the College in the areas of public education bond law, tax law, local government law, the trial and appeal of bond validation actions, and the issuance, refunding, or defeasement of tax-exempt bonds and notes. Also, to provide legal advice and counsel to the College's President, Administrative staff, Board Committees, and the Board of Trustees as needed on the services listed above.</p> <p>The bond counsel also provides the services described in Appendix B.</p>
<b>Funding</b>	Funds for this expenditure are budgeted in the Legal Services budget for FY 2024 – 2025. Funds for subsequent fiscal years will be included in future proposed budgets.
<b>Enclosed Documents</b>	Appendix A – Renewal Terms Appendix B – Bond Counsel Services
<b>Staff Resource</b>	Mary Del Paz, Vice President - Finance and Administrative Services Myriam M. Lopez, Associate Vice-President - Finance and Management
<b>Recommendation</b>	The Committee recommends Board approval to renew the bond counsel services with Ricardo Perez Law Firm, PLLC (McAllen, TX), for the period beginning August 1, 2025 through July 31, 2026.

Upon a motion by Mr. Paul Rodriguez and a second by Ms. Dalinda Gonzalez-Alcantar the Committee recommended Board approval to renew the bond counsel services with Ricardo Perez Law Firm, PLLC (McAllen, TX), for the period beginning August 1, 2025 through July 31, 2026.

The motion carried.

## **APPENDIX A**

### **Renewal Terms**

The Board awarded the contract as follows:

<b>Term: June 25, 2024 – one year with two (2) one-year annual renewals</b>			
<b>Award</b>	<b>Board Meeting Date</b>	<b>Original Term</b>	<b>Renewal Term</b>
<b>Original</b>	6/25/2024	8/01/2024 – 7/31/2025	
<b>First Renewal</b>	5/27/2025		8/01/2025 – 7/31/2026

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

## **APPENDIX B**

### **Bond Counsel Services**

1. Provide, as a part of its basic service fee, policy development, review, and drafting of documents, briefs, opinions, negotiations, litigation, research, as well as legal advice from time to time on matters directly or indirectly related to the bond program and corresponding tax issues.
2. Consult with the College's outside Legal Counsel, Financial Advisor, and College Officials concerning all legal questions relating to the issuance, refinancing, defeasance, and management of debt.
3. Assist in the preparation of specified sections of the Preliminary Official Statement and the Final Official Statement, and be responsible for the proper scope, legal effectiveness, and compliance with applicable regulatory requirements of the entirety of both documents, subject to the understanding that bond counsel will not be expected to independently verify data contained in the Official Statements that is generated by the client or third parties.
4. Assist in making presentations and required submissions, and obtain approval of the Bond Review Board and any other state entity with supervisory powers over the issuance of bonds by the College, including the Texas Office of Attorney General.
5. Perform all usual and necessary legal services concerning the authorization, sale, and delivery of any debt issuance and bond refunding that the College may require, including resolutions, agreements, and minute orders, as needed.
6. Represent South Texas College in the preparation of any bond refunding and purchase contracts and ensure that all participants, including underwriters and investment banking firms, whether retained or contracted by the College, disclose all conflicts of interest to and with the College and any other parties involved in

- the bonds. Assist the College in presentations to the major rating agencies to obtain bond ratings.
7. Attend Board meetings and Finance and Human Resources Committee meetings to the extent required or requested by the College.
  8. Provide tax opinion on debt issues and bond refunding.
  9. Prepare any Internal Revenue Service (IRS) filings required by federal tax law and assist in any inquiry related to past, present, and future bond debt, and actions as needed.
  10. Render other written opinions of bond counsel on investment earnings and any amounts required to be related to the United States as excess arbitrage earnings, if any, and any other written opinion of counsel which may be required under the terms of the Bond Resolutions or the Internal Revenue Code, as amended.
  11. Assist with post-issuance matters, such as providing direction for compliant private use activity, including aiding in annual calculation.
  12. Provide analysis and resolution of tax issues associated with financing plans.
  13. Prepare documents calling any bond election, notice thereof, submitting election documents to the U.S. Justice Department for preclearance, and canvassing of election results.
  14. File all required bond-related documents and obtain approval of such from the Texas Office of the Attorney General.
  15. Provide a complete bond transcript in paper and electronic format after each financing.
  16. Provide advice and counsel on continuing compliance with securities, tax, and other applicable laws regarding bonds.
  17. All other matters necessary or incidental to the refunding, defeasement, and issuance of the bonds.



## **Discussion and Action as Necessary on Schedule for Non-Summer Four-and-a-Half-Day Work Week and a Summer 36-Hour Work Week**

**Purpose** To approve the schedule of a non-summer four-and-a-half-day work week and a summer 36-hour work week for Fiscal Year 2026, starting August 2025 and ending in August 2026.

**Justification** The modified work schedule has proven effective for the college in terms of talent retention, employee satisfaction, and market competitiveness in recruiting new employees.

The standard schedule for the College will be a Non-Summer four-and-a-half-day work week and a Summer 36-hour work week, however, the schedule will continue to be monitored and evaluated for effectiveness and may be revised as deemed necessary.

The standard work schedules are as follows:

### **Non-Summer Work Schedule**

- The four-and-a-half work week consists of the following:
  - ⇒ Begins the week before the fall semester begins in August 2025 and concludes the week of the May 2026 graduation ceremonies.
  - ⇒ Monday – Thursday
    - 8:00 am – 5:30 pm (Half hour Lunch)
    - 7:30 am – 5:00 pm (Half hour Lunch)
    - 7:45 am – 5:15 pm (Half hour Lunch)
    - 8:00 am – 6:00 pm (Full hour Lunch)
  - ⇒ Friday
    - 8:00 am – 12:00 pm (applicable for all schedules above)

### **Summer Work Schedule**

- The 36-hour work week schedule consists of the following:
  - ⇒ Begins the week after the May 2026 graduation and concludes two weeks before the Fall semester begins in August 2026.
  - ⇒ Monday – Thursday
    - Full-time employees will work four (4) days for nine (9) hours each day, totaling 36 hours. Exceptions or flexible schedules may be applied for positions required to work on Friday.

⇒ Friday

- A 4-hour Leave Paid College Closed will be populated every week for the duration of the Summer period for non-exempt employees.

Exceptions outside these schedules would be made at the discretion and approval of the supervisor. Supervisors will have the final authority to approve an employee's schedule, considering the department's needs. Supervisors will ensure that administrative offices are open during regular business hours of 8:00 a.m. – 5:00 p.m. Monday – Thursday, or as otherwise required by specific departments and programs.

**Enclosed Documents**

Appendix A – Board Approval of Work Week Schedule

**Funding**

No funds are required

**Staff Resource**

Dr. Ricardo J. Solis, President  
Mary Del Paz, Vice President for Finance and Administrative Services

**Recommendation**

The Committee recommends Board approval of the schedule for non-summer four-and-a-half-day work week and a summer 36-hour work week for Fiscal Year 2026.

Upon a motion by Mr. Paul Rodriguez and a second by Ms. Dalinda Gonzalez-Alcantar the Committee recommended Board approval of the schedule for non-summer four-and-a-half-day work week and a summer 36-hour work week for Fiscal Year 2026.

The motion carried.

## Appendix A

### Board Approval of Work Week Schedule

<b>Board Approval</b>	<b>Summary</b>
May 2022	Transition to Four-and-a-Half Day Work Week Scheduling <ul style="list-style-type: none"> <li>• Summer pilot schedule of a four-and-a-half-day work week Schedule</li> </ul>
July 2022	Implement a Four-and-a-Half-Day Work Week Schedule Starting August 1, 2022 and Ending on August 31, 2023 <ul style="list-style-type: none"> <li>• Extended the pilot schedule after July 2022, to a four-and-a-half-day work week schedule beginning August 1, 2022, and continuing through fiscal year 2022 - 2023.</li> </ul>
March 2023	Implement a 36-Hour Work Week Summer Schedule Starting May 15, 2023 and Ending on August 13, 2023 <ul style="list-style-type: none"> <li>• A 36-hour work week was approved</li> </ul>
July 2023	Implement a Four-and-a-Half-Day Work Week Schedule for Fiscal Year 2024 and to Include a Summer Schedule Period of a 36-Hour Work Week <ul style="list-style-type: none"> <li>• Summer schedule and four-and-a-half-day work week on July 2023 for all of Fiscal Year 2024</li> </ul>
July 2024	Establish a Standard Schedule of a Non-Summer Four-and-a-Half-Day Work Week and a Summer 36-Hour Work Week <ul style="list-style-type: none"> <li>• Summer schedule and a four-and-a-half-day workweek to be implemented throughout Fiscal Year 2025</li> </ul>

### **Review and Recommend Acceptance of Internal Audit Report in the Area of Senate Bill 17**

<b>Purpose</b>	To recommend Board acceptance of the Internal Audit Report in the Area of Senate Bill 17 after discussion of the procedures, finding, and recommendation conducted by Mr. Khalil Abdullah, Chief Internal Auditor.
<b>Justification</b>	<p>The Internal Audit Function, reviews and appraises business activities, integrity of records, and effectiveness of operations in accordance with the Institute of Internal Auditors International <i>Standards</i> for the Professional Practice of Internal Auditing. It assists the College in accomplishing its objectives by evaluating and improving the effectiveness of the College's risk management, governance, and internal controls.</p> <p>The SB 17 audit was included in the FY 2025 Audit Plan and encompassed a review of Texas Education Code 51.3525, Senate Bill 17 Guidance.</p>
<b>Enclosed Documents</b>	Appendix A – Internal Audit Report
<b>Funding</b>	No funds are required.
<b>Staff Resource</b>	Dr. Ricardo J. Solis, President Mary Del Paz, Vice President for Finance and Administrative Services Khalil Abdullah, Chief Internal Auditor
<b>Recommendation</b>	The Committee recommends Board acceptance of the Internal Audit Report in the Area of Senate Bill 17 as presented.

Upon a motion by Mr. Paul Rodriguez and a second by Ms. Dalinda Gonzalez-Alcantar the Committee recommended Board acceptance of the Internal Audit Report in the Area of Senate Bill 17 as presented.

The motion carried.

**Discussion and Action as Necessary on Resolutions #2025-010, #2025-011, and #2025-012 Regarding Services Provided to the Public by Students of Workforce Programs**

<b>Purpose</b>	Administration requests that the Committee recommend Board approval on resolutions #2025-010, #2025-011, and #2025-012 regarding services provided to the public by students of Cosmetology, Welding, and Automotive Workforce programs at less than fair market value.
<b>Justification</b>	<p>In a written legal opinion from O'Hanlon, Demerath &amp; Castillo, South Texas College, through its Board of Trustees, may provide services to the public through students of Cosmetology, Welding, and Automotive Workforce programs at no cost. This should be done in conjunction with the adoption of a resolution that recites adherence to the South Texas College Policy CIB (Local) – Equipment and Supplies Management: Disposal of Property, specifically to the three-part test regarding the use of public funds. The three-part test requires the Board of Trustees to determine that the conveyance is not a gift of public funds by considering the following:</p> <ol style="list-style-type: none"><li>The predominant purpose of the alternative method of disposal is to accomplish a public purpose, not to benefit private parties;</li><li>The Board shall retain sufficient control over the disposed items to ensure the public purpose is accomplished and to protect the public's investment; and</li><li>The College District shall receive a return benefit.</li></ol> <p>The resolution has been reviewed by the President, the Vice President and Provost for Academic Affairs and Economic Development, the Vice President for Finance and Administrative Services, and Mr. Mark Goulet, from O'Hanlon, Demerath &amp; Castillo Law Firm.</p>
<b>Enclosed Documents</b>	Appendix A – Resolution #2025-010 – Cosmetology Appendix B – Resolution #2025-011 – Welding Appendix C – Resolution #2025-012 – Automotive
<b>Staff Resource</b>	Dr. Anahid Petrosian, Vice President and Provost for Academic Affairs and Economic Development Mary Del Paz, Vice President for Finance and Administrative Services
<b>Recommendation</b>	The Committee recommends Board approval on resolutions #2025-010, #2025-011, and #2025-012 regarding services provided to the public by students of Cosmetology, Welding, and Automotive Workforce programs, as presented.

Finance, Audit, and Human Resources  
Committee Minutes 05-13-2025

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

<b>Purpose</b>	To revise the local policy listed in Appendix A to align with College operations.
<b>Justification</b>	The local policy was revised to reflect the updates to the College's internal operations. Below is a justification for the revised local policy.
<b>Enclosed Documents</b>	Appendix A – Policy and justification Appendix B – Policy
<b>Staff Resource</b>	Mary Del Paz, Vice President for Finance and Administrative Services Zach Suarez, Executive Director for Human Resources and Talent Development
<b>Recommendation</b>	The Committee recommends Board approval to revise Policy DGBA (LOCAL) – Personnel-Management Relations: Employee Grievances, as presented, and which supersedes any previously adopted Board policy.

Upon a motion by Mr. Paul Rodriguez and a second by Ms. Dalinda Gonzalez-Alcantar the Committee recommended Board approval to revise Policy DGBA (LOCAL) – Personnel-Management Relations: Employee Grievances, as presented, and which supersedes any previously adopted Board policy.

The motion carried.

**Appendix A**

Revised Policies	Justification
Policy DGBA (LOCAL) – Personnel-Management Relations: Employee Grievances	This policy revision serves to provide explicit clarification that the decision rendered by the Level Two Administrator constitutes the final resolution under this policy and is not subject to further appeal.

**Appendix B**

Policies follow in the packet.

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

<b>Purpose</b>	To adopt the new Personnel Policies and retire the current policies to align with the Texas Association of School Boards (TASB) policy manual.
<b>Justification</b>	<p>To provide the new policies in the TASB standardized format. In addition to the policies and, as applicable, internal procedures are currently in place and will continue to be enhanced.</p> <p>The new and retired policies have been reviewed by staff, administrators, TASB staff, STC Legal Counsel, and the Vice President for Finance and Administrative Services.</p> <p>At the time of publication, Policies DIAA (Local) and FFDA were not available. These Policies will be provided on the day of the Committee meeting.</p>
<b>Enclosed Documents</b>	Appendix A – List of New and Retired Policies Appendix B – New Policies
<b>Staff Resource</b>	Mary Del Paz, Vice President for Finance and Administrative Services Dr. Zachary Suarez, Executive Director of Human Resources and Talent Development
<b>Recommendation</b>	The Committee recommends Board approval to adopt the new Personnel Policies and retire the current policies as presented, and which supersedes any previously adopted Board policy.

No action as taken on this item. This item was removed from the agenda due to information in the policies that needed to be updated. These policies will be presented to the Committee at a later time.



## **Appendix A**

### List of New and Retired Policies

<b>Adopt New Policy</b>	<b>Retired Policy(ies)</b>	<b>Retired Policy Content Transition</b>
A-1. DIAA (LOCAL) – Freedom from Discrimination, Harassment, and Retaliation: Sex and Sexual Violence	A-2. Policy # 4216: Sex Discrimination, Sexual Harassment, Domestic Violence, Dating Violence, Stalking and Retaliation Prohibited	All of the content from the retired policy is included in either a procedure, handbook, manual, etc.
B-1. DIAB (LOCAL) – Freedom from Discrimination, Harassment, and Retaliation: Other Protected Characteristics	B-2. Policy 4206: Discrimination in Employment Prohibited B-3. Policy 4216: Sex Discrimination, Sexual Harassment, Domestic Violence, Dating Violence, Stalking and Retaliation Prohibited	All of the content from the retired policy is included in either a procedure, handbook, manual, etc.
C-1. FFDA (LOCAL) – Freedom from Discrimination, Harassment, and Retaliation: Sex and Sexual Violence	C-2. Policy 4216: Sex Discrimination, Sexual Harassment, Domestic Violence, Dating Violence, Stalking and Retaliation Prohibited	All of the content from the retired policy is included in either a procedure, handbook, manual, etc.
D-1. FFDB (LOCAL) – Freedom from Discrimination, Harassment, and Retaliation: Other Protected Characteristics	D-2. Policy 4206: Discrimination in Employment Prohibited D-3. Policy 4216: Sex Discrimination, Sexual Harassment, Domestic Violence, Dating Violence, Stalking and Retaliation Prohibited	All of the content from the retired policy is included in either a procedure, handbook, manual, etc.

## **Appendix B**

New policies follow 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 5:47 p.m.

I certify that the foregoing are the true and correct Minutes of the May 13, 2025 Finance, Audit, and Human Resources Committee Meeting of the South Texas College Board of Trustees.

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Mrs. Dalinda Gonzalez-Alcantar, Presiding

## **Review and Action as Necessary on Award of Proposals, Reject Proposal, Purchases, Renewals, and Purchase 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) Campus Dining and Food Truck Services – Nursing and Allied Health Campus**

**Purpose** Award the proposal for Campus Dining and Food Truck Services – Nursing and Allied Health Campus to **All Affairs and Occasions** (Weslaco, TX).

**Justification** To provide a wide range of food options available for faculty, staff, and students throughout their time at the Nursing and Allied Health Campus. These options are available Monday through Friday and encompass a selection of breakfast tacos, biscuits, bagels, yogurt, parfait, oatmeal, French toast sticks, and lunch items such as cheeseburgers, sandwiches, quesadillas, pizza, fries, wraps, hot dogs, and salads, amongst other culinary offerings and a variety of beverages.

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

**Enclosed Documents** Appendix A – Project Timeline and Information  
Other information is included in the Supporting Documentation.

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

**Recommendation** It is requested that the Board approve to award the proposal for Campus Dining and Food Truck Services – Nursing and Allied Health Campus to **All Affairs and Occasions** (Weslaco, TX) for the period beginning July 25, 2025 through July 26, 2026, with two one-year options to renew, at no cost to the College.

## **APPENDIX A**

### **Project Timeline and Information**

Advertised RFP	May 7, 2025 and May 14, 2025
RFP Responses Due	May 29, 2025
RFP Issued To	Eighteen (18) Vendors
Responses Received From	Two (2) Vendors
Responses Reviewed By	Facilities Operations & Maintenance, Nursing and Allied Health Division and the Purchasing Department
Highest-Ranked Vendor	All Affairs and Occasions

## **Award of Proposals – 2) Nursing and Allied Health Lab Equipment and Supplies**

<b>Purpose</b>	Award the proposals for Nursing and Allied Health lab equipment and supplies to the vendors listed in Appendix A.
<b>Justification</b>	<p>To enhance the Division of Nursing by providing equipment and supplies essential for student instruction in various instructional programs. Modern equipment and supplies offer the student realistic hands-on experiences, improving student confidence and preparedness. It enhances educational outcomes, ensures program relevance, and prepares students for successful careers in a dynamic healthcare environment</p> <p>At the time of purchase, the vendor will be selected based on the items needed/provided, pricing, item availability, and delivery timeline.</p>
<b>Funding</b>	Funds for this expenditure are budgeted in the Vocational Nursing, Associate Degree Nursing, Health Occupational Therapy, Patient Care Assistant, Respiratory Therapy, Medical Assistant Technology, Pharmacy Technology, and Emergency Medical Technician budgets for FY 2024 – 2025. Funds for subsequent fiscal years will be included in future proposed budgets.
<b>Enclosed Documents</b>	Appendix A – Vendors List Appendix B – Project Timeline and Information Other information is included in the Supporting Documentation.
<b>Staff Resource</b>	Dr. Anahid Petrosian, Vice President and Provost for Academic Affairs and Economic Development Dr. Margo A. Vargas-Ayala, Interim NAH Division Dean
<b>Recommendation</b>	The Committee recommends Board approval to award the proposal for nursing and allied health lab equipment and supplies to the vendors listed in Appendix A for the period beginning August 1, 2025 through July 31, 2026, with two one-year options to renew, at an estimated total amount of \$200,000.00.

## **APPENDIX A**

### **Vendors List**

<b>Vendor (City, State)</b>	<b>Vendor (City, State)</b>
<b>Bound Tree Medical, LLC</b> (Dublin, OH)	<b>Henry Schein, Inc.</b> (Melville, NY)
<b>J&amp;B Medical Supply Company, Inc.</b> (Wixom, MI)	<b>McKesson Medical-Surgical Government Solutions, LLC</b> (Henrico, VA)
<b>Medical Shipment, LLC</b> (Skokie, IL)	<b>Performance Health Supply, LLC/ dba Medco Supply, Co.</b> (Warrenville, IL)
<b>Pocket Nurse Enterprises, LLC</b> (Monaca, PA )	

## **APPENDIX B**

### **Project Timeline and Information**

Advertised RFP	April 16, 2025 and April 23, 2025
RFP Responses Due	May 7, 2025
RFP Issued To	Twenty (20) Vendors
Responses Received From	Seven (7) Vendors
Responses Reviewed By	Purchasing Department
Highest-Ranked Vendor	Vendors listed in Appendix A

### **Award of Proposals – 3) Public Art Project – College Mascot Sculptures**

<b>Purpose</b>	Award the proposal for the public art project – college mascot sculptures to <b>Douglas Clark</b> (Edinburg, TX) (New).
<b>Justification</b>	To create bronze sculptures of the College’s mascot to be displayed on various campuses. These sculptures aim to represent the institution with pride and instill school spirit in all who visit the campus.
<b>Funding</b>	Funds for this expenditure are budgeted in the Communication & Creative Services budget for FY 2024 – 2025. Funds for subsequent fiscal years will be included in future proposed budgets.
<b>Enclosed Documents</b>	Appendix A – Project Timeline and Information Other information is included in the Supporting Documentation.
<b>Staff Resource</b>	Mary Del Paz, Vice President - Finance and Administrative Services Ricardo De La Garza, Executive Director - Facilities Planning and Construction
<b>Recommendation</b>	The Committee recommends Board approval to award the proposal for the public art project – college mascot sculptures to <b>Douglas Clark</b> (Edinburg, TX) (New).

