

**South Texas College**  
**Board of Trustees**  
**Finance, Audit, and Human Resources Committee**  
**Ann Richards Administration Building Board Room**  
**Pecan Campus, McAllen, Texas**  
**Tuesday, July 8, 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 June 10, 2025 Finance, Audit, and Human Resources Committee Minutes.....1-25
- II. Review and Action as Necessary on Award of Proposals, Reject Proposal, Purchases, Purchase Renewals, Renewals, Contract Extensions, and Interlocal Agreement.....26-90

Award of Proposals

- 1) Advertising Services
- 2) Campus Coffee Shop
- 3) Childcare Services (Grant Funded)
- 4) Digital Advertising Services
- 5) Library Materials
- 6) Library Serials
- 7) Network Infrastructure Upgrade – Starr County Campus
- 8) Rebid - Non-Credit Course Registration and Management Software
- Reject Proposal
- 9) Campus Dining and Food Truck Services – Pecan Campus
- Purchases
- 10) Admission Assessment Exams
- 11) Air Conditioning Filters and Installation
- 12) Building Automation Control Equipment, Parts, and Equipment Maintenance
- 13) Chiller Chemicals and Maintenance
- 14) Coaching Services
- 15) Computers, Laptops, Tablets, and Monitors
- 16) Fitness Equipment – Nursing And Allied Health Campus
- 17) Heating, Ventilation, Air Conditioning, Refrigeration Parts and Supplies
- 18) Maintenance Parts and Lab Supplies
- 19) Testing Materials
- Purchase Renewals
- 20) Commercial Card Services (Accounts Payable card)

	21) Elevator Maintenance Agreement Renewals	
	22) Campus Dining And Food Trucks – Starr County Campus	
	23) Custodial Supplies	
	24) General Purpose Printing	
	25) Internet Service For South Texas College Sites	
	26) Mail Services	
	27) Promotional Items For Student Outreach	
	28) Promotional T-Shirts For Student Outreach	
	29) Science Laboratory Supplies	
	30) Property and Casualty Insurance	
	31) Student Insurance Contract Extensions	
	32) Campus Dining and Food Truck Service at Pecan Campus	
	33) Campus Dining and Food Truck Service at Technology Campus Interlocal Agreement	
	34) Industry Training Agreement	
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	B. Retire Policy #3813: Academic Classification for Faculty	
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	A-1. Adopt EFA (LOCAL) Curriculum Design – Instructional Programs and Courses	
	A-2. Retire Policy #3337: Program Standards for Student Participation in Nursing and Allied Health Clinical Programs	
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**Approval of June 10, 2025 Finance, Audit, and Human Resources Committee  
Minutes**

**Purpose**

The Minutes for the Finance, Audit, and Human Resources Committee Meeting of June 10, 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  
June 10, 2025 @ 5:00 p.m.**

**Minutes**

The Finance, Audit, and Human Resources Committee Meeting was held on Tuesday, June 10, 2025 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 5:05 p.m. with Mrs. Dalinda Gonzalez-Alcantar presiding.

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

Other Trustees Present: Dr. Alejo Salinas, Jr.

Members absent: Mr. Paul Rodriguez

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, Mr. Javier Villalobos, Ms. Monica Perez via teleconference, Ms. Gardenia Perez via teleconference, Mr. Khalil Abdulah, Dr. Rodney Rodriguez, Chief Ruben Suarez, Mr. Tony Matamoros, Mr. Mark Goulet Legal Counsel via teleconference, Ms. Kelly Nelson, Mr. David Valdez, Mr. Rick De La Garza, Mr. Juan Miguel Galvan, Ms. Shannon Perales, Ms. Luisa Ramirez, Dr. Matt Hebbard, and Ms. Venisa Earhart.

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

The Minutes for the Finance, Audit, and Human Resources Committee Meeting of May 13, 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 May 13, 2025 Committee Meeting as presented.

**Review and Action as Necessary on Award of Proposals, Reject Proposal, Purchases, Renewals, and Purchase Renewals**

Purpose and Justification – Administration requested the Committee recommend Board approval of the following Award of Proposals, Reject Proposal, Purchases, Renewals, and Purchase Renewals at a total cost of \$2,088,145.78.

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. Danny Guzman and a second by Ms. Dalinda Gonzalez-Alcantar the Committee recommended 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:

The motion carried.

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 recommended 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>

Upon a motion by Ms. Dalinda Gonzalez-Alcantar and a second by Mr. Danny Guzman Committee recommended Board approval 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.

Mr. Guzman asked that the Board have a workshop prior to the next Board meeting on June 24, 2025 to discuss this item and get some clarification for the Board to consider this item at the meeting. VP Del Paz explained that these are positions that are being reclassified and not necessarily brand new positions within the staffing plan. These are just new titles for the already existing positions and that these changes have no impact on the budget. Dr. Salinas said that the format of the reports that were included in the Committee packet may have been difficult to understand.

A work session will be scheduled prior to the June 24, 2025 Board meeting as requested by Mr. Guzman.

The motion carried.

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

- Purpose** Mary Del Paz, Vice President for Finance and Administrative Services, will provide an update on the College's FY 2025 – 2026 Unrestricted Fund Budget.
- 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.
- Justification** 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.
- Enclosed Documents** Appendix A – PowerPoint
- Staff Resource** Mary Del Paz, Vice President for Finance and Administrative Services
- Recommendation** No action was required from the Committee. This item is presented for information and feedback to staff.

No action was required on this item.

## **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

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

**Recommendation** No action was 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.

No action was required on this item.



## **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.

Upon a motion by Ms. Dalinda Gonzalez-Alcantar and a second by Mr. Danny Guzman the Committee recommended Board approval of 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.

Ms. Gonzalez-Alcantar requested that metrics be brought to the entire Board at the June 24, 2025 Board meeting so that the Board could compare the costs of having an internal legal counsel versus the two external legal counsels that the College currently has. Dr. Salinas agreed that this would be a very good idea.

The motion carried.

**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**

**Purpose** 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.

**Justification** In a written legal opinion from O'Hanlon, Demerath & 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:

- a. The predominant purpose of the alternative method of disposal is to accomplish a public purpose, not to benefit private parties;
- b. 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
- c. The College District shall receive a return benefit.

The resolution has been reviewed by the President, the Interim Vice President for Information Services, Planning, Performance, & Strategic Initiatives, Mary Del Paz, Vice President for Finance and Administrative Services, and Mr. Mark Goulet, from O'Hanlon, Demerath & Castillo Law Firm.

**Enclosed Documents** Appendix A – Resolution #2025-013

**Staff Resource** 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

**Recommendation** 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.

Upon a motion by Mr. Danny Guzman and a second by Ms. Dalinda Gonzalez-Alcantar the Committee recommended Board approval on Resolution #2025-013 regarding the donation to the public of items produced by the Learning Commons & Open Labs Department as presented.

The motion carried.

### **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.

Upon a motion by Mr. Danny Guzman and a second by Ms. Dalinda Gonzalez-Alcantar the Committee recommended Board approval of 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.

Dr. Salinas asked that metrics on this item be brought to the entire Board at the June 24, 2025 Board meeting. He would like the Board to know the cost of this, how many students will be helped, and what type of students would receive the help.

The motion carried.

## **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.

Upon a motion by Mr. Danny Guzman and a second by Ms. Dalinda Gonzalez-Alcantar the Committee recommended Board approval to adopt the new Local Governance Policy and retire the current policies as presented, and which supersedes any previously adopted Board policy.

The motion carried

### **Appendix A**

#### **List of New and Retired Policies**

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

### **Appendix B**

New policies follow in the packet.



## **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.

Upon a motion from Mr. Danny Guzman and a second from Ms. Dalinda Gonzalez-Alcantar the Commiteed recommended 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.

The motion carried

### **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.

## **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.

No action as taken on this item. Committee Chair, Ms. Gonzalez-Alcantar tabled this item due to corrections that needed to be made to the wording. It will be presented to the Board at the June 24, 2025 Board meeting.

### **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

Finance, Audit, and Human Resources  
 Committee Minutes 06-10-2025

## **Adjournment**

There being no further business to discuss, the Finance, Audit, and Human Resources Committee Meeting of the South Texas College Board of Trustees adjourned at 6:13 p.m.

I certify that the foregoing are the true and correct Minutes of the June 10, 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, Purchase Renewals, Renewals, Contract Extensions, and  
Interlocal Agreement**

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) Advertising Services**

<b>Purpose</b>	Award the proposals for advertising services to the vendors listed in Appendix A.
<b>Justification</b>	<p>To increase affinity and brand loyalty in an ever increasingly competitive marketplace, and raise awareness of educational opportunities available to prospective students. The pool of advertisers will help the institution accomplish its marketing plans, district-wide.</p> <p>Advertising includes but is not limited to newspapers, magazines, television, radio, websites, blogs, cinema, billboards, and other out-of-home opportunities.</p> <p>At the time of purchase, the vendor will be selected based on the items provided, pricing, item availability, and delivery timeline.</p>
<b>Funding</b>	Funds for this expenditure are budgeted in the Advertising Services budget for FY 2025 – 2026, pending Board approval of the budget.
<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. Rodney Rodriguez, Vice President - Institutional Advancement and Economic Development Lynda Lopez, Executive Director - Communication and Creative Services
<b>Recommendation</b>	The Committee recommends Board approval to award the proposals for advertising services to the vendors listed in Appendix A for the period beginning September 1, 2025 through August 31, 2026, with two one-year options to renew at an estimated total amount of \$653,400.00.

## **APPENDIX A**

### **Vendors List**

<b>Vendor (City, State)</b>	<b>Vendor (City, State)</b>
<b>Buena Aventura, LLC/ dba Mega Doctor News</b> (McAllen, TX)	<b>Buena Aventura, LLC/ dba Texas Border Business</b> (McAllen, TX)
<b>Chatterbox Ads</b> (Olmito, TX)	<b>Elite Promotions</b> (Brownsville, TX)
<b>Energy Communications Corp.</b> (Chula Vista, CA)	<b>Entravision Communications</b> (McAllen, TX)
<b>GC Publishing, LLC/ dba Edible Rio Grande Valley</b> (Brownsville, TX)	<b>I Heart Media, Inc.</b> (San Antonio, TX)
<b>Image House Media, LLC/ dba ImageHouse</b> (McAllen, TX)	<b>Lamar Advertising</b> (San Benito, TX)
<b>Mobile Video Tapes / KRGV Channel 5</b> (Weslaco, TX)	<b>National CineMedia, LLC</b> (Centennial, CO)
<b>NBCUniversal, LLC/ Telemundo Rio Grande Valley</b> (McAllen, TX)	<b>Nexstar Media, Inc.</b> (Harlingen, TX)
<b>Progress Times</b> (Mission, TX)	<b>Radio United, LLC</b> (Mission, TX)
<b>RGVision Publications</b> (McAllen, TX)	<b>Starr County Town Crier</b> (Rio Grande City, TX)
<b>Steel Digital Studios, Inc./ dba Steel Advertising</b> (Austin, TX)	<b>VBR Media, LLC</b> (San Juan, TX)

## **APPENDIX B**

### **Project Timeline and Information**

Advertised RFP	May 14, 2025 and May 21, 2025
RFP Responses Due	June 3, 2025
RFP Issued To	Ninety-Four (94) Vendors
Responses Received From	Twenty-Two (22) Vendors, of which two (2) submitted incomplete required documentation; therefore, they were not considered.
Responses Reviewed By	Purchasing Department
Highest-Ranked Vendor	Vendors listed in Appendix A

## Award of Proposals – 2) Campus Coffee Shop

<b>Purpose</b>	Award the proposal for campus coffee shop to <b>Commonspace Concept Store, LLC</b> (McAllen, TX) (new).
<b>Justification</b>	<p>To provide a full-service coffee shop that will offer various types of coffee drinks, both hot and cold, hot chocolate, tea drinks, and other related beverages to the students, faculty, staff, and visitors at the Pecan Campus. These services are available Monday through Friday and encompass a selection of coffee classics, matcha menu, and signature drinks, with add-ons available.</p> <p>The vendor will remit a 2% commission of the total sales to the College.</p>
<b>Enclosed Documents</b>	<p>Appendix A – Project Timeline and Information</p> <p>Other information is included in the Supporting Documentation.</p>
<b>Staff Resource</b>	<p>Mary Del Paz, Vice President - Finance and Administrative Services</p> <p>George McCaleb, Executive Director - Facilities Operations and Maintenance</p>
<b>Recommendation</b>	The Committee recommends Board approval to award the proposal for campus coffee shop to <b>Commonspace Concept Store, LLC</b> (McAllen, TX) (new) for the period beginning August 1, 2025 through July 31, 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	Four (4) Vendors
Responses Received From	One (1) Vendor
Responses Reviewed By	Facilities Operations and Maintenance, and Purchasing Department
Highest-Ranked Vendor	Commonspace Concept Store, LLC

### **Award of Proposals – 3) Childcare Services (Grant Funded)**

<b>Purpose</b>	Award the proposals for childcare services to the vendors listed in Appendix A.
<b>Justification</b>	<p>To provide assistance with childcare expenses through the Carl Perkins Grants' available funding for the qualifying students who participate in the Providing Academic Support to Students (PASS) Program.</p> <p>The career and technical education program students must meet the following Carl Perkins Grant requirements:</p> <ul style="list-style-type: none"> <li>• A cumulative 2.7 GPA or higher, and</li> <li>• full-time status for the Fall, Spring, and Summer semesters (not including online courses).</li> </ul> <p>The vendors must submit all the required proposal documents with appropriate signatures and a copy of their current state-issued license to operate a childcare program to qualify.</p>
<b>Funding</b>	Funds for this expenditure are budgeted in the Carl Perkins Grant budget for FY 2025 – 2026, pending Board approval of the budget.
<b>Enclosed Documents</b>	<p>Appendix A – Vendors List</p> <p>Appendix B – Project Timeline and Information</p> <p>Other information is included in the Supporting Documentation.</p>
<b>Staff Resource</b>	<p>Dr. Maricela G. Silva, Manager for Career and Technology Education Pass</p> <p>Samantha B. Uriegas, Director of Project Alignment</p>
<b>Recommendation</b>	The Committee recommends Board approval to award the proposals for childcare services to the vendors listed in Appendix A for the period beginning September 1, 2025 through August 31, 2026, at an estimated total amount of \$105,500.00.

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

	<b>Vendor</b>	<b>(City, State)</b>
1	Neni's Childcare	(Alamo, TX)
2	Nikodee II, LLC/ dba iKids Academy	(Alamo, TX)
3	Bright Minds Learning Center	(Alton, TX)
4	Kid'z First Child Care Center, Inc.	(Alton, TX)
5	1st Choice Learning Academy	(Donna, TX)



6	Garza's Childcare and Development Center	(Donna, TX)
7	Southern Littles Academy	(Donna, TX)
8	Brighter Future Learning Center	(Edinburg, TX)
9	Childrens Learning Journey	(Edinburg, TX)
10	Genesis Learning Center	(Edinburg, TX)
11	Little Bears Daycare, LLC	(Edinburg, TX)
12	Smart Start Learning Center	(Edinburg, TX)
13	The Apple Tree Daycare, Inc.	(Edinburg, TX)
14	The Apple Tree Daycare, Inc. #3	(Edinburg, TX)
15	The Learning Journey Day School	(Edinburg, TX)
16	V.I.P. Learning Center	(Edinburg, TX)
17	PLCC LLC/ PLCC Child Care Center	(La Joya, TX)
18	Adventureland Academy, LLC	(McAllen, TX)
19	Adventureland Academy #2, LLC	(McAllen, TX)
20	Brackenridge Children's Center	(McAllen, TX)
21	Bright Beginnings	(McAllen, TX)
22	Easter Seals Rio Grande Valley	(McAllen, TX)
23	Kerla Gil De Ortiz	(McAllen, TX)
24	Little Shining Stars Daycare, Inc.	(McAllen, TX)
25	Loving Angels Child Development Center, LLC	(McAllen, TX)
26	Pekes Kidz Learning Center, LLC	(McAllen, TX)
27	The Edutainment Zone 3, LLC	(McAllen, TX)
28	The Giving Tree Learning Center/ Assist Learning Academy	(McAllen, TX)
29	Tony's Playhouse Discovery Center, Inc.	(McAllen, TX)
30	ABC Little Learners Academy, LLC	(Mission, TX)
31	Bright Horizons Learning Center	(Mission, TX)
32	Frontier's Little Academy, LLC	(Mission, TX)
33	Gingerbread House L.C. Montessori LLC	(Mission, TX)
34	Kidz Crusade Academy, LLC	(Mission, TX)
35	DEM Learning Center/ dba Little Angels Learning Center	(Mission, TX)
36	Little Explorers Education Center	(Mission, TX)
37	Little Scholars Daycare, LLC	(Mission, TX)
38	RGV Learning Institute	(Mission, TX)
39	Shine Bright Academy, LLC	(Mission, TX)
40	Shine Bright Academy II, LLC	(Mission, TX)
41	The Edutainment Zone 4, LLC	(Mission, TX)
42	VALEMIS Bilingual Learning Center	(Mission, TX)
43	Children's Garden Daycare and Learning Center	(Palmview, TX)
44	Childrens Imagination Academy, LLC	(Palmview, TX)
45	Gingerbread House Academy	(Palmview, TX)
46	Gingerbread House Learning Center	(Palmview, TX)

47	Lily's Little Kids	(Palmview, TX)
48	Little Texans Learning Academy, LLC	(Palmview, TX)
49	Palmview Academy	(Palmview, TX)
50	Campanitas Day Care, LLC	(Pharr, TX)
51	Belgar Child Care Services, Inc./ dba Children's Education	(Pharr, TX)
52	Futuros Lideres Learning Center	(Pharr, TX)
53	Jolie Childcare & Learning Academy	(Pharr, TX)
54	Kids Academy Daycare	(Pharr, TX)
55	Kids Academy Daycare Center II	(Pharr, TX)
56	Little One's Discovery Center, Inc.	(Pharr, TX)
57	Belgar Child Care Services, Inc./dba My First Step Child Care & Development Center	(Pharr, TX)
58	New Beginnings Learning Academy #1	(Pharr, TX)
59	Royal Education Center, LLC	(Pharr, TX)
60	Learning Zone	(Rio Grande City, TX)
61	Learning Zone II	(Rio Grande City, TX)
62	Little Stars Learning Center, LLC	(Rio Grande City, TX)
63	The Edutainment Zone, LLC	(Rio Grande City, TX)
64	The Edutainment Zone 5, LLC	(Rio Grande City, TX)
65	Bambini Learning Institute, LLC	(Roma, TX)
66	The Edutainment Zone 2, LLC	(Roma, TX)
67	Kids Daycare Academy, LLC	(San Juan, TX)
68	Sullivan ABC Academy	(Sullivan, TX)
69	El Shaddai International Christian Day Care Center	(Weslaco, TX)
70	Little World Academy	(Weslaco, TX)

## **APPENDIX B**

### **Project Timeline and Information**

Advertised RFP	April 30, 2025 and May 7, 2025
RFP Responses Due	June 4, 2025
RFP Issued To	Two Hundred and Thirty-Five (235) Vendors
Responses Received From	Seventy-three (73) Vendors, of which three (3) submitted incomplete required documentation; therefore, they were not considered.
Responses Reviewed By	Purchasing Department
Highest-Ranked Vendor	Vendors listed in Appendix A

## **Award of Proposals – 4) Digital Advertising Services**

<b>Purpose</b>	Award the proposals for digital advertising services to the vendors listed in Appendix A.
<b>Justification</b>	<p>To assist in executing marketing objectives digitally, district-wide, on an as-needed basis.</p> <p>Digital advertising includes but is not limited to social media, YouTube, streaming TV/radio, displays, pay-per-click, geotargeting, and other digital opportunities.</p> <p>At the time of purchase, the vendor will be selected based on the items provided, pricing, item availability, and delivery timeline.</p>
<b>Funding</b>	Funds for this expenditure are budgeted in the Advertising Services budget for FY 2025 – 2026, pending Board approval of the budget.
<b>Enclosed Documents</b>	<p>Appendix A – Vendors List</p> <p>Appendix B – Project Timeline and Information</p> <p>Other information is included in the Supporting Documentation.</p>
<b>Staff Resource</b>	<p>Dr. Rodney Rodriguez, Vice President - Institutional Advancement and Economic Development</p> <p>Lynda Lopez, Executive Director - Communication and Creative Services</p>
<b>Recommendation</b>	The Committee recommends Board approval to award the proposals for digital advertising services to the vendors listed in Appendix A for the period beginning September 1, 2025 through August 31, 2026, with two one-year options to renew at an estimated total amount of \$435,600.00.

### **APPENDIX A**

#### **Vendors List**

Primary Vendor:	<b>ReachLocal/ dba LocaliQ</b> (Woodland Hills, CA)
Secondary Vendors:	<b>Entravision Communications</b> (McAllen, TX)
	<b>Mobile Video Tapes / KRGV Channel 5</b> (Weslaco, TX)
	<b>Radio United, LLC</b> (Mission, TX)
	<b>San Antonio Television, LLC/ dba AMP Sales &amp; Marketing Solutions</b> (Corpus Christi, TX)

**APPENDIX B**

**Project Timeline and Information**

Advertised RFP	May 14, 2025 and May 21, 2025
RFP Responses Due	June 3, 2025
RFP Issued To	Ninety-Four (94) Vendors
Responses Received From	Eighteen (18) Vendors, of which nine (9) submitted incomplete required documentation; therefore, they were not considered.
Responses Reviewed By	Communication & Creative Services and Purchasing Department
Highest-Ranked Vendor	Vendors listed in Appendix A

## **Award of Proposals – 5) Library Materials**

<b>Purpose</b>	Award the proposals for library materials to the vendors listed in Appendix A.
<b>Justification</b>	<p>To support instructional programs and other needs of South Texas College students, faculty, staff, and patrons district-wide, by providing library materials. The library materials will consist of books, reference materials, ebooks, and other materials for all the College's academic programs.</p> <p>At the time of purchase, the vendor will be selected based on the items provided, pricing, item availability, and delivery timeline.</p>
<b>Funding</b>	Funds for this expenditure are budgeted in the Library Acquisitions and BAT & Support Materials budgets for FY 2025 – 2026, pending Board approval of the budget.
<b>Enclosed Documents</b>	<p>Appendix A – Vendors List</p> <p>Appendix B – Project Timeline and Information</p> <p>Other information is included in the Supporting Documentation.</p>
<b>Staff Resource</b>	<p>Dr. Jesus Campos, Interim Vice President for Information Services, Planning, Performance, &amp; Strategic Initiatives</p> <p>Elizabeth S. Hollenbeck, Associate Dean of Library Services</p>
<b>Recommendation</b>	The Committee recommends Board approval to award the proposals for library materials to the vendors listed in Appendix A for the period beginning September 1, 2025 through August 31, 2026, with two one-year options to renew at an estimated total amount of \$205,000.00.