### **APPENDIX A**

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

Advertised RFP	May 7, 2025 and May 14, 2025
RFP Responses Due	May 22, 2025
RFP Issued To	Four (4) Vendors
Responses Received From	One (1) Vendor
Responses Reviewed By	Communication & Creative Services, Facilities Operations & Maintenance, Facilities Planning and Construction, and the Purchasing Department
Highest-Ranked Vendor	Douglas Clark

## **Award of Proposals – 4) Security Cameras and Accessories**

<b>Purpose</b>	Award the proposal for security cameras and accessories to the vendors listed in Appendix A.
<b>Justification</b>	To enhance campus security and ensure consistency with the College's standardized video surveillance infrastructure, the goal is to procure security cameras, software licenses, mounting hardware, cabling, and other necessary accessories on an as-needed basis. These purchases will support ongoing maintenance, system expansions, and equipment replacements across various campus locations. Acquiring these components as needed will allow the College to respond promptly to security concerns, maintain system compatibility, and uphold safety standards for students, staff, and visitors.
<b>Funding</b>	Funds for this expenditure are budgeted in the Security Surveillance budget for FY 2024-2025. Funds for subsequent fiscal years will be included in future proposed budgets.
<b>Enclosed Documents</b>	Appendix A – Vendors List Appendix B – Project Timeline and Information Other information is included in the Supporting Documentation.
<b>Staff Resource</b>	Dr. Jesús Campos, Interim Vice President for Information Services, Planning, Performance, & Strategic Initiatives Lucio Gonzalez, Associate Vice President - Technology and Chief Information Officer
<b>Recommendation</b>	The Committee recommends Board approval to award the proposal for security cameras and accessories to the vendors listed in Appendix A for the period beginning June 25, 2025 through June 24, 2026, with two one-year options to renew at an estimated total amount of \$100,000.00.

### **APPENDIX A**

#### **Vendors List**

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

**APPENDIX B**

**Project Timeline and Information**

Advertised RFP	May 7, 2025 and May 14, 2025
RFP Responses Due	May 22, 2025
RFP Issued To	Five (5) Vendors
Responses Received From	Four (4) Vendors
Responses Reviewed By	Purchasing Department
Highest-Ranked Vendor	Vendors listed in Appendix A



**Reject Proposal – 5) Pecan Campus Physical Plant Building E Cooling Tower Above Ground Piping System**

<b>Purpose</b>	Reject the one (1) proposal received for the Pecan Campus physical plant building E cooling tower above ground piping system.
<b>Justification</b>	Administration has determined that the project was over budget. These services will be re-solicited with an updated scope of work.
<b>Staff Resource</b>	Mary Del Paz, Vice President - Finance and Administrative Services Ricardo De La Garza, Executive Director - Facilities Planning and Construction
<b>Recommendation</b>	The Committee recommends Board approval to reject the one (1) proposal received for the Pecan Campus physical plant building E cooling tower above ground piping system.

## **Purchases – 6) Computers, Laptops, and Tablets**

<b>Purpose</b>	Purchase computers, laptops, and tablets from the vendors listed in Appendix A.
<b>Justification</b>	<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>
<b>Funding</b>	Funds for these expenditures are budgeted in the requesting department budgets for FY 2024 - 2025 as follows: Learning Commons and Open Labs, Office of Enrollment Services, Technology Projects, Increase in Nursing and Allied Health Care Certified Professionals Project, Chemistry, Accounting, Physics, Information Technology, Theatre and Dance, Digital Learning Software, Administrative Allowance-Pell, Cashier's Office, RR Pecan Ann Richards Administration Building D Auditorium Upgrade, Learning Outcomes, Human Resources, Business Office, Research and Analytical Services, Academic Operations and Instruction, Dual Credit Pathways, and Purchasing.
<b>Enclosed Documents</b>	<p>Appendix A – Vendors List</p> <p>Appendix B – District-Wide Technology Request Summary</p> <p>Other information is included in the Supporting Documentation.</p>
<b>Staff Resource</b>	<p>Dr. Jesús Campos, Interim Vice President for Information Services, Planning, Performance, &amp; Strategic Initiatives</p> <p>Lucio Gonzalez, Associate Vice President -Technology and Chief Information Officer</p>
<b>Recommendation</b>	The Committee recommends Board approval to purchase computers, laptops, and tablets from the vendors listed in Appendix A at a total amount of \$125,288.85.

## **APPENDIX A**

### **Vendors List**

Vendor (City, State)	Purchasing Cooperative	Amount
<b>Apple, Inc.</b> (Dallas, TX)	Choice Partners Cooperative	\$8,108.00
<b>Dell Marketing, LP</b> (Dallas, TX)	State of Texas Department of Information Resources (DIR), OMNIA Partners	\$117,180.85
Total Amount:		\$125,288.85

## **APPENDIX B**

### **District-Wide Technology Request Summary**

<b>Student Computers</b>		4	Administrative Allowance - Pell Program
17	Learning Commons and Open Labs	1	Cashier's Office
16	Office of Enrollment Services	2	RR Pecan Ann Richards Administration Building D Auditorium Upgrade
11	Technology Projects	2	Learning Outcomes
1	Division of Nursing and Allied Health - Increase in Nursing and Allied Health Care Certified Professionals Project Grant	<b>Staff Laptops</b>	
<b>Student Laptops</b>		2	Human Resources
10	Chemistry Program	4	Digital Learning Software Program
<b>Faculty Computers</b>		2	Business Office
1	Accounting Program	1	Research and Analytical Services
<b>Faculty Laptops</b>		1	Academic Operations and Instruction
3	Physics Program	1	Physics Program
1	Information Technology Program	1	Dual Credit Pathways Program
<b>Faculty Tablets</b>		2	Purchasing
1	Theatre and Dance Program	<b>Staff Tablets</b>	
<b>Staff Computers</b>		2	Theatre and Dance Program
1	Digital Learning Software Program		

## **Purchases – 7) Medical Equipment and Supplies**

<b>Purpose</b>	Purchase medical equipment and supplies from <b>Medical Shipment, LLC</b> (Skokie, IL), The Interlocal Purchasing System (TIPS) approved vendor.
<b>Justification</b>	To provide the Division of Nursing and Allied Health with access to medical equipment and supplies essential for instruction to students. Medical supplies are indispensable for providing students with realistic, hands-on training experiences, ensuring they are fully prepared to navigate the rapidly evolving healthcare landscape, and contributing skilled professionals to the workforce.
<b>Funding</b>	Funds for this expenditure are budgeted in the Vocational Nursing, Associate Degree Nursing, Health Occupational Therapy, Patient Care Assistant, Respiratory Therapy, Medical Assistant Technology, Pharmacy Technology, and Emergency Medical Technician for FY 2024 – 2025.
<b>Enclosed Documents</b>	Other information is included in the Supporting Documentation.
<b>Staff Resource</b>	Dr. Anahid Petrosian, Vice President and Provost for Academic Affairs and Economic Development Margo A. Vargas-Ayala, Interim NAH Division Dean
<b>Recommendation</b>	The Committee recommends Board approval to purchase medical equipment and supplies from <b>Medical Shipment, LLC</b> (Skokie, IL), The Interlocal Purchasing System (TIPS) approved vendor for the period beginning September 1, 2024 through July 31, 2025, at an estimated total amount of \$140,000.00.

## **Purchases - 8) Network Phone Equipment Replacements**

<b>Purpose</b>	Purchase network phone equipment replacements from <b>Network Craze Technologies</b> (East Syracuse, NY) The Interlocal Purchasing System (TIPS) approved vendor.
<b>Justification</b>	To support the college's voice communication system and to replace existing devices that have reached the end of their life and are no longer supported by the manufacturer. The current phones lack compatibility with cloud-based platforms and no longer receive firmware updates or technical support, posing risks to system reliability, security, and functionality. The new VoIP phones will improve call management and enhance reliability for faculty, staff, and support services. This upgrade is essential to maintain secure, efficient, and scalable communication across the institution.
<b>Funding</b>	Funds for this expenditure are budgeted in the Systems and Networking budget for FY 2024 – 2025.
<b>Enclosed Documents</b>	Other Information is included in the Supporting Documentation.
<b>Staff Resource</b>	Dr. Jesús Campos, Interim Vice President for Information Services, Planning, Performance, & Strategic Initiatives Lucio Gonzalez, Associate Vice President -Technology and Chief Information Officer.
<b>Recommendation</b>	The Committee recommends Board approval to purchase network phone equipment replacements from <b>Network Craze Technologies</b> (East Syracuse, NY) The Interlocal Purchasing System (TIPS) approved vendor, at an estimated total amount of \$103,633.81.

## **Purchases - 9) Network Router Equipment Replacements**

<b>Purpose</b>	Purchase network router equipment replacements from <b>Netsync Network Solutions</b> (Houston, TX), a State of Texas Department of Information Resources (DIR) approved vendor.
<b>Justification</b>	To replace the end-of-life and out-of-support Pecan datacenter network router, which no longer receives firmware updates, security patches, or technical support, exposing the college's network to increased security risks, performance issues, and potential downtime. This upgrade is critical to ensure continued network reliability, enhance security, and support the college's growing need for bandwidth, especially for applications like e-learning, video conferencing, and cloud-based services. The new router will offer improved security, higher throughput, and future-proof capabilities, ensuring the network can scale to meet evolving technology demands.
<b>Funding</b>	Funds for this expenditure are budgeted in the Systems and Networking budget for FY 2024 – 2025.
<b>Enclosed Documents</b>	Other Information is included in the Supporting Documentation.
<b>Staff Resource</b>	Dr. Jesús Campos, Interim Vice President for Information Services, Planning, Performance, & Strategic Initiatives Lucio Gonzalez, Associate Vice President -Technology and Chief Information Officer.
<b>Recommendation</b>	The Committee recommends Board approval to purchase network router equipment replacements from <b>Netsync Network Solutions</b> (Houston, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at an estimated total amount of \$69,457.97.

## **Purchases - 10) Network Switch Equipment Replacements**

<b>Purpose</b>	Purchase network switch equipment replacements from <b>CXTEC</b> (Syracuse, NY) The Interlocal Purchasing System (TIPS) approved vendor.
<b>Justification</b>	To replace units that have reached the end of their life and are no longer supported by the manufacturer. The new switches are essential to improve network performance, reliability, and security across the campus. Upgrading this infrastructure will ensure consistent and efficient connectivity, directly benefiting students, faculty, and staff by supporting access to critical academic and administrative resources.
<b>Funding</b>	Funds for this expenditure are budgeted in the Systems and Networking budget for FY 2024 – 2025.
<b>Enclosed Documents</b>	Other Information is included in the Supporting Documentation.
<b>Staff Resource</b>	Dr. Jesús Campos, Interim Vice President for Information Services, Planning, Performance, & Strategic Initiatives Lucio Gonzalez, Associate Vice President -Technology and Chief Information Officer.
<b>Recommendation</b>	The Committee recommends Board approval to purchase network switch equipment replacements from <b>CXTEC</b> (Syracuse, NY) The Interlocal Purchasing System (TIPS) approved vendor, at an estimated total amount of \$100,200.00.

## **Purchases - 11) Server Replacements**

<b>Purpose</b>	Purchase server replacements from <b>Dell Marketing, LP</b> (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor.
<b>Justification</b>	To replace hardware that has reached the end of its life and is no longer supported by the vendor. These servers are critical to supporting the STC Police Department's surveillance system by meeting the application and storage requirements for real-time video monitoring and long-term video archiving. Upgrading this infrastructure will ensure continued reliability, system performance, and data security for essential campus safety operations.
<b>Funding</b>	Funds for this expenditure are budgeted in the Systems and Networking budget for FY 2024 – 2025.
<b>Enclosed Documents</b>	Other Information is included in the Supporting Documentation.
<b>Staff Resource</b>	Dr. Jesús Campos, Interim Vice President for Information Services, Planning, Performance, & Strategic Initiatives Lucio Gonzalez, Associate Vice President -Technology and Chief Information Officer.
<b>Recommendation</b>	The Committee recommends Board approval to purchase server replacements from <b>Dell Marketing, LP</b> (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at an estimated total amount of \$79,094.50.



## **Purchases – 12) Software Training Service Agreement**

<b>Purpose</b>	Purchase a software training service agreement from <b>Optimum Consultancy Services, LLC</b> (Houston, TX), a Texas Department of Information Resources (DIR) approved vendor.
<b>Justification</b>	To provide software training services for the staff to become proficient in the various software programs that are used on a daily basis. The services will also include technical support as needed.
<b>Funding</b>	Funds for this expenditure are budgeted in the Library Automation and Information Technology Project Management, Risk and Security budget for FY 2024 – 2025. Funds for subsequent fiscal years will be included in future proposed budgets.
<b>Enclosed Documents</b>	Other information is included in the Supporting Documentation.
<b>Staff Resource</b>	Dr. Jesús Campos, Interim Vice President for Information Services, Planning, Performance, & Strategic Initiatives Lucio Gonzalez, Associate Vice President – Technology and Chief Information Officer Elizabeth Hollenbeck, Associate Dean of Library Services
<b>Recommendation</b>	The Committee recommends Board approval to purchase a software training service agreement from <b>Optimum Consultancy Services, LLC</b> (Houston, TX) for a period beginning July 1, 2025, through June 30, 2026, at an estimated total amount of \$90,538.65.

### **Renewals – 13) Collection Agency Services**

<b>Purpose</b>	Renew the collection agency services contracts with the vendors listed in Appendix A.
<b>Justification</b>	<p>To collect on delinquent accounts due to the College from the students, faculty, or staff. The delinquent accounts consist of unpaid emergency student loans, tuition and fees, accounts receivable, and traffic citations, among other unpaid accounts. The delinquent balances can derive from returned checks, reversal of financial aid awards, and/or failure of staff's adherence to waiver reimbursement guidelines. The collection agencies provide the college with the best collection and reporting techniques and services.</p> <p>As outlined in the agreement, fees associated with collections are assessed directly to the student, faculty, or staff.</p>
<b>Enclosed Documents</b>	<p>Appendix A – Vendors List</p> <p>Appendix B – Renewal Terms</p>
<b>Staff Resource</b>	<p>Mary Del Paz, Vice President for Finance and Administrative Services</p> <p>Myriam Lopez, Associate Vice-President - Finance and Management</p>
<b>Recommendation</b>	The Committee recommends Board approval to renew the collection agency services contracts with the vendors listed in Appendix A for the period beginning September 1, 2025 through August 31, 2026, at no cost to the College.

### **APPENDIX A**

#### **Vendors List**

<b>Vendor (City, State)</b>	<b>Contract Percentages</b>
<b>S&amp;S Recovery, Inc.</b> (Memphis, TN)	<p>Will assess the following rates:</p> <ul style="list-style-type: none"> <li>• 20% for first placement</li> <li>• 20% for second placement</li> <li>• 23% for all subsequent referrals</li> <li>• 23% for litigation and judgment placements</li> </ul>

<b>Vendor (City, State)</b>	<b>Contract Percentages</b>
<b>Continental Service Group, LLC/ dba ConServe</b> (Fairport, NY)	Will assess the following rates: <ul style="list-style-type: none"> <li>• 18% for first placement</li> <li>• 18% for second placement</li> <li>• 18% for all subsequent referrals</li> <li>• 25% for litigation and judgment placements</li> </ul>
<b>Collection Bureau Hudson Valley (CBHV)</b> (Newburgh, NY)	Will assess the following rates: <ul style="list-style-type: none"> <li>• 16% for first placement</li> <li>• 24% for second placement</li> <li>• 28% for litigation</li> </ul>

## **APPENDIX B**

### **Renewal Terms**

Background – The Board awarded the contracts as follows:

<b>Term: August 22, 2023 – one year with two one-year annual renewals.</b>			
<b>Award</b>	<b>Board Meeting Date</b>	<b>Original Term</b>	<b>Renewal Term</b>
Original	8/22/2023	9/01/2023 – 8/31/2024	
First Renewal	6/25/2024		9/01/2024 – 8/31/2025
<b>Final Renewal</b>	6/24/2025		9/01/2025 – 8/31/2026

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

## Renewals – 14) Grounds Maintenance

**Purpose** Renew the grounds maintenance contract with **TLC - Total Lawn Care Service LLC** (San Antonio, TX).

**Justification** To provide grounds maintenance for all South Texas College campuses as follows:

Services	Amount
Mowing, Tree Trimming, Grass Shredding, and Irrigation Inspections and Repair (Estimated Amount)	\$568,759.23
Plants, Replacement Plants, and Landscaping (Not Exceeding)	\$111,040.77
Sprinkler System Repairs (Not Exceeding)	\$77,250.00
Total Amount:	\$757,050.00

**Funding** Funds for this expenditure are budgeted in the Ground Maintenance 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** Mary Del Paz, Vice President for Finance and Administrative Services  
George McCaleb, Executive Director of Facilities Operations and Maintenance

**Recommendation** The Committee recommends Board approval to renew the grounds maintenance contract with **TLC - Total Lawn Care Service LLC** (San Antonio, TX) for the period beginning November 1, 2025 through August 31, 2026, at an estimated total amount of \$757,050.00.

**APPENDIX A**  
**Renewal Terms**

The Board awarded the contract as follows:

<b>Term: October 29, 2024 - one year with two (2) one-year annual renewals</b>			
Award	Board Meeting Date	Original Term	Renewal Term
Original	10/29/2024	11/01/2024 – 08/31/2025	
<b>First Renewal</b>	06/24/2025		11/01/2025 – 08/31/2026

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

## **Purchase Renewals – 15) Online Digital Portfolio Application**

<b>Purpose</b>	Renew the online digital portfolio application with <b>MeshNet, Inc./ dba Suitable</b> (Ambler, PA), a sole-source vendor.
<b>Justification</b>	To manage, measure, and improve student engagement by identifying needs such as student access with the ability to update information after graduation to promote lifelong learning, an ability to showcase acquired skills to employers and support matriculation to advanced degrees at no additional fee to students, badging, a Comprehensive Learner Records (CLR) to highlight awarded credentials and experiential learning, ease of use, alignment to instructional needs, sustainability, and authentic assessment data collection.
<b>Funding</b>	Funds for this expenditure are budgeted in the Learning Outcomes Department budget for FY 2024 – 2025. Funds for subsequent fiscal years will be included in future proposed budgets.
<b>Enclosed Documents</b>	Other information is included in the Supporting Documentation.
<b>Staff Resource</b>	Dr. Anahid Petrosian, Vice President and Provost for Academic Affairs and Economic Development Dr. Brett Millan, Associate VP Academic Success & Advancement Yolonda Jaramillo, Director of Learning Outcomes
<b>Recommendation</b>	The Committee recommends Board approval to renew the online digital portfolio application with <b>MeshNet, Inc./ dba Suitable</b> (Ambler, PA), a sole-source vendor, for the period beginning August 1, 2025 through July 31, 2028, at a total amount of \$130,500.00, with annual payments of \$43,500.00.

## **Purchase Renewals – 16) Software, License, Maintenance, and Support Agreements**

<b>Purpose</b>	Renew the software license, maintenance, and support agreements with <b>Evisions, LLC</b> (Houston, TX), a sole-source vendor.
<b>Justification</b>	To provide maintenance and support to the existing software programs, Argos Enterprise and FormFusion Enterprise. Argos enables users to access and extract data from various institutional databases (like Banner, Ellucian, etc.) and present it in a variety of formats, including reports, dashboards, and visualizations. FormFusion transforms standard output from their ERP systems (like Ellucian Banner or Colleague) into professional, branded, and functional documents.
<b>Funding</b>	Funds for this expenditure are budgeted in the IT-Applications Development, Cashier's Office, Student Financial Services, and Admissions and Records budget for FY 2025 – 2026. Funds for subsequent fiscal years will be included in future proposed budgets.
<b>Enclosed Documents</b>	Other information is included in the Supporting Documentation.
<b>Staff Resource</b>	Dr. Jesús Campos, Interim Vice President for Information Services, Planning, Performance, & Strategic Initiatives Lucio Gonzalez, Associate Vice President – Technology and Chief Information Officer.
<b>Recommendation</b>	The Committee recommends Board approval to renew the software license, maintenance, and support agreements with <b>Evisions, LLC</b> (Houston, TX), a sole-source vendor, for a period beginning September 1, 2025 through August 31, 2028, at a total amount of \$135,970.00.

## **Purchase Renewals – 17) Web Application Firewall Software/Cloud Subscription**

<b>Purpose</b>	Renew the web application firewall software/cloud subscription with <b>Kudelski Security, Inc.</b> (Phoenix, AZ), a State of Texas Department of Information Resources (DIR) approved vendor.
<b>Justification</b>	To protect all of the College's public-facing applications and services from web application attacks that deny services. The firewall analyzes and inspects requests coming into the applications and stops attacks such as cross-site scripting (XSS), SQL injections, and cookie poisoning, among others.
<b>Funding</b>	Funds for this expenditure are budgeted in the Information Security budget for FY 2024 – 2025. Funds for subsequent fiscal years will be included in future proposed budgets.
<b>Enclosed Documents</b>	Other information is included in the Supporting Documentation.
<b>Staff Resource</b>	Dr. Jesús Campos, Interim Vice President for Information Services, Planning, Performance, & Strategic Initiatives Lucio Gonzalez, Associate Vice President – Technology and Chief Information Officer.
<b>Recommendation</b>	The Committee recommends Board approval to renew web application firewall software/cloud subscription with <b>Kudelski Security, Inc.</b> (Phoenix, AZ), a State of Texas Department of Information Resources (DIR) approved vendor for the period beginning July 7, 2025 through July 6, 2026, at a total amount of \$56,412.00.