### **APPENDIX A**

#### **Vendors List**

<b>Vendor (City, State)</b>	<b>Vendor (City, State)</b>
<b>Bound to Stay Bound Books, Inc.</b> (Jacksonville, IL)	<b>Central Programs, Inc./ dba Gumdrop Books</b> (Bethany, MO)
<b>Complete Book &amp; Media Supply, LLC</b> (Cedar Park, TX)	<b>EBSCO Information Services, LLC</b> (Ipswich, MA)
<b>Hertzberg-New Method, Inc./ dba Perma-Bound Books</b> (Jacksonville, IL)	<b>Ingram Library Services, LLC</b> (La Vergne, TN)
<b>Midwest Tape LLC</b> (Holland, OH)	<b>OCLC, Inc.</b> (Dublin, OH)

**APPENDIX B**

**Project Timeline and Information**

Advertised RFP	May 28, 2025 and June 4, 2025
RFP Responses Due	June 12, 2025
RFP Issued To	Thirty-Four (34) Vendors
Responses Received From	Eight (8) Vendors
Responses Reviewed By	Library Services and Purchasing Department
Highest-Ranked Vendor	Vendors listed in Appendix A

### **Award of Proposals – 6) Library Serials**

<b>Purpose</b>	Award the proposal for library serials to <b>EBSCO Information Services, LLC</b> (Birmingham, AL).
<b>Justification</b>	To support the instructional programs by providing library serials, on a regular basis, at all libraries district-wide. The approximate one hundred and thirty-nine (139) serials consist of magazines, journals, and newspapers and are available to the College's students, faculty, staff, and patrons.
<b>Funding</b>	Funds for this expenditure are budgeted in the Library Acquisitions budget for FY 2025 – 2026, pending Board approval of the budget.
<b>Enclosed Documents</b>	Appendix A – Project Timeline and Information Other information is included in the Supporting Documentation.
<b>Staff Resource</b>	Dr. Jesus Campos, Interim Vice President for Information Services, Planning, Performance, & Strategic Initiatives Elizabeth S. Hollenbeck, Associate Dean of Library Services
<b>Recommendation</b>	The Committee recommends Board approval to award the proposal for library serials to <b>EBSCO Information Services, LLC</b> (Birmingham, AL) for the period beginning September 1, 2025 through August 31, 2026, with two one-year options to renew at an estimated total amount of \$59,394.51.

### **APPENDIX A**

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

Advertised RFP	May 28, 2025 and June 4, 2025
RFP Responses Due	June 12, 2025
RFP Issued To	Thirteen (13) Vendors
Responses Received From	Two (2) Vendors
Responses Reviewed By	Library Services and the Purchasing Department
Highest-Ranked Vendor	EBSCO Information Services, LLC

## **Award of Proposals – 7) Network Infrastructure Upgrade - Starr County Campus**

<b>Purpose</b>	Award the proposal for network infrastructure upgrade - Starr County Campus to <b>JSJ Rodriguez, Inc./ dba Tele-Pro Communications</b> (Mission, TX).
<b>Justification</b>	To upgrade network cabling and related equipment to current standards at the Starr County Campus. Upgrading the network cabling infrastructure dramatically increases data transfer speeds and bandwidth, essential for supporting demanding applications like video conferencing, large file transfers, and streaming high-definition content. Modern cabling system reduces vulnerabilities that can be exploited by cyber threats, and are more resilient to interference and degradation, leading to fewer network disruptions, outages, and connection issues
<b>Funding</b>	Funds for this expenditure are budgeted in the Replacement and Renewals Starr County Campus Data Cabling Infrastructure Replacement 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>	Dr. Jesús Campos, Interim Vice President for Information Services, Planning, Performance, & Strategic Initiatives Lucio Gonzalez, Associate Vice President -Technology and Chief Information Officer 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 network infrastructure upgrade - Starr County Campus to <b>JSJ Rodriguez, Inc./ dba Tele-Pro Communications</b> (Mission, TX) at a total amount of \$62,610.00.



**APPENDIX B**

**Project Timeline and Information**

Advertised RFP	May 7, 2025 and May 14, 2025
RFP Responses Due	June 12, 2025
RFP Issued To	Eight (8) Vendors
Responses Received From	Three (3) Vendors
Responses Reviewed By	Facilities Planning and Construction, Systems and Networking, and the Purchasing Department
Highest-Ranked Vendor	JSJ Rodriguez, Inc./ dba Tele-Pro Communications

## **Award of Proposals – 8) Rebid - Non-Credit Course Registration and Management Software**

<b>Purpose</b>	Award the proposal for rebid - non-credit course registration and management software to <b>Modern Campus USA, Inc.</b> (Camarillo, CA) (new).
<b>Justification</b>	To acquire an online registration and management system for the non-credit courses offered through the Continuing Education and Workforce Development Department. The system offers an efficient management solution to register, track, and support short-term and non-credit educational offerings.
<b>Funding</b>	Funds for this expenditure are budgeted in the Continuing Education and Workforce Development 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>	Dr. Anahid Petrosian, Vice President and Provost for Academic Affairs and Economic Development Olivia D. De La Rosa, Dean - Continuing Education and Workforce Development
<b>Recommendation</b>	The Committee recommends Board approval to award the proposal for rebid- non-credit course registration and management software to <b>Modern Campus USA, Inc.</b> (Camarillo, CA) (new) for the period beginning August 15, 2025 through August 14, 2028 at a total amount of \$227,700.00.

### **APPENDIX A**

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

Advertised RFP	June 4, 2025 and June 11, 2025
RFP Responses Due	June 24, 2025
RFP Issued To	Six (6) Vendors
Responses Received From	Two (2) Vendors
Responses Reviewed By	Admissions and Records, Continuing Education and Workforce Development, Information Technology, Technology Support and Purchasing Department
Highest-Ranked Vendor	Modern Campus USA, Inc.

### **Reject Proposal – 9) Campus Dining and Food Truck Services – Pecan Campus**

<b>Purpose</b>	Reject the one (1) proposal received for the Campus Dining and Food Truck Services – Pecan Campus.
<b>Justification</b>	Administration determined that the one (1) proposal received was incomplete and therefore not considered. A new request for proposals for these services will be solicited.
<b>Staff Resource</b>	Mary Del Paz, Vice President - Finance and Administrative Services George McCaleb, Executive Director of Facilities Operations and Maintenance
<b>Recommendation</b>	The Committee recommends Board approval to reject the one (1) proposal received for the Campus Dining and Food Truck Services – Pecan Campus.

## **Purchases – 10) Admission Assessment Exams**

<b>Purpose</b>	Purchase admission assessment exams from <b>Elsevier, Inc.</b> (Philadelphia, PA) a sole-source vendor.
<b>Justification</b>	To acquire two thousand nine hundred (2,900) Registered Nurse Admission Assessment Exams, in anticipation of the Fall 2025, Spring 2026, and Summer 2026 semesters. These assessments and preparation products improve student performance, promote clinical judgment, and help students achieve higher levels of success.
<b>Funding</b>	Funds for this expenditure are budgeted in the Testing Center budget for FY 2025 – 2026, pending Board approval of the budget.
<b>Enclosed Documents</b>	Other information is included in the Supporting Documentation.
<b>Staff Resource</b>	Dr. Matthew S. Hebbard, Vice President - Student Affairs and Enrollment Management Otoniel Matamoros, Dean-Enrollment Services
<b>Recommendation</b>	The Committee recommends Board approval to purchase admission assessment exams from <b>Elsevier, Inc.</b> (Philadelphia, PA), a sole-source vendor, for the period beginning September 1, 2025 through August 31, 2026, at an estimated total amount of \$150,000.00. The cost is paid by the students when they register for this exam.

## **Purchases – 11) Air Conditioning Filters and Installation**

**Purpose** Purchase air conditioning filters and installation from **JF Filtration Inc./ dba Joe W. Fly Company, Inc.** (Dallas, TX/Harlingen, TX), a Texas Association of School Boards – Buyboard approved vendor.

**Justification** To procure, install, and remove air conditioning filters for various types of equipment, in order to maintain the systems and keep a clean air quality.

Three thousand one hundred sixty-nine (3,169) air condition filters are replaced bi-monthly, quarterly, and semi-annually in fifty-three (53) buildings and fifty-two (52) portable buildings throughout the district.

Equipment	Service Frequency	Amount Per Service	Annual Amount
Air Handlers	Bi-Monthly	\$19,582.91	\$117,497.46
Portable Building AC Units	Quarterly	\$1,280.14	\$5,120.56
Variable Air Volume Boxes	Semi-Annually	\$5,710.68	\$11,421.36
Total Amount:			\$134,039.38

**Funding** Funds for this expenditure are budgeted in the Facilities Maintenance budget for FY 2025 – 2026, pending Board approval of the budget.

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

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

**Recommendation** The Committee recommends Board approval to purchase air conditioning filters and installation from **JF Filtration Inc./ dba Joe W. Fly Company, Inc.** (Dallas, TX/Harlingen, TX), a Texas Association of School Boards – Buyboard approved vendor, for the period beginning September 1, 2025, through August 31, 2026, at an estimated total amount of \$134,039.38.

## **Purchases – 12) Building Automation Control Equipment, Parts, and Equipment Maintenance**

<b>Purpose</b>	Purchase building automation control equipment, parts, and equipment maintenance from <b>Siemens Industry, Inc.</b> (Alpharetta, GA/La Feria, TX), a Sourcewell and The Interlocal Purchasing System (TIPS) purchasing cooperatives approved vendor.
<b>Justification</b>	<p>To provide, on an as-needed basis, building automation control equipment, parts, and maintenance, including replacement parts and services for all the buildings throughout the College district.</p> <p>The primary function of the building automation system is to control overheating, cooling, ventilation, lighting, and other critical building systems at all campuses. These parts and services are necessary to replace components for the air conditioning building control systems for the chillers to operate efficiently and at full capacity.</p>
<b>Funding</b>	Funds for this expenditure are budgeted in the Facilities Maintenance and Districtwide Renewals and Replacements budgets for FY 2025 – 2026, pending Board approval of the budget.
<b>Enclosed Documents</b>	Other information is included in the Supporting Documentation.
<b>Staff Resource</b>	Mary Del Paz, Vice President - Finance and Administrative Services George McCaleb, Executive Director of Facilities Operations and Maintenance
<b>Recommendation</b>	The Committee recommends Board approval to purchase building automation control equipment, parts, and equipment maintenance from <b>Siemens Industry, Inc.</b> (Alpharetta, GA/La Feria, TX), a Sourcewell and The Interlocal Purchasing System (TIPS) purchasing cooperatives approved vendor, for the period beginning September 1, 2025 through August 31, 2026, at an estimated total amount of \$170,000.00.

### **Purchases – 13) Chiller Chemicals and Maintenance**

<b>Purpose</b>	Purchase chiller chemicals and maintenance from <b>Kurita America, Inc.</b> (Minneapolis, MN), a State of Texas Term contract approved vendor.
<b>Justification</b>	To provide chiller chemicals and maintenance for all nineteen (19) chillers throughout the district as needed. The chiller chemicals and maintenance are required for all the chillers to operate properly and efficiently.
<b>Funding</b>	Funds for this expenditure are budgeted in the Facilities Maintenance budget for FY 2025 – 2026, pending Board approval of the budget.
<b>Enclosed Documents</b>	Other information is included in the Supporting Documentation.
<b>Staff Resource</b>	Mary Del Paz, Vice President - Finance and Administrative Services George McCaleb, Executive Director of Facilities Operations and Maintenance
<b>Recommendation</b>	The Committee recommends Board approval to purchase chiller chemicals and maintenance from <b>Kurita America, Inc.</b> (Minneapolis, MN), a State of Texas Term contract approved vendor, for the period beginning September 1, 2025 through August 31, 2026, at an estimated total amount of \$93,000.00.

## **Purchases – 14) Coaching Services**

<b>Purpose</b>	Purchase coaching services from <b>Achieving the Dream, Inc. (ATD)</b> (Silver Spring, MD), a sole-source vendor.
<b>Justification</b>	To provide coaching services to improve the college's enrollment persistence, completion objectives, and strategic planning. Coaching services will focus on two functions: the Teaching and Learning Center and the development of holistic (cross-functional, wrap-around) student support services. These two initiatives are of strategic value in that one will strengthen college processes for delivering timely and appropriate professional development for faculty, and the other will help guide college staff involved in planning and providing holistic student support to advance student persistence. The engagement with ATD also provides access to data resources, professional training, and networking opportunities to help improve student success outcomes.
<b>Funding</b>	Funds for this expenditure are budgeted in the Strategic Initiatives budget for FY 2024 – 2025 and FY 2025 – 2026, pending Board approval of the budget.
<b>Enclosed Documents</b>	Other information is included in the Supporting Documentation.
<b>Staff Resource</b>	Dr. Jesús Campos, Interim Vice President of Information Services, Planning, Performance, & Strategic Initiatives and Dean of Library & Learning Support Services.
<b>Recommendation</b>	The Committee recommends Board approval to purchase coaching services from <b>Achieving the Dream, Inc. (ATD)</b> (Silver Spring, MD), a sole-source vendor for the period beginning July 1, 2024 through June 31, 2026, at a total amount of \$68,800.00.



## **Purchases – 15) Computers, Laptops, Tablets, and Monitors**

<b>Purpose</b>	Purchase computers, laptops, tablets, and monitors 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, Library Automation Program, Student Financial Services, Division of Business Public Safety and Technology, Patient Care Technician Program, Mid Valley Student Union Building F Multipurpose Room Upgrade, Centers for Learning Excellence, Educational Technologies, Facility Maintenance, Human Resources, Vocational Nursing, Division Nursing and Allied Health, Curriculum, Technology Support, Applications Development, Finance and Administrative Services, Admission and Records, and Career and Employer Services.
<b>Enclosed Documents</b>	Appendix A – Vendors List Appendix B – District-Wide Technology Request Summary Other information is included in the Finance Supplemental Booklet
<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 computers, laptops, tablets, and monitors from the vendors listed in Appendix A at a total amount of \$115,277.22.

## **APPENDIX A**

### **Vendors List**

Vendor (City, State)	Purchasing Cooperative	Amount
<b>Apple, Inc.</b> (Dallas, TX)	Choice Partners Cooperative	\$2,292.00
<b>Dell Marketing, LP</b> (Dallas, TX)	State of Texas Department of Information Resources (DIR), OMNIA Partners	\$101,629.22
<b>zSpace Inc.</b> (San Jose, CA)	The Interlocal Purchasing System Cooperative (TIPS)	\$11,356.00
Total Amount:		\$115,277.22

## **APPENDIX B**

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

<b>Student Computers</b>	
2	Learning Commons and Open Labs
5	Library Automation Program
<b>Student Tablets</b>	
1	Student Financial Services
3	Library Automation Program
<b>Student Laptops</b>	
2	Division of Business Public Safety and Technology
<b>Faculty Laptops</b>	
3	Patient Care Technician Program
<b>Staff Computers</b>	
1	Mid Valley Student Union Building F Multipurpose Room Upgrade
1	Centers for Learning Excellence
1	Educational Technologies

<b>Staff Laptops</b>	
1	Facility Maintenance
2	Human Resources
2	Vocational Nursing
1	Division Nursing and Allied Health
1	Curriculum
15	Technology Support / Applications Development
1	Finance and Administrative Services
6	Library Automation Program
1	Admission and Records
1	Career and Employer Services
<b>Staff Monitors</b>	
11	Finance and Administrative Services

## **Purchases – 16) Fitness Equipment – Nursing and Allied Health Campus**

<b>Purpose</b>	Purchase fitness equipment – Nursing and Allied Health Campus from <b>Johnson Health Tech North America Inc./ dba Matrix Fitness</b> (Cottage Grove, WI) (New), a Texas Association of School Boards (TASB) – Buyboard approved vendor.
<b>Justification</b>	To promote physical health, mental well-being, and academic performance. The addition of a Wellness Center at the Nursing and Allied Health Campus, Building A, will encourage a healthy lifestyle and enhance the college's appeal to prospective students. Moreover, it supports Nursing programs and provides inclusive fitness opportunities for all students, making it a valuable asset for holistic student development.
<b>Funding</b>	Funds for this expenditure are budgeted in the District Wide Renovations & Contingencies - NAHC Wellness Center budget for FY 2024 – 2025.
<b>Enclosed Documents</b>	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 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 purchase fitness equipment – Nursing and Allied Health Campus from <b>Johnson Health Tech North America Inc./ dba Matrix Fitness</b> (Milwaukee, WI) (New), a Texas Association of School Boards (TASB) – Buyboard approved vendor, at a total amount of \$140,730.79.

**Purchases – 17) Heating, Ventilation, Air Conditioning, Refrigeration Parts and Supplies**

<b>Purpose</b>	Purchase heating, ventilation, air conditioning, refrigeration parts and supplies from <b>Johnson Controls, Inc.</b> (Milwaukee, WI/Corpus Christi, TX), The Interlocal Purchasing System (TIPS) approved vendor.
<b>Justification</b>	To provide heating, ventilation, air conditioning, refrigeration supplies, and parts for the maintenance and repair of air-cooled and water-cooled chillers districtwide. The necessary HVACR components and parts are used during scheduled maintenance and repair of chiller units across the district, helping ensure reliable and efficient operation.
<b>Funding</b>	Funds for this expenditure are budgeted in the Facilities Maintenance budget for FY 2024 – 2025.
<b>Enclosed Documents</b>	Other information is included in the Supporting Documentation.
<b>Staff Resource</b>	Mary Del Paz, Vice President - Finance and Administrative Services George McCaleb, Executive Director of Facilities Operations and Maintenance
<b>Recommendation</b>	The Committee recommends Board approval to purchase heating, ventilation, air conditioning, refrigeration parts and supplies from <b>Johnson Controls, Inc.</b> (Milwaukee, WI/Corpus Christi, TX), The Interlocal Purchasing System (TIPS) approved vendor for the period beginning September 1, 2024, through August 31, 2025, at an estimated total amount of \$85,000.

## **Purchases – 18) Maintenance Parts and Lab Supplies**

<b>Purpose</b>	Purchase maintenance parts and lab supplies from the vendors listed in Appendix A.
<b>Justification</b>	<p>To provide lab supplies for the Heating, Ventilation, Air Conditioning, and Refrigeration (HVACR) Program, serving an instructional purpose and allowing technicians and students to gain hands-on experience in troubleshooting, installation, and maintenance practices.</p> <p>Also, providing the Maintenance Department with parts and supplies for districtwide daily requests for repairs, and improvements in the areas of plumbing, painting, irrigation, electrical, door locks, vehicle and equipment batteries, lumber, heating, ventilation, air conditioning, and refrigeration.</p>
<b>Funding</b>	Funds for this expenditure are budgeted in the Facilities Maintenance and HVACR budgets for FY 2025 – 2026, pending Board approval of the budget.
<b>Enclosed Documents</b>	Appendix A – Vendors List 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 Jose Jasso, Heating, Ventilations, Air Conditioning, and Refrigeration Program Chair Mary Del Paz, Vice President - Finance and Administrative Services George McCaleb, Executive Director of Facilities Operations and Maintenance
<b>Recommendation</b>	The Committee recommends Board approval to purchase maintenance parts and lab supplies from the vendors listed in Appendix A for the period beginning September 1, 2025 through August 31, 2026, at an estimated total amount of \$260,000.00.

## **APPENDIX A**

### **Vendors List**

<b>Vendor (City, State)</b>	<b>Purchasing Cooperative</b>	<b>Amount</b>
<b>Johnson Supply &amp; Equipment Corporation</b> (Houston, TX/Pharr, TX)	Texas Association of School Boards – Buyboard	\$100,000.00
<b>McCoy's Building Supply</b> (San Marcos, TX/Pharr, TX)	Texas Association of School Boards (TASB) – Buyboard	\$50,000.00
<b>W. W. Grainger, Inc./ dba Grainger</b> (Austin, TX/McAllen, TX)	State of Texas Multiple Award Schedule (TXMAS), E&I Cooperative Services, Sourcewell, Texas Association of School Boards – Buyboard	\$110,000.00
Total Amount:		\$260,000.00

## **Purchases – 19) Testing Materials**

<b>Purpose</b>	Purchase testing materials from <b>The College Board</b> (New York, NY), a sole-source vendor.
<b>Justification</b>	To acquire approximately thirty-five thousand (35,000) Texas Success Initiative (TSI) assessments, through the Accuplacer Platform, in anticipation of the Fall 2025, Spring 2026, and Summer 2026 semesters. These assessments are used by all South Texas College students to obtain results in reading, writing, and math in order to complete their admissions and registration.
<b>Funding</b>	Funds for this expenditure are budgeted in the TSI Examination budget for FY 2025 – 2026, pending Board approval of the budget.
<b>Enclosed Documents</b>	Other information is included in the Supporting Documentation.
<b>Staff Resource</b>	Dr. Matthew S. Hebbard, Vice President - Student Affairs and Enrollment Management Otoniel Matamoros, Dean-Enrollment Services
<b>Recommendation</b>	The Committee recommends Board approval to purchase testing materials from <b>The College Board</b> (New York, NY), a sole-source vendor, for the period beginning September 1, 2025, through August 31, 2026, at an estimated total amount of \$50,000.00. The cost is paid by the students when they register for this exam.

## **Purchase Renewals – 20) Commercial Card Services (Accounts Payable Card)**

**Purpose** Renew the commercial card services (Accounts Payable card) with **PNC Bank** (McAllen, TX).

**Justification** To serve as a payment solution by enabling access to process payments on invoices for the vendors who do not accept purchase orders (registrations, subscriptions, software, etc.). It expedites payments and reduces the College's payment processing and statement reconciliation costs and time.

In addition, the program offers the College the potential to earn a revenue share on payments made using the card, based on the rebate schedule.

The total rebate for Fiscal Year 2024 – 2025 as of May 2025 is \$58,047.80.

**Enclosed Documents** Appendix A – Rebate Schedule

**Staff Resource** Mary Del Paz, Vice President - Finance and Administrative Services  
Myriam Lopez, Associate Vice-President - Finance and Management

**Recommendation** The Committee recommends Board approval to renew the commercial card services (Accounts Payable card) with **PNC Bank** (McAllen, TX), for the period beginning September 1, 2025 through August 31, 2026, at no cost to the College.

### **APPENDIX A** **Rebate Schedule**

Monthly Charge Volume		Rebate Percentage
Low	High	
\$1	\$250,000	1.00%
\$250,001	\$500,000	1.30%
\$500,001	\$750,000	1.40%
\$750,001	\$1,000,000	1.50%
\$1,000,001+		1.60%
Large Ticket/Reduced Interchange Transaction		0.70%



## **Purchase Renewals – 21) Elevator Maintenance Agreement**

<b>Purpose</b>	Renew the elevator maintenance agreement with <b>Otis Elevator Company</b> (Dallas, TX/McAllen, TX), a Texas Association of School Boards – Buyboard and OMNIA Partners approved vendor.
<b>Justification</b>	To provide regular examinations and repairs of all thirty-one (31) elevators located at all campuses. The services will be requested from the vendor by the Facilities Maintenance Department as needed.
<b>Funding</b>	Funds for this expenditure are budgeted in the Mechanical Systems Maintenance budgets for FY 2025 – 2026, pending Board approval of the budget.
<b>Enclosed Documents</b>	Other information is included in the Supporting Documentation.
<b>Staff Resource</b>	Mary Del Paz, Vice President - Finance and Administrative Services George McCaleb, Executive Director of Facilities Operations and Maintenance
<b>Recommendation</b>	The Committee recommends Board approval to renew the elevator maintenance agreement with <b>Otis Elevator Company</b> (Dallas, TX/McAllen, TX), a Texas Association of School Boards – Buyboard and OMNIA Partners approved vendor, for the period beginning September 1, 2025, through August 31, 2026, at an estimated total amount of \$110,000.00.

## Renewals – 22) Campus Dining and Food Trucks – Starr County Campus

<b>Purpose</b>	Renew the campus dining and food trucks – Starr County Campus contract with <b>D.A. Restaurant Group, Inc.</b> (Mission, TX).
<b>Justification</b>	To provide several food options for faculty, staff, and students throughout their time on campus. These options are available Monday through Friday and encompass a selection of sandwiches, chicken biscuits, nuggets, iced coffees, juice, desserts, salads, fruit, chips, and various other culinary offerings.
<b>Enclosed Documents</b>	Appendix A – Renewal Terms
<b>Staff Resource</b>	Mary Del Paz, Vice President - Finance and Administrative Services George E. McCaleb, Executive Director - Facilities Operations and Maintenance
<b>Recommendation</b>	The Committee recommends Board approval to renew the campus dining and food trucks – Starr County Campus contract with <b>D.A. Restaurant Group, Inc.</b> (Mission, TX), for the period beginning September 1, 2025, through August 31, 2026, at no commission to the College.

### APPENDIX A

#### Renewal Terms

The Board awarded the contract as follows:

<b>Term: August 27, 2024 – one year with two (2) one-year annual renewals</b>			
Award	Board Meeting Date	Original Term	Renewal Term
Original	8/27/2024	9/1/2024 – 8/31/2025	
<b>First Renewal</b>	7/22/2025		9/1/2025 – 8/31/2026

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

## **Renewals – 23) Custodial Supplies**

<b>Purpose</b>	Renew the custodial supplies contracts with the vendors listed in Appendix A.
<b>Justification</b>	<p>To provide custodial supplies necessary for the day-to-day cleaning, disinfecting, and maintenance of all South Texas College facilities. They are essential for the health and safety of all students, faculty, staff, and visitors. These supplies will include cleaning solutions, disinfecting sprays, disinfecting liquid solutions, hand towels, tissue paper, mops, brooms, gloves, trash bags, and other miscellaneous supplies.</p> <p>At the time of purchase, the vendor will be selected based on the items provided, pricing, item availability, and delivery timeline.</p>
<b>Funding</b>	Funds for this expenditure are budgeted in the Custodial budget for FY 2024 – 2025 and FY 2025 – 2026, pending Board approval of the budget.
<b>Enclosed Documents</b>	Appendix A – Vendors List Appendix B – Renewal Terms
<b>Staff Resource</b>	Mary Del Paz, Vice President - Finance and Administrative Services George E. McCaleb, Executive Director - Facilities Operations and Maintenance
<b>Recommendation</b>	The Committee recommends Board approval to renew the custodial supplies contracts with the vendors listed in Appendix A for the period beginning August 18, 2025 through August 17, 2026, at an estimated total amount of \$300,000.00.

## **APPENDIX A**

### **Vendors List**

Primary Vendor:	<b>Gulf Coast Paper, Co.</b> (Brownsville, TX)
Secondary Vendors:	<b>Brady Plus</b> (San Antonio, TX)
	<b>CC Distributors, Inc.</b> (Corpus Christi, TX)
	<b>Rio Paper &amp; Supply, LLC</b> (Pharr, TX)

## **APPENDIX B**

### **Renewal Terms**

The Board awarded the contract as follows:

<b>Term: July 16, 2024 – one year with two (2) one-year annual renewals</b>			
Award	Board Meeting Date	Original Term	Renewal Term
Original	7/16/2024	8/18/2024 – 8/17/2025	
<b>First Renewal</b>	7/22/2025		8/18/2025 – 8/17/2026

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

## Renewals – 24) General Purpose Printing

<b>Purpose</b>	Renew the general purpose printing contracts with the vendors listed in Appendix A.
<b>Justification</b>	To provide printing services that are needed for various projects, in which information related to upcoming events, past events, registration, and course schedules is provided to the students, faculty, staff, and the community.
<b>Funding</b>	Funds for this expenditure are budgeted in the Public Relations and Marketing and various departments' budgets for FY 2025 – 2026, pending Board approval of the budget.
<b>Enclosed Documents</b>	Appendix A – Vendors List Appendix B – Renewal Terms
<b>Staff Resource</b>	Dr. Rodney Rodriguez, Vice President - Institutional Advancement and Economic Development Lynda Lopez, Executive Director - Communication and Creative Services
<b>Recommendation</b>	The Committee recommends Board approval to renew the general purpose printing contracts with the vendors listed in Appendix A for the period beginning September 1, 2025 through August 31, 2026, at an estimated total amount of \$120,000.00.

### APPENDIX A

#### Vendors List

Vendor (City, State)	Vendor (City, State)
<b>Brand It</b> (McAllen, TX)	<b>Capital Spectrum/ dba Communications Specialists, Inc.</b> (Buda, TX)
<b>Copy Plus</b> (McAllen, TX)	<b>CW Print Services, Inc.</b> (Austin, TX)
<b>FedEx Office and Print Services, Inc.</b> (Plano, TX)	<b>Gateway Printing</b> (Edinburg, TX)
<b>Huntington Sky Production, LTD/ dba Fastsigns</b> (McAllen, TX)	<b>NJ Color Graphics and Printing</b> (Mission, TX)
<b>San Antonio Printing</b> (McAllen, TX)	<b>Slate Group</b> (Lubbock, TX)
<b>Sombrero Advertising &amp; Marketing</b> (McAllen, TX)	<b>UBEO, LLC/ dba Copy Zone</b> (McAllen, TX)

## **APPENDIX B**

### **Renewal Terms**

The Board awarded the contract as follows:

<b>Term: July 25, 2023 – one year with two (2) one-year annual renewals</b>			
Award	Board Meeting Date	Original Term	Renewal Term
Original	7/25/2023	9/01/2023 – 8/31/2024	
First Renewal	6/25/2024		9/01/2024 – 8/31/2025
<b>Final Renewal</b>	7/22/2025		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 – 25) Internet Service for South Texas College Sites

<b>Purpose</b>	Renew the internet service for South Texas College sites contract with <b>Smartcom Telephone, LLC</b> (McAllen, TX).
<b>Justification</b>	To provide direct and point-to-point internet services for several South Texas College sites. The Internet services are necessary to support student instruction and the college's day-to-day operation.
<b>Funding</b>	Funds for this expenditure are budgeted in the Information Technology Systems and Networking budgets for FY 2025 – 2026, pending Board approval of the budget.
<b>Enclosed Documents</b>	Appendix A – Service Locations Appendix B – Renewal Terms
<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 internet service for South Texas College sites contract with <b>Smartcom Telephone, LLC</b> (McAllen, TX), for the period beginning September 1, 2025 through August 31, 2026, at an estimated total amount of \$40,932.00.

### APPENDIX A

#### Service Locations

Direct Internet Connections from Provider to Location	Point-to-Point Connections from Pecan Campus to:
Pecan Campus Cybersecurity Lab	Regional Center for Public Safety Excellence
Regional Center for Public Safety Excellence Cybersecurity Lab	Pecan Plaza – Human Resources
Starr County Campus – Building E South Academic	Pecan Plaza – Department of Public Safety
	Pharr Campus – PSJA Elvis J. Ballew College, Career & Technology Academy (CCTA)

<b>Direct Internet Connections from Provider to Location</b>	<b>Point-to-Point Connections from Pecan Campus to:</b>
	Nursing and Allied Health Campus – Building E District Office
	Starr County Campus- Building E South Academic

## **APPENDIX B**

### **Renewal Terms**

The Board awarded the contract as follows:

<b>Term: July 16, 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>
Original	7/16/2024	9/01/2024 – 8/31/2025	
<b>First Renewal</b>	7/22/2025		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 – 26) Mail Services

<b>Purpose</b>	Renew the mail services with <b>Upper Valley Mail Services, LLC</b> (McAllen, TX).
<b>Justification</b>	<p>To provide mail services for postage on all outgoing South Texas College envelopes and packages, including the intelligent mail barcode, pre-sorting all outgoing mail, and picking up and delivering outgoing mail to the McAllen post office.</p> <p>The service provider can group mail with the same zip code and bundle it with other entities, allowing the College to receive reduced postage rates for all USPS outgoing mail.</p>
<b>Funding</b>	Funds for this expenditure are budgeted in the Postage budget for FY 2025 – 2026, pending Board approval of the budget.
<b>Enclosed Documents</b>	Appendix A – Renewal Terms
<b>Staff Resource</b>	Mary Del Paz, Vice President - Finance and Administrative Services Deyadira Leal, Director of Purchasing
<b>Recommendation</b>	The Committee recommends Board approval to renew the mail services with <b>Upper Valley Mail Services, LLC</b> (McAllen, TX) for the period beginning September 1, 2025 through August 31, 2026, at an estimated total amount of \$45,000.00.

### APPENDIX B

#### Renewal Terms

The Board awarded the contract as follows:

<b>Term: July 16, 2024 – one year with two (2) one-year annual renewals</b>			
Award	Board Meeting Date	Original Term	Renewal Term
Original	7/16/2024	9/01/2024 – 8/31/2025	
<b>First Renewal</b>	7/22/2025		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 – 27) Promotional Items for Student Outreach**

**Purpose** Renew the promotional items for student outreach contracts with the vendors listed in Appendix A.

**Justification** To aid enrollment goals and maintain brand awareness by increasing community engagement. The items are used for campus tours, student events, recruitment events, orientations, etc. Some promotional items purchased include pens, pencils, keychains, erasers, rulers, pouches, stress relievers, water bottles, cups, bags, lanyards, totes, etc.

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

**Funding** Funds for this expenditure are budgeted in the Valley Promise, Communication and Creative Services, and Office of Student Re-Engagement budgets for FY 2025 – 2026, pending Board approval of the budget.

Department	Amount
Valley Promise	\$35,000.00
Communication and Creative Services	\$100,000.00
Office of Student Re-Engagement	\$15,000.00

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

**Staff Resource** Dr. Rodney Rodriguez, Vice President - Institutional Advancement and Economic Development  
Lynda Lopez, Executive Director - Communication and Creative Services  
Dr. Matthew S. Hebbard, Vice President - Student Affairs and Enrollment Management  
Otoniel Matamoros, Dean-Enrollment Services

**Recommendation** The Committee recommends Board approval to renew the promotional items for student outreach contracts with the vendors listed in Appendix A for the period beginning September 1, 2025 through August 31, 2026, at an estimated total amount of \$150,000.00.

## **APPENDIX A**

### **Vendors List**

<b>Vendor (City, State)</b>	<b>Vendor (City, State)</b>
<b>4imprint, Inc.</b> (Oshkosh, WI)	<b>Authentic Promotions.com</b> (Carmichael, CA)
<b>Gateway Printing</b> (Edinburg, TX)	<b>Imprezos Pro Uniforms, LLC</b> (Pharr, TX)
<b>Promo Universal, LLC</b> (Corpus Christi, TX)	

## **APPENDIX B**

### **Renewal Terms**

The Board awarded the contract as follows:

<b>Term: July 16, 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>
Original	7/16/2024	9/01/2024 – 8/31/2025	
<b>First Renewal</b>	7/22/2025		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 – 28) Promotional T-Shirts for Student Outreach

**Purpose** Renew the promotional t-shirts for student outreach contracts with the vendors listed in Appendix A.

**Justification** To raise awareness of South Texas College and instill college pride in our community. The t-shirts serve as incentives during registration, career fairs, special programs, general marketing projects, and student activities such as Student Intramural Sports Teams, Student Leadership Academy, Community College Day, Early College High Schools Sports Tournaments, and other Student-College-related events.

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

**Funding** Funds for this expenditure are budgeted in the Valley Promise, Communication and Creative Services, Office of Student Re-Engagement, and Student Activities and Wellness budgets for FY 2025 – 2026, pending Board approval of the budget.

Department	Amount
Valley Promise	\$20,000.00
Communication and Creative Services	\$100,000.00
Office of Student Re-Engagement	\$20,000.00
Student Activities and Wellness	\$25,000.00

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

**Staff Resource** Dr. Rodney Rodriguez, Vice President - Institutional Advancement and Economic Development  
Lynda Lopez, Executive Director - Communication and Creative Services  
Dr. Matthew S. Hebbard, Vice President - Student Affairs and Enrollment Management  
Otoniel Matamoros, Dean-Enrollment Services

**Recommendation** The Committee recommends Board approval to renew the promotional t-shirts for student outreach contracts with the vendors listed in Appendix A for the period beginning September 1, 2025 through August 31, 2026, at an estimated total amount of \$165,000.00.

## **APPENDIX A**

### **Vendors List**

<b>Vendor (City, State)</b>	<b>Vendor (City, State)</b>
<b>1,2,3 Screen Printing, LLC</b> (Mission, TX)	<b>All Valley Screenprinting</b> (McAllen, TX)
<b>Authentic Promotions.com</b> (Carmichael, CA)	<b>Imprezos Pro Uniforms, LLC</b> (Pharr, TX)
<b>Promo Universal, LLC</b> (Corpus Christi, TX)	

## **APPENDIX B**

### **Renewal Terms**

The Board awarded the contract as follows:

<b>Term: July 16, 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>	7/16/2024	9/01/2024 – 8/31/2025	
<b>First Renewal</b>	7/22/2025		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 – 29) Science Laboratory Supplies**

<b>Purpose</b>	Renew the science laboratory supplies contracts with the vendors listed in Appendix A.
<b>Justification</b>	<p>To provide lab supplies for the instruction labs required for science courses. The science laboratory supplies are used for student instruction in the Division of Math and Science by Biology, Chemistry, Physics, Geology, and Geography programs. The programs require labs for students to conduct experiments and testing. Some supply items include specimens, instruments, models, chemicals, glassware, soil, test kits, materials, etc.</p> <p>At the time of purchase, the vendor will be selected based on the items provided, pricing, item availability, and delivery timeline.</p>
<b>Funding</b>	Funds for this expenditure are budgeted in the Science Programs budgets for FY 2025 – 2026, pending Board approval of the budget.
<b>Enclosed Documents</b>	Appendix A – Vendors List Appendix B – Renewal Terms
<b>Staff Resource</b>	Dr. Anahid Petrosian, Vice President and Provost for Academic Affairs and Economic Development Dr. Ghanbar A. Esmaeili, Dean - Math, Science, Information Technology and Bachelor Programs
<b>Recommendation</b>	The Committee recommends Board approval to renew science laboratory supplies for the period beginning September 1, 2025 through August 31, 2026, at an estimated total amount of \$300,000.00.

## **APPENDIX A**

### **Vendors List**

<b>Vendor (City, State)</b>	<b>Vendor (City, State)</b>
<b>Anatomical Worldwide, LLC/ dba Anatomy Warehouse</b> (Skokie, IL)	<b>ASI Associates, Inc./ dba Arbor Scientific</b> (Saline, MI)
<b>Bio Corporation</b> (Alexandria, MN)	<b>Bio-Rad Laboratories, Inc.</b> (Hercules, CA)
<b>Carolina Biological Supply Company</b> (Burlington, NC)	<b>Chemglass Life Sciences</b> (Vineland, NJ)
<b>Fisher Scientific Company, LLC (Fisher Science Education Business Unit)</b> (Pittsburgh, PA)	<b>Flinn Scientific, Inc.</b> (Batavia, IL)
<b>Midwest Scientific, Inc.</b> (Fenton, MO)	<b>PASCO Scientific</b> (Roseville, CA)
<b>VWR International, LLC</b> (Radnor, PA)	

## **APPENDIX B**

### **Renewal Terms**

The Board awarded the contract as follows:

<b>Term: July 16, 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>	7/16/2024	9/01/2024 – 8/31/2025	
<b>First Renewal</b>	7/22/2025		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 – 30) Property and Casualty Insurance**

<b>Purpose</b>	Renew the property and casualty insurance contracts with the vendors listed in Appendix A.
<b>Justification</b>	<p>To anticipate catastrophic losses that could financially impair South Texas College, the insurance allows the College to minimize the risk of loss from circumstances beyond its control.</p> <p>The property and casualty insurance includes the Property / Inland Marine / Boiler &amp; Machinery, Crime, Cyber Liability, School Leaders Errors &amp; Omissions, General Liability, Law Enforcement Liability, Automobile, and Workers' Compensation.</p> <p>At the time of publication of the Finance, Audit, and Human Resources Committee packet, the information had not been received. Administration will provide this information at the Committee meeting.</p>
<b>Funding</b>	Funds for this expenditure are budgeted in the Insurance and Benefits budgets for FY 2025 – 2026, pending Board approval of the budget.
<b>Enclosed Documents</b>	Appendix A – Insurance Premiums Summary Appendix B – Renewal Terms
<b>Staff Resource</b>	Mary Del Paz, Vice President - Finance and Administrative Services Ken Lyons, Risk Manager
<b>Recommendation</b>	The Committee recommends Board approval to renew the property and casualty insurance contracts with the vendors listed in Appendix A for the period beginning September 1, 2025 through August 31, 2026.



## **APPENDIX A**

### **Insurance Premiums Summary**

<b>Property, Inland Marine, and Boiler and Machinery</b>	
Vendor	<b>Montalvo Insurance Agency</b>
Carrier	<b>The Hartford Fire Insurance Company</b>
Premium	**
Premium Increase / Decrease	
<b>Crime</b>	
Vendor	<b>Montalvo Insurance Agency</b>
Carrier	<b>The Hartford Fire Insurance Company</b>
Premium	**
Premium Increase / Decrease	
<b>Cyber Liability</b>	
Vendor	<b>Montalvo Insurance Agency</b>
Carrier	<b>AIG Specialty Insurance Company</b>
Premium	**
Premium Increase / Decrease	
<b>School Leaders Errors &amp; Omissions, General Liability, Law Enforcement Liability, and Automobile</b>	
Vendor	<b>Texas Association of School Boards (TASB)</b>
Carrier	<b>TASB Risk Management Fund</b>
Premium	**
Premium Increase / Decrease	
<b>Workers Compensation</b>	
Vendor	<b>Texas Association of School Boards (TASB)</b>
Carrier	<b>TASB Risk Management Fund</b>
Premium	**
Premium Increase / Decrease	
<b>Premiums Total Amount: _____</b>	

*\*\*Information not available and will be provided at the Committee Meeting.*

## **APPENDIX B**

### **Renewal Terms**

The Board awarded the contract as follows:

<b>Term: August 22, 2023 – 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>
Original	8/22/2023	9/1/2023 – 8/31/2024	
First Renewal	7/16/2024		9/1/2024 – 8/31/2025
<b>Final Renewal</b>	7/22/2025		9/1/2025 – 8/31/2026

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

## Renewals – 31) Student Insurance

**Purpose** Renew the student insurance contracts with the vendors listed in Appendix A.

**Justification** To provide the following coverage:

A	Student / Faculty Medical Professional Liability Insurance	Provides coverage for those students enrolled in the Nursing and Allied Health and Child Development programs, as well as the associated Faculty.
B	Voluntary Student Accident Insurance	Provides students with a low-cost option for accident insurance.
C	Workforce Training Programs Student Accident Insurance	Provides coverage for those students enrolled in certain Continuing Education Training programs.
D	Business, Public Safety, and Technology Student Accident Insurance	Provides coverage for those students enrolled in the Business, Public Safety & Technology programs.