Recommendation: It is requested that the Committee recommend for Board approval of the award of proposals, reject proposal, purchases, renewals, and purchase renewals at a total cost of \$2,088,145.78, as listed below:

**Award of Proposals**

- 1) **Campus Dining and Food Truck Services – Nursing and Allied Health Campus:** award the proposal for Campus Dining and Food Truck Services – Nursing and Allied Health Campus to **All Affairs and Occasions** (Weslaco, TX) for the period beginning July 25, 2025 through July 26, 2026, with two one-year options to renew, at no cost to the College;
- 2) **Nursing and Allied Health Lab Equipment and Supplies:** award the proposal for Nursing and Allied Health lab equipment and supplies to the vendors listed in Appendix A for the period beginning August 1, 2025 through July 31, 2026, with two one-year options to renew, at an estimated total amount of \$200,000.00;

**APPENDIX A**

**Vendors List**

<b>Vendor (City, State)</b>	<b>Vendor (City, State)</b>
<b>Bound Tree Medical, LLC</b> (Dublin, OH)	<b>Henry Schein, Inc.</b> (Melville, NY)
<b>J&amp;B Medical Supply Company, Inc.</b> (Wixom, MI)	<b>McKesson Medical-Surgical Government Solutions, LLC</b> (Henrico, VA)
<b>Medical Shipment, LLC</b> (Skokie, IL)	<b>Performance Health Supply, LLC/ dba Medco Supply, Co.</b> (Warrenville, IL)
<b>Pocket Nurse Enterprises, LLC</b> (Monaca, PA )	

- 3) **Public Art Project – College Mascot Sculptures:** award the proposal for the public art project – college mascot sculptures to **Douglas Clark** (Edinburg, TX) (New);
- 4) **Security Cameras and Accessories:** award the proposal for security cameras and accessories to the vendors listed in Appendix A for the period beginning June 25, 2025 through June 24, 2026, with two one-year options to renew at an estimated total amount of \$100,000.00;

**APPENDIX A**

**Vendors List**

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

- Reject Proposal**      **5) Pecan Campus Physical Plant Building E Cooling Tower Above Ground Piping System:** reject the one (1) proposal received for the Pecan Campus physical plant building E cooling tower above ground piping system;
- Purchases**      **6) Computers, Laptops, and Tablets:** purchase computers, laptops, and tablets from the vendors listed in Appendix A at a total amount of \$125,288.85;

**APPENDIX A**

**Vendors List**

Vendor (City, State)	Purchasing Cooperative	Amount
<b>Apple, Inc.</b> (Dallas, TX)	Choice Partners Cooperative	\$8,108.00
<b>Dell Marketing, LP</b> (Dallas, TX)	State of Texas Department of Information Resources (DIR), OMNIA Partners	\$117,180.85
Total Amount:		\$125,288.85

- 7) Medical Equipment and Supplies:** purchase medical equipment and supplies from **Medical Shipment, LLC** (Skokie, IL), The Interlocal Purchasing System (TIPS) approved vendor for the period beginning September 1, 2024 through July 31, 2025, at an estimated total amount of \$140,000.00;
- 8) Network Phone Equipment Replacements:** purchase network phone equipment replacements from **Network Craze Technologies** (East Syracuse, NY) The Interlocal Purchasing System (TIPS) approved vendor, at an estimated total amount of \$103,633.81;
- 9) Network Router Equipment Replacements:** purchase of network router equipment replacements from **Netsync Network Solutions** (Houston, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at an estimated total amount of \$69,457.97;
- 10) Network Switch Equipment Replacements:** purchase network switch equipment replacements from **CXTEC** (Syracuse, NY) The Interlocal Purchasing System (TIPS) approved vendor, at an estimated total amount of \$100,200.00;
- 11) Server Replacements:** purchase server replacements from **Dell Marketing, LP** (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at an estimated total amount of \$79,094.50;
- 12) Software Training Service Agreement:** purchase a software training service agreement from **Optimum Consultancy Services, LLC** (Houston, TX) for a period beginning July 1, 2025, through June 30, 2026, at an estimated total amount of \$90,538.65;

**Renewals**

- 13) Collection Agency Services:** renew the collection agency services contracts with the vendors listed in Appendix A for the period beginning September 1, 2025 through August 31, 2026, at no cost to the College;

**APPENDIX A**

**Vendors List**

<b>Vendor (City, State)</b>	<b>Contract Percentages</b>
<b>S&amp;S Recovery, Inc.</b> (Memphis, TN)	Will assess the following rates: <ul style="list-style-type: none"> <li>• 20% for first placement</li> <li>• 20% for second placement</li> <li>• 23% for all subsequent referrals</li> <li>• 23% for litigation and judgment placements</li> </ul>
<b>Continental Service Group, LLC/ dba ConServe</b> (Fairport, NY)	Will assess the following rates: <ul style="list-style-type: none"> <li>• 18% for first placement</li> <li>• 18% for second placement</li> <li>• 18% for all subsequent referrals</li> <li>• 25% for litigation and judgment placements</li> </ul>
<b>Collection Bureau Hudson Valley (CBHV)</b> (Newburgh, NY)	Will assess the following rates: <ul style="list-style-type: none"> <li>• 16% for first placement</li> <li>• 24% for second placement</li> <li>• 28% for litigation</li> </ul>

- 14) Grounds Maintenance:** renew the grounds maintenance contract with **TLC - Total Lawn Care Service LLC** (San Antonio, TX) for the period beginning November 1, 2025 through August 31, 2026, at an estimated total amount of \$757,050.00;

<b>Services</b>	<b>Amount</b>
Mowing, Tree Trimming, Grass Shredding, and Irrigation Inspections and Repair (Estimated Amount)	\$568,759.23
Plants, Replacement Plants, and Landscaping (Not Exceeding)	\$111,040.77
Sprinkler System Repairs (Not Exceeding)	\$77,250.00
<b>Total Amount:</b>	<b>\$757,050.00</b>

**Purchase  
Renewals**

- 15) Online Digital Portfolio Application:** renew the online digital portfolio application with **MeshNet, Inc./ dba Suitable** (Ambler, PA), a sole-source vendor, for the period beginning August 1, 2025 through July 31, 2028, at a total amount of \$130,500.00, with annual payments of \$43,500.00;
- 16) Software, License, Maintenance, and Support Agreements:** renew the software license, maintenance, and support agreements with **Evisions, LLC** (Houston, TX), a sole-source vendor, for a period

beginning September 1, 2025 through August 31, 2028, at a total amount of \$135,970.00;

- 17) **Web Application Firewall Software/Cloud Subscription:** renew web application firewall software/cloud subscription with **Kudelski Security, Inc.** (Phoenix, AZ), a State of Texas Department of Information Resources (DIR) approved vendor for the period beginning July 7, 2025 through July 6, 2026, at a total amount of \$56,412.00.

## **Discussion and Action as Necessary on Proposed FY 2025 – 2026 Request for New Positions and Other Adjustments**

<b>Purpose</b>	To approve the proposed FY 2025 – 2026 request for new positions and other adjustments, which will not require additional funding and will therefore not impact the budget.
<b>Justification</b>	<p>Administration has reviewed these requests, and the Texas Association of School Boards (TASB) has also reviewed and recommended them as part of their annual compensation maintenance review. Projected salaries are based on FY 2024 - 2025 pay grade scales. Salaries are subject to change once the Board approves new FY 2025 - 2026 pay grade scales.</p> <p>These requests include new non-faculty positions, funding for selected previously frozen positions, salary adjustments for vacant non-faculty positions, reclassification of existing non-faculty positions, pool adjustments, title changes, and organizational changes.</p> <p>Additional modifications, including reductions, may be necessary prior to final approval by the Board and based on revised revenue projections, funding availability, and Board approval of the final budget.</p>
<b>Enclosed Documents</b>	<p>Appendix A – Proposed New Positions and Other Adjustments (Unrestricted Fund) Summary</p> <p>Appendix B – New Non-Faculty Positions</p> <p>Appendix C – Funding of Selected Previously Frozen Positions</p> <p>Appendix D – Salary Adjustment of Vacant Non-Faculty Positions</p> <p>Appendix E – Reclassifications of Existing Positions with Salary Adjustments</p> <p>Appendix F – Pool Adjustments</p> <p>Appendix G – Title Changes</p> <p>Appendix H – Organizational Changes</p>
<b>Funding</b>	No funds are required.
<b>Staff Resource</b>	Dr. Ricardo Solis, President Mary Del Paz, Vice President for Finance and Administrative Services
<b>Recommendation</b>	The Committee recommends that the Board approve the proposed FY 2025–2026 request for new positions and other adjustments as presented, which will not require additional funding and will, therefore, not impact the budget.

**Appendix A**

**Proposed College's New Positions and Other Adjustments  
(Unrestricted Fund)**

<b>Categories</b>	<b>Amount</b>	<b>Funding Available</b>	<b>Impact on FY 25 – 26 Budget</b>
B. New Non-Faculty Positions (3)	\$126,840	(\$126,840)	\$0
C. Funding of Selected Previously Frozen Positions (1)	38,975	(38,975)	0
D. Salary Adjustment of Vacant Positions (3)	\$78,789	(78,789)	0
E. Reclassifications of Existing Positions with Salary Adjustments (11)	326,795	(326,795)	0
F. Pool Adjustments to Instructional Direct Wage Pools, Non-Faculty Temp Pools, and Trainer Pools (16)	619,108	(619,108)	0
G. Title Changes – No impact to Budget (34)	0	0	0
H. Organization Changes – No impact to Budget (41)	0	0	0
<b>Total</b>	<b>\$1,190,507</b>	<b>(\$1,190,507)</b>	<b>\$0</b>

**South Texas College**  
**Unrestricted Fund (No impact on Budget)**  
**New Non-Faculty Positions for FY 2025 - 2026**

#	Organization Name	New Position Title	Classification	Pay Grade	Proposed Salary	Funding Availability	Impact to Budget
<b>Vice President for Academic Affairs and Economic Development</b>							
1	Developing Hispanic Serving (DHSI)	Administrator - Academic Support Programs	Executive Administrative Professional	7	\$ 47,394	\$ (47,394)	\$0.00
Rationale: •Currently, the position is being funded 50% through grant funds and 50% through unrestricted funds. The department is requesting to re-institutionalize this grant position (Starfish Administrator-current position title), to be funded 100% by unrestricted funds. This administrator leads the development, implementation, and management of the ongoing operations of the Starfish Early Alert System to drive student success through engagement and measurement with direction from College-wide leadership and teams.							
<b>Total for Vice President for Academic Affairs and Economic Development</b>					<b>\$ 47,394</b>	<b>\$ (47,394)</b>	<b>\$ -</b>
<b>Vice President for Finance and Administrative Services</b>							
2	Custodial	Assistant - Event Logistics	Operations Support	2	\$ 36,567	\$ (36,567)	\$0.00
Rationale: • This role will assist the Logistics Supervisor in tackling the many logistical tasks that come with event planning, such as transportation, scheduling, and overseeing on-site, off-campus, and district-wide setups. This role would ensure that materials are delivered on time, manage last-minute changes efficiently, and provide real-time support during the event to troubleshoot any issues. With over 100 monthly on-site events and various off-campus and district-wide events, this support can help reduce stress on the custodial team, ensure timelines are met, and contribute to an overall smooth and successful event. In addition, the new College Facility Use Procedures will open the doors for even more events with external organizations hosting events on STC campuses districtwide. Ultimately, this role would improve client satisfaction and enhance the college's reputation.							
<b>Total for Vice President for Finance and Administrative Services</b>					<b>\$ 36,567</b>	<b>\$ (36,567)</b>	<b>\$ -</b>
<b>Vice President for Student Affairs and Enrollment Management</b>							
3	Student Affairs and Enrollment Management	Specialist - Recruiting	Administrative Technical Support	4	\$ 42,879	\$ (42,879)	\$0.00
Rationale: • Implementation of the Valley Promise Program necessitates additional recruitment staff to assist high school seniors with enrollment and financial aid processes.							
<b>Total for Vice President for Student Affairs and Enrollment Management</b>					<b>\$ 42,879</b>	<b>\$ (42,879)</b>	<b>\$ -</b>
<b>Total for New Non-Faculty Position(s)</b>							<b>\$ 126,840</b>
<b>Less Funding from Savings of Existing Vacant Positions</b>							<b>(126,840)</b>
<b>Net Salary Budget Increase for New Non-Faculty Positions</b>							<b>\$ -</b>

\*Projected salaries are based on FY 2024 - 2025 pay grade scales. Salaries are subject to change once the Board approves new FY 2025 - 2026 pay grade scales.

**South Texas College**  
Unrestricted Fund (No impact on Budget)  
**Frozen Positions request to Unfreeze for FY 2025 - 2026**

#	Position #	Title	Classification	Current Salary	Salary Adjustment	New Salary with Adjustment	Funding Availability	Impact to Budget
<b>Vice President for Information Services, Planning, Performance and Strategic Initiatives</b>								
1	P002912	Technician - Open Lab	Administrative Technical Support Pay Grade 3	\$ 2.00	\$ 38,975	\$ 38,977	\$ (38,975)	\$0.00
Rationale: •The Learning Commons and Open Lab at the Pecan Campus has experienced an average increase of 21% in student traffic for the past two years. Additionally, newly developed services at the Pecan Campus have also increased the need for additional personnel.								
<b>Total for Vice President for Information Services, Planning, Performance and Strategic Initiatives</b>				<b>\$ 2.00</b>	<b>\$ 38,975</b>	<b>\$ 38,977</b>	<b>\$ (38,975)</b>	<b>\$ -</b>

Total Adjustment for Unfreezing Position(s)	\$ 38,975
Less Funding from Savings of Existing Vacant/Pool Positions	(38,975)
<b>Net Salary Budget Increase to Unfreeze Non-Faculty Positions</b>	<b>\$ -</b>

*\*Projected salaries are based on FY 2024 - 2025 pay grade scales. Salaries are subject to change once the Board approves new FY 2025 - 2026 pay grade scales.*



**South Texas College**  
 Unrestricted Fund (No impact on Budget)  
**Salary Adjustment of Vacant Positions for FY 2025 - 2026**

#	Organization Name	Title	Classification	Pay Grade	Current Salary	Salary Adjustment	New Salary with Adjustment	Funding Availability	Impact to Budget
<b>Vice President for Finance and Administrative Services</b>									
1	Business Office	Assistant Comptroller (Position P002962) to Director - Budget and Fiscal Payroll - <b>Vacant</b>	Executive Administrative Professional	7 to 9	\$ 86,883	\$ 13,272	\$ 100,155	\$ (13,272)	\$ -
Rationale: •To expand the duties and responsibilities associated with the preparation of the annual budget and associated analysis and reporting of all expenditures, especially salaries, benefits, and revenues, and to incorporate and streamline the functions of budget development and preparation of fiscal payroll.									
<b>Total for Vice President for Finance and Administrative Services</b>					<b>\$ 86,883</b>	<b>\$ 13,272</b>	<b>\$ 100,155</b>	<b>\$ (13,272)</b>	<b>\$ -</b>
<b>Vice President for Academic Affairs and Economic Development</b>									
2	Operational Management	Operations Management Faculty (Position P003104) - <b>Vacant</b>	Faculty	N/A	\$ 1	\$ 54,999	\$ 55,000	\$ (54,999)	\$ -
Rationale: •Due to the division's assessment, the faculty position is needed to assist with course offerings and to help meet the student demands of the program.									
<b>Total for Vice President for Academic Affairs and Economic Development</b>					<b>\$ 1</b>	<b>\$ 54,999</b>	<b>\$ 55,000</b>	<b>\$ (54,999)</b>	<b>\$ -</b>
<b>Vice President for Information Services, Planning, Performance and Strategic Initiatives</b>									
3	IT PM, Risk and Security	Project Manager - Info Tech (Position P002917) to Senior Project Manager - Information Technology - <b>Vacant</b>	Technology	5 to 6	\$ 72,532	\$ 10,518	\$ 83,050	\$ (10,518)	\$ -
Rationale: •Information Technology needs to change the job title for this position to align the IT PM team positions and enhance operational efficiency.									
<b>Total for Vice President for Information Services, Planning, Performance and Strategic Initiatives</b>					<b>\$ 72,532</b>	<b>\$ 10,518</b>	<b>\$ 83,050</b>	<b>\$ (10,518)</b>	<b>\$ -</b>
Total Adjustment for Vacant Non-Faculty Positions								\$	78,789
Less Funding from Savings of Existing Vacant Positions/Pool Positions									(78,789)
<b>Net Salary Budget Increase for Vacant Non-Faculty Positions</b>								<b>\$</b>	<b>-</b>

\*Projected salaries are based on FY 2024 - 2025 pay grade scales. Salaries are subject to change once the Board approves new FY 2025 - 2026 pay grade scales.

**South Texas College**  
 Unrestricted Fund (No impact on Budget)  
**Reclassifications of Existing Positions with Salary Adjustments FY 2025 - 2026**

#	Organization Name	Title	Current Classification and Pay Grade	New Classification and Pay Grade	Current Salary	Salary Adjustment	New Salary with Adjustment	Funding Availability	Impact to Budget
<b>Vice President for Academic Affairs and Economic Development</b>									
1	Academic Persistence Programs	Reclassification for Guided Pathways Specialist (Position P001924)	Executive Administrative Professional Pay Grade 2	(same)	\$ -	\$ 49,788	\$ 49,788	\$ (49,788)	\$ -
Rationale: •Currently a full-time temp position. This position primarily serves students who have declared an undecided major, offering essential guidance in exploring career pathways and making informed academic choices to ensure effective growth throughout their educational journey. In addition, this position will provide targeted support for special populations of students who require specialized attention to enhance their persistence and success.									
2	Division Nursing & Allied Health	Reclassification for Guided Pathways Specialist (Position P001769)	Executive Administrative Professional Pay Grade 2	(same)	\$ -	\$ 48,811	\$ 48,811	\$ (48,811)	\$ -
Rationale: •Currently a full-time temp position. This position primarily serves students who have declared a major, offering essential guidance in exploring career pathways and making informed academic choices to ensure effective growth throughout their educational journey. In addition, this position will provide targeted support for special populations of students who require specialized attention to enhance their persistence and success.									
3	Clinical Stimulation	Reclassification for Healthcare Simulation Specialist (Position P001621)	Administrative Technical Support Pay Grade 5	(same)	\$ -	\$ 49,963	\$ 49,963	\$ (49,963)	\$ -
Rationale: •Currently a full-time temp position. This position will manage the implementation of simulation technologies and foster inter-program collaboration to enhance students' experiential learning.									
4	Division Nursing & Allied Health	Reclassification for Clinical Affairs Specialist (Position P002016)	Administrative Technical Support Pay Grade 4	(same)	\$ -	\$ 40,956	\$ 40,956	\$ (40,956)	\$ -
Rationale: •Currently a full-time temp position. This position will oversee student clinical compliance processes and coordinate with clinical partners to facilitate placement across all Health Science Professions Programs.									
5	Division Nursing & Allied Health	Reclassification for Advisor (Position P000220)	Executive Administrative Professional Pay Grade 2	(same)	\$ -	\$ 49,798	\$ 49,798	\$ (49,798)	\$ -
Rationale: •Currently a full-time temporary position that serves students who have declared a major, offering essential guidance and assistance in making informed academic choices to ensure effective growth through their educational journey. Additionally, this position will provide targeted support for students from special populations who require specialized attention to enhance their persistence and success.									
<b>Total for Vice President for Academic Affairs and Economic Development</b>					<b>\$ -</b>	<b>\$ 239,316</b>	<b>\$ 239,316</b>	<b>\$ (239,316)</b>	<b>\$ -</b>
<b>Vice President for Finance and Administrative Services</b>									
6	Facility Maintenance	Reclassification for Warehouse Assistant (Position P002148) to Warehouse Technician	Operations Support Pay Grade 3	Operations Support Pay Grade 4	\$ 35,714	\$ 3,016	\$ 38,730	\$ (3,016)	\$ -
Rationale: •The Warehouse Assistant's duties have expanded to include the same duties as the Warehouse Technician. Title change is needed to accurately reflect the functions being performed. A salary adjustment is needed.									
7	Facility Maintenance	Reclassification for Secretary (Position P000646) to Work Order Specialist	Administrative Technical Support Pay Grade 1	Operations Support Pay Grade 5	\$ 35,880	\$ 4,888	\$ 40,768	\$ (4,888)	\$ -
Rationale: •The Secretary's duties have changed to include managing work orders, dispatching work orders to appropriate technicians based on their skills and availability, coordinating with Supervisors/Technicians to schedule maintenance tasks within appropriate timeframes, generating reports on work order volume, completion rates and maintenance trends.									
<b>Total for Vice President for Finance and Administrative Services</b>					<b>\$ 71,594</b>	<b>\$ 7,904</b>	<b>\$ 79,498</b>	<b>\$ (7,904)</b>	<b>\$ -</b>

**South Texas College**  
 Unrestricted Fund (No impact on Budget)  
**Reclassifications of Existing Positions with Salary Adjustments FY 2025 - 2026**

#	Organization Name	Title	Current Classification and Pay Grade	New Classification and Pay Grade	Current Salary	Salary Adjustment	New Salary with Adjustment	Funding Availability	Impact to Budget
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**Vice President for Information Services, Planning, Performance and Strategic Initiatives**

8	Office of Strategic Initiatives	Reclassification for Project Management Analyst (Position P001438) to Manager - Office of Strategic Initiatives	Technology Pay Grade 4	Executive Administrative Professional Pay Grade 5	\$ 65,001	\$ 6,979	\$ 71,980	\$ (6,979)	\$ -
Rationale: •Following consultation with HR, considering expanded duties and responsibilities including supervisory, financial management, and planning duties it is recommended that this position be reclassified with corresponding salary adjustment.									
<b>Total for Vice President for Information Services, Planning, Performance and Strategic Initiatives</b>					<b>\$ 65,001</b>	<b>\$ 6,979</b>	<b>\$ 71,980</b>	<b>\$ (6,979)</b>	<b>\$ -</b>

**Vice President for Student Affairs and Enrollment Management**

9	Student Assessment Center	Reclassification for Coordinator of Testing Services (Position P000386) to Manager - Testing Services	Executive Administrative Professional Pay Grade 3	Executive Administrative Professional Pay Grade 5	\$ 65,094	\$ 13,889	\$ 78,983	\$ (13,889)	\$ -
Rationale: •Position has taken on additional responsibilities including state reporting and compliance.									
10	Advising	Reclassification for Coordinator of Advisement (Position P000169) to Manager - Advisement Services	Executive Administrative Professional Pay Grade 3	Executive Administrative Professional Pay Grade 4	\$ 68,617	\$ 3,431	\$ 72,048	\$ (3,431)	\$ -
Rationale: •Increased demand for advising and retention services due to the growth of the Valley Promise and Adult Promise initiatives; Manager will assist the Director in organization of all departments in the Division and work closely with Academic Affairs to provide case management services for all FTICs, Promise Scholars, and Adult learners; Manager will also oversee advisement outreach with Valley Promise districts and community events as well as lead the annual Summer Leadership Institute for all area high school counselors.									
11	Office of Enrollment Services	Reclassification for Director of Valley Promise (Position P003236) to Director - Promise Program and Enrollment Management	Executive Administrative Professional Pay Grade 9	Executive Administrative Professional Pay Grade 9	\$ 45,276	\$ 55,276	\$ 100,552	\$ (55,276)	\$ -
Rationale: •The Director will oversee Valley Promise program and traditional student recruitment. The position is currently split-funded, but now it is requested to fund the position 100% through unrestricted funds.									
<b>Total for Vice President for Student Affairs and Enrollment Management</b>					<b>\$ 178,987</b>	<b>\$ 72,596</b>	<b>\$ 251,583</b>	<b>\$ (72,596)</b>	<b>\$ -</b>

Total Adjustment for Proposed Reclassifications of Existing Positions								\$ 326,795
Less Funding from Savings of Existing Vacant/Pool Positions								\$ (326,795)
<b>Net Salary Budget Increase for Reclassifications of Positions</b>								<b>\$ -</b>

\*Projected salaries are based on FY 2024 - 2025 pay grade scales. Salaries are subject to change once the Board approves new FY 2025 - 2026 pay grade scales.