**Enclosed Documents** Appendix A – Insurance Premiums Summary  
Appendix B – Renewal Terms

**Staff Resource** Mary Del Paz, Vice President - Finance and Administrative Services  
Ken Lyons, Risk Manager

**Recommendation** The Committee recommends Board approval to renew the student insurance contracts with the vendors listed in Appendix A for the period beginning August 26, 2025 through August 25, 2026, at no cost to the College.

## **APPENDIX A**

### **Insurance Premiums Summary**

<b>A</b>	<b>Student / Faculty Medical Professional Liability Insurance</b>	
	Vendor	<b>Affinity Insurance Services, Inc.</b>
	Carrier	<b>American Casualty Company of Reading, PA</b>
	Premium	\$24,889.00
	Cost Per Student*	\$10.00 (approximately 2,488 students)
	Limits	\$1,000,000.00 per occurrence \$5,000,000.00 aggregate
<i>*The cost is paid by the students enrolled in the Nursing and Allied Health and Child Development programs. The College and Faculty are insured parties at no additional cost to the student or to the College.</i>		
<b>B</b>	<b>Voluntary Student Accident Insurance</b>	
	Vendor	<b>Student Assurance Services, Inc.</b>
	Carrier	<b>Ameritas Life Insurance Corp.</b>
	Limit	\$25,000.00
	Coverage	School Time: \$45.00 Full-Time Coverage (24 hours): \$90.00 Dental Coverage: \$8.00
	<i>This is a voluntary coverage, and the cost is paid by the students who elect to purchase this coverage.</i>	
<b>C</b>	<b>Workforce Training Programs Student Accident Insurance</b>	
	Vendor	<b>Student Assurance Services, Inc.</b>
	Carrier	<b>Ameritas Life Insurance Corp.</b>
	Premium*	\$750.00 (based on an estimated 433 participants)
	Limit	\$25,000.00
	<i>*The cost is paid by the students. Participants in non-credit Continuing Education Training Programs are automatically enrolled for this coverage.</i>	
<b>D</b>	<b>Business, Public Safety, and Technology Student Accident Insurance</b>	
	Vendor	<b>Student Assurance Services, Inc.</b>
	Carrier	<b>Ameritas Life Insurance Corp.</b>
	Premium*	\$750.00 (based on an estimated 1,942 participants)
	Limit	\$25,000.00
	<i>*The cost is paid by the students. Participants are enrolled in Business, Public Safety &amp; Technology programs.</i>	

## **APPENDIX B**

### **Renewal Terms**

The Board awarded the contract as follows:

<b>Term: July 16, 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>
Original	7/16/2024	8/26/2024 – 8/25/2025	
<b>First Renewal</b>	7/22/2025		8/26/2025 – 8/25/2026

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

## **Contract Extension – 32) Campus Dining and Food Truck Service at Pecan Campus**

<b>Purpose</b>	Contract Extension for Campus Dining and Food Truck Service at Pecan Campus with <b>Zaycor Management Company</b> and <b>Laredo Comidas LLC/ dba Taco Palenque</b> .
<b>Justification</b>	<p>The contract extension is necessary due to the lack of responses on May 22, 2025 to the request for proposals that was solicited. The Purchasing Department did receive one (1) response which was incomplete and will be rejected.</p> <p>The current contracts will expire as follows:</p> <ul style="list-style-type: none"><li>• Zaycor Management Company (Steak n Shake) - July 24, 2025</li><li>• Laredo Comidas LLC/ dba Taco Palenque - August 31, 2025</li></ul> <p>The contract extension request is for both vendors and would be extended through September 30, 2025. This would allow enough time to re-solicit the services and to allow for a transition, if applicable.</p>
<b>Staff Resource</b>	Mary Del Paz, Vice President - Finance and Administrative Services George E. McCaleb, Executive Director - Facilities Operations and Maintenance
<b>Recommendation</b>	The Committee recommends Board approval on contract extension of the Campus Dining and Food Truck Services at Pecan Campus with <b>Zaycor Management Company</b> and <b>Laredo Comidas LLC/ dba Taco Palenque</b> through September 30, 2025.

### **Contract Extension – 33) Campus Dining and Food Truck Service at Technology Campus**

<b>Purpose</b>	Contract Extension for Campus Dining and Food Truck Service at the Technology Campus with <b>Atencion Selecta, LLC</b> .
<b>Justification</b>	<p>The contract extension is necessary to allow adequate time for the solicitation and evaluation of new proposals.</p> <p>The current contract will expire on August 21, 2025.</p> <p>The contract extension request would be extended through September 30, 2025. This would allow enough time to avoid a lapse in services and to allow for a transition, if applicable.</p>
<b>Staff Resource</b>	Mary Del Paz, Vice President - Finance and Administrative Services George E. McCaleb, Executive Director - Facilities Operations and Maintenance
<b>Recommendation</b>	The Committee recommends Board approval on contract extension of the Campus Dining and Food Truck Services at the Technology Campus with <b>Atencion Selecta, LLC</b> through September 30, 2025.

## **Interlocal Agreement – 34) Industry Training Agreement**

<b>Purpose</b>	Renew the industry training agreement with the <b>McAllen Independent School District</b> (McAllen ISD) (McAllen, TX) for the MISD Parent and Family Engagement Program.
<b>Justification</b>	<p>To supply training and educational services since the College has the expertise, resources, and personnel required to provide such services.</p> <p>McAllen ISD administers the MISD Parent and Family Engagement Program, which offers McAllen ISD students' parents skill programs that could lead to employment or entrepreneurship.</p> <p>Under the proposed Interlocal Agreement, McAllen ISD would engage South Texas College to provide Basic Cake Decorating, Intermediate Cake Decorating, Advanced Cake Decorating, GED Spanish Review, GED Spanish Review II, Intro to Welding, Structural Welding, Food Safety and Sanitation, Basic Spanish, and Basic Mechanics training to McAllen ISD participants.</p> <p>Participants will receive Continuing Education Units (CEU) and a certificate of completion upon successful completion of each course.</p>
<b>Funding</b>	The McAllen Independent School District shall pay South Texas College for the Services in accordance with the terms and conditions set forth in Appendix A.
<b>Enclosed Documents</b>	Appendix A – Services and Costs
<b>Staff Resource</b>	Dr. Anahid Petrosian, Vice President and Provost for Academic Affairs and Economic Development Olivia De La Rosa, Dean - Continuing Education and Workforce Development
<b>Recommendation</b>	The Committee recommends Board approval to renew the industry training agreement with the <b>McAllen Independent School District</b> (McAllen ISD) (McAllen, TX) for the MISD Parent and Family Engagement Program for the period of September 1, 2025 through June 30, 2026, at no cost to the college.



**APPENDIX A**  
**Services and Costs**

Program	# of Sessions	Min # of Students	Tuition	Supplies	Total Per Student	Total Per Session	Total For All Sessions
Basic Cake Decorating	1	15	\$37.20	\$60.00	\$97.20	\$1,458.00	\$1,458.00
Basic Cake Decorating	4	15	\$37.20		\$37.20	\$558.00	\$2,232.00
Intermediate Cake Decorating	1	15	\$37.20	\$60.00	\$97.20	\$1,458.00	\$1,458.00
Intermediate Cake Decorating	4	15	\$37.20		\$37.20	\$558.00	\$2,232.00
Advanced Cake Decorating	1	15	\$37.20	\$90.00	\$127.20	\$1,908.00	\$1,908.00
Advanced Cake Decorating	4	15	\$37.20		\$37.20	\$558.00	\$2,232.00
GED Spanish Review	1	15	\$186.00		\$186.00	\$2,790.00	\$2,790.00
GED Spanish Review II	1	15	\$186.00		\$186.00	\$2,790.00	\$2,790.00
Introduction to Welding	2	15	\$264.60	\$420.00	\$684.60	\$10,269.00	\$20,538.00
Introduction to Welding	2	15	\$264.60	\$420.00	\$684.60	\$10,269.00	\$20,538.00
Basic Mechanics	1	15	\$100.00		\$1,500.00	\$1,500.00	\$1,500.00
Basic Mechanics	1	15	\$100.00		\$1,500.00	\$1,500.00	\$1,500.00
Business Class	1	15	\$100.00		\$1,500.00	\$1,500.00	\$1,500.00
Total Amount:						\$62,676.00	

Recommendation: It is requested that the Committee recommend for Board approval of the award of proposals, reject proposal, purchases, purchase renewals, renewals, contract extensions, and interlocal agreement at a total cost of \$4,246,983.90, as listed below:

**Award of Proposals**

- 1) **Advertising Services:** award the proposals for advertising services to the vendors listed in Appendix A for the period beginning September 1, 2025 through August 31, 2026, with two one-year options to renew at an estimated total amount of \$653,400.00

**APPENDIX A**

**Vendors List**

<b>Vendor (City, State)</b>	<b>Vendor (City, State)</b>
<b>Buena Aventura, LLC/ dba Mega Doctor News</b> (McAllen, TX)	<b>Buena Aventura, LLC/ dba Texas Border Business</b> (McAllen, TX)
<b>Chatterbox Ads</b> (Olmito, TX)	<b>Elite Promotions</b> (Brownsville, TX)
<b>Energy Communications Corp.</b> (Chula Vista, CA)	<b>Entravision Communications</b> (McAllen, TX)
<b>GC Publishing, LLC/ dba Edible Rio Grande Valley</b> (Brownsville, TX)	<b>I Heart Media, Inc.</b> (San Antonio, TX)
<b>Image House Media, LLC/ dba ImageHouse</b> (McAllen, TX)	<b>Lamar Advertising</b> (San Benito, TX)
<b>Mobile Video Tapes / KRGV Channel 5</b> (Weslaco, TX)	<b>National CineMedia, LLC</b> (Centennial, CO)
<b>NBCUniversal, LLC/ Telemundo Rio Grande Valley</b> (McAllen, TX)	<b>Nexstar Media, Inc.</b> (Harlingen, TX)
<b>Progress Times</b> (Mission, TX)	<b>Radio United, LLC</b> (Mission, TX)
<b>RGVision Publications</b> (McAllen, TX)	<b>Starr County Town Crier</b> (Rio Grande City, TX)
<b>Steel Digital Studios, Inc./ dba Steel Advertising</b> (Austin, TX)	<b>VBR Media, LLC</b> (San Juan, TX)

- 2) **Campus Coffee Shop:** award the proposal for campus coffee shop to **Commonspace Concept Store, LLC** (McAllen, TX) (new) for the period beginning August 1, 2025 through July 31, 2026, with two one-year options to renew at no cost to the College;
- 3) **Childcare Services (Grant Funded):** award the proposals for childcare services to the vendors listed in Appendix A for the period

beginning September 1, 2025 through August 31, 2026, at an estimated total amount of \$105,500.00;

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

<b>Vendor</b>		<b>(City, State)</b>
1	Neni's Childcare	(Alamo, TX)
2	Nikodee II, LLC/ dba iKids Academy	(Alamo, TX)
3	Bright Minds Learning Center	(Alton, TX)
4	Kid'z First Child Care Center, Inc.	(Alton, TX)
5	1st Choice Learning Academy	(Donna, TX)
6	Garza's Childcare and Development Center	(Donna, TX)
7	Southern Littles Academy	(Donna, TX)
8	Brighter Future Learning Center	(Edinburg, TX)
9	Childrens Learning Journey	(Edinburg, TX)
10	Genesis Learning Center	(Edinburg, TX)
11	Little Bears Daycare, LLC	(Edinburg, TX)
12	Smart Start Learning Center	(Edinburg, TX)
13	The Apple Tree Daycare, Inc.	(Edinburg, TX)
14	The Apple Tree Daycare, Inc. #3	(Edinburg, TX)
15	The Learning Journey Day School	(Edinburg, TX)
16	V.I.P. Learning Center	(Edinburg, TX)
17	PLCC LLC/ PLCC Child Care Center	(La Joya, TX)
18	Adventureland Academy, LLC	(McAllen, TX)
19	Adventureland Academy #2, LLC	(McAllen, TX)
20	Brackenridge Children's Center	(McAllen, TX)
21	Bright Beginnings	(McAllen, TX)
22	Easter Seals Rio Grande Valley	(McAllen, TX)
23	Kerla Gil De Ortiz	(McAllen, TX)
24	Little Shining Stars Daycare, Inc.	(McAllen, TX)
25	Loving Angels Child Development Center, LLC	(McAllen, TX)
26	Pekes Kidz Learning Center, LLC	(McAllen, TX)
27	The Edutainment Zone 3, LLC	(McAllen, TX)
28	The Giving Tree Learning Center/ Assist Learning Academy	(McAllen, TX)
29	Tony's Playhouse Discovery Center, Inc.	(McAllen, TX)
30	ABC Little Learners Academy, LLC	(Mission, TX)
31	Bright Horizons Learning Center	(Mission, TX)
32	Frontier's Little Academy, LLC	(Mission, TX)
33	Gingerbread House L.C. Montessori LLC	(Mission, TX)
34	Kidz Crusade Academy, LLC	(Mission, TX)
35	DEM Learning Center/ dba Little Angels Learning Center	(Mission, TX)
36	Little Explorers Education Center	(Mission, TX)

37	Little Scholars Daycare, LLC	(Mission, TX)
38	RGV Learning Institute	(Mission, TX)
39	Shine Bright Academy, LLC	(Mission, TX)
40	Shine Bright Academy II, LLC	(Mission, TX)
41	The Edutainment Zone 4, LLC	(Mission, TX)
42	VALEMIS Bilingual Learning Center	(Mission, TX)
43	Children's Garden Daycare and Learning Center	(Palmview, TX)
44	Childrens Imagination Academy, LLC	(Palmview, TX)
45	Gingerbread House Academy	(Palmview, TX)
46	Gingerbread House Learning Center	(Palmview, TX)
47	Lily's Little Kids	(Palmview, TX)
48	Little Texans Learning Academy, LLC	(Palmview, TX)
49	Palmview Academy	(Palmview, TX)
50	Campanitas Day Care, LLC	(Pharr, TX)
51	Belgar Child Care Services, Inc./ dba Children's Education	(Pharr, TX)
52	Futuros Lideres Learning Center	(Pharr, TX)
53	Jolie Childcare & Learning Academy	(Pharr, TX)
54	Kids Academy Daycare	(Pharr, TX)
55	Kids Academy Daycare Center II	(Pharr, TX)
56	Little One's Discovery Center, Inc.	(Pharr, TX)
57	Belgar Child Care Services, Inc./dba My First Step Child Care & Development Center	(Pharr, TX)
58	New Beginnings Learning Academy #1	(Pharr, TX)
59	Royal Education Center, LLC	(Pharr, TX)
60	Learning Zone	(Rio Grande City, TX)
61	Learning Zone II	(Rio Grande City, TX)
62	Little Stars Learning Center, LLC	(Rio Grande City, TX)
63	The Edutainment Zone, LLC	(Rio Grande City, TX)
64	The Edutainment Zone 5, LLC	(Rio Grande City, TX)
65	Bambini Learning Institute, LLC	(Roma, TX)
66	The Edutainment Zone 2, LLC	(Roma, TX)
67	Kids Daycare Academy, LLC	(San Juan, TX)
68	Sullivan ABC Academy	(Sullivan, TX)
69	El Shaddai International Christian Day Care Center	(Weslaco, TX)
70	Little World Academy	(Weslaco, TX)

- 4) **Digital Advertising Services:** award the proposals for digital advertising services to the vendors listed in Appendix A for the period beginning September 1, 2025 through August 31, 2026, with two one-year options to renew at an estimated total amount of \$435,600.00;

## **APPENDIX A**

### **Vendors List**

Primary Vendor:	<b>ReachLocal/ dba LocaliQ</b> (Woodland Hills, CA)
Secondary Vendors:	<b>Entravision Communications</b> (McAllen, TX)
	<b>Mobile Video Tapes / KRGV Channel 5</b> (Weslaco, TX)
	<b>Radio United, LLC</b> (Mission, TX)
	<b>San Antonio Television, LLC/ dba AMP Sales &amp; Marketing Solutions</b> (Corpus Christi, TX)

- 5) **Library Materials:** award the proposals for library materials to the vendors listed in Appendix A for the period beginning September 1, 2025 through August 31, 2026, with two one-year options to renew at an estimated total amount of \$205,000.00;

## **APPENDIX A**

### **Vendors List**

<b>Vendor (City, State)</b>	<b>Vendor (City, State)</b>
<b>Bound to Stay Bound Books, Inc.</b> (Jacksonville, IL)	<b>Central Programs, Inc./ dba Gumdrop Books</b> (Bethany, MO)
<b>Complete Book &amp; Media Supply, LLC</b> (Cedar Park, TX)	<b>EBSCO Information Services, LLC</b> (Ipswich, MA)
<b>Hertzberg-New Method, Inc./ dba Perma-Bound Books</b> (Jacksonville, IL)	<b>Ingram Library Services, LLC</b> (La Vergne, TN)
<b>Midwest Tape LLC</b> (Holland, OH)	<b>OCLC, Inc.</b> (Dublin, OH)

- 6) **Library Serials:** award the proposal for library serials to **EBSCO Information Services, LLC** (Birmingham, AL) for the period beginning September 1, 2025 through August 31, 2026, with two one-year options to renew at an estimated total amount of \$59,394.51;
- 7) **Network Infrastructure Upgrade – Starr County Campus:** award the proposal for network infrastructure upgrade - Starr County Campus to **JSJ Rodriguez, Inc./ dba Tele-Pro Communications** (Mission, TX) at a total amount of \$62,610.00;
- 8) **Rebid - Non-Credit Course Registration and Management Software:** award the proposal for rebid- non-credit course

registration and management software to **Modern Campus USA, Inc.** (Camarillo, CA) (new) for the period beginning August 15, 2025 through August 14, 2028 at a total amount of \$227,700.00;

**Reject  
Proposal**

**9) Campus Dining and Food Truck Services – Pecan Campus:** reject the one (1) proposal received for the Campus Dining and Food Truck Services – Pecan Campus.

**Purchases**

**10) Admission Assessment Exams:** purchase admission assessment exams from **Elsevier, Inc.** (Philadelphia, PA), a sole-source vendor, for the period beginning September 1, 2025 through August 31, 2026, at an estimated total amount of \$150,000.00. The cost is paid by the students when they register for this exam;

**11) Air Conditioning Filters and Installation:** purchase air conditioning filters and installation from **JF Filtration Inc./ dba Joe W. Fly Company, Inc.** (Dallas, TX/Harlingen, TX), a Texas Association of School Boards – Buyboard approved vendor, for the period beginning September 1, 2025, through August 31, 2026, at an estimated total amount of \$134,039.38;

**12) Building Automation Control Equipment, Parts, and Equipment Maintenance:** purchase building automation control equipment, parts, and equipment maintenance from **Siemens Industry, Inc.** (Alpharetta, GA/La Feria, TX), a Sourcewell and The Interlocal Purchasing System (TIPS) purchasing cooperatives approved vendor, for the period beginning September 1, 2025 through August 31, 2026, at an estimated total amount of \$170,000.00;

**13) Chiller Chemicals and Maintenance:** purchase chiller chemicals and maintenance from **Kurita America, Inc.** (Minneapolis, MN), a State of Texas Term contract approved vendor, for the period beginning September 1, 2025 through August 31, 2026, at an estimated total amount of \$93,000.00;

**14) Coaching Services:** purchase coaching services from **Achieving the Dream (ATD), Inc.** (Silver Spring, MD), a sole-source vendor for the period beginning July 1, 2024 through June 31, 2026, at a total amount of \$68,800.00;

**15) Computers, Laptops, Tablets, and Monitors:** purchase computers, laptops, tablets, and monitors from the vendors listed in Appendix A at a total amount of \$115,277.22;

**APPENDIX A**

**Vendors List**

<b>Vendor (City, State)</b>	<b>Purchasing Cooperative</b>	<b>Amount</b>
<b>Apple, Inc.</b> (Dallas, TX)	Choice Partners Cooperative	\$2,292.00

<b>Dell Marketing, LP</b> (Dallas, TX)	State of Texas Department of Information Resources (DIR), OMNIA Partners	\$101,629.22
<b>zSpace Inc.</b> (San Jose, CA)	The Interlocal Purchasing System Cooperative (TIPS)	\$11,356.00
Total Amount:		\$115,277.22

- 16) Fitness Equipment – Nursing And Allied Health Campus:** purchase fitness equipment – Nursing and Allied Health Campus from **Johnson Health Tech North America Inc./ dba Matrix Fitness** (Cottage Grove, WI) (New), a Texas Association of School Boards (TASB) – Buyboard approved vendor, at a total amount of \$140,730.79;
- 17) Heating, Ventilation, Air Conditioning, Refrigeration Parts and Supplies:** purchase heating, ventilation, air conditioning, refrigeration parts and supplies from **Johnson Controls, Inc.** (Milwaukee, WI/Corpus Christi, TX), The Interlocal Purchasing System (TIPS) approved vendor for the period beginning September 1, 2024, through August 31, 2025, at an estimated total amount of \$85,000;
- 18) Maintenance Parts and Lab Supplies:** purchase maintenance parts and lab supplies from the vendors listed in Appendix A for the period beginning September 1, 2025 through August 31, 2026, at an estimated total amount of \$260,000.00;

## **APPENDIX A**

### **Vendors List**

<b>Vendor (City, State)</b>	<b>Purchasing Cooperative</b>	<b>Amount</b>
<b>Johnson Supply &amp; Equipment Corporation</b> (Houston, TX/Pharr, TX)	Texas Association of School Boards – Buyboard	\$100,000.00
<b>McCoy's Building Supply</b> (San Marcos, TX/Pharr, TX)	Texas Association of School Boards (TASB) – Buyboard	\$50,000.00