**South Texas College**  
Unrestricted Fund (No impact on Budget)

**Pool Adjustment to Instructional Direct Wage Pools, Non-Faculty Temp Pools, and Trainer Pools for  
FY 2025 - 2026**

#	Title	Pool Number	Current Pool Budget	Pool Adjustment	New Adjusted Pool Budget	Funding Availability	Impact to Budget
<b>Vice President for Academic Affairs and Economic Development</b>							
1	DW Staff - Vocational Nursing	840557   PG00087	\$ 20,000	\$ 2,000	\$ 22,000	\$ (2,000)	\$ -
Rationale: •Increase direct wage pool due to support and assist the department.							
2	DW - NAH Division	849557   CC00019	\$ 9,372	\$ 5,628	\$ 15,000	\$ (5,628)	\$ -
Rationale: •Increase direct wage pool due to support and assist the division office.							
3	DW Staff - Kinesiology	840130   PG00070	\$ 60,568	\$ 60,000	\$ 120,568	\$ (60,000)	\$ -
Rationale: •Increase direct wage pool to support the wellness centers at Starr County Campus and Nursing & Allied Health Campus.							
4	DW - Law Enforcement	840595   PG00032	\$ 7,500	\$ 7,500	\$ 15,000	\$ (7,500)	\$ -
Rationale: •Increase direct wage pool to support the Law Enforcement and Fire Science programs to hire direct wage lab assistants for critical training sessions, such as live fire exercises conducted throughout the 16-week academy.							
<b>Total for Vice President for Academic Affairs and Economic Development</b>			<b>\$ 97,440</b>	<b>\$ 75,128</b>	<b>\$ 172,568</b>	<b>\$ (75,128)</b>	<b>\$ -</b>
<b>Vice President for Finance and Administrative Services</b>							
5	OT - Pool (Safety & Security)	777514   CC00041	\$ 1,000	\$ 103,590	\$ 104,590	\$ (103,590)	\$ -
Rationale: •Increase in overtime pool required to cover rising operating costs such as increases in security staff. Board approved increase in parking permit prices for FY 25-26 on 3/25/25.							
<b>Total for Vice President for Finance and Administrative Services</b>			<b>\$ 1,000</b>	<b>\$ 103,590</b>	<b>\$ 104,590</b>	<b>\$ (103,590)</b>	<b>\$ -</b>
<b>Vice President for Information Services, Planning, Performance and Strategic Initiatives</b>							
6	DW Staff - Library Art Gallery	844398   PG00133	\$ 8,000	\$ 9,500	\$ 17,500	\$ (9,500)	\$ -
Rationale: •The Library Art Gallery (LAG) Direct Wage Pool has remained at \$8,000 for the past 5 years, while the minimum wage for part-time Direct Wage employees has gone up from \$9.00/hour to \$15.50/hour. The LAG pool has been supplemented by the Library Public Services Direct Wage Pool each year to make up the difference required for supporting the staffing needs of the department. It is recommended that the Library Art Gallery pool be increased to eliminate the need for budget transfers throughout the year and adequately provide for the direct wage staffing needs.							
7	DW Staff - Tech Support	840391   PG00128	\$ 56,258	\$ 3,375	\$ 59,633	\$ (3,375)	\$ -
Rationale: •Information Technology has an internship program that hires students from McAllen ISD and Vanguard. This internship program began in FY24, and we would like to continue. It provides students with real-life experiences in the Technology field.							
8	DW - SLA/SI Leader	844423   PG00263	\$ 262,461	\$ 115,873	\$ 378,334	\$ (115,873)	\$ -
Rationale: •This makes a recurring internal reallocation permanent, eliminating the need for annual position control form paperwork. No funding request is associated with this item.							
9	CLE Learning Excellence Mentor	840426   PG00140	\$ -	\$ 17,600	\$ 17,600	\$ (17,600)	\$ -
Rationale: •This is a temporary pool that is funded through internal reallocations. This request will establish it as a permanent pool and eliminate the need for annual position control form paperwork. No funding request is associated with this item.							

**South Texas College**

Unrestricted Fund (No impact on Budget)

**Pool Adjustment to Instructional Direct Wage Pools, Non-Faculty Temp Pools, and Trainer Pools for  
FY 2025 - 2026**

#	Title	Pool Number	Current Pool Budget	Pool Adjustment	New Adjusted Pool Budget	Funding Availability	Impact to Budget
10	DW-CLE (Center for Learning Excellence)	843423   CC00060	\$ 33,250	\$ 11,855	\$ 45,105	\$ (11,855)	\$ -
Rationale: •The current budget is insufficient to meet the exploding demand for academic coaching services across the district. Current staffing from the pool is limited to two part-time coaches. The requested increase will allow for two new part-time DW positions and alleviate some of the stress on the budget from the recent increases to the pay scale for direct wage employees. This will better position the CLE to meet the increasing demand district-wide for coaching and academic success presentations, and for boot camp work at NAH and RCPSE. This will also allow for a more consistent presence at campuses throughout the district.							
11	DW - SLA/SI Leader (CLE_Supplemental Instruction)	849423   PG00140	\$ 167,000	\$ 63,300	\$ 230,300	\$ (63,300)	\$ -
Rationale: •This makes a recurring internal reallocation permanent, eliminating the need for annual position control form paperwork. No funding request is associated with this item.							
12	DW - SLA/SI Leader (Center for Learning Excellence_RCPSE)	848426   PG00268	\$ 13,800	\$ 10,188	\$ 23,988	\$ (10,188)	\$ -
Rationale: •This makes a recurring internal reallocation permanent, eliminating the need for annual position control form paperwork. No funding request is associated with this item.							
13	DW - SLA/SI Leader (Center for Learning Excellence_Tech)	847423   PG00266	\$ 77,550	\$ 48,467	\$ 126,017	\$ (48,467)	\$ -
Rationale: •This makes a recurring internal reallocation permanent, eliminating the need for annual position control form paperwork. No funding request is associated with this item.							
14	DW - SLA/SI Leader (Center for Learning Excellence_Starr)	848423   PG00267	\$ 76,286	\$ 45,531	\$ 121,817	\$ (45,531)	\$ -
Rationale: •This makes a recurring internal reallocation permanent, eliminating the need for annual position control form paperwork. No funding request is associated with this item.							
15	DW - SLA/SI Leader (Center for Learning Excellence_MV)	845423   PG00264	\$ 172,558	\$ 61,082	\$ 233,640	\$ (61,082)	\$ -
Rationale: •This makes a recurring internal reallocation permanent, eliminating the need for annual position control form paperwork. No funding request is associated with this item.							
16	DW - SLA/SI Leader (Center for Learning Excellence_NAH)	846423   PG00265	\$ 121,146	\$ 53,619	\$ 174,765	\$ (53,619)	\$ -
Rationale: •This makes a recurring internal reallocation permanent, eliminating the need for annual position control form paperwork. No funding request is associated with this item.							
<b>Total for Vice President for Information Services, Planning, Performance and Strategic Initiatives</b>			<b>\$ 988,309</b>	<b>\$ 440,390</b>	<b>\$ 1,428,699</b>	<b>\$ (440,390)</b>	<b>\$ -</b>
Total Adjustment of Pools							\$ 619,108
Less Funding from Vacant/Reserve Pool Positions							\$ (619,108)
<b>Net Salary Budget Increase for Pool Funding</b>							<b>\$ -</b>

**South Texas College**  
**Title Changes to Positions/ Pools - No Impact on Budget for FY 2025 - 2026**

#	Organization or Program #	Organization Name	Position/ Pool #	Current Position/Pool Title	Classification	Pay Grade	New Position/Pool Title
Vice President for Academic Affairs							
1	CC00019	Division of Nursing & Allied Health	P003139	Specialist II - Lab NAH (Vacant)	Administrative Technical Support	5	Specialist - Healthcare Stimulation
Rationale: •This position will support the Clinical Simulation program. Title change requested to align with the department.							
2	CC00016	Division of Business Public Safety & Technology	P003136	Lab Assistant - Bus & Tech (Vacant)	Administrative Technical Support	1	Secretary
Rationale: •This position will support the Culinary Arts and Cosmetology programs. Title change requested to align with the new departments.							
3	PG00094	Clinical Simulation	P002093	Simulation Network Specialist (Filled)	Administrative Technical Support	5	Specialist - Healthcare Stimulation
Rationale: •Position title change to align with duties and responsibilities associated with the position.							
4	CC00062	Center for Advanced Training and Apprenticeships	P001650	Coordinator- Apprenticeship Navigator (Filled)	Executive Administrative Professional	2	Coordinator - Industry Training and Apprenticeship
Rationale: • The title change accurately reflects the role's expanded focus on both the apprenticeship program coordinator and broader workforce training initiatives. The title change aligns with the position's key responsibilities, including employer engagement, generating revenue through training contracts, and expanding the strategic apprenticeship program.							
5	CC00062	Center for Advanced Training and Apprenticeships	P002032	Specialist- Project Training (Filled)	Executive Administrative Professional	2	Specialist – Industry Training and Apprenticeship
6			P000204	Specialist- Project Training (Filled)			Specialist – Industry Training and Apprenticeship
7			P000036	Specialist- Project Training (Filled)			Specialist – Industry Training and Apprenticeship
Rationale: •Title change accurately reflects the role's expanded focus on employer engagement, workforce development, and revenue generation. The title change aligns with industry-standard job titles in workforce development, making recruitment and external partnerships more effective.							
8	PG00081	Associate Degree Nursing	P003047	Associate Degree Nursing Faculty (Vacant)	Faculty	N/A	Surgical Technician Faculty
Rationale: •This faculty position is needed to support the upcoming program with course offerings.							
9	CC00019	Division of Nursing & Allied Health	P003252	Dean - Nursing & Allied Health (Vacant)	Executive Administrative Professional	12	Dean - Health Science Professions
10			P000606	Instructional Initiatives Manager- Nursing & Allied Health (Filled)	Executive Administrative Professional	5	Instructional Initiatives Manager- Health Science Professions
11			P001413	Lab Assistant - Nursing & Allied Health (Filled)	Administrative Technical Support	2	Lab Assistant - Health Science Professions
Rationale: •Update titles to reflect new division name.							
12	CC00011	Curriculum	P000790	Director - Curriculum, Planning, and Compliance (Filled)	Executive Administrative Professional	10	Associate Dean - Curriculum, Planning and Compliance
Rationale: •The proposed title change is a reflection of the expanded scope, complexity, and strategic importance of the role. As the College’s liaison to the Texas Higher Education Coordinating Board (THECB), this position is critical in ensuring institutional compliance with state regulations and in coordinating with stakeholders across all instructional and non-instructional divisions. The role has grown significantly to encompass leadership in the development and review of over 130 academic programs as well as aiding with the non-credit program pathways, underscoring the increasing institutional emphasis on program quality and responsiveness to workforce and transfer demands.							

**South Texas College**  
**Title Changes to Positions/ Pools - No Impact on Budget for FY 2025 - 2026**

#	Organization or Program #	Organization Name	Position/ Pool #	Current Position/Pool Title	Classification	Pay Grade	New Position/Pool Title
13	CC00019	Division of Nursing & Allied Health	P002841	DW Staff - NAH Division Pool	Pool - Direct Wage	N/A	DW Staff - Health Science Professions
14			382262 CC00019	Nursing Stipend Pool	Pool - Stipend		Stipend Pool - Health Science Professions
15			841037 PG00281	NAH Faculty Retention Stipend Pool	Pool - Stipend		Faculty Retention Stipend - Health Science Professions
16			213557 PG00215	NAH SPA Pool	Stipend - Special Assign Pool		SPA Pool - Health Science Professions
17			214557 PG00215	NAH Stipend Pool	Pool - Stipend		Stipend Pool - Health Science Professions
18			212557 PG00215	NAH Lecturer Pool	Pool - Faculty Salary		Lecturer Pool - Health Science Professions
19			211557 PG00215	NAH Overload Pool	Faculty - Overload Pay		Overload Pool - Health Science Professions
20			210557 PG00215	NAH Adjunct Pool	Pool - Salary		Adjunct Pool - Health Science Professions
Rationale: •Update titles to reflect new division name.							

Vice President for Finance and Administrative Services							
21	CC00043	Custodial	P000481	Custodial Manager <b>(Filled)</b>	Executive Administrative Professional	3	Manager - Campus Facilities
22			P000325	Custodial Manager <b>(Filled)</b>			Manager - Campus Facilities
23			P002613	Custodial Manager <b>(Filled)</b>			Manager - Campus Facilities
<div>Rationale:</div> <div>•Due to an increase in responsibilities at each campus, the existing managers have coordinated with outside service vendors to handle preventive maintenance, lawn maintenance, work orders, and utilities. These positions will advise the Executive Director of Facilities Operations and Maintenance on the coordination and evaluation of all facilities at the assigned campus and provide direction to the custodial and maintenance departmental staff.</div>							
24	CC00047	Human Resources	P000896	Director - Employee Relations and Title IX <b>(Filled)</b>	Executive Administrative Professional	9	Director - Employee Relations and Talent Development
<div>Rationale:</div> <div>•The new title emphasizes a broader focus on not just employee relations but also the professional growth and development of college employees. Accordingly, the pay grade reclassification is reflective of the increase in responsibilities related to employee training, mentorship, and development program. In addition to the added supervision of applicable staff.</div>							

Vice President for Information Services, Planning, Performance and Strategic Initiatives							
25	PG00129	Library Acquisition	P000996	Librarian III-Collection Management and Acquisitions <b>(Filled)</b>	Executive Administrative Professional	4	Manager - Library Collection
Rationale: •A change in the title better reflects the responsibilities of the role in relation to other positions in the College and aligns with academic libraries. The position supports all students, faculty, and staff, as well as all district-wide curricular programs. The responsibilities of this position include managing a \$850,000 budget, interacting with and coordinating over 25 vendors, negotiating more than 50 contracts, and writing and evaluating numerous RFPs and RFQs. This position directs all librarians in collection development activities and manages all district-wide print and digital collections. The position supervises the assigned Library Acquisitions staff. The position is responsible for collaborating closely with the Associate Dean of Library Services and other library managers to develop, implement, and evaluate the department's procedures, programs, functions, and activities. This position requires a master's degree in Library or Information Science from an ALA-accredited institution.							

**South Texas College**  
**Title Changes to Positions/ Pools - No Impact on Budget for FY 2025 - 2026**

#	Organization or Program #	Organization Name	Position/ Pool #	Current Position/Pool Title	Classification	Pay Grade	New Position/Pool Title
26	CC00053	Library Public Services	P001753	Librarian III-Outreach and Instruction (Filled)	Executive Administrative Professional	4	Manager - Library Engagement
<p>Rationale:</p> <ul style="list-style-type: none"><li>•A change in the title better reflects the responsibilities of the role in relation to other positions in the College and aligns with academic libraries. The responsibilities of this position include managing a budget of over \$70,000 and coordinating numerous contracts and related agreements with vendors to support library programming and library art gallery events. The Manager hires, supervises, evaluates, and trains assigned Library Public Services staff. This position requires a master's degree in Library or Information Science from an ALA-accredited institution.</li></ul>							
27	CC00053	Library Public Services	P000517	Librarian III-Reference and Circulation (Filled)	Executive Administrative Professional	4	Manager - Library Access Services
<p>Rationale:</p> <ul style="list-style-type: none"><li>•A change in the title better reflects the responsibilities of the role in relation to other positions in the College and aligns with academic libraries. The Library Access Services Manager is responsible for coordinating and supervising all Campus Librarians and all campus library programs. The Manager oversees the development of circulation and reference procedures, manuals, and training programs for all district libraries. The Manager coordinates district-wide circulation, reference services, and library programs that support all students, faculty, and staff, as well as all district-wide curricular programs. The Manager develops, promotes, implements, maintains and helps evaluate district-wide library services. The Manager hires, supervises, evaluates, and trains assigned Library Public Services staff. This position requires a master's degree in Library or Information Science from an ALA-accredited institution.</li></ul>							
28	PG00127	Applications Development	P001442	Business Analyst (Filled)	Technology	5	Project Management Coordinator - Information Technology
<p>Rationale:</p> <ul style="list-style-type: none"><li>•Information Technology needs to change the job title for this position to align the IT PM team positions and enhance operational efficiency.</li></ul>							
29	CC00049	Information Services & Planning	P002931	Vice President - Information Services, Planning, Performance, and Strategic Initiatives (Vacant)	Executive Administrative Professional	14	Vice President - Technology, Information, and Planning Services
30			720625 CC00049	IS&P Non-Faculty Temp Pool	N/A	N/A	Non-Faculty Temp Pool - TIPS
31			849625 CC00049	IS&P Salary Adjustment Pool			Salary Adjustment Pool - TIPS
32			843275 CC00049	DW Staff - SE IS&P Pool			DW Staff Pool - TIPS
<p>Rationale:</p> <ul style="list-style-type: none"><li>•Title changes needed to reflect the new division name.</li></ul>							
33	CC00051	Information Technology	P002918	Assistant Chief Information Officer - IT Services (Vacant)	Technology	9	Assistant Chief Information Officer - IT Services and Application Integrations
34			P002919	Assistant Chief Information Officer - Infrastructure and Software Development (Vacant)			Assistant Chief Information Officer - IT Operations and Infrastructure
<p>Rationale:</p> <ul style="list-style-type: none"><li>• Information Technology needs to update the job titles to match the responsibilities each ACIO will oversee.</li></ul>							



**South Texas College**  
**Organization Changes - No Impact on Budget for FY 2025 - 2026**

#	Organization or Program #	Organization Name	Updated Organization or Program #	Updated Organization Name	Position #	Current Position Title	New Position Title
Vice President for Academic Affairs and Economic Development							
1	CC00019	Division Nursing & Allied Health	CC00019	Division of Health Science Professions	N/A	N/A	N/A
Rationale: •The name change will accurately reflect the various health science programs under the division.							
2	CC00019	Division Nursing & Allied Health	CC00019	Division of Health Science Professions	P003252	Dean - Nursing & Allied Health (Vacant)	Dean - Health Science Professions
3			CC00019	Division of Health Science Professions	P000606	Instructional Initiatives Manager- Nursing & Allied Health (Filled)	Instructional Initiatives Manager - Health Science Professions
4			CC00019	Division of Health Science Professions	P001413	Lab Assistant - Nursing & Allied Health (Filled)	Assistant - Lab
5			CC00019	Division of Health Science Professions	849557 CC00019	DW Staff - NAH Division Pool	DW Staff - Health Science Professions Pool
6			CC00019	Division of Health Science Professions	382262 CC00019	Nursing Stipend Pool	Health Science Professions Stipend Pool
7			CC00019	Division of Health Science Professions	841037 PG00281	NAH Faculty Retention Stipend Pool	Health Science Professions Faculty Retention Stipend Pool
8			CC00019	Division of Health Science Professions	213557 PG00215	NAH SPA Pool	Health Science Professions SPA Pool
9			CC00019	Division of Health Science Professions	214557 PG00215	NAH Stipend Pool	Health Science Professions Stipend Pool
10			CC00019	Division of Health Science Professions	212557 PG00215	NAH Lecturer Pool	Health Science Professions Lecturer Pool
11			CC00019	Division of Health Science Professions	211557 PG00215	NAH Overload Pool	Health Science Professions Overload Pool
12			CC00019	Division of Health Science Professions	210557 PG00215	NAH Adjunct Pool	Health Science Professions Adjunct Pool
13				PG00094	Clinical Simulation	P003139	Specialist II - Lab NAH (Vacant)
Rationale: •Update titles to reflect new division name.							
14	CC00019	Division Nursing & Allied Health	PG00094	Clinical Simulation	P000846	Secretary (Filled)	(same)
15			PG00093	Emergency Medical Services	P001611	Secretary (Filled)	(same)
16			PG00088	Health Administrative Services	P000609	Secretary (Filled)	(same)
17			PG00089	Respiratory Therapy	P001827	Secretary (Filled)	(same)
18			PG00092	Bachelor's of Nursing	P000869	Secretary (Filled)	(same)
19	PG00093	Emergency Medical Services	CC00019	Division of Health Science Professions	P002319	Secretary (Filled)	(same)
Rationale: •Transfer secretary positions to different programs per departmental needs.							
20	PG00081	Associate Degree Nursing	CC00019	Division of Health Science Professions	P003047	Associate Degree Nursing Faculty (Vacant)	Surgical Technician Faculty
Rationale: •This faculty position is needed to support the upcoming program with course offerings.							
21	CC00016	Division of Business Public Safety & Technology	PG00027	Culinary Arts	P003136	Lab Assistant - Bus & Tech (Vacant)	Secretary
Rationale: •This position will support the Culinary Arts and Cosmetology programs. Title change requested to align with the new departments.							
22	GR00024	Developing Hispanic Serving (DHSI)	PG00233	Academic Persistence Programs	P002432	Starfish Administrator (Filled)	Academic Support Programs Administrator
Rationale: •The Administrator leads the development, implementation, and management of the ongoing operations of the Starfish Early Alert System to drive student success through engagement and measurement with direction from College-wide leadership and teams. Title change requested to align with the new departments.							
23	PG00036	Mathematics	CC00020	Division of Math Science IT & BA Programs	P003150	Lab Technician (Vacant)	(same)
Rationale: •This position will be responsible for overseeing maintenance and support across the MSTIB computer labs, including those for Cybersecurity, Mathematics, and Information Technology at various campuses (MVC, Regional, Technology, and Pecan).							

**South Texas College**  
**Organization Changes - No Impact on Budget for FY 2025 - 2026**

#	Organization or Program #	Organization Name	Updated Organization or Program #	Updated Organization Name	Position #	Current Position Title	New Position Title
24	PG00025	Information Technology Program	PG00037	Biology	P002986	Lab Assistant - Information Technology Program	Assistant - Lab
Rationale: •The change is in response to the growing demand for Biology courses, which additional staffing is needed to effectively operate the labs.							

Vice President for Finance and Administrative Services							
25	CC00035	Business Office	CC00036	Cashiers Office	P001358	Accounting Group Manager <b>(Filled)</b>	(same)
26					P000741	Accounting Group Supervisor <b>(Filled)</b>	
27					P001664	Accountant II <b>(Filled)</b>	
28					P002839	Accountant II <b>(Filled)</b>	
29					P002145	Accountant II <b>(Filled)</b>	
30					P001145	Accountant II <b>(Filled)</b>	
31					P100249	FT-Temp Accounting Assistant <b>(Vacant)</b>	
32					P001921	Accounting Group Supervisor <b>(Filled)</b>	
33					P002973	Accounting Specialist <b>(Filled)</b>	
34					P001783	Accounting Specialist <b>(Filled)</b>	
35					P001599	Accounting Assistant <b>(Filled)</b>	
36					P002373	Collection Specialist <b>(Filled)</b>	
37					P002372	Accounting Assistant <b>(Vacant)</b>	
38					P002349	DW Staff Record Retention <b>(Filled)</b>	
39					P001103	Accounting Specialist <b>(Filled)</b>	
<div>Rationale:</div> <div>•Transferring Business Office positions to Cashiers. The Director of Student Accounts &amp; Bursar at Cashiers oversees Grants and Accounts Receivable departments.</div>							

Vice President for Information Services, Planning, Performance and Strategic Initiatives							
40	CC00049	Information Services, Planning, Performance and Strategic Initiatives	CC00049	Technology, Information, and Planning Services	N/A	N/A	N/A
Rationale: •In response to recommendations from many within and outside the Division of Information Services, Planning, Performance, & Strategic Initiatives, a division name change is recommended following group consultations and an online poll within the ISPP&SI Division. The new name, "Technology, Information, and Planning Services (TIPS)," accurately reflects the division's various functions.							
41	PG00136	Office of Strategic Initiatives	CC00059	Institutional Research & Effectiveness	P002907	Asst VP for Strategic Initiatives (Vacant)	Associate VP - Institutional Research and Planning
Rationale: • Funding and reclassifying this position is a strategic decision that enhances the institution's ability to achieve its mission and long-term objectives. This leadership position is crucial for ensuring institutional accreditation by maintaining rigorous data integrity, compliance, and continuous improvement processes. The position will bring expertise in strategic planning, research, and institutional effectiveness. It will lead efforts to align the college's mission with key performance indicators that drive student success, increase enrollment, and optimize performance-based funding. This change ensures seamless integration of planning, assessment, and accreditation efforts, reinforcing the college's commitment to student achievement and institutional excellence. This position will provide oversight of RAS, IEA, Strategic Planning, SACS Accreditation compliance, and Strategic Initiatives.							

## **Review and Discussion of Preliminary Unrestricted Fund Budget Summary for FY 2025 - 2026**

<b>Purpose</b>	<p>Mary Del Paz, Vice President for Finance and Administrative Services, will provide an update on the College's FY 2025 – 2026 Unrestricted Fund Budget.</p> <p>As part of the budget planning process, the College is evaluating the revenue and expenditure budget considerations influencing the preparation of the FY 2025 – 2026 budget.</p>
<b>Justification</b>	<p>The College's annual budget cycle includes the budget planning process that consists of projecting revenues and expenditures based on historical trend and assumptions for the upcoming fiscal year. The revenue and expenditure budget development considerations are used as the basis for the upcoming fiscal year assumptions and are a fundamental component of developing a proposed balanced budget. The proposed balanced budget is reviewed by staff, the President's Cabinet, and the Finance, Audit, and Human Resources Committee before it is presented for approval by the Board of Trustees at the annual Budget Hearing.</p>
<b>Enclosed Documents</b>	<p>Appendix A – PowerPoint</p>
<b>Staff Resource</b>	<p>Mary Del Paz, Vice President for Finance and Administrative Services</p>
<b>Recommendation</b>	<p>No action is required from the Committee. This item is presented for information and feedback to staff.</p>



# Preliminary Unrestricted Fund Budget Summary for FY 2025 - 2026

JUNE 10, 2025

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

1

## FY 2025 – 2026 Uncertainties

- ▶ Change in budget calendar-scheduled items being deferred from June to July or August
- ▶ State appropriations allocation not provided by the LBB as of June 3, 2025.
- ▶ FY 2026 student enrollment
- ▶ Impact of HB9 on property tax revenue - increase in exemption amount of personal tangible property
- ▶ Impact of H.R. 1 on enrollment
- ▶ Uncertain impact to revenue and expenditures

2

## Preliminary Revenues FY 2025 - 2026

### ► State Appropriations

- Estimated decrease of \$200,000
- FY 2025 - 2026 amounts have not been released by the Legislative Budget Board

### ► Tuition and Fees

- Flat student enrollment
- Estimated increase in revenue by \$1,760,838
  - Increase is due to shift in historical trends based on number of classes taken by students and based on actual revenue in FY 25

3

## H.R. 1 Bill Provisions

### ► Education Policy Changes to Pell Grant Eligibility

- “Full-time” definition change: students required to complete 30 credit hours per academic year, or 15 credit hours per term to receive 100% of the Pell Grant maximum
  - Students taking 12 credits in a term and receiving a full Pell Grant will only receive 80% of the Pell Grant maximum
  - Current requirement is 12 credit hours per term
- Elimination of eligibility for less-than-half-time students
  - Students taking less than 8 credit hours would no longer qualify for a Pell Grant
  - Current requirement is 6 credit hours
- Effective for the 2026 - 2027 award year, pending confirmation

4

## Preliminary Revenues FY 2025 - 2026

### ► Property Taxes

- Approximate increase of \$6.5 million
- Conservative Outlook: Slight or no increase (due to HB9)
  - HB9, if signed by the Governor, increases business personal property tax exemption from \$2,500 to \$125,000 or \$250,000 for personal property that is held or used the production of income
  - Impact of HB9 on the College is not known
  - Bill passed by the House and Senate and sent to the Governor on May 22, 2025
  - Effective date to be determined

5

## Preliminary Revenues FY 2025 - 2026

### ► Other Revenues

- Flat
  - Interest Income
    - Additional analysis pending
  - Dual Credit Academy Participation Fee
  - Concurrent Enrollment Reimbursement Cost

### ► Carryover Fund Balance Allocation

- Net Reduction based on College needs
  - CEWD Carryover
  - Scholarship
  - ERP Implementation
  - Gap Bridging Payment
  - Unexpended Plant Fund Transfers

6

## Preliminary Unrestricted Fund Revenues – Carryover Detail FY 2025 – 2026

Carryover Allocation	FY 2024 - 2025 Budget (Amended)	FY 2025 - 2026 Budget (Preliminary)	Increase/ (Decrease)
Unexpended Construction Plant Fund	\$10,000,000	\$10,000,000	\$-
Continuing Education and Workforce Development	220,000	-	(220,000)
Scholarship	306,500	-	(306,500)
NAH Faculty	250,000	250,000	-
ERP Implementation	6,173,367	9,286,783	3,113,416
Gap Bridging Retention Payment	3,882,973	-	(3,882,973)
<b>Total Revenues</b>	<b>\$20,832,840</b>	<b>\$19,536,783</b>	<b>\$(1,296,057)</b>

7

## Summary of Plant Fund

	Unexpended Plant Fund	Renewals and Replacements Plant Fund	Total Plant Fund
Transfer In 1997 - 2024	\$158,991,959.00	\$41,713,236.00	\$200,705,195.00
Amount Expended	106,528,729.16	27,447,438.41	133,976,167.57
<b>Balance as of August 31, 2024</b>	<b>\$52,463,229.84</b>	<b>\$14,265,797.59</b>	<b>\$66,729,027.43</b>
Transfer In 1997 - 2024	\$158,991,959.00	\$41,713,236.00	\$200,705,195.00
Transfer In 2025	10,000,000.00	-	10,000,000.00
<b>Total Transfer In - Plant Fund</b>	<b>\$168,991,959.00</b>	<b>\$41,713,236.00</b>	<b>\$210,705,195.00</b>

8

## Reduced Unexpended Plant Fund Proposed Projects Impact on Unrestricted Fund Balance

Fiscal Year	Unexpended Plant Fund				Unrestricted Fund
	Unrestricted Transfer In	Interest Income	Project Costs	Ending Fund Balance	Number of Months in Reserve
FY 2025				\$ 49,121,531.31	
FY 2026	\$ 10,000,000.00	\$ 1,767,854.64	\$ 51,531,566.63	\$ 9,357,819.32	6.4
FY 2027	12,000,000.00	517,745.94	21,142,891.19	732,674.07	5.2
FY 2028	7,000,000.00	212,190.03	6,034,680.00	1,910,184.11	4.6
FY 2029	5,000,000.00	184,797.41	5,607,150.00	1,487,831.52	4.3
FY 2030	4,000,000.00	127,119.67	5,325,900.00	289,051.18	4.0
FY 2031	2,000,000.00	58,007.30	2,000,000.00	347,058.49	3.8
FY 2032	2,000,000.00	60,617.63	2,000,000.00	407,676.12	3.0
<b>Total</b>	<b>\$ 42,000,000.00</b>	<b>\$ 2,928,332.63</b>	<b>\$ 93,642,187.82</b>	<b>\$ 407,676.12</b>	

9

## Preliminary Unrestricted Fund Revenues FY 2025 – 2026

### Scenario #1 – Without HB9

Summary of Revenues	FY 2024 - 2025 Budget (Amended)	FY 2025 - 2026 Budget (Preliminary)	Increase/ (Decrease)
State Appropriations	\$65,535,865	\$65,335,865	\$(200,000)
Tuition and Fees	61,450,565	63,211,400	1,760,835
Property Taxes	76,706,437	83,284,908	6,578,471
Other Revenues	14,096,005	14,096,005	-
Carryover Allocations	20,832,840	19,536,783	(1,296,057)
<b>Total Revenues</b>	<b>\$238,621,712</b>	<b>\$245,464,961</b>	<b>\$6,843,249</b>

10



## Preliminary Unrestricted Fund Revenues FY 2025 – 2026

### Scenario #2 – With HB9

Summary of Revenues	FY 2024 - 2025 Budget (Amended)	FY 2025 - 2026 Budget (Preliminary)	Increase/ (Decrease)
State Appropriations	\$65,535,865	\$65,335,865	\$(200,000)
Tuition and Fees	61,450,565	63,211,400	1,760,835
Property Taxes	76,706,437	79,995,673	3,289,236
Other Revenues	14,096,005	14,096,005	-
Carryover Allocations	20,832,840	19,536,783	(1,296,057)
<b>Total Revenues</b>	<b>\$238,621,712</b>	<b>\$242,175,726</b>	<b>\$3,554,014</b>

11

## Preliminary Expenditures FY 2025 – 2026

### ► Salaries and Benefits

- Recommending new positions, position reclassifications and salary adjustments that do not impact the budget
- Funding sources identified from existing positions (salary pools or vacant positions)
  - Budget reductions to salary pools are permanent and the salary pool will not be re-funded
  - Budget reductions to vacant positions will result in the vacant position being deleted and the vacant position will not be re-funded

12

## Preliminary Expenditures FY 2025 - 2026

### ► Operating, Technology, Travel, and Capital

- Based on departments' needs
  - Specific projects and increase in costs

13

## Operating and Technology Budget Changes FY 2025 – 2026 (Excluding ERP)

Division	Amount Increase/(Decrease)	Percentage Increase/(Decrease)
Academic Affairs and Economic Development	615,939	6.17%
Finance and Administrative Services	(223,130)	-0.93%
Information Services, Planning, Performance and Strategic Initiatives	(246,168)	-3.08%
Institutional Advancement and External Affairs	(15,971)	-0.80%
Office of the President	(16,585)	-0.12%
Student Affairs and Enrollment Management	12,700	0.75%
<b>Total</b>	<b>\$126,785</b>	<b>0.21%</b>

14

## Travel Budget Changes FY 2025 – 2026 (Excluding ERP)

Division	Amount Increase/(Decrease)	Percentage Increase/(Decrease)
Academic Affairs and Economic Development	60,838	3.65%
Finance and Administrative Services	73,255	30.17%
Information Services, Planning, Performance and Strategic Initiatives	(8,385)	-2.22%
Institutional Advancement and External Affairs	25,000	30.49%
Office of the President	6,000	8.22%
Student Affairs and Enrollment Management	10,000	3.67%
<b>Total</b>	<b>\$166,708</b>	<b>6.14%</b>

15

## Capital Budget Changes FY 2025 – 2026 (Excluding ERP)

Division	Amount Increase/(Decrease)	Percentage Increase/(Decrease)
Academic Affairs and Economic Development	334,564	31.59%
Finance and Administrative Services	296,540	116.33%
Information Services, Planning, Performance and Strategic Initiatives	19,000	2.55%
Institutional Advancement and External Affairs	-	-
Office of the President	-	-
Student Affairs and Enrollment Management	-	-
<b>Total</b>	<b>\$650,104</b>	<b>31.58%</b>

16

## Balanced Revenues and Expenditures FY 2025 – 2026 Scenario #1 – Without HB9

Division	Amount
Increase in Revenues	\$6,843,249
Less: Increase in Expenditures (Operating, Technology, Travel, Capital Only)	1,367,254
<b>Revenues Over Expenditures</b>	<b>\$5,475,995</b>

Amount available for FY 2025 - 2026 salary and benefit budget increases. Amount will fund annual salary increases, new positions, position reclassifications and salary adjustments.

Expenditure	2% GPI	2.5% GPI	3% GPI
Percentage Increase	\$4,165,844	\$4,602,295	\$5,232,955
Staffing Requests			
Salary	1,048,121	698,960	194,432
Benefits	262,030	174,740	48,608
<b>Total</b>	<b>\$5,475,995</b>	<b>\$5,475,995</b>	<b>\$5,475,995</b>

17

## Preliminary Unrestricted Fund Expenditures FY 2025 – 2026 Scenario #1 – Without HB9

Summary of Expenditures	FY 2024 - 2025 Budget (Amended)	FY 2025 - 2026 Budget (Preliminary)	Increase/ (Decrease)
Salaries	\$132,415,838	\$136,796,634	\$4,380,796
Benefits	32,286,995	33,382,194	1,095,199
Operating	42,558,700	37,211,290	(5,347,410)
Technology	10,310,744	19,021,921	8,711,177
Travel	2,714,306	3,176,398	462,092
Scholarships	306,500	-	(306,500)
Capital Outlay	4,853,629	2,701,524	(2,152,105)
<b>Total Expenditures</b>	<b>\$225,446,712</b>	<b>\$232,289,961</b>	<b>\$6,843,249</b>
<b>Transfers &amp; Reserves</b>			
Transfer to Unexpended Plant Fund	10,000,000	10,000,000	-
Transfer to Student Activities Auxiliary Fund	1,175,000	1,175,000	-
Contingency Fund	2,000,000	2,000,000	-
<b>Total Transfers &amp; Reserves</b>	<b>13,175,000</b>	<b>13,175,000</b>	<b>-</b>
<b>Total Expenditures, Transfers &amp; Reserves</b>	<b>\$238,621,712</b>	<b>\$245,464,961</b>	<b>\$6,843,249</b>
<b>Revenues over Expenditures</b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>

18

## Balanced Revenues and Expenditures FY 2025 – 2026 Scenario #2 – With HB9

Division	Amount
Increase in Revenues	\$3,554,014
Less: Increase in Expenditures (Operating, Technology, Travel, Capital Only)	1,367,254
<b>Revenues Over Expenditures</b>	<b>\$2,186,760</b>

Amount available for FY 2025 - 2026 salary and benefit budget increases. Amount will be allocated to a limited number of priority changes.

Expenditure	1% GPI	1.5% GPI
Percentage Increase	\$3,373,460	\$3,782,399

19

## Preliminary Unrestricted Fund Expenditures FY 2025 – 2026 Scenario #2 – With HB9

Summary of Expenditures	FY 2024 - 2025 Budget (Amended)	FY 2025 - 2026 Budget (Preliminary)	Increase/ (Decrease)
Salaries	\$132,415,838	\$134,165,246	\$1,749,408
Benefits	32,286,995	32,724,347	437,352
Operating	42,558,700	37,211,290	(5,347,410)
Technology	10,310,744	19,021,921	8,711,177
Travel	2,714,306	3,176,398	462,092
Scholarships	306,500	-	(306,500)
Capital Outlay	4,853,629	2,701,524	(2,152,105)
<b>Total Expenditures</b>	<b>\$225,446,712</b>	<b>\$229,000,726</b>	<b>\$3,554,014</b>
<b>Transfers &amp; Reserves</b>			
Transfer to Unexpended Plant Fund	10,000,000	10,000,000	-
Transfer to Student Activities Auxiliary Fund	1,175,000	1,175,000	-
Contingency Fund	2,000,000	2,000,000	-
<b>Total Transfers &amp; Reserves</b>	<b>13,175,000</b>	<b>13,175,000</b>	<b>-</b>
<b>Total Expenditures, Transfers &amp; Reserves</b>	<b>\$238,621,712</b>	<b>\$242,175,726</b>	<b>\$3,554,014</b>
<b>Revenues over Expenditures</b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>

20

## Preliminary Unrestricted Fund Revenues and Expenditures FY 2025 – 2026

Summary of Expenditures	FY 2025 - 2026 Budget (Preliminary) Scenario #1 - Without HB9	FY 2025 - 2026 Budget (Preliminary) Scenario #2 - With HB9
State Appropriations	\$65,335,865	\$65,335,865
Tuition and Fees	63,211,400	63,211,400
Property Taxes	83,284,908	79,995,673
Other Revenues	14,096,005	14,096,005
Carryover Allocations	19,536,783	19,536,783
<b>Total Revenues</b>	<b>\$245,464,961</b>	<b>\$242,175,726</b>
Salaries	\$136,796,634	\$134,165,246
Benefits	33,382,194	32,724,347
Operating	37,211,290	37,211,290
Technology	19,021,921	19,021,921
Travel	3,176,398	3,176,398
Capital Outlay	2,701,524	2,701,524
<b>Total Expenditures</b>	<b>\$232,289,961</b>	<b>\$229,000,726</b>
Transfers & Reserves	13,175,000	13,175,000
<b>Total Expenditures, Transfers &amp; Reserves</b>	<b>\$245,464,961</b>	<b>\$242,175,726</b>
<b>Revenues over Expenditures</b>	<b>\$-</b>	<b>\$-</b>

**THANK YOU**  
**Questions?**

## **Presentation on Sick Leave Pool Bank Write Off**

### **Purpose**

To inform the Board of Trustees of the administration's plan to reduce and maintain the total number of hours banked in the Sick Leave Pool to a maximum of 5,000 hours, effective July 1, 2025. Beginning August 31, 2025, and annually thereafter, administration will formally write off any institutional hours exceeding this 5,000-hour threshold at the end of each fiscal year.

### **Justification**

The College administration recommends adjusting the total hours in the Sick Leave Pool Bank in anticipation of the implementation of GASB Statement No. 101 – *Compensated Absences*. GASB 101 provides updated accounting standards for recognizing and measuring liabilities associated with compensated absences, including sick leave. This change is part of the College's broader compliance efforts and financial reporting integrity and will have no impact on employees utilizing hours from the sick leave pool.

Additionally, a five-year analysis of Sick Leave Pool usage by members has shown an annual utilization of fewer than 2,100 hours, indicating that the existing pool exceeds necessary reserves. A 5,000-hour maximum balance ensures adequate coverage while aligning more accurately with historical trends and accounting standards.

It is important to note that this reduction affects only the institutionally held pool. Hours contributed by active employees remain unaffected and fully accessible, consistent with historical usage trends and as outlined in College Policy DEC (Local) – *Compensation and Benefits: Leaves and Absences*.

### **Report Summary:**

- **Sick Leave Pool Revised Maximum Balance:** 5,000 hours
- **Effective Date:** July 1, 2025
- **Rationale:** Alignment with GASB 101 implementation and average usage trends
- **Policy Reference:** DEC – *Compensation and Benefits: Leaves and Absences*

### **Funding**

No funds are required.

### **Staff Resource**

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

Dr. Zachary Suarez, Executive Director - Human Resources and  
Talent Development  
Alicia Correa, HR Director - Benefits and Compensation

**Recommendation** No action is required from the Board. This item is presented for informational purposes only. The administration will continue to monitor usage trends and regulatory developments and will advise the Board of Trustees of any further recommendations or necessary changes.



## **Review and Recommend Action on Legal Services Modification Agreement**

**Purpose** To approve a legal services modification agreement to modify by changing the payment terms from an hourly rate to a fixed monthly retainer fee of \$5,000.00.

**Justification** To modify the payment terms of hourly rates to a fixed monthly retainer amount is requested by Legal Counsel, Javier Villalobos, in order to streamline and expedite the accounts receivable process.

On June 8, 2021, the Board of Trustees awarded the contract for legal services to the Law Office of Javier Villalobos, P.C.

The compensation rates established in the current legal services agreement are as follows:

<b>Compensation Rates Established in Legal Services Agreement</b>	
Attorney Fees	\$200.00/hour
Litigation Fees	\$250.00/hour
Paralegal Services: Assistant 1	\$50.00/hour
Paralegal Services: Assistance 2	\$80.00/hour
Reimbursements	Out-of-Pocket Expenses at Actual Cost

*\*\*(Fractional hours will be billed in increments of 0.25 hours)*

The modification agreement replaces the above hourly rates to a monthly retainer of \$5,000.00 that is based on working 25 hours a month at an hourly rate of \$200.00. This monthly retainer will be retroactive to January 2025.