<b>W. W. Grainger, Inc./ dba Grainger</b> (Austin, TX/McAllen, TX)	State of Texas Multiple Award Schedule (TXMAS), E&I Cooperative Services, Sourcewell, Texas Association of School Boards – Buyboard	\$110,000.00
Total Amount:		\$260,000.00

**19) Testing Materials:** purchase testing materials from **The College Board** (New York, NY), a sole-source vendor, for the period beginning September 1, 2025, through August 31, 2026, at an estimated total amount of \$50,000.00. The cost is paid by the students when they register for this exam;

**Purchase  
Renewals**

**20) Commercial Card Services (Accounts Payable card):** renew the commercial card services (Accounts Payable card) with **PNC Bank** (McAllen, TX), for the period beginning September 1, 2025 through August 31, 2026, at no cost to the College;

**21) Elevator Maintenance Agreement:** renew the elevator maintenance agreement with **Otis Elevator Company** (Dallas, TX/McAllen, TX), a Texas Association of School Boards – Buyboard and OMNIA Partners approved vendor, for the period beginning September 1, 2025, through August 31, 2026, at an estimated total amount of \$110,000.00;

**Renewals**

**22) Campus Dining And Food Trucks – Starr County Campus:** renew the campus dining and food trucks – Starr County Campus contract with **D.A. Restaurant Group, Inc.** (Mission, TX), for the period beginning September 1, 2025, through August 31, 2026, at no commission to the College;

**23) Custodial Supplies:** renew the custodial supplies contracts with the vendors listed in Appendix A for the period beginning August 18, 2025 through August 17, 2026, at an estimated total amount of \$300,000.00;

**APPENDIX A**

**Vendors List**

Primary Vendor:	<b>Gulf Coast Paper, Co.</b> (Brownsville, TX)
Secondary Vendors:	<b>Brady Plus</b> (San Antonio, TX)
	<b>CC Distributors, Inc.</b> (Corpus Christi, TX)
	<b>Rio Paper &amp; Supply, LLC</b> (Pharr, TX)



- 24) General Purpose Printing:** renew the general purpose printing contracts with the vendors listed in Appendix A for the period beginning September 1, 2025 through August 31, 2026, at an estimated total amount of \$120,000.00;

**APPENDIX A**

**Vendors List**

<b>Vendor (City, State)</b>	<b>Vendor (City, State)</b>
<b>Brand It</b> (McAllen, TX)	<b>Capital Spectrum/ dba Communications Specialists, Inc.</b> (Buda, TX)
<b>Copy Plus</b> (McAllen, TX)	<b>CW Print Services, Inc.</b> (Austin, TX)
<b>FedEx Office and Print Services, Inc.</b> (Plano, TX)	<b>Gateway Printing</b> (Edinburg, TX)
<b>Huntington Sky Production, LTD/ dba Fastsigns</b> (McAllen, TX)	<b>NJ Color Graphics and Printing</b> (Mission, TX)
<b>San Antonio Printing</b> (McAllen, TX)	<b>Slate Group</b> (Lubbock, TX)
<b>Sombrero Advertising &amp; Marketing</b> (McAllen, TX)	<b>UBEO, LLC/ dba Copy Zone</b> (McAllen, TX)

- 25) Internet Service For South Texas College Sites:** renew the internet service for South Texas College sites contract with **Smartcom Telephone, LLC** (McAllen, TX), for the period beginning September 1, 2025 through August 31, 2026, at an estimated total amount of \$40,932.00;
- 26) Mail Services:** renew the mail services with **Upper Valley Mail Services, LLC** (McAllen, TX) for the period beginning September 1, 2025 through August 31, 2026, at an estimated total amount of \$45,000.00;
- 27) Promotional Items For Student Outreach:** renew the promotional items for student outreach contracts with the vendors listed in Appendix A for the period beginning September 1, 2025 through August 31, 2026, at an estimated total amount of \$150,000.00;

**APPENDIX A**

**Vendors List**

<b>Vendor (City, State)</b>	<b>Vendor (City, State)</b>
<b>4imprint, Inc.</b> (Oshkosh, WI)	<b>Authentic Promotions.com</b> (Carmichael, CA)

<b>Gateway Printing</b> (Edinburg, TX)	<b>Imprezos Pro Uniforms, LLC</b> (Pharr, TX)
<b>Promo Universal, LLC</b> (Corpus Christi, TX)	

- 28) Promotional T-Shirts For Student Outreach:** renew the promotional t-shirts for student outreach contracts with the vendors listed in Appendix A for the period beginning September 1, 2025 through August 31, 2026, at an estimated total amount of \$165,000.00;

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

<b>Vendor (City, State)</b>	<b>Vendor (City, State)</b>
<b>1,2,3 Screen Printing, LLC</b> (Mission, TX)	<b>All Valley Screenprinting</b> (McAllen, TX)
<b>Authentic Promotions.com</b> (Carmichael, CA)	<b>Imprezos Pro Uniforms, LLC</b> (Pharr, TX)
<b>Promo Universal, LLC</b> (Corpus Christi, TX)	

- 29) Science Laboratory Supplies:** renew science laboratory supplies for the period beginning September 1, 2025 through August 31, 2026, at an estimated total amount of \$300,000.00;

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

<b>Vendor (City, State)</b>	<b>Vendor (City, State)</b>
<b>Anatomical Worldwide, LLC/ dba Anatomy Warehouse</b> (Skokie, IL)	<b>ASI Associates, Inc./ dba Arbor Scientific</b> (Saline, MI)
<b>Bio Corporation</b> (Alexandria, MN)	<b>Bio-Rad Laboratories, Inc.</b> (Hercules, CA)
<b>Carolina Biological Supply Company</b> (Burlington, NC)	<b>Chemglass Life Sciences</b> (Vineland, NJ)
<b>Fisher Scientific Company, LLC (Fisher Science Education Business Unit)</b> (Pittsburgh, PA)	<b>Flinn Scientific, Inc.</b> (Batavia, IL)

<b>Midwest Scientific, Inc.</b> (Fenton, MO)	<b>PASCO Scientific</b> (Roseville, CA)
<b>VWR International, LLC</b> (Radnor, PA)	

- 30) Property and Casualty Insurance:** renew the property and casualty insurance contracts with the vendors listed in Appendix A for the period beginning September 1, 2025 through August 31, 2026;

### **APPENDIX A**

#### **Insurance Premiums Summary**

<b>Property, Inland Marine, and Boiler and Machinery</b>	
Vendor	<b>Montalvo Insurance Agency</b>
Carrier	<b>The Hartford Fire Insurance Company</b>
Premium	**
Premium Increase/ Decrease	
<b>Crime</b>	
Vendor	<b>Montalvo Insurance Agency</b>
Carrier	<b>The Hartford Fire Insurance Company</b>
Premium	**
Premium Increase/ Decrease	
<b>Cyber Liability</b>	
Vendor	<b>Montalvo Insurance Agency</b>
Carrier	<b>AIG Specialty Insurance Company</b>
Premium	**
Premium Increase/ Decrease	
<b>School Leaders Errors &amp; Omissions, General Liability, Law Enforcement Liability, and Automobile</b>	
Vendor	<b>Texas Association of School Boards (TASB)</b>
Carrier	<b>TASB Risk Management Fund</b>
Premium	**
Premium Increase/ Decrease	
<b>Workers Compensation</b>	
Vendor	<b>Texas Association of School Boards (TASB)</b>

Carrier	<b>TASB Risk Management Fund</b>
Premium	**
Premium Increase/ Decrease	
<b>Premiums Total Amount _____</b>	

*\*\*Information not available will be provided at the Committee Meeting.*

- 31) Student Insurance:** renew the student insurance contracts with the vendors listed in Appendix A for the period beginning August 26, 2025 through August 25, 2026, at no cost to the College;

### **APPENDIX A**

#### **Insurance Premiums Summary**

A	<b>Student / Faculty Medical Professional Liability Insurance</b>	
	Vendor	<b>Affinity Insurance Services, Inc.</b>
	Carrier	<b>American Casualty Company of Reading, PA</b>
	Premium	\$24,889.00
	Cost Per Student*	\$10.00 (approximately 2,488 students)
	Limits	\$1,000,000.00 per occurrence \$5,000,000.00 aggregate
	<i>*The cost is paid by the students enrolled in the Nursing and Allied Health and Child Development programs. The College and Faculty are insured parties at no additional cost to the student or to the College.</i>	
B	<b>Voluntary Student Accident Insurance</b>	
	Vendor	<b>Student Assurance Services, Inc.</b>
	Carrier	<b>Ameritas Life Insurance Corp.</b>
	Limit	\$25,000.00
	Coverage	School Time: \$45.00 Full-Time Coverage (24 hours): \$90.00 Dental Coverage: \$8.00
	<i>This is a voluntary coverage, and the cost is paid by the students who elect to purchase this coverage.</i>	
C	<b>Workforce Training Programs Student Accident Insurance</b>	
	Vendor	<b>Student Assurance Services, Inc.</b>
	Carrier	<b>Ameritas Life Insurance Corp.</b>
	Premium*	\$750.00 (based on an estimated 433 participants)
	Limit	\$25,000.00

	<i>*The cost is paid by the students. Participants in non-credit Continuing Education Training Programs are automatically enrolled for this coverage.</i>	
D	<b>Business, Public Safety, and Technology Student Accident Insurance</b>	
	Vendor	<b>Student Assurance Services, Inc.</b>
	Carrier	<b>Ameritas Life Insurance Corp.</b>
	Premium*	\$750.00 (based on an estimated 1,942 participants)
	Limit	\$25,000.00
	<i>*The cost is paid by the students. Participants are enrolled in Business, Public Safety &amp; Technology programs.</i>	

**Contract Extensions**

- 32) Campus Dining and Food Truck Service at Pecan Campus:** approve contract extension of the Campus Dining and Food Truck Services at Pecan Campus with **Zaycor Management Company** and **Laredo Comidas LLC/ dba Taco Palenque** through September 30, 2025;
- 33) Campus Dining and Food Truck Service at Technology Campus:** approve contract extension of the Campus Dining and Food Truck Services at the Technology Campus contract with **Atencion Selecta, LLC** through September 30, 2025;

**Interlocal Agreement**

- 34) Industry Training Agreement:** renew the industry training agreement with the **McAllen Independent School District** (McAllen ISD) (McAllen, TX) for the MISD Parent and Family Engagement Program for the period of September 1, 2025 through June 30, 2026, at no cost to the college.

## **Discussion and Action as Necessary on Proposed Annual Salary Increases for Faculty and Non-Faculty Personnel for FY 2025 – 2026**

<b>Purpose</b>	Administration requests the Committee recommend Board approval on proposed annual salary increases for faculty and non-faculty personnel for FY 2025 – 2026 as reviewed by the Texas Association of School Boards (TASB).
<b>Justification</b>	<p>After the Board approved an agreement with TASB for a compensation study on October 26, 2021, the College undergoes a TASB maintenance review on an annual basis in order to ensure that the College's Employee Compensation Plan continues to align with industry practices and standards and to maintain internally equitable and externally competitive salaries. A 3% General Pay Increase (GPI), a 4% GPI, and a 7% GPI were approved and applied in FY 2023, FY 2024, and FY 2025, respectively, based on market median analysis.</p> <p>TASB Summary of Cost Estimates Model 1 at 3% GPI, and Model 2 at 4% GPI are shown in Appendix A.</p> <p>The proposed preliminary faculty salary increase for FY 2025 - 2026 is approximately \$1,555,136 based on a 3% General Pay Increase (GPI), and \$1,968,502 based on a 4% GPI.</p> <p>The proposed preliminary non-faculty salary increase for FY 2025 - 2026 is approximately \$2,303,824 based on a 3% GPI, and \$2,926,338 based on a 4% GPI.</p> <p>Erin Kolecki, TASB Senior Human Resources and Compensation Consultant, will also present on the TASB Salary increases and will be available via Zoom to address any questions.</p>
<b>Enclosed Documents</b>	Appendix A – TASB Cost Models Appendix B – TASB Summary of Cost Estimates Appendix C- TASB Presentation
<b>Funding</b>	The proposed annual salary increases for FY 2025 - 2026 are subject to the availability of funding and Board approval of the final budget. 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.
<b>Staff Resource</b>	Mary Del Paz, Vice President for Finance and Administrative Services Dr. Ricardo Solis, College President

**Recommendation** The Committee recommends Board approval on the proposed annual salary increases for faculty and non-faculty personnel for FY 2025 – 2026 as reviewed by the Texas Association of School Boards (TASB) and as presented.

## TASB Cost Models

### Appendix A

<b>3% GPI Cost Model</b>			
<b>Pay Group</b>	<b>GPI</b>	<b>Adjustments</b>	<b>Estimated Total Increase</b>
Faculty	\$1,245,391	\$309,745	\$1,555,136
Executive Administrative Professional	\$932,143	\$114,686	\$1,046,829
Technology	\$156,176	\$91,218	\$247,394
Administrative Technical Support	\$645,368	\$13,026	\$658,394
Operations Support	\$343,678	\$7,529	\$351,207
<b>Total</b>	<b>\$3,322,756</b>	<b>\$536,204</b>	<b>\$3,858,960</b>
Benefits			\$964,740
<b>Total Cost</b>			<b>\$4,823,700</b>

<b>4% GPI Cost Model</b>			
<b>Pay Group</b>	<b>GPI</b>	<b>Adjustments</b>	<b>Estimated Total Increase</b>
Faculty	\$1,660,517	\$307,985	\$1,968,502
Executive Administrative Professional	\$1,242,859	\$88,385	\$1,331,244
Technology	\$208,379	\$66,069	\$274,448
Administrative Technical Support	\$859,989	\$3,016	\$863,005
Operations Support	\$457,641	\$0	\$457,641
<b>Total</b>	<b>\$4,429,385</b>	<b>\$465,455</b>	<b>\$4,894,840</b>
Benefits			\$1,223,710
<b>Total Cost</b>			<b>\$6,118,550</b>

South Texas College

Summary of Cost Estimates, 2025-2026

Model 3

3%

	Total Staff	Count of Increases	Cost Increase	Percent of Current Costs	2024-2025 Current Costs
<b>Faculty</b>					
<b>\$54,100 starting salary</b>	<b>565</b>		<b>\$1,555,136</b>		<b>\$39,467,391</b>
<sup>1c</sup> General pay increase - 3.0% > of market or salary		564	\$1,244,706	3.2%	
Full increase to employees paid over range maximum		1	\$685	0.0%	
Adjustments to years 9-20		412	\$309,745	0.8%	
<b>Executive Administrative Professional</b>	<b>389</b>		<b>\$1,046,829</b>		<b>\$28,542,338</b>
<sup>1c</sup> General pay increase - 3.0% > of midpoint or salary		384	\$904,385	3.2%	
General pay increase - 3.0% to employees over range max		5	\$13,313	0.0%	
Adjustments - 1.0% above pay range minimum		9	\$9,969	0.0%	
Adjustments - placement scale		39	\$104,717	0.4%	
General pay increase - 3% > of midpoint or salary - college president		1	\$14,445	0.1%	
<b>Technology</b>	<b>70</b>		<b>\$247,394</b>		<b>\$4,515,110</b>
<sup>1c</sup> General pay increase - 3.0% > of midpoint or salary		70	\$156,176	3.5%	
Adjustments - 1.0% above pay range minimum		9	\$13,354	0.3%	
Adjustments - placement scale		40	\$77,864	1.7%	
<b>Administrative Technical Support</b>	<b>470</b>		<b>\$658,394</b>		<b>\$19,423,973</b>
<sup>1c</sup> General pay increase - 3.0% > of midpoint or salary		464	\$635,571	3.3%	
General pay increase - 3.0% to employees over range max		6	\$9,797	0.1%	
Adjustments - 1.0% above pay range minimum		10	\$3,640	0.0%	
Adjustments - placement scale		20	\$9,386	0.0%	
<b>Operations Support</b>	<b>247</b>		<b>\$351,207</b>		<b>\$10,538,632</b>
<sup>1c</sup> General pay increase - 3.0% > of midpoint or salary		242	\$335,608	3.2%	
General pay increase - 3.0% to employees over range max		5	\$8,070	0.1%	
Adjustments - 1.0% above pay range minimum		2	\$291	0.0%	
Adjustments - placement scale		35	\$7,238	0.1%	
<b>Subtotal - General Pay Increase</b>	<b>1,741</b>	<b>1,742</b>	<b>\$3,322,756</b>	<b>3.2%</b>	
<b>Subtotal - Implementation/Equity Adjustments</b>		<b>576</b>	<b>\$536,204</b>	<b>0.5%</b>	
<b>Total Cost Estimate</b>			<b>\$3,858,960</b>	<b>3.8%</b>	<b>\$102,487,444</b>

Footnotes:

<sup>1c</sup> Pay increases were applied to all employees and itemized separately for employees at or above the maximum rate.



	Total Staff	Count of Increases	Cost Increase	Percent of Current Costs	2024-2025 Current Costs
<b>Faculty</b>					
<b>\$54,800 starting salary</b>	<b>565</b>		<b>\$1,968,502</b>		<b>\$39,467,391</b>
<sup>1c</sup> 4.0% general pay increase (\$2,800)		564	\$1,659,592	4.2%	
Full increase to employees paid over range maximum		1	\$925	0.0%	
Adjustments to years 9-20		364	\$307,985	0.8%	
<b>Executive Administrative Professional</b>	<b>389</b>		<b>\$1,331,244</b>		<b>\$28,542,338</b>
<sup>1c</sup> General pay increase - 4.0% > of midpoint or salary		382	\$1,204,888	4.2%	
General pay increase - 4.0% to employees over range max		7	\$18,711	0.1%	
Adjustments - 1.0% above pay range minimum		2	\$6,674	0.0%	
Adjustments - placement scale		28	\$81,711	0.3%	
General pay increase - 4% > of midpoint or salary - college president		1	\$19,260	0.1%	
<b>Technology</b>	<b>70</b>		<b>\$274,448</b>		<b>\$4,515,110</b>
<sup>1c</sup> General pay increase - 4.0% > of midpoint or salary		70	\$208,379	4.6%	
Adjustments - 1.0% above pay range minimum		4	\$8,070	0.2%	
Adjustments - placement scale		27	\$57,999	1.3%	
<b>Administrative Technical Support</b>	<b>470</b>		<b>\$863,005</b>		<b>\$19,423,973</b>
<sup>1c</sup> General pay increase - 4.0% > of midpoint or salary		464	\$846,656	4.4%	
General pay increase - 4.0% to employees over range max		6	\$13,333	0.1%	
Adjustments - 1.0% above pay range minimum		3	\$437	0.0%	
Adjustments - placement scale		13	\$2,579	0.0%	
<b>Operations Support</b>	<b>247</b>		<b>\$457,641</b>		<b>\$10,538,632</b>
<sup>1c</sup> General pay increase - 4.0% > of midpoint or salary		241	\$446,326	4.2%	
General pay increase - 4.0% to employees over range max		6	\$11,315	0.1%	
<b>Subtotal - General Pay Increase</b>	<b>1,741</b>	<b>1,742</b>	<b>\$4,429,385</b>	<b>4.3%</b>	
<b>Subtotal - Implementation/Equity Adjustments</b>		<b>441</b>	<b>\$465,455</b>	<b>0.5%</b>	
<b>Total Cost Estimate</b>			<b>\$4,894,840</b>	<b>4.8%</b>	<b>\$102,487,444</b>

**Footnotes:**

<sup>1c</sup> Pay increases were applied to all employees and itemized separately for employees at or above the maximum rate.

# South Texas College

## Pay Systems Maintenance

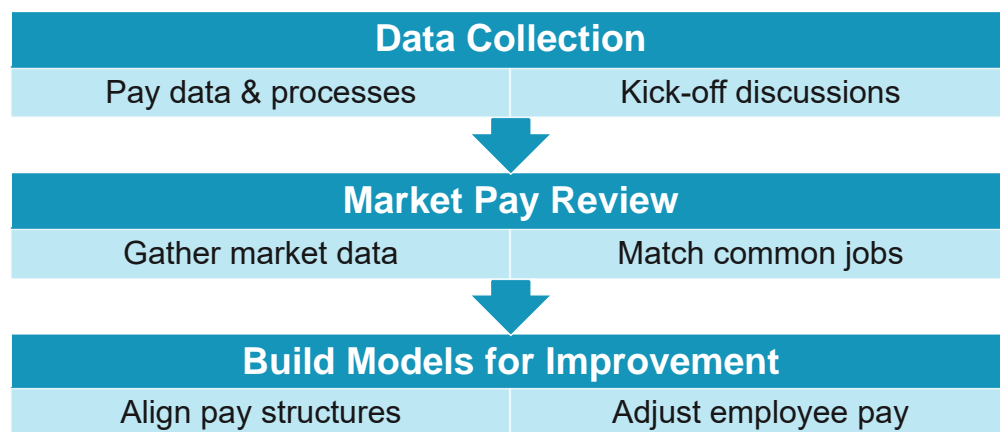
Erin Kolecki  
July 8, 2025



This information is provided for educational purposes only to facilitate a general understanding of the law or other regulatory matter. This information is neither an exhaustive treatment on the subject nor is this intended to substitute for the advice of an attorney or other professional advisor. Consult with your attorney or professional advisor to apply these principles to specific fact situations.

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## TASB Pay Study Process



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## Market Districts

	College / District	Student Enrollment	Number of FTE	Exempt & Nonexempt	Faculty
1	Alamo Colleges	77,339	4,448	X	X
2	Austin Community College	39,903	2,808	X	X
3	Collin College	39,479	3,938	X	X
4	Dallas College	11,111	4,581	X	X
5	Del Mar College	10,257	1,279	X	X
6	Edinburg CISD	33,911	4,820	X	
7	El Paso County Community College District	24,790	1,154	X	X
8	Houston Community College	52,295	5,742	X	X
9	Laredo College	10,953	739	X	X
10	Lone Star College System	87,250	7,291	X	X
11	McAllen ISD	19,916	3,275	X	
12	Mission CISD	14,350	2,313	X	
13	Pharr-San Juan-Alamo ISD	29,397	4,531	X	
14	Rio Grande City Grulla ISD	9,244	1,917	X	
15	San Jacinto College	31,328	2,718	X	X
16	Sharyland ISD	9,732	1,350	X	
17	Tarrant County College	47,354	4,800	X	X
18	Texas Southmost College	8,838	337	X	X
19	Weslaco ISD	16,268	2,221	X	

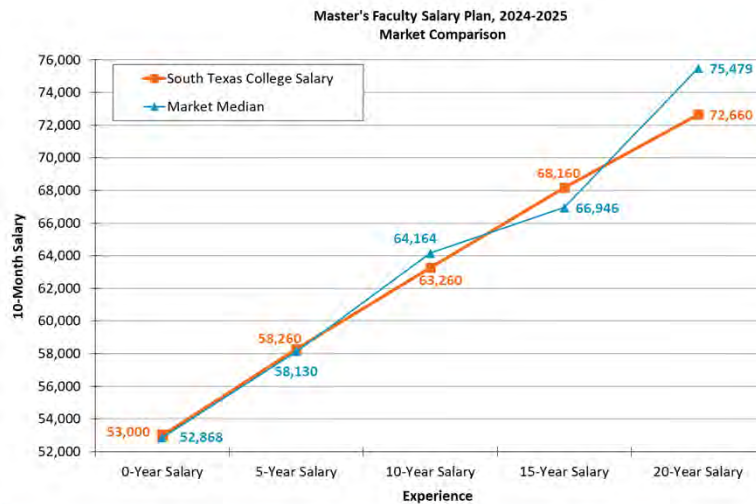
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## Other Market Sources

- CompAnalyst
- Payfactors by Payscale

4

## Faculty – Market Graph – Master’s Degree



5

## Master’s Degree – Market Comparison

College	Student Enrollment	Number of Faculty	0-Year Salary	5-Year Salary	10-Year Salary	15-Year Salary	20-Year Salary
1 Tarrant County College	47,354	333	\$64,118	\$66,071	\$68,026	\$69,981	
2 Collin College	39,479	194	\$61,128	\$62,656	\$64,184		
3 Del Mar College	10,257	108	\$60,281	\$65,610	\$79,536	\$81,354	\$90,381
4 Dallas College	61,536	295	\$60,000				
5 Austin Community College	39,903	194	\$59,817	\$64,227	\$69,355	\$74,974	\$81,082
6 Alamo Colleges	77,339	224	\$53,737	\$58,439			
7 Laredo College	10,953	83	\$52,000	\$53,900	\$56,938	\$62,389	\$68,237
8 San Jacinto College	31,328	208	\$50,234	\$58,130	\$64,164	\$71,630	\$80,397
9 Lone Star College System	87,250	468	\$48,672	\$53,738			
10 Houston Community College	52,295	134	\$48,436	\$52,428	\$57,884	\$63,910	\$70,562
11 El Paso County Community College District	24,790	140	\$46,412	\$50,239	\$55,466	\$61,239	\$67,615
12 Texas Southmost College	8,838	62	\$41,690	\$47,168	\$52,847	\$58,062	
<b>South Texas College</b>	<b>27,644</b>	<b>243</b>	<b>\$53,000</b>	<b>\$58,260</b>	<b>\$63,260</b>	<b>\$68,160</b>	<b>\$72,660</b>
25th Percentile			\$48,613	\$53,083	\$56,938	\$62,102	\$68,818
Median			\$52,868	\$58,130	\$64,164	\$66,946	\$75,479
75th Percentile			\$60,070	\$63,442	\$68,026	\$72,466	\$80,911
Comparison to Median			100%	100%	99%	102%	96%
Dollar Difference			\$132	\$130	(\$904)	\$1,215	(\$2,819)

6

## Exempt Pay Groups – Market Salaries

Pay Group	Employee Pay to Market	Pay Grade Midpoint to Market	Number of Benchmarks
Administration	99%	100%	24
Professional - Academic	93%	99%	14
Professional - Business	97%	100%	21
Technology	87%	95%	16

7

## Nonexempt Pay Groups – Market Salaries

Pay Group	Employee Pay to Market	Pay Grade Midpoint to Market	Pay Grade Minimum to Market	Number of Benchmarks
Office Support	92%	98%	95%	17
Education Support	95%	102%	108%	8
Maintenance and Operations	92%	96%	101%	18

8

## Recommendation 1

---

Implement pay structure adjustments to align with market

- Strong starting salaries
- Midpoints aligned with market
- Adjust pay grade placement of identified jobs
- Add a new EAP pay grade – senior manager

9

## Recommendation 2

---

Adopt a general pay increase (GPI)

- Two models –3% and 4%
- For faculty, GPI calculated as the greater of a percentage of market median master's salary or employee salary
- For other pay groups, GPI calculated as the greater of a percentage of employee's pay grade midpoint or employee salary

10

## Recommendation 2 (cont)

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- Pay increase for faculty with associate's, certificate, bachelor's, and doctorate calculated as a weighted factor based on master's degree increase

11

## Recommendation 3

---

Provide adjustments to address market differences and maintain equity

- Additional adjustments for faculty
- Increase to 1 percent above minimum
- Placement scale adjustments

12

## Cost – Model 1 (3.0%)

Pay Group	General Pay Increase	Adjustments	Estimated Total Increase
Faculty	\$1,245,391	\$309,745	\$1,555,136
Executive Administrative Professional	\$932,143	\$114,686	\$1,046,829
Technology	\$156,176	\$91,218	\$247,394
Administrative Technical Support	\$645,368	\$13,026	\$658,394
Operations Support	\$343,678	\$7,529	\$351,207
<b>Total</b>	<b>\$3,322,756</b>	<b>\$536,204</b>	<b>\$3,858,960</b>
<b>% of Current Costs</b>	<b>3.2%</b>	<b>0.5%</b>	<b>3.8%</b>

13

## Cost – Model 2 (4.0%)

Pay Group	General Pay Increase	Adjustments	Estimated Total Increase
Faculty	\$1,660,517	\$307,985	\$1,968,502
Executive Administrative Professional	\$1,242,859	\$88,385	\$1,331,244
Technology	\$208,379	\$66,069	\$274,448
Administrative Technical Support	\$859,989	\$3,016	\$863,005
Operations Support	\$457,641	\$0	\$457,641
<b>Total</b>	<b>\$4,429,385</b>	<b>\$465,455</b>	<b>\$4,894,840</b>
<b>% of Current Costs</b>	<b>4.3%</b>	<b>0.5%</b>	<b>4.8%</b>

14



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## **Discussion and Update on FY 2024 – 2025 Employee Staffing Plan**

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

South Texas College

Update on Reclassifications: Position Title Changes, Pay Grade Revisions, Salary Adjustments, FLSA Changes, and/or Organization Changes to Employee Staffing Plan

Filled and Vacant Positions

FY 2024 - 2025

#	Cost Center/Program Name	Title   Position #	Current Classification & Pay Grade	Proposed Classification & Pay Grade	Current Budget	Adjustment Amount	New Amount	Less Funding Source	Impact to Budget	Funding Source	Rationale
Vice President for Academic Affairs and Economic Development (1)											
1	Academic Success and Advancement	Title, Pay Grade, and Salary Adjustment for Senior Administrative Assistant to <b>Administrative Assistant</b> <b>Vacant</b> P002233	Administrative Technical Support 4	Administrative Technical Support 3	\$ 42,879	\$ (3,900)	\$ 38,979	\$ 3,900	\$ -	Difference to be transferred to division's pool 720279	•After review of the current front office staffing, the AA position is more appropriate until which time the scope of responsibilities may increase. In addition, reclassification of the position will expand the pool of applicants.
Total for Vice President for Academic Affairs and Economic Development					\$ 42,879	\$ (3,900)	\$ 38,979	\$ 3,900	\$ -		
Vice President for Finance and Administrative Services (4)											
2	Human Resources	Title Change for Title IX and 504 Compliance Manager to <b>Manager - Employee Relations</b> Filled P000748	Executive Administrative Professional 6	(same)	\$ 75,876	\$ -	\$ 75,876	\$ -	\$ -	N/A	•On 3/25/25, the Board approved addition of the "Manager-Employee Relations" position to the College's approved compensation and staffing plan for FY 24-25. In order to provide adequate employee relations support to the College, the HR department is requesting reclassification of this position. This request is consistent with college policies DEA Local-Compensation Plan and DLC Local - Promotion and Demotion.
3	Human Resources	Title, Pay Grade, and Salary Adjustment for Coordinator - Employee Relations to <b>Manager - Employee Relations - Vacant</b> P002233	Executive Administrative Professional 3	Executive Administrative Professional 6	\$ 57,053	\$ 13,321	\$ 70,374	\$ (13,321)	\$ -	DW Staff - Human Resources 840240 CC00047	•On 3/25/25, the Board approved addition of the "Manager-Employee Relations" position to the College's approved compensation and staffing plan for FY 24-25. In order to provide adequate employee relations support to the College, the HR department is requesting reclassification of this position. This request is consistent with college policies DEA Local-Compensation Plan and DLC Local - Promotion and Demotion.
4	Human Resources	Title, Pay Grade, Salary Adjustment, and FLSA Change for Human Resources Information Systems Analyst to <b>Business Systems Analyst</b> <b>Vacant</b> P001904	Technology 3	Technology 5	\$ 54,246	\$ 13,610	\$ 67,856	\$ (13,610)	\$ -	HR Support Specialist P003078	•In order to provide adequate support to the College with the implementation of Workday, the HR department is requesting reclassification of this position. They will assist with analysis, design, payroll, and compensation (Core and Advanced), among other ongoing support.
5	Human Resources	Title, Pay Grade, and Salary Adjustment for Talent Acquisition and Development Officer to <b>Project Manager - FAS</b> <b>Vacant</b> P003080	Executive Administrative Professional 7	Executive Administrative Professional 4	\$ 86,883	\$ (23,905)	\$ 62,978	\$ 23,905	\$ -	Difference to be transferred to dept's pool 840240	•The Human Resources department is increasingly tasked with implementing complex, cross-functional initiatives such as employee engagement programs, employee relations matters, benefits restructuring, HRIS upgrades, compliance audits, and talent development strategies. These initiatives require coordinated planning, stakeholder engagement, timelines, risk management, and metrics-driven outcomes - core competencies of a professional Project Manager.
Total for Vice President for Finance and Administrative Services					\$ 274,058	\$ 3,026	\$ 277,084	\$ (3,026)	\$ -		
Vice President for Student Affairs and Enrollment Management (7)											
6	Student Assessment Center to College Connections	Title Change for Testing Specialist to <b>Specialist II - Student Services</b> Filled P001985	Administrative Technical Support 4	(same)	\$ 41,787	\$ -	\$ 41,787	\$ -	\$ -	N/A	•A comprehensive review of operational efficiencies was conducted within the department. The evaluation was conducted in collaboration with departmental leadership, aiming to realign resources to support student recruitment, retention, and completion more effectively. The new roles of this position will support student retention by providing proactive advisement to students who are at risk of not persisting or completing their credentials due to financial aid eligibility challenges.
7	Student Assessment Center to College Connections	Title Change for Testing Specialist to <b>Specialist II - Student Services</b> Filled P000767	Administrative Technical Support 4	(same)	\$ 43,451	\$ -	\$ 43,451	\$ -	\$ -	N/A	•A comprehensive review of operational efficiencies was conducted within the department. The evaluation was conducted in collaboration with departmental leadership, aiming to realign resources to support student recruitment, retention, and completion more effectively. The new roles of this position will support student retention by providing proactive advisement to students who are at risk of not persisting or completing their credentials due to financial aid eligibility challenges.

South Texas College

Update on Reclassifications: Position Title Changes, Pay Grade Revisions, Salary Adjustments, FLSA Changes, and/or Organization Changes to Employee Staffing Plan

Filled and Vacant Positions

FY 2024 - 2025

#	Cost Center/Program Name	Title   Position #	Current Classification & Pay Grade	Proposed Classification & Pay Grade	Current Budget	Adjustment Amount	New Amount	Less Funding Source	Impact to Budget	Funding Source	Rationale
8	College Connections to Valley Promise	Title Change for Specialist II - Student Services to <b>Specialist - Recruiting</b> Filled P002269	Administrative Technical Support 4	(same)	\$ 40,123	\$ -	\$ 40,123	\$ -	\$ -	N/A	•A comprehensive review of operational efficiencies was conducted within the department. The evaluation was conducted in collaboration with departmental leadership, aiming to realign resources to support student recruitment, retention, and completion more effectively. The new roles of this position will focus on enhancing recruitment effort for first-time-in-college (FTIC) students.
9	College Connections to Valley Promise	Title Change for Specialist II - Student Services to <b>Specialist - Recruiting</b> Filled P002124	Administrative Technical Support 4	(same)	\$ 40,955	\$ -	\$ 40,955	\$ -	\$ -	N/A	•A comprehensive review of operational efficiencies was conducted within the department. The evaluation was conducted in collaboration with departmental leadership, aiming to realign resources to support student recruitment, retention, and completion more effectively. The new roles of this position will focus on enhancing recruitment effort for first-time-in-college (FTIC) students.
10	College Connections to Valley Promise	Title Change for Specialist I - Student Services to <b>Specialist - Recruiting</b> Filled P001876	Administrative Technical Support 3	(same)	\$ 36,067	\$ -	\$ 36,067	\$ -	\$ -	N/A	•A comprehensive review of operational efficiencies was conducted within the department. The evaluation was conducted in collaboration with departmental leadership, aiming to realign resources to support student recruitment, retention, and completion more effectively. The new roles of this position will focus on enhancing recruitment effort for first-time-in-college (FTIC) students.
11	College Connections to Admissions and Records	Title Change for Specialist II - Student Services to <b>Specialist - Admissions</b> Filled P002240	Administrative Technical Support 4	(same)	\$ 40,539	\$ -	\$ 40,539	\$ -	\$ -	N/A	•A comprehensive review of operational efficiencies was conducted within the department. The evaluation was conducted in collaboration with departmental leadership, aiming to realign resources to support student recruitment, retention, and completion more effectively. This reallocation will better align enrollment services provided at the Nursing and Allied Health and Technology Campus centers.
12	College Connections to Admissions and Records	Title Change for Specialist II - Student Services to <b>Specialist - Admissions</b> Filled P001965	Administrative Technical Support 4	(same)	\$ 41,371	\$ -	\$ 41,371	\$ -	\$ -	N/A	•A comprehensive review of operational efficiencies was conducted within the department. The evaluation was conducted in collaboration with departmental leadership, aiming to realign resources to support student recruitment, retention, and completion more effectively. This reallocation will better align enrollment services provided at the Nursing and Allied Health and Technology Campus centers.
Total for Vice President for Student Affairs and Enrollment Management					\$ 918,167	\$ (1,748)	\$ 916,419	\$ 1,748	\$ -		

Total Request for All Divisions	\$ (2,622)
Less Funding from Savings of Existing Vacant Positions or Pools	2,622
Net Salary Budget Increase	\$ -

COMPENSATION AND BENEFITS  
COMPENSATION PLAN

DEA  
(LOCAL)

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

**Pay Administration**

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

**Pay Increases**

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

*Mid-Year Pay  
Increases*

Contract  
Employees

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

Noncontract  
Employees

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

**Pay During Closing**

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

COMPENSATION AND BENEFITS  
COMPENSATION PLAN

DEA  
(LOCAL)

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

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

# South Texas College

## Classification Description

**Title: Project/Event Manager-Institutional Advancement and External Affairs**

**Department: Institutional Advancement and External Affairs**

**Reports to: Vice President for Institutional Advancement and External Affairs**

**Pay Grade: Executive Administrative Professional - 3**

**Salary Range: \$49,384.00 - \$75,638.00**

**Date: 08/31/2022**

**FLSA Status: Exempt**

### **General Statement of Job**

The Project/Event Manager – Institutional Advancement and External Affairs Services is responsible for the overall quality of direction, coordination, implementation, preparation and timely completion of projects and ad hoc assignments within the office of the Vice President for Institutional Advancement and External Affairs in accordance with its mission and goals.

### **Specific Duties and Responsibilities**

#### **Essential Functions:**

1. Creates and executes full-scale project work plans and schedules as appropriate for the projects being initiated or managed by the office of the Vice President for Institutional Advancement and External Affairs.
2. Manages and assists with projects to ensure that implementation and prescribed activities are carried out in accordance with specified objectives.
3. Plans, schedules, manages and evaluates the day-to-day operation and execution of project tasks with a focus on meeting project commitment and target completion date.
4. Monitors and regulates the use of resources and assignment of personnel for the projects.
5. Tracks project deliverables and assures their quality.
6. Provides direction and support to project teams and office staff ensuring high levels of motivation, collaboration, and performance.
7. Prepares and coordinates the preparation of periodic and special reports, including monthly and weekly activity reports, financial reports, Institutional Effectiveness plans and reports, Board/Executive reports, division proposals and other reports as assigned.
8. Facilitates workflow and communication between offices and departments in the division and outside division, including disseminating information, tracking projects and assigned tasks, managing communications, evaluating feedback and coordinating division-wide events.

## **Project Manager – Institutional Advancement and External Affairs**

9. Leads and works in cross-functional project teams and task forces in addressing concerns, formulating solutions, implementing changes, and improving overall quality and service in the division and the college.
10. Develops, implements, and maintains appropriate process concerning project administration.
11. Prepares monthly and annual progress reports and goals.
12. Assists in the maintenance of web pages to describe ongoing projects.
13. Assists internal and external staff with planning meetings, including preparing materials, documentation, monitoring status, and follow up.
14. Schedules and facilitates project team meetings.
15. Continually identifies, prioritizes, and mitigates project risks.
16. Prepares and presents oral and written reports.
17. Performs clerical, accounting, reporting and research duties.
18. Prepares flowcharts, process maps, timelines, trend analysis, and graphs to depict processes, historical data, and projects.
19. Identifies opportunities for business process improvements within project scope.
20. Performs other duties as assigned.

### **Required Education and Experience**

1. Bachelor's Degree required; Master's Degree preferred.
2. At least three (3) years of experience in a related field required.

### **Required Knowledge, Skills and Abilities**

1. Excellent oral, written, presentation, and interpersonal communication skills.
2. Strong background in computers and office automation, including word processing, spreadsheets, database, Excel, PowerPoint and knowledge of the Windows environment.
3. Demonstrated knowledge in handling multiple projects, large budgets, making difficult decisions and implementing action plans in a cooperative yet responsive team environment to achieve desired goals.
4. Proven excellence in planning, decision-making and organization.
5. Ability to prioritize, organize, and complete multiple tasks with attention to detail, within stated deadlines.
6. Ability to work independently as well as a team player within department and with others.
7. Ability to adapt to constant change and periods of fast-paced, high-intensity work situations.
8. Ability to work evenings and/or weekends as needed; willing to travel throughout the college district using own means of reliable transportation.
9. Demonstrated commitment to achieving the vision and mission of South Texas College.
10. Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents.
11. Ability to write speeches and articles for publication that conform to prescribed style and format.
12. Ability to effectively present information and respond to inquiries from executive management, faculty, staff, public groups, regulatory agencies, and/or Board of Trustees.



## **Project Manager – Institutional Advancement and External Affairs**

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

### **Checks, Certificates, Licenses, and Registrations**

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

### **Physical Requirements**

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

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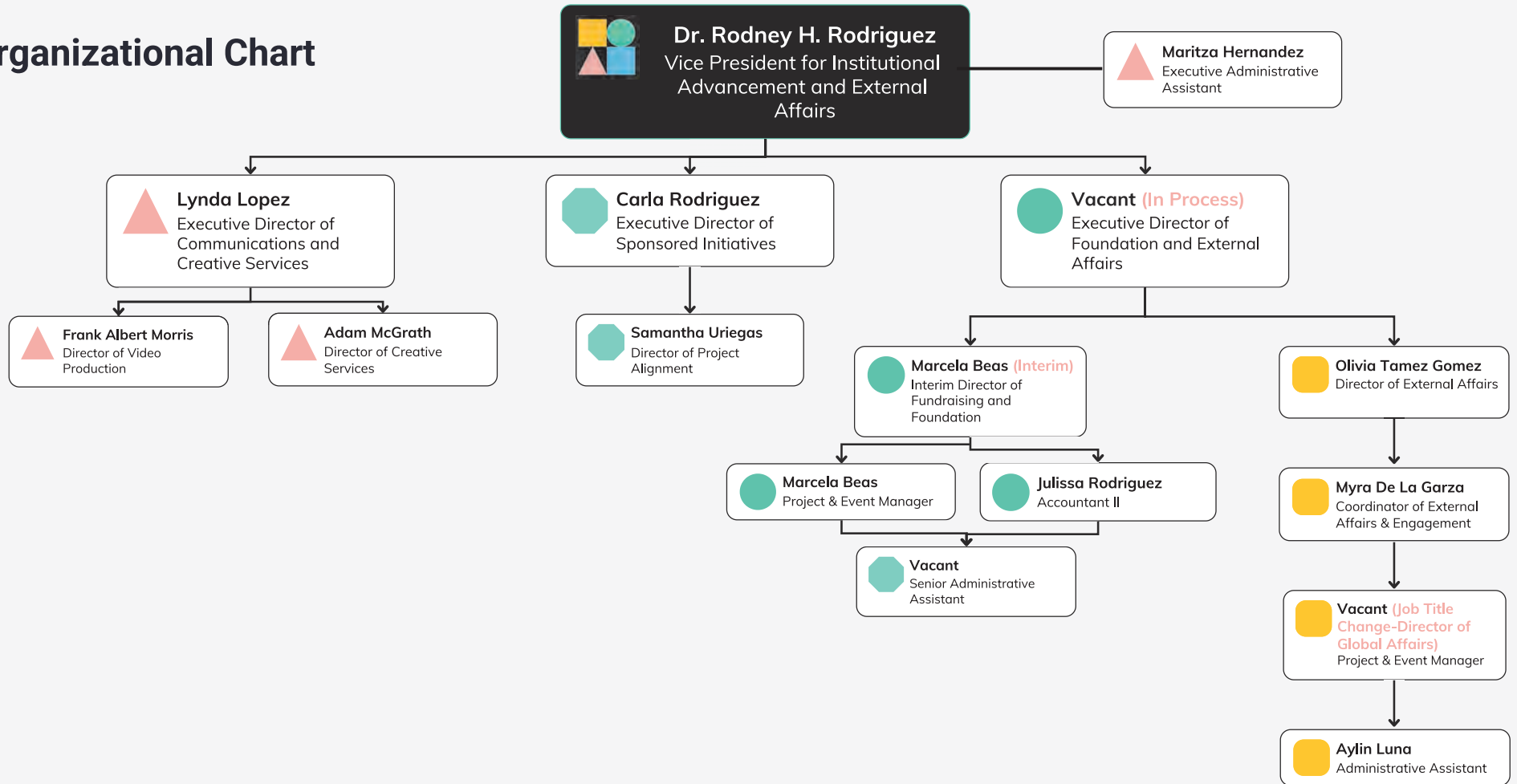
The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

## **Project Manager – Institutional Advancement and External Affairs**

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

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

# Organizational Chart



## **South Texas College**

### **Classification Description**

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**Title: Administrative Assistant**

**Dept: Academic Success and Advancement**

**Reports to: Associate Vice President for Academic Success and Advancement**

**Pay Grade: Administrative Technical Support- 3**

**Salary Range: \$35,360- \$49,837**

**Date: 05/14/2025**

**FLSA Status: Non-Exempt**

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### **General Statement of Job**

The Administrative Assistant provides administrative support to the Associate Vice President for Academic Success and Advancement by performing the following essential duties and other duties as assigned.