**Funding** Legal services budget

**Staff Resource** Dr. Ricardo Solis, President  
Mary Del Paz, Vice President for Finance and Administrative Services  
Javier Villalobos, Legal Counsel

**Recommendation** The Committee recommends that the Board approve the legal services modification agreement with the Law Office of Javier Villalobos, P.C., to a fixed monthly retainer fee of \$5,000.00, retroactive to January 2025, as presented.

**Discussion and Action as Necessary on Resolution #2025-013 Regarding the Donation to the Public of Items Produced by the Learning Commons & Open Labs Department**

<b>Purpose</b>	Administration requests that the Committee recommend Board approval on Resolution #2025-013 regarding the limited donation of items produced by the Learning Commons and Open Labs Department to the public at no charge.
<b>Justification</b>	<p>In a written legal opinion from O'Hanlon, Demerath &amp; Castillo, South Texas College, through its Board of Trustees, may provide services to the public limited access to printing services and items produced using makerspace technologies to the public at no cost. This should be done in conjunction with the adoption of a resolution that recites adherence to the South Texas College Policy CIB (Local) – Equipment and Supplies Management: Disposal of Property, specifically to the three-part test regarding the use of public funds. The three-part test requires the Board of Trustees to determine that the conveyance is not a gift of public funds by considering the following:</p> <ol style="list-style-type: none"><li>The predominant purpose of the alternative method of disposal is to accomplish a public purpose, not to benefit private parties;</li><li>The Board shall retain sufficient control over the disposed items to ensure the public purpose is accomplished and to protect the public's investment; and</li><li>The College District shall receive a return benefit.</li></ol> <p>The resolution has been reviewed by the President, the Interim Vice President for Information Services, Planning, Performance, &amp; Strategic Initiatives, Mary Del Paz, Vice President for Finance and Administrative Services, and Mr. Mark Goulet, from O'Hanlon, Demerath &amp; Castillo Law Firm.</p>
<b>Enclosed Documents</b>	Appendix A – Resolution #2025-013
<b>Staff Resource</b>	Dr. Jesús Campos, Interim Vice President of Information Services, Planning, Performance, & Strategic Initiatives and Dean of Library & Learning Support Services Mr. Arturo Solano, Director of Learning Commons & Open Labs
<b>Recommendation</b>	The Committee recommends Board approval on Resolution #2025-013 regarding the donation to the public of items produced by the Learning Commons & Open Labs Department as presented.

**BOARD OF TRUSTEES FOR SOUTH TEXAS COLLEGE  
RESOLUTION #2025-013 REGARDING THE DONATION TO THE PUBLIC  
OF ITEMS PRODUCED BY THE LEARNING COMMONS & OPEN LABS  
DEPARTMENT**

**THE STATE OF TEXAS     )  
  )  
COUNTY OF HIDALGO     )**

On this, the 24th day of June 2025, the Board of Trustees of South Texas College convened at a lawfully called and posted meeting, and with sufficient members present to constitute a quorum, and the Board of Trustees resolved as follows:

***WHEREAS***, the Board of Trustees recognizes the importance of providing students, faculty, and staff with excellent technology support including computer labs, printing, and makerspace technologies;

***WHEREAS***, the Board of Trustees of South Texas College recognizes the importance of engaging with the local community; and

***WHEREAS***, providing members of the community who have become Community Users with limited access to printing services and items produced using makerspace technologies enables meaningful engagement with the College; and

***WHEREAS***, providing limited access to printing services and items produced using makerspace technologies to the public at no cost will serve as an opportunity for members of the public to become familiar with the College's programs of study; and

***WHEREAS***, providing limited access to printing services and items produced using makerspace technologies to the public at no cost will serve as an opportunity for members of the public to develop basic workforce skills; and

***WHEREAS***, the Board of Trustees desires to ensure that funds allocated for providing limited access to printing services and items produced using makerspace technologies to the public at no cost are used for a clearly defined public purpose; and

***WHEREAS***, the public will benefit from services; and

***WHEREAS***, the Board of Trustees of South Texas College desires to authorize the expenditure of funds from the unrestricted fund balance to support its educational mission; and

***NOW, THEREFORE, BE IT RESOLVED*** that the Board of Trustees of South Texas College hereby authorizes and approves the offering of limited access to printing services and items

produced using makerspace technologies, in accordance with Tex. Const, art. III, § 51 and 52(a), prohibition on gifts of public funds and South Texas College Policy CIB (Local) - Equipment and Supplies Management: Disposal of Property and the College's administrative procedures maintained by the Division of Academic Affairs and Economic Development, and subject to the following conditions:

1. The Board finds an instructional and public purpose in the providing limited access to printing services and items produced using makerspace technologies. The public purpose of such programs may include:
  - a. Publicity for South Texas College programs of study;
  - b. Cultivating a skilled workforce within the community;
  - c. Encouraging economic development and growth;
  - d. Building goodwill in the community by providing needed services at no cost.
  - e. Avoiding the administrative burden of having to price services, handle receipts, collect sales tax, etc.
2. The Board of Trustees authorizes staff to implement administrative procedures to offer limited access to printing services and items produced using makerspace technologies.
3. The Board of Trustees shall require that the respective staff oversee the offering of limited access to printing services and items produced using makerspace technologies, including public feedback. This shall maintain sufficient control of the services provided to the public.
4. The Board of Trustees shall require that these services offered to the community through the Learning Commons & Open Labs Department be evaluated periodically, with the opportunity for adjustment as needed, to ensure that it continues to meet the goals of both student education and public purpose.
5. Providing limited access to printing services and items produced using makerspace technologies to the public at no cost will further enhance the College's reputation and standing within the community. The initiatives are also calculated to foster stronger community ties and reinforce STC's role as a pivotal institution in the region, thereby yielding long-term benefits that extend beyond the immediate financial investment.
6. The Board finds that the College shall retain sufficient control over the public funds to be expended for this purpose to ensure the public purposes are accomplished and further finds adequate controls are in place to ensure that South Texas College receives benefits related to this expenditure.
7. The Board hereby authorizes administration to implement the necessary administrative procedures to carry out the services as presented.
8. This resolution shall take effect immediately upon its adoption and shall remain in effect until modified, amended or rescinded by the Board of Trustees.

Members of the Board voted, PASSED, APPROVED AND ADOPTED this the \_\_\_\_\_ day of June 2025.

South Texas College

By: \_\_\_\_\_  
Dr. Alejo Salinas, Jr.  
Chair

Board of Trustees

ATTEST:

By: \_\_\_\_\_  
    Danny Guzman  
    Secretary  
    Board of Trustees

**Review and Recommend Action on Use of Fund Balance to Support Students at Risk of Not Persisting Due to Loss of Financial Aid Eligibility**

<b>Purpose</b>	Administration proposes expanding the Re-Ignite funding, as approved by the Board of Trustees, to support students at risk of not persisting due to loss of financial aid eligibility through the remainder of FY 2024 - 2025 and into FY 2025 - 2026.
<b>Justification</b>	In September 2024, the Board of Trustees approved the Relgnite Scholarship for Fiscal Year 2024 - 2025 to help returning students pay off prior debts and cover current tuition costs. Since then, the introduction of the JagReconnect (Adult Promise) Program has significantly reduced the number of students with unpaid balances. Given this progress, the administration now seeks the Board's approval to repurpose the remaining Relgnite funds by establishing the StayOn Track Scholarship for Fiscal Year 2025 - 2026. This new initiative would support students who are in good academic standing but do not meet financial aid eligibility criteria. The scholarship will provide tuition assistance and include personalized coaching and mentoring to promote academic success. By addressing one of the key barriers to student retention and enrollment—financial need—this initiative aims to further strengthen student persistence and educational attainment.
<b>Enclosed Documents</b>	PowerPoint presentation.
<b>Funding</b>	No funds are required.
<b>Staff Resource</b>	Tony Matamoros, Dean of Enrollment Services.
<b>Recommendation</b>	It is recommended that the Board approve the repurposing of Re-Ignite funds to support students at risk of not persisting due to the loss of financial aid, through the creation of the StayOn Track Scholarship, which will assist students through FY 2025 – 2026.

# StayOn Track Initiative

*Finance, Audit, & Human Resources Committee*  
- **Board of Trustees**



**SOUTH TEXAS  
COLLEGE**

## Relgnite Scholarship

- \$150,000 Approved at September 2025 Board Meeting for FY 2025-2026
- Provides Financial Support to Returning Students with Past and Current Tuition Balances
- Approximately \$30,000 Awarded in Spring and Summer 2025

## Areas of Priority

- Operational Efficiencies
- Optimize Financial Aid Processes and Procedures
- Simplify Information to Students and Parents
- Integrate Emerging Technologies
- Timely Resolution of Financial Aid Issues
- Pro-Active Measures for At-Risk Students
- Flexible Payment Options

## Highlights

- Increase in Early Enrollment of Students
- Decrease in Unpaid Accounts
- New Payment Options
- Decrease in Students Dropped for Non-Payment:

Semester	Students Dropped For Non-Payment
Spring 2024	433
Spring 2025	291

**33% Decrease**



## JagReconnect

### Program Components:

- Personalized Coaching and Mentoring
- Case Management and Monitoring of Academic Progress
- Covers Tuition for Remaining Courses if Close to Completion
- Wrap-Around Services

## JagReconnect

### Program Criteria:

- Be a Texas resident, residing in Hidalgo Co. or Starr Co.
- Complete a credential within two consecutive semesters
- Enroll in minimum of six credit hours each semester
- Demonstrate financial need
- Have and maintain a cumulative GPA of 2.0
- Meet financial aid SAP standards

## JagReconnect Program Success Rates



## One-Year Assessment

- Many students maintain strong GPAs but have lost financial aid eligibility
- Students often face challenges transitioning to college and navigating personal hardships
- Lack of proactive advisement for students at risk of losing financial aid
- Few financial options available for students who no longer qualify for aid
- No dedicated staff assigned to support students who have lost financial aid eligibility

## Satisfactory Academic Progress (SAP)

**Good**

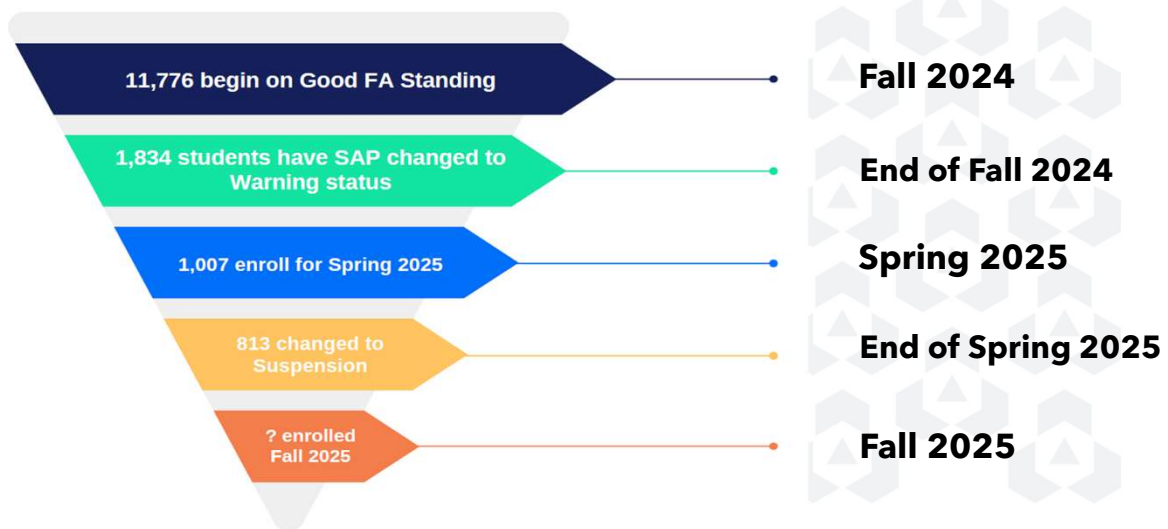
**Warning**

**Suspension**

### SAP Criteria:

- 1) Minimum 2.0 GPA
- 2) Complete 67% of Attempted Credits
- 3) Graduate within the Maximum Time Frame

## 2024-2025 Academic Year SAP Data



## Key Student Data Points

**71%**

**Receive Financial  
Aid**

**44%**

**Former Students  
Stopped Out Due  
to Financial Issues**

**35%**

**Struggle to Pay  
Bills**

Sources:  
2025 STC Student Financial Services Data  
2024 Trellis STC Re-Engagement Survey  
2024 STC Survey of Entering Student Engagement (SENSE)

## STC Student Profile



<b>Student Type:</b>	Continuing
<b>Program:</b>	ADN
<b>Degree Progress:</b>	23%
<b>GPA:</b>	2.7
<b>SAP Status:</b>	<b>Suspension</b>
<b>Attempted Hours:</b>	20
<b>Completed Hours:</b>	13
<b>FA Completion:</b>	65%

## STC Student Profile



**Student Type:** Returning  
**Program:** HVAC Certificate  
**Degree Progress:** 98%  
**GPA:** 4.0  
**SAP Status:** **Suspension**  
**Attempted Hours:** 27  
**Completed Hours:** 12  
**FA Completion:** 44%

## Potential StayOn Track Recipients

**627** Students Currently on Suspension 2.0+ GPA

Students	Credit Hours Needed to Regain Financial Aid*
138	6
260	12

*\*Courses Must be Completed with Grade of "D" or Better*

## StayOn Track

### Program Components:

- Early Interventions for At-Risk Students
- Personalized Coaching and Mentoring
- Tuition Assistance to Help Regain Financial Aid Eligibility
- Ongoing Case Management
- Financial Planning and Literacy Education
- Wrap-Around Services

## **Review and Recommend Action to Adopt New Local Governance Policy and Retire Current Policies**

<b>Purpose</b>	To adopt the new Local Governance Policy and retire the current policies to align with the Texas Association of School Boards (TASB) policy manual.
<b>Justification</b>	<p>To provide the new policy 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 Chief of Staff.</p>
<b>Enclosed Documents</b>	<p>Appendix A – List of New and Retired Policies</p> <p>Appendix B – New Policy</p>
<b>Staff Resource</b>	Gardenia G. Perez, Chief of Staff
<b>Recommendation</b>	The Committee recommends Board approval to adopt the new Local Governance Policy and retire the current policies as presented, and which supersedes any previously adopted Board policy.

### **Appendix A**

#### List of New and Retired Policies

<b>Adopt New Policy</b>	<b>Retired Policy(ies)</b>	<b>Retired Policy Content Transition</b>
A-1. BFE (LOCAL) – Chief Executive Officer: Evaluation	A-2. Policy 2120: Goals for the President A-3. Policy 2140: Evaluation of the President	All of the content from the retired policy is included in the new local policy.

### **Appendix B**

New policies follow in the packet.

**Written Evaluation**

The Board shall prepare a written evaluation of the College President on annual basis. The written evaluation instrument shall be based on the job description of the College President and performance goals and shall be adopted by the Board.

The Board Chair shall furnish the College President with a copy of the completed evaluation and shall discuss the evaluation with the College President.

**Objectives**

The Board shall strive to accomplish the following objectives in completing the evaluation of the College President:

1. Clarify the College President's role, as seen by the Board.
2. Develop and sustain a harmonious working relationship between the Board and the College President.
3. Ensure excellence in the College District's administrative leadership by establishing appropriate performance objectives and priorities for the College President.

**Informal Evaluation**

The Board may at any time conduct and communicate oral evaluations to augment its written evaluations.



## MANUAL OF POLICY

<b>Title</b>	<b>Goals for the President</b>	<b>2120</b>
<b>Legal Authority</b>	<b>Approval of the Board of Trustees</b>	
<b>Date Approved by Board</b>	<b>Board Minute Order dated November 9, 1995</b>	

Goals are mutually agreed upon between the Board and the President, and the President is charged with developing an action plan for implementation of the goals.

RETIRED

## MANUAL OF POLICY

<b>Title</b>	<b>Evaluation of the President</b>	<b>2140</b>
<b>Legal Authority</b>	<b>Approval of the Board of Trustees</b>	
<b>Date Approved by Board</b>	<b>Board Minute Order dated November 9, 1995</b>	

Annually, the Board meets in executive session to conduct a performance evaluation of the President. In reviewing the accomplishments, the Board provides feedback to the President on observed strengths and any areas needing improvement for the upcoming academic year.

RETIRED

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

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

### **Appendix A**

<b>Item</b>	<b>Policy</b>	<b>Update</b>	<b>Explanatory Notes</b>
A.	Adopt CGF (Local) – Safety Program: Security Personnel	49	Language from CHA has been moved to this new local policy to accommodate the reorganization of policies related to security personnel. Language has been added addressing an Interlocal Agreement for Mutual Aid and Body-Worn Cameras. Revisions also incorporate recently adopted edits submitted by the college. Additional changes have been made for clarity.
B.	Retire CHA (Local) – Site Management: Inspections	49	Language at this policy has been moved to policy CGF to accommodate the reorganization of policies related to security personnel.

### **Appendix B**

Policies follow in the packet.

SAFETY PROGRAM  
SECURITY PERSONNEL

CGF  
(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.

SAFETY PROGRAM  
SECURITY PERSONNEL

CGF  
(LOCAL)

**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 College President or designee. The Office of Human Resources will be notified through completion of the Outside Employment Notification Form. College District police officers shall enforce all laws, including municipal ordinances, county ordinances, and state laws, within another law enforcement agency's jurisdiction while working off duty or temporarily assigned to the other agency.

**Relationship with  
Outside Agencies**

The College District's police department and the law enforcement agencies with which it has overlapping jurisdiction shall enter into memoranda of understanding and other appropriate interlocal agreements that outline reasonable communication and coordination efforts among the department and the agencies. The chief of police and the College President or designee shall review the memoranda of understanding at least once every year. The memoranda of understanding shall be approved by the Board.

Interlocal  
Agreement for  
Mutual Aid

While operating pursuant to an interlocal agreement for mutual aid or other support for another law enforcement agency, each College District police officer shall perform the duties and have the authorities set out in the agreement, including enforcing all laws within the other agency's jurisdiction.

**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.

**Body-Worn Cameras**

A College District police officer shall use a body-worn camera only when performing official law enforcement duties for the College

SAFETY PROGRAM  
SECURITY PERSONNEL

CGF  
(LOCAL)

District and in accordance with the provisions of the College District police department's body-worn camera program. Each College District police officer shall receive training on the program, including proper use and operation of cameras. Any College District employee who has access to data from body-worn cameras shall receive training on storage, retention, and release of recordings.

**Officer Training**

All College District officers shall receive at least the minimum amount of education and training required by law.

**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 CGFA(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.

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

The College District has a College District security department and 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:

SAFETY PROGRAM  
SECURITY PERSONNEL

CGF  
(LOCAL)

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

There are no limitations on outside employment for campus security guards, and 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.

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

1. Prevent and deter entry, larceny, vandalism, abuse, trespass, 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, trespass, or criminal or unauthorized activity on the College District's leased or owned property; and
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 agencies and operate under the policies and procedures of their respective agencies using concurrent jurisdiction.



**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.
<b>Employment of Peace Officers and Telecommunicators</b>	For additional provisions regarding the employment of peace officers and telecommunicators, see DC.
<b>Limitations on Outside Employment</b>	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.
<b>Relationship with Outside Agencies</b>	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.
<b>Use of Force</b>	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.
<b>High-Speed Pursuit</b>	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.
<b>Video Monitoring</b>	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.
<b>Officer Training</b>	All College District officers shall receive at least the minimum amount of education and training required by law.
<b>Medical and Psychological Examinations</b>	For provisions regarding the fitness-for-duty examination of a peace officer or telecommunicator, see DBB.

<b>Leave</b>	For provisions regarding mental health leave for peace officers and telecommunicators and quarantine leave for peace officers, see DEC.
<b>Complaints</b>	<p>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)]</p> <p>Appeals regarding this complaint process shall be filed in accordance with DGBA, FLD, or GB, as appropriate.</p>
<b>Misconduct Investigations</b>	For provisions regarding the investigation of allegations of misconduct by peace officers and telecommunicators, see DH.
<b>Personnel Files</b>	For provisions regarding personnel files maintained with respect to peace officers and telecommunicators, see DBA.
<b>Department Regulations Manual</b>	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.
<b>Racial Profiling</b>	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.
<b>Campus Security Guards Employed by the College District</b>	<p>The College District has a College District security department and 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:</p> <ol style="list-style-type: none"><li>1. Carrying any firearm or weapon on any College District campus or grounds;</li><li>2. Making arrests;</li><li>3. Enforcing law or municipal ordinances;</li><li>4. Conducting investigations of violations of law;</li><li>5. Using use of force, including deadly force;</li><li>6. Participating in high-speed pursuits</li></ol>

7. Video monitoring by a body camera or by their security vehicles,

There are no limitations on outside employment for campus security guards, and 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.

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.

RETIRED

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

<b>Purpose</b>	To revise the local policy listed in Appendix A to align with College operations.
<b>Justification</b>	<p>The local policy was revised to reflect the updates to the College’s internal operations. Below is a justification for the revised local policy.</p> <p>At the May 27, 2025 Board Meeting, Policy DGBA (LOCAL) was presented but not approved as part of the consent agenda item. The Board Chair requested that the policy be reviewed, revised, and brought back for approval.</p>
<b>Enclosed Documents</b>	<p>Appendix A – Policy and justification</p> <p>Appendix B – Policy</p> <p>Appendix C – Employee Complaint Form and Employee Level I Complaint Grievance Appeal Notice</p> <p>Appendix D – DGBA Legal Framework</p>
<b>Staff Resource</b>	<p>Mary Del Paz, Vice President for Finance and Administrative Services</p> <p>Zach Suarez, Executive Director for Human Resources and Talent Development</p>
<b>Recommendation</b>	The Committee recommends Board approval to revise Policy DGBA (LOCAL) – Personnel-Management Relations: Employee Grievances, as presented, and which supersedes any previously adopted Board policy.

### **Appendix A**

Revised Policies	Justification
Policy DGBA (LOCAL) – Personnel-Management Relations: Employee Grievances	This policy revision serves to provide explicit clarification that the decision rendered by the Level Two Administrator constitutes the final resolution under this policy and is not subject to further appeal.

### **Appendix B**

Policies follow in the packet.

**Appendix C**

Employee Complaint Form and Employee Level I Complaint Grievance Appeal Notice  
follow in the packet for additional information.