### **Specific Duties and Responsibilities**

#### **Essential Functions:**

1. Provides administrative support and assistance to the Associate Vice President for Academic Success and Advancement and the area's direct reports.
2. Facilitates communications, plans and follows-up on administrative matters.
3. Processes administrative and clerical affairs of the Associate Vice President for Academic Success and Advancement and the area's direct reports.
4. Assists with compiling, typing and tracking reports, as directed.
5. Coordinates projects/reports with the Office of the Provost and other departments and divisions.
6. Manages and/or monitors multiple projects and coordinated tasks, with some weekend and evening work required to meet strict deadlines.
7. Handles inquiries and exercises sound judgment in referral of inquiries to appropriate staff.
8. Assists students with general questions regarding transfers to other institutions.
9. Assists and directs students to appropriate services at South Texas College.
10. Seeks to solve problems, address concerns, and plans ahead with great attention given to customer service, project quality, and exact detail.
11. Assists with annual budget development and subsequent preparation, including but not limited to monitoring budget, tracking of requisitions and purchase orders, and processing reconciliations.
12. Orders and maintains supplies and arranges for equipment maintenance.
13. Coordinates and processes travel arrangements, authorizations/vouchers, mileage reimbursements, and applicable forms.
14. Conducts inventory on all department's assets and office supplies, as needed.
15. Assists with reviewing incoming documents.
16. Assists in reviewing Notice of Employment (NOE) reports.
17. Assists with interdepartmental projects, as assigned.

18. Performs other duties as assigned.

### **Required Education and Experience**

1. Associate's Degree or a minimum of 60 college hours required.
2. At least two (2) years of work experience in a professional work setting required.

### **Required Knowledge, Skills and Abilities**

1. Excellent oral, written and interpersonal communication skills.
2. Strong computer skills with knowledge of Microsoft Office including, but not limited to, Word, Excel, PowerPoint, and Outlook, the Windows environment, and internet research skills.
3. Good critical-thinking and problem-solving skills.
4. Ability to prioritize, organize, and complete multiple tasks with attention to detail, within stated deadlines.
5. Ability to work independently as well as a team player within department and with others.
6. Demonstrated commitment to achieving the vision and mission of South Texas College.
7. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
8. Ability to write routine reports and correspondence.
9. Ability to speak effectively before groups of students, customers or employees of organization.
10. Ability to apply practical understanding to carry out instructions furnished in written, oral, or diagram form.
11. Ability to deal with problems involving several concrete variables in standardized and non-standardized situations.

### **Checks, Certificates, Licenses, and Registrations**

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

### **Physical Requirements**

1. Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.
2. Bending the body downward and forward by bending leg and spine.
3. Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
4. Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
5. Applying pressure to an object with the fingers and palm.
6. Perceiving the nature of sounds at normal speaking levels with or without correction.
7. Ability to receive detailed information through oral communication, and to make the discrimination in sound.



## **Administrative Assistant**

8. Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
9. Ability to make rational decisions through sound logic and deductive processes.
10. Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
11. Standing particularly for sustained periods of time.
12. Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
13. Close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.
14. Mobility to accomplish tasks, particularly for long distances or moving from one work site to another.

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

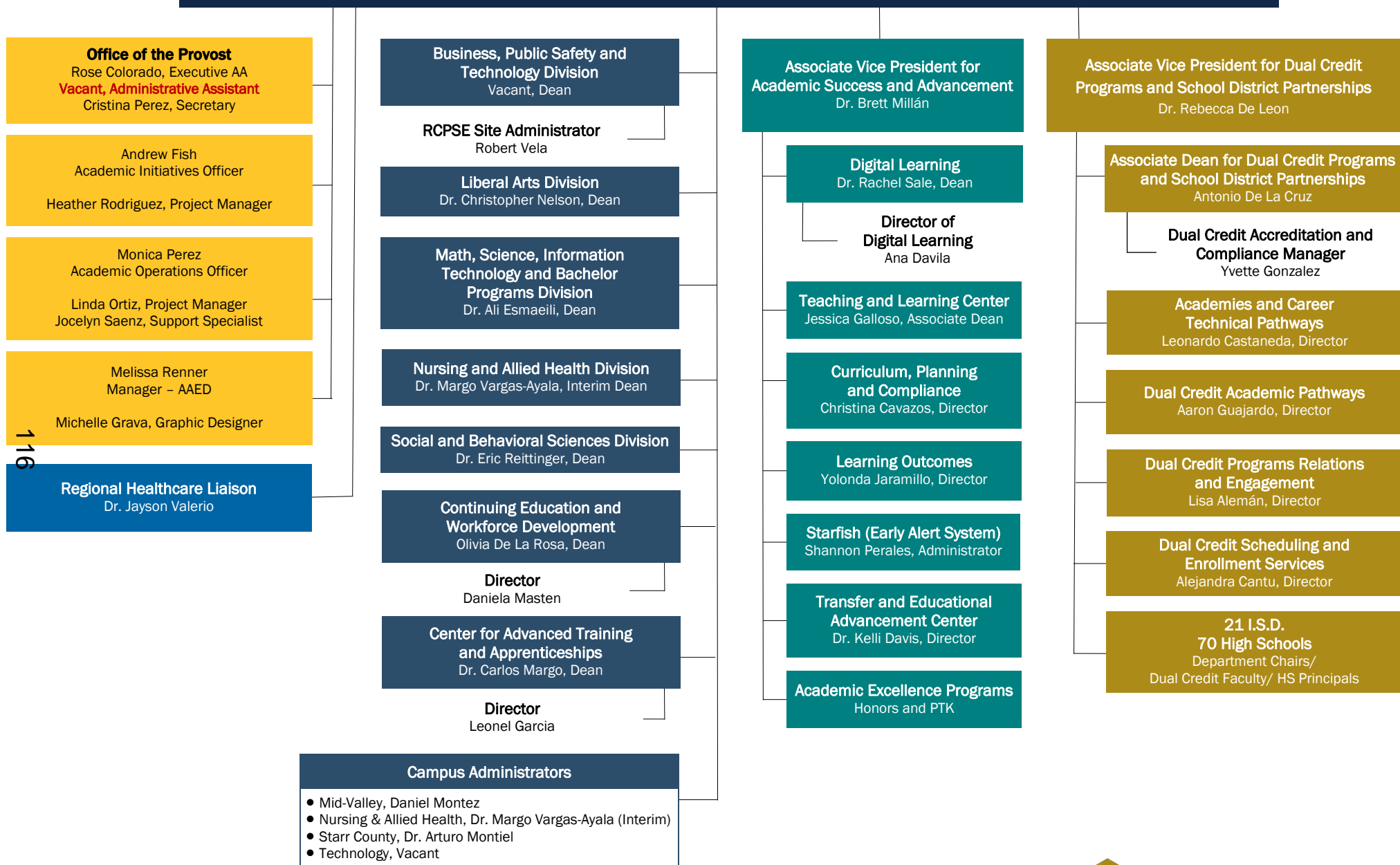
Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

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

# Division of Academic Affairs and Economic Development

Dr. Anahid Petrosian, Vice President and Provost

## Organizational Chart 2024–2025



# South Texas College

## Classification Description

**Title:** Manager, Employee Relations

**Dept:** Office of Human Resources

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

**Date:** 1/15/25

**Pay Grade:** Professional/Technical Exempt – EAP 5

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

**FLSA Status:** Exempt

### General Statement of Job

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

### Specific Duties and Responsibilities

#### Essential Functions:

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



guidance concerning professional development.

17. Performs other duties and manages projects as assigned.

### **Required Education and Experience**

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

### **Required Knowledge, Skills and Abilities**

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

### **Checks, Certificates, Licenses, and Registrations**

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

### **Physical Requirements**

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

### **Coordinator for Employee Relations**

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

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

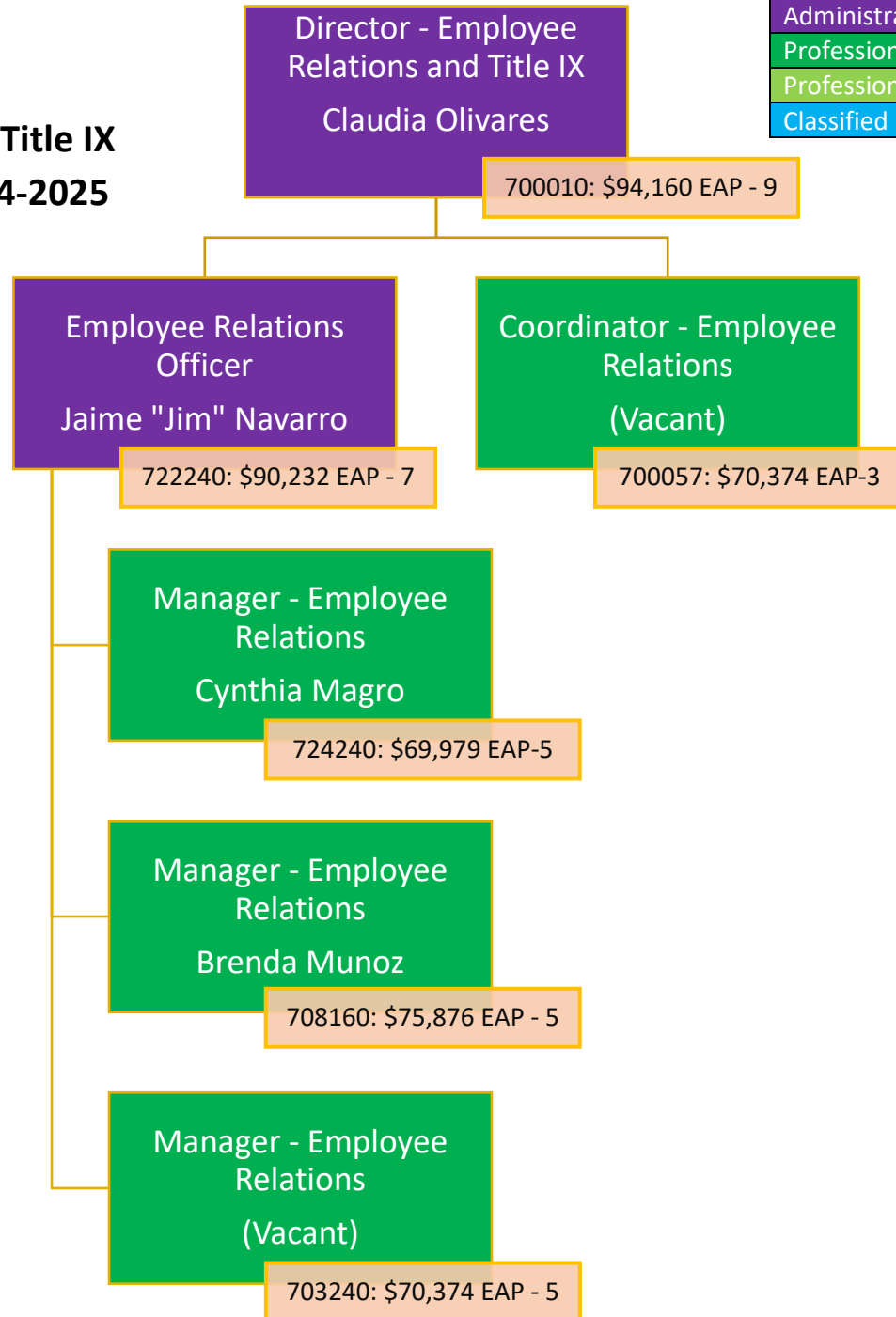
Reasonable accommodation(s) may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

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



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

Key:
Administrative
Professional/Technical Exempt
Professional/Technical Non-Exempt
Classified



# South Texas College

## Classification Description

Title: **Business System Analyst (729240)**

Dept: Human Resources and Talent Development  
Reports to: HR Information System Officer  
Date: 10/20/2023

Pay Grade: Technology - 5  
Salary Range: \$61,508 - \$92,262  
FLSA Status: Exempt

### **General Statement of Job**

The Business Systems Analyst for HR Systems will assist with the ongoing analysis, design, and implementation of Workday HCM, Payroll, and Compensation (Core and Advanced). This includes defining processes, data requirements, configuration, and testing based on defined business requirements. Will also help define ongoing support including documenting operational processes, system administration functions, and troubleshooting issues as needed.

### **Specific Duties and Responsibilities**

#### **Essential Functions:**

1. Leverage knowledge across the spectrum of Workday business processes and technical inter-dependencies, utilizing an understanding of foundational design concepts, data conventions, and workflow dependencies
2. Conduct systems analysis, identify enhancement opportunities, and implement complex Workday configuration changes
3. Assist the HRIS Officer as the primary configuration and administration expert for system functionality.
4. Assist the HRIS Officer in evaluating and assimilating evolving Workday functionality, remaining cognizant of complex system inter-dependencies and associated business process implications
5. Analyze business problems and processes to identify functional and non-functional solutions supporting the HR/Payroll needs of the College.
6. Complete identification and implementation of complex Workday configuration changes.
7. Complete periodic Workday update processes, including testing activities.
8. Contribute to related application support activities as required.
9. Collaborate with Integrations and Reporting teams to ensure the functionality of designated Workday features continues as planned, and any new integrations/reports are completed.
10. Adhere to protocols and standards for facilitating configurations and software changes in an accurate, efficient, and compliant manner.
11. Evaluate processes, identify improvement opportunities, and implement required updates/enhancements in the context of a continuous improvement framework.
12. Coordinate closely with resources across the HCM, Compensation, Benefits, and Payroll spectrum.
13. Functioning as an advanced systems expert, supporting the resolution of complex user/stakeholder inquiries as needed.

14. Troubleshoot advanced system issues, identify resolutions, and communicate results.
15. Support Workday transactions as required, including higher volume windows and major processing activities.
16. Maintain productive relationships with designated stakeholders to understand policies, procedures, and established standards.
17. Support HCM knowledge management processes, including identification and verification of additions/changes to the working repository of knowledge content.
18. Support HCM training activities, including the development and verification of relevant content.
19. Support HCM communication of Workday schedules, enhancements/updates, and known issues.
20. Supervise the Training and Document Development Specialists.
21. Responsible for maintaining Workday Prism Analytics HCM Data.
22. Perform other duties as assigned.

### **Required Education and Experience**

1. Bachelor's Degree required. Human Resources, Business Administration, Computer Science, or in a related area preferred . Master's degree preferred.
2. At least one (1) years of experience working with HCM/Payroll systems reporting, configuration, and/or maintenance.
3. At least two (2) years of experience with reporting and analysis.

### **Required Knowledge, Skills and Abilities**

1. Ability to communicate, in writing and verbal presentations, to both technical and non-technical audiences
2. Ability to create and assimilate business process documentation
3. Extensive experience interacting with customers, including resolution of complex inquiries and efficient performance during high-volume timeframes
4. Knowledge of workflow/process flow diagramming and documentation of business processes.
5. Ability to adapt to constant change and periods of fast-paced, high-intensity work situations.
6. Ability to work evenings and/or weekends as needed.
7. Demonstrated commitment to the community college philosophy of education.
8. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, and governmental regulations.
9. Ability to write reports, business correspondence, and procedure manuals.
10. Ability to effectively present information and respond to questions from groups of managers, students, clients, customers, and the general public.
11. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
12. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

### **Checks, Certificates, Licenses, and Registrations**

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

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

### **Physical Requirements**

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

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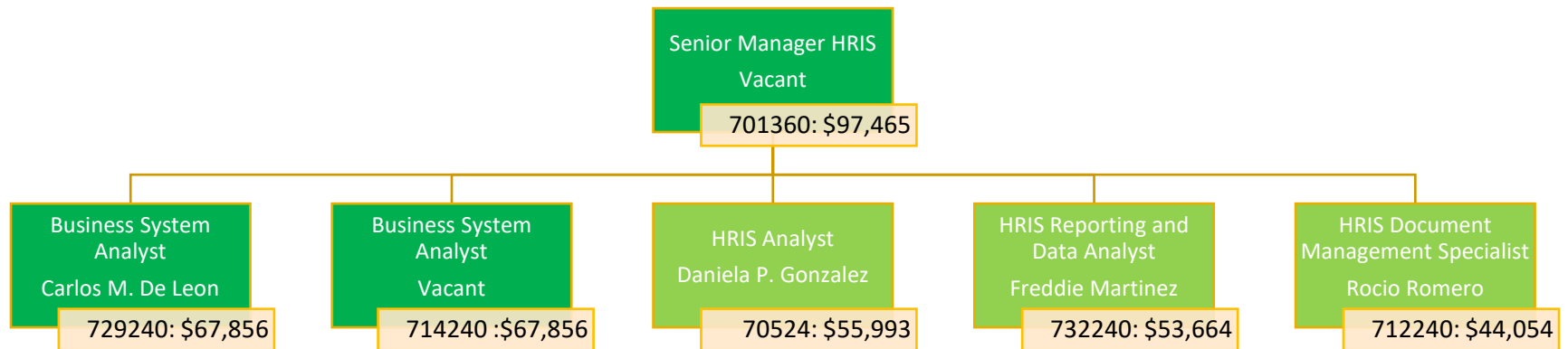
The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

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

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

## Current HR Information Systems Organizational Chart FY 2025-2026

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## South Texas College Classification Description

**Title: Project Manager - Finance and Administrative Services**

**Department: Human Resources and Talent Development**

**Reports to: Executive Director of Human Resources and Talent Development**

**Pay Grade: Executive Administrative Professional 4**

**Salary Range: \$56,367.00 - \$82,810.00**

**Date: 5/14/2025**

**FLSA Status: Exempt**

### **General Statement of Job**

The Project Manager - Finance and Administrative Services within the Human Resources and Talent Development department is responsible for the overall quality of direction, coordination, implementation, preparation and timely completion of projects and ad hoc assignments within the Office of Human Resources and Talent Development in accordance with its mission and goals.

### **Specific Duties and Responsibilities**

#### **Essential Functions:**

1. Creates and executes full-scale project work plans and schedules as appropriate for the projects being initiated or managed by the Office of Human Resources and Talent Development.
2. Manages and assists with projects to ensure that implementation and prescribed activities are carried out in accordance with specified objectives.
3. Plans, schedules, manages and evaluates the day-to-day operation and execution of project tasks with a focus on meeting project commitment and target completion date.
4. Monitors and regulates the use of resources and assignment of personnel for the projects.
5. Tracks project deliverables and assures their quality.
6. Provides direction and support to project teams and office staff ensuring high levels of motivation, collaboration, and performance.
7. Prepares and coordinates the preparation of periodic and special reports, including monthly and weekly activity reports, financial reports, Institutional Effectiveness plans and reports, Board/Executive reports, division proposals and other reports as assigned.
8. Facilitates workflow and communication between offices and departments in the division and outside division, including disseminating information, tracking projects and assigned tasks, managing communications, evaluating feedback and coordinating division-wide events.



## **Project Manager - Finance and Administrative Services**

9. Leads and works in cross-functional project teams and task forces in addressing concerns, formulating solutions, implementing changes, and improving overall quality and service in the department and the college.
10. Develops, implements, and maintains appropriate process concerning project administration.
11. Prepares monthly and annual progress reports and goals.
12. Assists in the maintenance of web pages to describe ongoing projects.
13. Assists internal and external staff with planning meetings, including preparing materials, documentation, monitoring status, and follow up.
14. Schedules and facilitates project team meetings.
15. Continually identifies, prioritizes, and mitigates project risks.
16. Prepares and presents oral and written reports.
17. Performs clerical, accounting, reporting and research duties.
18. Prepares flowcharts, process maps, timelines, trend analysis, and graphs to depict processes, historical data, and projects.
19. Creates informational reports and tasks such as reconciliations, graphs, history trends, and analyzes all the information to interpret the data.
20. Identifies opportunities for business process improvements within project scope.
21. Performs other duties as assigned.

### **Required Education and Experience**

1. Bachelor's Degree required; Master's Degree preferred.
2. At least three (3) years of experience in a related field required.