**Appendix D**

DGBA Legal Framework follows in the packet for additional information.

PERSONNEL-MANAGEMENT RELATIONS  
EMPLOYEE GRIEVANCES

DGBA  
(LOCAL)

**Employee  
Grievances**

College District employees have the right to present grievances concerning their wages, hours of employment, or conditions of work, either individually or through a representative 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

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

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

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

**Definition**

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

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

**Notification of Rights**

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

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

**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 College President to make a final decision within 60 days of the initiation of the complaint. [See DG(LEGAL)]

**Other Complaint  
Processes**

Employees shall file complaints according to the procedures established by the College President, 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:



PERSONNEL-MANAGEMENT RELATIONS  
EMPLOYEE GRIEVANCES

DGBA  
(LOCAL)

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

**The Employee Complaint Form must include the following information:**

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

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

Employees may file complaints and supporting documentation electronically via the College District's complaint submission webpage. Electronic filings shall be timely if the OHR receives the

PERSONNEL-MANAGEMENT RELATIONS  
EMPLOYEE GRIEVANCES

DGBA  
(LOCAL)

filing by the close of business on the deadline, as indicated by the date/time shown on the electronic communication.

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

The College District may dismiss any grievance form that an employee submits as incomplete in any material aspect. The employee may refile the grievance with all the required information if the refiling is within **five (5) business days of the dismissal.** ~~the designated time limit.~~

Scheduling  
Conferences

**The College District shall make reasonable attempts, including no fewer than three, to schedule conferences at a mutually agreeable time.** ~~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." **A College District business day is defined as a day that the College District at large is open and conducting business.**

Representative

"Representative" means any person or an organization that does not claim the right to strike and is designated by the employee to represent him or her in the complaint process.

**The employee may designate a representative through written notice at any level of this process. If the employee provides less than 2 days' notice to the College District before a scheduled conference, the College District may reschedule the conference to a later date, if desired, to allow time to consult with**

its counsel. The College District may be represented by counsel at any level of the process, and this same discretion is extended to the employee. ~~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.~~

### Consolidating Complaints

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

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

### Time Limits and Cost

All time limits shall be strictly complied with, unless extended by mutual written consent signed by both parties or by extenuating circumstances that are properly documented with the OHR and shared with both parties. ~~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 (Immediate Supervisor)

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

The Level One procedure is as follows:

1. ~~The administrator may investigate as necessary and shall schedule a conference with the employee within 15 calendar days after the grievance filing date.~~ Upon receipt of the grievance, the Office of Human Resources (OHR) shall review the submission and may request clarification from the employee, if necessary. Once the OHR has completed its review, the grievance shall be forwarded to the immediate supervisor, who shall investigate as needed and schedule a conference with the

PERSONNEL-MANAGEMENT RELATIONS  
EMPLOYEE GRIEVANCES

DGBA  
(LOCAL)

employee within 15 business days of receiving the grievance from the OHR.

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

Level Two

*Vice President*

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

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

PERSONNEL-MANAGEMENT RELATIONS  
EMPLOYEE GRIEVANCES

DGBA  
(LOCAL)

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

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

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

The Level Two administrator ~~shall~~ **may** provide the employee a written response within ~~2030 calendar~~ **business** days following the conference or ~~2030 calendar~~ **business** days after the appeal notice is received. In reaching a decision, the Level Two administrator may consider information provided at the Level One conference, information provided at the Level Two conference, and any other relevant documents or information the Level Two administrator believes will help resolve the complaint. **The employee complaint decision of the Vice-President is final and not appealable under this policy.**

*College President*

In instances where the respective department does not have a vice president, the employee may present the written complaint to the College President. A complaint concerning the proposed termination of an at-will employee may be presented to the College President if the employee has alleged 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~~ **business** days from the date of the decision at Level One. The employee shall provide a clear and concise

PERSONNEL-MANAGEMENT RELATIONS  
EMPLOYEE GRIEVANCES

DGBA  
(LOCAL)

statement detailing the reason(s) why the Level One decision was not acceptable to the employee.

The College President may consult with the executive director of human resources or designee and ~~shall~~~~may~~, not later than ~~2030~~~~calendar~~~~business~~ days following receipt of the complaint, issue a written decision, which shall be mailed and/or emailed to the employee. The decision of the College President may grant or deny the remedy being requested by the employee, or offer an alternative resolution. The employee complaint decision of the College President is final and not appealable under this policy.

**Public Comment to  
the Board**

Nothing in this policy precludes an employee who has exhausted the procedures in this policy from addressing the Board of Trustees at the next regular public meeting in accordance with the provision for hearing 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 College President, bypassing 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**

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

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

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

**Other Grievance  
Provisions**

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

PERSONNEL-MANAGEMENT RELATIONS  
EMPLOYEE GRIEVANCES

DGBA  
(LOCAL)

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

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

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

# DGBA (Local) Employee Complaint Form



Employee Name: \_\_\_\_\_

Employee EID/A#: \_\_\_\_\_

Employee Title: \_\_\_\_\_

Department: \_\_\_\_\_ Phone: \_\_\_\_\_

Employee's Immediate Supervisor: \_\_\_\_\_

Date of Event or Action: \_\_\_\_\_

*Give specific details for each section and continue on reverse side if necessary.*

*Employee to send via email, or hand delivery to the Office of Human Resources.*

**1. Provide a clear explanation of the decision or circumstances causing your complaint (Give specific factual details).**

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**2. If you will be represented in voicing your complaint, please provide name and contact information for your representative.**

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**3. Provide a description of the relief you are seeking.**

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Employee Signature: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Receiving Signature: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Title of Receiving Party: \_\_\_\_\_







**SOUTH TEXAS  
COLLEGE**

## **Level I Employee Complaint Grievance Appeal Notice**

To file an appeal of a Level I decision in accordance with Board Policy DGBA (LOCAL), please fill out this form completely and submit via email to [HR\\_Employeerelations@southtexascollege.edu](mailto:HR_Employeerelations@southtexascollege.edu) or by hand delivery to the Office of Human Resources (OHR), 2501 W. Pecan Blvd. McAllen, TX 78501. All formal complaints/grievances will be heard in accordance with DGBA (LEGAL and LOCAL).

**Date of Appeal:** \_\_\_\_\_

**Employee Name:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Employee Workday ID or (A#):** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Campus/Department:** \_\_\_\_\_

**Direct Supervisor's Name:** \_\_\_\_\_

- 1. List the date of the Level I Conference Meeting.**
  
- 2. State the Name of the Level I Decision Maker (Supervisor or Designee).**
  
- 3. List the date of the Level I written response/decision letter.**
  
- 4. Explain specifically why you disagree or are not satisfied with the outcome of the Level I Conference.**

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**5. Attach a copy of the following:**

- Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

PERSONNEL-MANAGEMENT RELATIONS  
EMPLOYEE GRIEVANCES

DGBA  
(LEGAL)

**United States  
Constitution**

A college district shall take no action abridging the freedom of speech or the right of the people to petition the board for redress of grievances. *U.S. Const. Amend. I, XIV*

The board may confine its meetings to specified subject matter and may hold nonpublic sessions to transact business. But when the board sits in public meetings to conduct public business and hear the views of citizens, it may not discriminate between speakers on the basis of the content of their speech or the message it conveys. *Rosenberger v. Rector & Visitors of Univ. of Virginia*, 515 U.S. 819, 828 (1995); *City of Madison v. Wis. Emp. Rel. Comm'n*, 429 U.S. 167, 174 (1976); *Pickering v. Bd. of Educ.*, 391 U.S. 563, 568 (1968) [See DG]

**Texas Constitution**

The citizens, including college district employees, shall have the right, in a peaceable manner, to assemble together for their common good and apply to those invested with the powers of government for redress of grievances or other purposes, by petition, address or remonstrance. *Tex. Const. Art. I, Sec. 27*

There is no requirement that the board negotiate or even respond to complaints. However, the board must stop, look, and listen and must consider the petition, address, or remonstrance. *Prof'l Ass'n of College Educators v. El Paso County Cmty District*, 678 S.W.2d 94 (Tex. App.—El Paso 1984, writ ref'd n.r.e.)

**Federal Laws**

Section 504

A recipient of federal financial assistance that employs 15 or more persons shall adopt grievance procedures that incorporate appropriate due process standards and that provide for the prompt and equitable resolution of complaints alleging any action prohibited by 34 C.F.R. Part 104 (Section 504 of the Rehabilitation Act of 1973 regulations). Such procedures need not be established with respect to complaints from applicants for employment. *34 C.F.R. 104.7(b), .11*

Americans with  
Disabilities Act

A public entity, including a college district, that employs 50 or more persons shall adopt and publish grievance procedures providing for prompt and equitable resolution of complaints alleging any action that would be prohibited by the 28 C.F.R. Part 35 (Americans with Disabilities Act regulations). *28 C.F.R. 35.107(b), .140*

Title IX

Each recipient of federal financial assistance shall adopt and publish grievance procedures providing for prompt and equitable resolution of employee complaints alleging any action prohibited by 34 C.F.R. Part 106 (Title IX of the Education Amendments of 1972 regulations). *34 C.F.R. 106.8(b); North Haven Bd of Educ. v. Bell*, 456 U.S. 512 (1982)

PERSONNEL-MANAGEMENT RELATIONS  
EMPLOYEE GRIEVANCES

DGBA  
(LEGAL)

**State Laws**

Wages, Hours,  
Conditions of Work

Government Code Chapter 617 (prohibition against collective bargaining and strikes, see DGA) does not impair the right of employees 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. *Gov't Code 617.005*

The term "conditions of work" should be construed broadly to include any area of wages, hours, or conditions of employment, and any other matter that is appropriate for communications from employees to employer concerning an aspect of their relationship. *Atty. Gen. Op. JM-177 (1984)*; *Corpus Christi Fed. of Teachers v. Corpus Christi Indep. Sch. Dist.*, 572 S.W.2d 663 (Tex. 1978)

The statute protects grievances presented individually or individual grievances presented collectively. *Lubbock Prof'l Firefighters v. City of Lubbock*, 742 S.W.2d 413 (Tex. App.—Amarillo 1987, writ ref'd n.r.e.)

Representative

A college district cannot deny an employee's representative, including an attorney, the right to represent the employee at any stage of the grievance procedure, so long as the employee designates the representative and the representative does not claim the right to strike. *Lubbock Prof'l Firefighters v. City of Lubbock*, 742 S.W.2d 413 (Tex. App.—Amarillo 1987, writ ref'd n.r.e.); *Sayre v. Mullins*, 681 S.W.2d 25 (Tex. 1984)

A college district should meet with employees or their designated representatives at reasonable times and places to hear grievances concerning wages, hours of work, and conditions of work. The right to present grievances is satisfied if employees have access to those in a position of authority to air their grievances. However, that authority is under no legal compulsion to take action to rectify the matter. *Att'y. Gen. Op. H-422 (1974)*; *Corpus Christi Indep. Sch. Dist v. Padilla*, 709 S.W.2d 700 (Tex. App.—Corpus Christi 1986, no writ)

**Open Meetings Act**

Government Code Chapter 551 does not require a governmental body, including a college district board of trustees, to conduct an open meeting to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of an employee or to hear a complaint or charge against an employee. This section does not apply if the employee who is the subject of the deliberation or hearing requests a public hearing. *Gov't Code 551.074*  
[See BDA]

Closed Meeting

A board may conduct a closed meeting on an employee complaint to the extent required or provided by law. *Gov't Code 551.082*  
[See BDA]

PERSONNEL-MANAGEMENT RELATIONS  
EMPLOYEE GRIEVANCES

DGBA  
(LEGAL)

**Whistleblower  
Complaints**

Before bringing suit, a public employee, including a college district employee, must initiate action under the grievance or appeal procedures of the employing state or local governmental entity relating to suspension or termination of employment or adverse personnel action before suing under Government Code Chapter 554 (whistle-blowers). *Gov't Code 554.006* [See DG]

## Supporting Documentation

Award of Proposals/ Reject Proposal/ Purchases/ Renewals/ Purchase Renewals  
Supporting Documentation

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### TABLE OF CONTENTS

Items	Attached Documents
<b>Award of Proposals</b>	
1) Campus Dining and Food Truck Services – Nursing and Allied Health Campus	1) Summary – Terms
2) Nursing and Allied Health Lab Equipment and Supplies	2) Summary – Terms
3) Public Art Project – College Mascot Sculptures	3) Summary – Terms
4) Security Cameras and Accessories	4) Summary – Terms
<b>Reject Proposal</b>	
5) Pecan Campus Physical Plant Building E Cooling Tower Above Ground Piping System	5) N/A
<b>Purchases</b>	
6) Computers, Laptops, and Tablets	6) Summary – Price
7) Medical Equipment and Supplies	7) Summary – Price
8) Network Phone Equipment Replacements	8) Summary – Price
9) Network Router Equipment Replacements	9) Summary – Price
10) Network Switch Equipment Replacements	10) Summary – Price
11) Server Replacements	11) Summary – Price
12) Software Training Service Agreement	12) Summary – Price
<b>Renewals</b>	
13) Collection Agency Services	13) N/A
a. S&S Recovery, Inc.	
b. Continental Service Group, LLC/ dba ConServe	
c. Collection Bureau Hudson Valley (CBHV)	
14) Grounds Maintenance	14) N/A
a. LC - Total Lawn Care Service LLC	
<b>Purchases Renewals</b>	
15) Online Digital Portfolio Application	15) Summary – Price
16) Software, License, Maintenance, and Support Agreements	16) Summary – Price
17) Web Application Firewall Software/Cloud Subscription	17) Summary – Price

**SOUTH TEXAS COLLEGE**  
**1. CAMPUS DINING AND FOOD TRUCK SERVICES - NURSING AND ALLIED HEALTH CAMPUS**  
**PROJECT NO. 24-25-1067**

<b>VENDOR</b>		All Affairs and Occasions	Brightlife Investments, LLC / Cornerstone Cafe
<b>ADDRESS</b>		5510 Sago Dr	4307 S Conway Ave
<b>CITY/STATE/ZIP</b>		Weslaco, TX 78599	Mission, TX 78572
<b>PHONE</b>		956-451-2590	956-445-3445
<b>CONTACT</b>		Galilea Ozuna	Maria Ravelo
<b>#</b>	<b>Description</b>	<b>Proposed</b>	<b>Proposed</b>
<b>Proposed Menu and Services</b>			
1	Menu and Pricing	Cheese Burger, Chicken Sandwich, Grilled Chicken, Grilled Ham and Cheese Sandwich, Chicken & Bacon Quesadilla, French Fries, Pizza Slices, Hot Dogs, Wraps, Sandwiches, Salads ***** Daily Loch Special: Chicken Alfredo, Beef Lasagna, Chicken Stir Fry, Beef Enchiladas, Salisbury Steak, Chicken Fried Chicken ***** Snacks: Peanut Butter Sandwich, Cruffin, Chips, candy, Muffins, Cookies, Brownies, Cake Slices Range: \$2.25 - \$8.75	Lunch Range: \$2.99 - \$10.99
2	Breakfast	Breakfast Tacos, Breakfast Biscuits, Bagels, Cereal with Milk, Fruit Cup, Yogurt Parfait, Oatmeal Cups, French Toast Sticks Range: \$2.00 - \$3.25	Breakfast Tacos \$2.19
3	Beverages	Bottled Water, Gatorade, Fairlife Milk Chocolate, Fairlife Strawberry Milk, Canned/Bottled Soft Drinks, Monster Energy Drink, Red Bull Energy Drink, Minute Maid Lemonade, Minute Maid Fruit Punch, Coffee, Apple Juice, Orange Juice Range: \$1.50 - \$3.25	Coffee, Orange and Apple Juice, Hot Tea, Milk, Bottled Water, Variety of Canned Soft Drinks Range: \$1.00 - \$2.00
<b>Proposed Location and Hours</b>			
4	Offering to operate the cafeteria?	Yes	Yes
5	Offering to operate a food truck?	No	Yes
6	I can operate from 7:00 a.m. to 2:00 p.m. Monday through Friday.	Yes	Yes
7	Can you expand hours beyond 2:00 pm if requested? If so, until when?	Yes	
<b>Commission of Sales</b>			
8	Payment to STC	2%	2%
<b>Escalation</b>			
9	2nd Year	10%	N/A
10	3rd Year	20%	N/A
<b>TOTAL EVALUATION POINTS</b>		96.65	****
<b>RANKING</b>		1	****

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

\*\*\*\*The vendor did not submit required information, therefore not evaluated.

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

**SOUTH TEXAS COLLEGE**  
**1. CAMPUS DINING AND FOOD TRUCK SERVICES - NURSING AND ALLIED**  
**HEALTH CAMPUS**  
**PROJECT NO. 24-25-1067**  
**EVALUATION SUMMARY**

VENDOR		All Affairs and Occasions	
ADDRESS		5510 Sago Dr	
CITY/STATE/ZIP		Weslaco, TX 78599	
PHONE		956-451-2590	
CONTACT		Galilea Ozuna	
1	The respondent's proposal. (up to 42 points)	42	42
		42	
		42	
2	The respondent's experience and reputation in providing the goods and/or services requested in this RFP. (up to 18 points)	16	17
		18	
		17	
3	The quality and variety of products offered by the respondent. (up to 16 points)	15	15.33
		16	
		15	
4	The respondent's policy in handling customer service complaints/issues. (up to 15 points)	14	14.66
		15	
		15	
5	The vendor's past relationship with the College. (up to 3 points)	2	2.66
		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	
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	
TOTAL EVALUATION POINTS		96.65	
RANKING		1	

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

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



**SOUTH TEXAS COLLEGE**  
**1. PROPOSAL CRITERIA - SERVICE ONLY**

		Service Only	
		Points	Score Key
<b>1</b>	<b>Criterion 1: The purchase price</b> a. The low bidder gets the maximum points b. Divide the lowest proposal by each of the other proposal(s)	<b>40</b>	
<b>2</b>	<b>Criterion 2: The reputation of the vendor and of the vendor's goods or services</b> a. Number of Years in Business b. References (similar projects) c. Services/Installation d. Professional Licenses/Certifications	<b>18</b>	15-18 10-14 5-9 0-4 <b>Excellent Acceptable Marginal Poor/No Response</b>
<b>3</b>	<b>Criterion 3: The quality of the vendor's goods or service</b> a. Warranty b. Service Support/Response Time c. Goods/Product (manufacturer life) d. Product Performance	<b>18</b>	15-18 10-14 5-9 0-4 <b>Excellent Acceptable Marginal Poor/No Response</b>
<b>4</b>	<b>Criterion 4: The extent to which the goods or services meet the district's needs</b> a. Time Frame to complete the project b. Delivery Time Frame of product(s) c. Number of staff d. Meet or exceed the specifications	<b>15</b>	12-15 7-11 3-6 0-2 <b>Excellent Acceptable Marginal Poor/No Response</b>
<b>5</b>	<b>Criterion 5: The vendor's past relationship with the district</b> a. Quality of Past Performances with STC  ****New Vendors will receive two points	<b>3</b>	3 2 1 0 <b>Excellent Acceptable/New Vendor Marginal Poor/No Response</b>
<b>6</b>	<b>Criterion 6: The impact on the ability of the district to comply with laws and rules relating to Historically Underutilized Businesses</b> a. Provided the Certification	<b>1</b>	1 0 <b>Yes No</b>
<b>7</b>	<b>Criterion 7: The total long-term cost to the district to acquire the vendor's goods or services; and</b> a. Annual Escalation Increase b. Annual Maintenance Cost	<b>5</b>	5 3-4 1-2 0 <b>Excellent Acceptable Marginal Poor/No Response</b>
<b>8</b>	<b>Criterion 8: Any other relevant factor specifically listed in the request for bids or proposals, e.g.:</b> a. Financial Standing b. Potential or Pending Sale of Business		Up to 5 points will be used from the purchase price if applicable
<b>Total Points</b>		<b>100</b>	

**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. NURSING AND ALLIED HEALTH LAB EQUIPMENT AND SUPPLIES**  
**PROJECT NO. 24-25-1063**

<b>VENDOR</b>		Bound Tree Medical, LLC	Henry Schein, Inc.	J&B Medical Supply Company, Inc.	McKesson Medical-Surgical Government Solutions, LLC	Medical Shipment, LLC	Performance Health Supply, LLC/ dba Medco Supply, Co.	Pocket Nurse Enterprises, LLC
<b>ADDRESS</b>		5000 Tuttle Crossing Blvd	123 Duryea Rd	50496 W Pontiac Tr	9954 Mayland Dr Ste 5176	8060 St Louis Ave	28100 Torch Pkwy Ste 800	610 Frankfort Rd
<b>CITY/STATE/ZIP</b>		Dublin, OH 43016	Melville, NY 11747	Wixom, MI 48393	Henrico, VA 23233	Skokie, IL 60076	Warrenville, IL 60555	Monaca, PA 15061
<b>PHONE</b>		800-533-0523	800-851-0400	248-535-3161	833-343-2700	847-472-0287	800-556-3326	800-225-1600
<b>FAX</b>		877-311-2437	866-738-8999	248-960-7985	800-944-6667	847-506-0524	800-222-1934	800-763-0237
<b>CONTACT</b>		Rob Meriweather	Brooke Ferrari	James Waak	Michelle Fisher	Samantha Elliott	Allison Brooks	Liz Corbin
<b>#</b>	<b>Description</b>	<b>Discount</b>	<b>Discount</b>	<b>Discount</b>	<b>Discount</b>	<b>Discount</b>	<b>Discount</b>	<b>Discount</b>
1	Discount from Catalog Prices	30%	18%	15%	30%	5% Aside from the Pyxis	0 - 25%	
2	Shipping Cost			All orders above \$150 will not incur shipping charges, those below \$150 will be charged a standard \$18 fee	MMSGs will provide standard delivery. "Standard delivery" is defined as delivery inside the facility to a designated location on the ground floor within the facility within reasonable proximity of the access door. Additional delivery requirements are to be communicated on the order and may be subject to additional fees.	Shipping charges vary depending on the weight and dimensions of the order.	Shipping charges apply at the time of order.	Parcel type first (1st) floor deliveries via FedEx Ground will incur a \$20.00 flat rate shipping charge on orders of any size. LTL deliveries will have freight calculated at time of order entry.

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

**SOUTH TEXAS COLLEGE**  
**3. PUBLIC ART PROJECT - COLLEGE MASCOT SCULPTURES**  
**PROJECT NO. 24-25-1069**

<b>VENDOR</b>		Douglas Clark
<b>ADDRESS</b>		1522 S 16th Ave
<b>CITY/STATE/ZIP</b>		Edinburg, TX 78539
<b>PHONE</b>		956-682-9893
<b>CONTACT</b>		Douglas Clark
1	Experience	-35 years experience - Has extensive experience using ceramic shell, investment casting, and sand casting methods. - Has made small to monumental sculptures.
2	Cover letter detailing interest in the project.	Stated they have completed many animal and human sculptures in bronze for public spaces. Indicated that their work expresses realism in all of the figures they produce and will show the musculature and the power of the animal in this work by using expressive anatomy.
3	Resume with qualifications.	Included resume for the following staff: - Douglas Clark
4	Experience with Colleges and Universities.	- Lamar University - UT-RGV - Liberty University - Port Arthur College
5	High-resolution photographs of similar work. (a maximum of three (3) images)	Photographs were included.
6	References	- Our Lady of Sorrows Church - Veterans War Memorial of Texas - Quinta Mazatlán
7	Provide a timeline for the project from start to completion. It must include the different project phases, the description of the work to be performed during each phase, and the approximate time for each phase.	First 30 days: several models of different poses will be made by the sculptor and provided to the committee to choose. Next 3 months: Will be used to make the armature and to sculpt the finished clay sculpture. Next 10 months: With the approval of the committee, a silicone mold will be made of the figure. The casting of these molds will begin as the shells are ready. The ceramic shells will be placed in a burnout furnace for de-waxing, and then these empty shells will have the molten bronze poured into them.
<b>TOTAL EVALUATION POINTS</b>		98.25
<b>RANKING</b>		1

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

**SOUTH TEXAS COLLEGE  
3. PUBLIC ART PROJECT - COLLEGE MASCOT SCULPTURES  
PROJECT NO. 24-25-1069  
EVALUATION SUMMARY**

VENDOR		Douglas Clark	
ADDRESS		1522 S 16th Ave	
CITY/STATE/ZIP		Edinburg, TX 78539	
PHONE		956-682-9893	
CONTACT		Douglas Clark	
1	Artistic innovation and originality. (up to 15 points)	15	14.5
		14	
		14	
		15	
2	Training, education, and professional experience. (up to 15 points)	15	15
		15	
		15	
		15	
3	Experience in projects of similar scope. (up to 15 points)	15	15
		15	
		15	
		15	
4	The quality of artist's past work. (up to 15 points)	15	15
		15	
		15	
		15	
5	Experience with Colleges/Universities and other public entities. (up to 10 points)	10	10
		10	
		10	
		10	
6	Foundry and casting experience. (up to 15 points)	15	15
		15	
		15	
		15	
7	Time for completion of project. (up to 15 points)	12	13.75
		14	
		14	
		15	
TOTAL EVALUATION POINTS		98.25	
RANKING		1	

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

**SOUTH TEXAS COLLEGE**  
**4. SECURITY CAMERAS AND ACCESSORIES**  
**PROJECT NO. 24-25-1070**

<b>VENDOR</b>		DAC	Digi Security Systems	Halifax Security, Inc.	Superior Alarms
<b>ADDRESS</b>		1121 Northwest Fwy Ste 200	10451 Brokwood Rd	731 E Pilot Rd Ste G	600 Ash Ave
<b>CITY/STATE/ZIP</b>		Houston, TX 77092	Dallas, TX 75238	Las Vegas, NV 89119	McAllen, TX 78501
<b>PHONE</b>		713-975-8160	918-824-9012	702-359-4656	956-682-6005
<b>CONTACT</b>		Johnny Johnson	Nathan Billie	Brian Murrey	Colin Ashburn
<b>#</b>	<b>Description</b>	<b>Proposed</b>	<b>Proposed</b>	<b>Proposed</b>	<b>Proposed</b>
1	Percentage Discount	34%	35%	33%	0 - 30%
2	Shipping/Handling Charges	Included	Percentage of Order	Included	3%
3	Additional Fees	N/A	None	N/A	

The Director of Purchasing has reviewed all the responses.

**SOUTH TEXAS COLLEGE**  
**4. PROPOSAL CRITERIA - PRODUCT ONLY**

	Product Only		
	Points	Score Key	
<b>1 Criterion 1: The purchase price</b> a. The low bidder gets the maximum points b. Divide the lowest proposal by each of the other proposal(s)	47		
<b>2 Criterion 2: The reputation of the vendor and of the vendor's goods or services</b> 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
<b>3 Criterion 3: The quality of the vendor's goods or service</b> 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
<b>4 Criterion 4: The extent to which the goods or services meet the district's needs</b> 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
<b>5 Criterion 5: The vendor's past relationship with the district</b> a. Quality of Past Performances with STC  <b>****New Vendors will receive two points</b>	3	3 2 1 0	Excellent Acceptable/New Vendor Marginal Poor/No Response
<b>6 Criterion 6: The impact on the ability of the district to comply with laws and rules relating to historically underutilized businesses</b> a. Provided the Certification	1	1 0	Yes No
<b>7 Criterion 7: The total long-term cost to the district to acquire the vendor's goods or services</b> a. Annual Maintenance Cost b. Annual Escalation Increase			Up to 5 points will be used from the purchase price if applicable
<b>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:</b> a. Has its place of business in this state; or b. Employs at least 500 persons in this state.	5	5 0	Yes No
<b>9 Criterion 9: Any other relevant factor specifically listed in the request for bids or proposals, e.g.:</b> 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**  
**6. DISTRICT-WIDE TECHNOLOGY REQUEST**  
**June 24, 2025**

#	Qty	Description	Unit Price	Extension	Requesting Department
<b>COMPUTERS</b>					
1	17	Dell Pro Tower QCT1250, Intel Core i5 14500; 32GB Memory, 512GB Hard Drive, 22" Monitor, Warranty	\$ 1,047.71	\$ 17,811.07	Arturo Solano - Learning Commons and Open Labs New systems for student lab
2	1	Apple 24" iMac with Retina 4.5K Display, 24GB Memory, 1TB Storage, Apple Studio Display, 3-Year Apple Warranty	\$ 4,116.00	\$ 4,116.00	Rachel Sale - Digital Learning Software Program Replacement of out-of-warranty system for department staff
3	4	Dell Pro Tower QCT1250, Intel Core i5 14500; 32GB Memory, 512GB Hard Drive, (8) 24" Monitor, Warranty	\$ 1,394.71	\$ 5,578.84	Jose Miguel Galvan - Administrative Allowance - Pell Program Replacement of out-of-warranty systems for department staff
4	1	Dell Pro Tower QCT1250, Intel Core i5 14500; 32GB Memory, 512GB Hard Drive, Warranty	\$ 898.00	\$ 898.00	Miriam Lopez - Cashier's Office New system for new department staff
5	16	Dell OptiPlex 3000 TC BTX, Intel Pentium CPU N6005, 8GB Memory, 64GB Hard Drive, Warranty	\$ 339.00	\$ 5,424.00	Otoniel Matamoros - Office of Enrollment Services New systems for student lab
6	2	Dell Pro Tower QCT1250, Intel Core i5 14500; 32GB Memory, 512GB Hard Drive, Warranty	\$ 898.00	\$ 1,796.00	Yolonda Jaramillo - Learning Outcomes Replacement of out-of-warranty systems for department staff
7	9	Dell Micro Plus QBM1250, Intel Core Ultra 7 265 vPro, 16GB Memory 512GB Hard Drive, Warranty	\$ 1,160.00	\$ 10,440.00	Yolanda Martinez - Technology Projects Replacement of out-of-warranty systems for student classrooms
8	1	Dell Pro Micro Desktop, Intel Core Ultra 7 265T nPro, 16GB Memory, 512GB Hard Drive, 75 Plus 4K Touch Monitor, Keyboard and Mouse, Warranty	\$ 5,395.90	\$ 5,395.90	Judy Martinez - Increase in Nursing and Allied Health Care Certified Prof Project Grant Division Nursing and Allied Health New system for student lab
9	1	Dell Precision Tower CTO Base, Intel Core i7 14700, 32GB Memory, 512GB Hard Drive, (2) 24" Monitor, Warranty	\$ 3,146.00	\$ 3,146.00	Jose Eduardo Olivares-Alarcon - Accounting Program Replacement of out-of-warranty system for department faculty
10	2	Dell Pro Micro QCM1250, Intel Core Ultra 5 235T, 16GB Memory, 512GB Hard Drive, 27" Monitor, 24" Monitor, Keyboard and Mouse, Vesa Mount, Warranty	\$ 1,429.95	\$ 2,859.90	Mary Del Paz - Pecan Ann Richards Adm. Building D Auditorium New systems for Auditorium Upgrade for staff
11	2	Dell Micro Plus QBM1250, Intel Core Ultra 7 265 vPro, 16GB Memory 512GB Hard Drive, PC Mount, Warranty	\$ 1,227.90	\$ 2,455.80	Yolanda Martinez - Technology Projects Replacement of out-of-warranty systems for student classrooms New systems for department staff
<b>Computers Total:</b>			<b>\$ 59,921.51</b>		
<b>LAPTOPS</b>					
12	2	Dell Pro Laptop 14 Plus, Intel Core Ultra 5 235U, 16GB Memory, 256GB Hard Drive, Docking Station, Keyboard and Mouse, Warranty	\$ 1,417.16	\$ 2,834.32	Zachary Suarez - Human Resources New systems for new department staff
13	1	Apple 14" MacBook Pro, 24GB Memory, 1TB Storage 3-Year Apple Care Warranty	\$ 2,108.00	\$ 2,108.00	Rachel Sale - Digital Learning Software Program Replacement of out-of-warranty system for department staff
14	3	Dell Laptop Mobile Precision Workstation 3490, Intel Core Ultra 7, 16GB Memory 512GB Hard Drive, Warranty	\$ 1,848.00	\$ 5,544.00	Rachel Sale - Digital Learning Software Program Replacement of out-of-warranty systems for department staff
15	2	Dell Pro Laptop 14 Plus, Intel Core Ultra 5 235U, 16GB Memory, 256GB Hard Drive, Warranty	\$ 1,156.90	\$ 2,313.80	Myriam Lopez - Business Office Replacement of out-of-warranty systems for department staff

**SOUTH TEXAS COLLEGE**  
**6. DISTRICT-WIDE TECHNOLOGY REQUEST**  
**June 24, 2025**

#	Qty	Description	Unit Price	Extension	Requesting Department
16	1	Dell Pro Laptop 14 Plus, Intel Core Ultra 5 235U, 16GB Memory,	\$ 2,142.16	\$ 2,142.16	Serkan Celtek - Research and Analytical Services
		256GB Hard Drive, (2) Docking Stations, (2) 24" Monitor, Keyboard and Mouse, Warranty			Replacement of out-of-warranty system for department staff
17	1	Dell Mobile Precision Workstation 7680 CTO, Intel Core i7-13850HX, 32GB Memory,	\$ 2,696.00	\$ 2,696.00	Monica Perez - Academic Operations and Instruction
		512GB Hard Drive, Docking Station, Warranty			Replacement of out-of-warranty system for department staff
18	3	Dell Mobile Precision Workstation 7680 CTO, Intel Core i7-13850HX, 32GB Memory,	\$ 2,978.00	\$ 8,934.00	Dr. Ravindra Nandigam - Physics Program
		512GB Hard Drive, Docking Station, Warranty			Replacement systems for department faculty
19	1	Dell Mobile Precision Workstation 7680 CTO, Intel Core i7-13850HX, 32GB Memory,	\$ 2,978.00	\$ 2,978.00	Dr. Ravindra Nandigam - Physics Program
		512GB Hard Drive, Docking Station, Warranty			Replacement system for department staff
20	1	Dell Pro Laptop 14 Plus, Intel Core Ultra 5 235U, 16GB Memory,	\$ 1,414.06	\$ 1,414.06	Aaron Guajardo - Dual Credit Pathways Program
		256GB Hard Drive, Docking Station, Keyboard and Mouse, Warranty			Replacement of out-of-warranty system for department staff
21	1	Dell Mobile Precision Workstation 7680 CTO, Intel Core i7-13850HX, 32GB Memory,	\$ 2,757.00	\$ 2,757.00	Angelita Elizondo Teniente - Information Technology Program
		1TB Hard Drive, Docking Station, Warranty			Replacement of out-of-warranty system for department faculty
22	10	Dell Mobile Precision Workstation 7680 CTO, Intel Core i7-13850HX, 32GB Memory,	\$ 2,437.00	\$ 24,370.00	Dr. Ludivina Avila - Chemistry Program
		512GB Hard Drive, Warranty			Replacement of out-of-warranty systems for student lab
23	2	Dell Mobile Precision Workstation 7680 CTO, Intel Core i7-13850HX, 32GB Memory,	\$ 2,696.00	\$ 5,392.00	Deyadira Leal - Purchasing
		512GB Hard Drive, Docking Station, Warranty			New systems for new department staff
<b>Laptops Total:</b>			<b>\$ 63,483.34</b>		
<b>TABLETS</b>					
24	2	Apple iPad Mini Wi-Fi 256GB, Space Gray	\$ 628.00	\$ 1,256.00	Jason Rodriguez - Theatre and Dance Program
		3-Year AppleCare			New systems for department staff
25	1	Apple iPad Mini Wi-Fi 256GB, Space Gray	\$ 628.00	\$ 628.00	Jason Rodriguez - Theatre and Dance Program
		3-Year AppleCare			New system for department faculty
<b>Tablets Total:</b>			<b>\$ 1,884.00</b>		
<b>Computers, Laptops, and Tablets Total Amount:</b>			<b>\$ 125,288.85</b>		



**SOUTH TEXAS COLLEGE**  
**7. MEDICAL EQUIPMENT AND SUPPLIES**

VENDOR			Medical Shipment, LLC	
ADDRESS			8060 Saint Louis Ave	
CITY/STATE/ZIP			Skokie, IL 60076	
CONTACT			Samantha Elliot	
Period: 09/01/2024 - 07/31/2025				
#	Qty	Description	Unit Price	Extension
1	1	Medical Equipment and Supplies	\$ 140,000.00	\$ 140,000.00
TOTAL AMOUNT			\$ 140,000.00	

**SOUTH TEXAS COLLEGE**  
**8. NETWORK PHONE EQUIPMENT REPLACEMENTS**

<b>VENDOR</b>			Network Craze Technologies	
<b>ADDRESS</b>			7037 Fly Rd	
<b>CITY/STATE/ZIP</b>			East Syracuse, NY 13057	
<b>CONTACT</b>			Dejana Stojkovic	
<b>#</b>	<b>Qty</b>	<b>Description</b>	<b>Unit Price</b>	<b>Extension</b>
1	1333	IP Phone 8811 - VoIP Phone - SIP, RTCP, TRP, SRTP, SDP - 5 lines Includes: 117 Cisco IP Phone 8811	\$ 75.00	\$ 99,975.00
2	10	IP Conference Phone 8832 - Conference VoIP Phone - SIP	\$ 350.00	\$ 3,500.00
3	1	Freight	\$ 158.81	\$ 158.81
<b>TOTAL AMOUNT</b>			\$ 103,633.81	

**SOUTH TEXAS COLLEGE**  
**9. NETWORK ROUTER EQUIPMENT REPLACEMENTS**

VENDOR			Netsync Network Solutions	
ADDRESS			2500 West Loop South Ste 410/510	
CITY/STATE/ZIP			Houston, TX 77027	
CONTACT			Xavier Treviño	
Period: 06/25/2025 - 06/24/2028				
#	Qty	Description	Unit Price	Extension
1	1	Router - Cisco Catalyst 8500-12X Edge Platform	\$ 34,900.64	\$ 34,900.64
2	1	Router - Cisco C8500-12X10GE Includes: Internet Gateway, Cisco C8500 RFID, Cisco C8500 16 GB DRAM, Cisco C8500 Accessory Kit - 19" Rack	\$ 10,125.47	\$ 10,125.47
3	2	Fiber Optic Transceiver - 10GBASE-SR SFP Module Includes: AC Power Supply, AC Power Cord, C8500 Series, Plug-N-Play Connect, Restriction Compliance License, Autonomous or SD-Routing Mode for Unified Image, TE Agent for IOSXE on Enterprise Routing	\$ 415.49	\$ 830.98
4	1	3-Year License - Cisco DNA Subscription for C8500 Series Includes: DNA Advantage On-Prem Lic, DNA Advantage Stack, Network Advantage Stack, Umbrella for DNA Advantage, DNA Center On Prem Deployment Option for WAN, ThousandEyes WAN Insights Embedded, C8500-12X Platform Selection for DNA Subscription, IOS XE Autonomous or SD-Routing Mode for Unified Image, Embedded Support for SW-Tiered DNA Advantage On-Prem	\$ 23,600.88	\$ 23,600.88
5	1	The tariff cost if applicable from the manufacturer for the hardware portion will be calculated and incorporated into the invoice.	\$ -	\$ -
TOTAL AMOUNT			\$ 69,457.97	

**SOUTH TEXAS COLLEGE**  
**10. NETWORK SWITCH EQUIPMENT REPLACEMENTS**

<b>VENDOR</b>			CXTEC	
<b>ADDRESS</b>			400 South Salina Street Suite 201	
<b>CITY/STATE/ZIP</b>			Syracuse, NY 13202	
<b>CONTACT</b>			Jeff Adams	
#	Qty	Description	Unit Price	Extension
1	2	Catalyst 9500 40-Port 10GIG Switch Network Advantage	\$ 2,750.00	\$ 5,500.00
2	2	950W AC Config 4 Power supply Front to Back Cooling	\$ 275.00	\$ 550.00
3	25	Catalyst 9300 48-Port UPOE Network Essentials	\$ 2,500.00	\$ 62,500.00
4	25	1100 W AC 80+ Platinum Config 1 Power Supply	\$ 539.00	\$ 13,475.00
5	25	Catalyst 9300 8X10GE Network Module	\$ 688.00	\$ 17,200.00
6	25	3850 Stackwise-480 50CM Stacking Cable Spare	\$ 39.00	\$ 975.00
<b>TOTAL AMOUNT</b>			\$ 100,200.00	

**SOUTH TEXAS COLLEGE**  
**11. SERVER REPLACEMENTS**

<b>VENDOR</b>			Dell Marketing, LP	
<b>ADDRESS</b>			PO Box 676021	
<b>CITY/STATE/ZIP</b>			Dallas, TX 75267	
<b>CONTACT</b>			Eric Swanson	
<b>#</b>	<b>Qty</b>	<b>Description</b>	<b>Unit Price</b>	<b>Extension</b>
1	5	Power Edge R760 Server	\$ 15,818.90	\$ 79,094.50
<b>TOTAL AMOUNT</b>			\$ 79,094.50	

**SOUTH TEXAS COLLEGE**  
**12. SOFTWARE TRAINING SERVICE AGREEMENT**

VENDOR			Optimum Consultancy Services, LLC	
ADDRESS			5177 Richmond Ave Ste 1030	
CITY/STATE/ZIP			Houston, TX 77056	
CONTACT			Jayme Noack	
Period: 07/01/2025 - 06/30/2026				
#	Qty	Description	Unit Price	Extension
1	1	Technical Support Services Hours: 429	\$ 90,538.65	\$ 90,538.65
TOTAL AMOUNT			\$ 90,538.65	

**SOUTH TEXAS COLLEGE**  
**15. ONLINE DIGITAL PORTFOLIO APPLICATION**

VENDOR			MeshNet, Inc. dba Suitable	
ADDRESS			1530 E Butler Pike	
CITY/STATE/ZIP			Ambler, PA 19002	
CONTACT			Hailey Gallagher	
Period: 08/01/2025 - 07/31/2028				
#	Qty	Description	Unit Price	Extension
1	3	Guided Pathways	\$ 45,625.00	\$ 136,875.00
2	3	API Integraion	\$ 5,000.00	\$ 15,000.00
3	3	Forms	\$ 8,800.00	\$ 26,400.00
4	3	Downloadable Co-Curricular Transcript	\$ 6,500.00	\$ 19,500.00
5	3	Bundle Discount	\$ (22,425.00)	\$ (67,275.00)
TOTAL AMOUNT			\$ 130,500.00	

**SOUTH TEXAS COLLEGE**  
**16. SOFTWARE, LICENSE, MAINTENANCE, AND SUPPORT AGREEMENTS**

VENDOR			Evisions, LLC	
ADDRESS			1321 Upland Dr. PMB 20169	
CITY/STATE/ZIP			Houston, TX 77043	
CONTACT			McKenzie Tuttle	
Period: 09/01/2025 - 08/31/2028				
#	Qty	Description	Unit Price	Extension
1	1	Argos Enterprise for Subscription Year 1	\$ 17,908.00	\$ 17,908.00
2	1	FormFusion Enterprise for Subscription Year 1	\$ 25,650.00	\$ 25,650.00
3	1	Argos Enterprise for Subscription Year 2	\$ 18,624.00	\$ 18,624.00
4	1	FormFusion Enterprise for Subscription Year 2	\$ 26,676.00	\$ 26,676.00
5	1	Argos Enterprise for Subscription Year 3	\$ 19,369.00	\$ 19,369.00
6	1	FormFusion Enterprise for Subscription Year 3	\$ 27,743.00	\$ 27,743.00
TOTAL AMOUNT			\$ 135,970.00	



**SOUTH TEXAS COLLEGE**

**17. WEB APPLICATION FIREWALL SOFTWARE/CLOUD SUBSCRIPTION**

VENDOR			Kudelski Security, Inc.	
ADDRESS			5090 North 40th St Suite 450	
CITY/STATE/ZIP			Phoenix, AZ 85018	
CONTACT			Sonja Young	
Period: 07/07/2025 - 07/06/2026				
#	Qty	Description	Unit Price	Extension
1	1	App Protect Core, 50Mbps Base Plan, Annual Enhanced Subscription	\$ 20,412.00	\$ 20,412.00
2	100	Add 100 to 499 Applications to Flex Protect Pro for Application Security, Annual Enhanced Subscription (Per App)	\$ 360.00	\$ 36,000.00
TOTAL AMOUNT			\$ 56,412.00	