### **Required Knowledge, Skills and Abilities**

1. Excellent oral, written, presentation, and interpersonal communication skills.
2. Strong background in computers and office automation, including word processing, spreadsheets, database, Excel, PowerPoint and knowledge of the Windows environment.
3. Demonstrated knowledge in handling multiple projects, large budgets, making difficult decisions and implementing action plans in a cooperative yet responsive team environment to achieve desired goals.
4. Proven excellence in planning, decision-making and organization.
5. Ability to prioritize, organize, and complete multiple tasks with attention to detail, within stated deadlines.
6. Ability to work independently as well as a team player within department and with others.
7. Ability to adapt to constant change and periods of fast-paced, high-intensity work situations.
8. Ability to work evenings and/or weekends as needed; willing to travel throughout the college district using own means of reliable transportation.
9. Demonstrated commitment to achieving the vision and mission of South Texas College.
10. Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents.
11. Ability to write speeches and articles for publication that conform to prescribed style and format.

## **Project Manager - Finance and Administrative Services**

12. Ability to effectively present information and respond to inquiries from executive management, faculty, staff, public groups, regulatory agencies, and/or Board of Trustees.
13. Ability to define problems, collect data, establish facts, and draw valid conclusions.
14. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
15. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

### **Checks, Certificates, Licenses, and Registrations**

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

### **Physical Requirements**

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

## **Project Manager - Finance and Administrative Services**

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

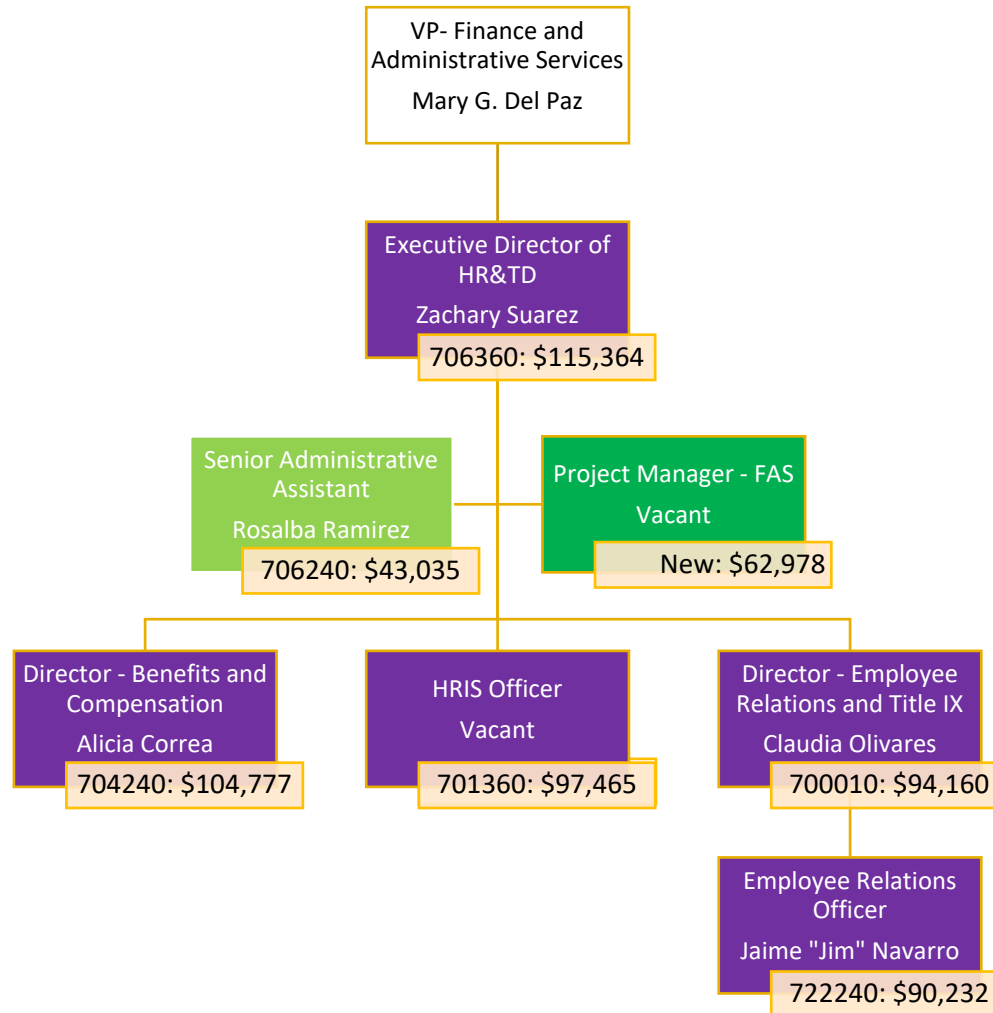
Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

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



Key:
Administrative
Professional/Technical Exempt
Professional/Technical Non-Exempt
Classified

## Current: Human Resources Administrative Organizational Chart FY 2024-2025



## South Texas College Classification Description

**Title: Student Services Specialist II**

**Department: College Connections**

**Reports to: Coordinator of College Connections**

**Pay Grade: Administrative Technical Support - 4**

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

**Date: 05/24/2022**

**FLSA Status: Non-Exempt**

### **General Statement of Job**

The Student Services Specialist II plays an integral role in promoting a college-going culture for elementary, middle and high school students as well as in the community. The Student Services Specialist II assists students through the enrollment process and serves as the primary point of contact for information about the College.

### **Specific Duties and Responsibilities**

#### **Essential Functions:**

1. Provides a positive, friendly and knowledgeable impression of the College utilizing excellent customer service.
2. Performs a wide variety of customer service and office support functions, including responding to inquiries and providing information to student applicants regarding the enrollment process.
3. Provides support, feedback, and recommendations regarding Student Information Centers, Enrollment Centers and the Call Center procedures, processes and initiatives.
4. Provides accurate information and assistance to the public and College employees regarding admissions and enrollment procedures.
5. Coordinates and oversees Student Ambassador Program, including recruitment and programming.
6. Supports recruitment efforts and initiatives.
7. Maintains communication with prospective students to facilitate the enrollment process.
8. Coordinates and oversees the College Bound Elementary Initiative.
9. Leads programing and events with K-12 partner schools.
10. Works with the College Customer Relationship Management (CRM) Tool to communicate and track students through the enrollment life-cycle.
11. Processes admission documents.
12. Tracks enrollment event attendance and activity.
13. Promotes a college-going and college-completion culture.
14. Oversees work study and part-time employees.
15. Assists with online and virtual enrollment services.

16. Assists department during peak registration periods, as needed.
17. Leads college bound and information presentations/sessions for various audiences.
18. Represents the College at events, including college and career fairs, financial aid drives, conferences, and community events.
19. Supports Ventanilla de Orientacion Educativa at the Mexican Consulate.
20. Provides support with the Financial Aid Application.
21. Provides support with the Admission Application.
22. Utilizes DegreeWorks to guide students through degree planning and registration for courses.
23. Provides initial residency information to prospective students.
24. Coordinates and leads campus tours and visits.
25. Coordinates and supports registration events and enrollment orientation.
26. Collaborates with Office of Admissions to streamline processes and procedures.
27. Provides feedback regarding registration and enrollment events and student experience through the enrollment process.
28. Travels throughout the college district, as needed.
29. Assists with campus events and productions.
30. Maintains communication with students in person, via text, email, or phone.
31. Supports virtual lobby and online chat for general information.
32. Coordinates data entry and data management.
33. Assists with email and postal inquiries.
34. Provides call center support with inbound and outbound telemarketing.
35. Maintains familiarity with the College's policies in regards to academic standards.
36. Serves as Campus Security Authority.
37. Performs other duties as assigned.

### **Required Education and Experience**

1. Bachelor's degree required.
2. At least one (1) year of frontline customer service required.
3. Higher education and/or public speaking/communication experience preferred.

### **Required Knowledge, Skills and Abilities**

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

- maintenance instructions, and procedure manuals.
10. Ability to write routine reports and correspondence.
  11. Ability to speak effectively before groups of students, parents, general public or employees of organization.
  12. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
  13. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

### **Checks, Certificates, Licenses, and Registrations**

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

### **Physical Requirements**

1. Exerting up to 20 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.
2. Bending the body downward and forward by bending leg and spine.
3. Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
4. Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
5. Applying pressure to an object with the fingers and palm.
6. Perceiving the nature of sounds at normal speaking levels with or without correction.
7. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
8. Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
9. Ability to make rational decisions through sound logic and deductive processes.
10. Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
11. Standing particularly for sustained periods of time.
12. Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
13. Close visual acuity to perform an activity such as: preparing and analyzing data and figures, transcribing, viewing a computer terminal, and/or extensive reading.
14. Mobility to accomplish tasks, particularly for long distances or moving from one work site to another.

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

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

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



## South Texas College Classification Description

**Title: Recruiting Specialist**

**Department: College Connections**

**Reports to: Coordinator of College Connections**

**Pay Grade: Administrative Technical Support- 4**

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

**Date: 6/05/2023**

**FLSA Status: Non-Exempt**

### **General Statement of Job**

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

### **Specific Duties and Responsibilities**

#### **Essential Functions:**

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

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

### **Required Education and Experience**

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

### **Required Knowledge, Skills and Abilities**

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

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

### **Checks, Certificates, Licenses, and Registrations**

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

### **Physical Requirements**

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

### **Work Environment:**

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

the year.

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

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

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

# South Texas College

## Classification Description

**Title: Admissions Specialist**

**Dept: Admissions and Records**

**Reports to: Director of Student Records and Registrar**

**Pay Grade: Administrative Technical Support - 4**

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

**Date: 04/07/2022**

**FLSA Status: Non-Exempt**

### **General Statement of Job**

The Admissions Specialist provides support with admissions, registration and graduation, including the management of student records and documents, and admissions evaluations.

### **Specific Duties and Responsibilities**

#### **Essential Functions:**

1. Provides a positive, friendly and knowledgeable impression of the College.
2. Interprets registration, admission and program policies to faculty, staff, and students.
3. Evaluates transcripts of courses with school entrance or degree requirements and inputs final evaluations into the college student database system with oversight of the Transcript/Graduation Analyst.
4. Studies course prerequisites, degree evaluations, and accreditation of schools, and computes grade point averages to establish students' qualifications for admission, transfer, or graduation.
5. Explains all admissions evaluations to students.
6. Provides accurate information, support and assistance to prospective, new, current and transfer students during the enrollment process.
7. Verifies completion of graduation requirements.
8. Provides Student Information System training.
9. Provides recommendations to the Director of Student Records and Registrar for improvement of processes within the office.
10. Coordinates activities and events pertaining to Enrollment Services.
11. Collaborates with departments to streamline processes.
12. Assists faculty members with online rosters and grade submissions.
13. Provides support to students regarding issues related to schedule changes, changes of major, reinstatements, and special registration requests.
14. Provides support to students through the enrollment process.
15. Assist students to ensure they are on track to graduate.
16. Assists with campus events and productions.
17. Assists other departments during peak registration periods.
18. Coordinates data entry and record management.
19. Serves as Campus Security Authority.

20. Performs other duties as assigned.

### **Required Education and Experience**

1. Bachelor's Degree or related field required.
2. At least two (2) years of experience in a Higher Educational Office of Admissions required.
3. Experience with Ellucian Banner systems and electronic document imaging systems required.
4. Community college experience, preferred.

### **Required Knowledge, Skills and Abilities**

1. Excellent oral, written, and interpersonal communication skills.
2. Strong computer skills with knowledge of Microsoft Office including, but not limited to, Word, Excel, PowerPoint, and Outlook, the Windows environment, and internet research skills.
3. Maintains familiarity with the College's programs, policies, procedures and academic standards, as well as state and federal regulations pertaining to admission standards.
4. Ability to prioritize, organize, and complete multiple tasks with attention to detail, within stated deadlines.
5. Ability to work independently as well as a team player within department and with others.
6. Ability to work evenings and/or weekends as needed; willing to travel throughout the college district using own means of reliable transportation.
7. Demonstrated commitment to achieving the vision and mission of South Texas College.
8. Ability to read, analyze, and interpret professional journals, technical procedures, or governmental regulations.
9. Ability to write reports, business correspondence, and procedure manuals.
10. Ability to effectively present information and respond to questions from groups of students, managers, and the general public.
11. Ability to apply practical understanding to carry out instructions furnished in written, oral, or diagram form.
12. Ability to deal with problems involving several concrete variables in standardized situations.

### **Checks, Certificates, Licenses, and Registrations**

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

### **Physical Requirements**

1. Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects.
2. Bending the body downward and forward by bending leg and spine.

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

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

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

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

**Purpose** To approve the proposed FY 2025 – 2026 request for new positions and other adjustments that require additional funding.

**Justification** The staffing requests have been reviewed and are being proposed by Administration. The Texas Association of School Boards (TASB) has also reviewed the requests as part of the annual compensation maintenance program. Projected salaries are based on FY 2024 - 2025 pay grade scales with no annual increases. Salaries are subject to change if the Board approves new FY 2025 - 2026 pay grade scales with an annual salary increase.

Additional modifications, including reductions, may be necessary prior to final approval by the Board due to revised revenue and expenditure projections or reallocation of resources, as necessary.

These requests include new non-faculty positions, previously frozen positions, salary adjustments for vacant positions, reclassification of filled non-faculty positions, and pool adjustments to Instructional Direct Wage Pools and Faculty/Non-Faculty Temporary Pools.

Additionally, a request for an ERP pool is required for the Workday Student Implementation to cover stipends.

The staffing requests are for the Unrestricted and Auxiliary Funds as presented.

**Enclosed Documents**

Appendix A – Summary of Proposed New Positions and Other Adjustments (Unrestricted Fund)  
Appendix B – Institutional Advancement and External Affairs Division  
Appendix C – Academic Affairs & Economic Development Division  
Appendix D – Finance and Administrative Services Division  
Appendix E – Information Services, Planning, Performance and Strategic Initiatives Division  
Appendix F – Student Affairs and Enrollment Management Division  
Appendix G – ERP Stipends Pool for Workday Student Implementation  
Appendix H – Finance and Administrative Services Division (Auxiliary Fund)

**Funding** The divisions' budgetary allocation serves as a source of funding for this request pending Board approval of the Unrestricted and Auxiliary Fund budgets for FY 2025–2026.



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

**Recommendation** The Committee recommends that the Board approve the proposed FY 2025–2026 request for new positions and other adjustments as presented.

### **Appendix A**

#### **Summary of Proposed College’s New Positions and Other Adjustments**

##### Unrestricted Fund

<b>Division</b>	<b>Amount Requested</b>	<b>Less Funding Available</b>	<b>Impact on FY 25 – 26 Budget</b>
B. Institutional Advancement and External Affairs (3)	\$25,008	0	\$25,008
C. Academic Affairs and Economic Development (29)	526,382	0	526,382
D. Finance and Administrative Services (11)	548,999	0	548,999
E. Information Services, Planning, Performance and Strategic Initiatives (10)	414,728	0	414,728
F. Student Affairs and Enrollment Management (4)	171,516	0	171,516
G. ERP Stipends Pool for Workday Student Implementation (1)	223,200	0	223,200
<b>Total</b>	<b>\$1,909,833</b>	<b>0</b>	<b>\$1,909,833</b>

#### **Summary of Proposed College’s New Position**

##### Auxiliary Fund

<b>Division</b>	<b>Amount Requested</b>	<b>Less Funding Available</b>	<b>Impact on FY 25 – 26 Budget</b>
H. Finance and Administrative Services (1)	\$58,313	0	\$58,313
<b>Total</b>	<b>\$58,313</b>	<b>0</b>	<b>\$58,313</b>

#	Cost Center/Program Name	Title   Position/Pool #	Current Classification & Pay Grade	Proposed Classification & Pay Grade	Current Budget	Adjustment Amount	New Amount	Less Funding Source	Impact to Budget	Rationale
Reclassifications of Filled Positions with Salary Adjustments (3)										
1	Public Relations and Marketing	Graphic Designer I to <b>Graphic Designer II</b> Filled P002028	Administrative Technical Support 4	Administrative Technical Support 5	\$ 40,539	\$ 3,952	\$ 44,491	\$ -	\$ 3,952	• While the employee was hired under an existing Graphic Designer I position, they have consistently been performing Graphic Designer II work. And they have proven repeatedly that their skill set is above the designated job title. For the sake of fairness, it is only justified that the employee be upgraded to a Graphic Designer II and their salary be brought more in line with that of their coworkers.
2	Office of Sponsored Initiatives	Grant and Contract Compliance Specialist to <b>Manager - Grant and Contract Compliance</b> Filled P000825	Administrative Technical Support 5	Executive Administrative Professional 4	\$ 46,239	\$ 11,666	\$ 57,905	\$ -	\$ 11,666	• This position manages an average of 28 grants totaling \$7M from local, state and federal agencies. The role provides assistance to Principal Investigators and Grant Managers across the college. Adjustment to the title and function is necessary because the position requires critical thinking skills and professional/independent judgment to ensure internal stakeholders remain in fiscal and programmatic compliance.
3	Office of Sponsored Initiatives	Grant and Contract Compliance Specialist to <b>Manager - Grant and Contract Compliance</b> Filled P002168	Administrative Technical Support 5	Executive Administrative Professional 4	\$ 43,619	\$ 9,390	\$ 53,009	\$ -	\$ 9,390	• This position manages an average of 27 grants totaling \$10M from local, state and federal agencies. The role provides assistance to Principal Investigators and Grant Managers across the college. Adjustment to the title and function is necessary because the position requires critical thinking skills and professional/independent judgment to ensure internal stakeholders remain in fiscal and programmatic compliance.
Total for Vice President for Institutional Advancement and External Affairs					\$ 130,397	\$ 25,008	\$ 155,405	\$ -	\$ 25,008	

Total for Institutional Advancement and External Affairs (IAEA) Division	\$ 25,008
Less Funding from Savings of Existing Vacant Positions or Pools	0
Net Salary Budget Increase	\$ 25,008

\*Projected salaries are based on FY 2024 - 2025 pay grade scales with no annual increases. Salaries are subject to change if the Board approves new FY 2025 - 2026 pay grade scales with an annual salary increase.

#	Cost Center/Program Name	Title   Position/Pool #	Current Classification & Pay Grade	Proposed Classification & Pay Grade	Current Budget	Adjustment Amount	New Amount	Less Funding Source	Impact to Budget	Rationale
New Positions (4)										
1	BAS Organizational Leadership BASOL	Academic Coach	N/A	Executive Administrative Professional 3	\$ -	\$ 58,313	\$ 58,313	\$ -	\$ 58,313	•Currently a full-time temp position. This position has been funded through the DHSI grant for the past 4 years and provides academic support and guidance to students enrolled in the Organizational Leadership program. This position ensures continued support for student success and program sustainability.
2	Associate Degree Nursing	Advisor	N/A	Executive Administrative Professional 2	\$ -	\$ 51,604	\$ 51,604	\$ -	\$ 51,604	•Currently a full-time temp position. This position has been funded through the NSRP grant and has provided direct academic guidance to over 5,500 students ensuring they remain on track for program completion. This position has enhanced student success through personalized academic planning, early intervention, and retention strategies. This position supports program growth by ensuring student timely, accurate, and individualized advising.
3	Curriculum	Curriculum Specialist	N/A	Administrative Technical Support 4	\$ -	\$ 45,396	\$ 45,396	\$ -	\$ 45,396	•Currently a full-time temp position. This position will support the primary functions of the Curriculum department (program development, curriculum, and scheduling) and assist with research and data gathering for credential development proposals, oversee the data loads and merged course syllabi creation related to the syllabi management application, and support with Workday scheduling functions for all of the instructional divisions.
4	Associate Degree Nursing	Advisor	N/A	Executive Administrative Professional 2	\$ -	\$ 51,604	\$ 51,604	\$ -	\$ 51,604	•Currently a full-time temp position. This position has been funded through the NSRP grant and has provided direct academic guidance to over 5,500 students ensuring they remain on track for program completion. This position has enhanced student success through personalized academic planning, early intervention, and retention strategies. This position supports program growth by ensuring student timely, accurate, and individualized advising.
Vacant Positions - Request for Salary Adjustment (3)										
5	Dual Credit Academic Pathways	Coordinator - Dual Credit Academic Pathways to Dual Credit Success Coach P001134	Executive Administrative Professional 3	Executive Administrative Professional 4	\$ 56,272	\$ 6,706	\$ 62,978	\$ -	\$ 6,706	•Reclassification of position is needed to align with current job duties and responsibilities. Position provides leadership and direction to the Dual Credit Programs by developing and implementing successful initiatives at 70 high school sites with 21 partnering school districts. This position oversees the Instructional Planning, Collaborates with Faculty and staff for academic and student support, leads professional development including workshops for school district stakeholders, degree audits, conducts training and Summer Bridge Programs.
6	Dual Credit Scheduling and Enrollment Services	Dual Credit Enrollment Specialist to Specialist - Dual Credit Enrollment P001390	Administrative Technical Support 4	Executive Administrative Professional 2	\$ 40,955	\$ 10,619	\$ 51,574	\$ -	\$ 10,619	•Reclassification of position is needed to align with current job duties and responsibilities. This position is responsible for promotion, recruitment, enrollment, and support for dual credit students. The specialist hosts onboarding events and programs to assigned 70 high school sites to connect the student to the College. This position is responsible to building a network with assigned campus principals and counselors from our 21 partnering school districts.
7	Academies and Career Technical Programs	Specialist - Academic and Career Technical Pathways to Specialist - Academies and Career Technical Pathways P002138	Administrative Technical Support 4	Executive Administrative Professional 2	\$ 40,539	\$ 11,065	\$ 51,604	\$ -	\$ 11,065	•Align title to reflect department name. Reclassification of position is needed to align with current job duties and responsibilities. This position is responsible for recruitment, registration, academic advisement, degree planning, and case management, workshops, college transition and support for dual credit students. This position is responsible for the promotion, recruitment, and student support of the Dual Enrollment Academy Programs offered to the 21 partnering school districts for a selected cohort of students. This position has an expansion of responsibilities in supporting the Career and Technical Program and course offering knowledge, advisement and support for partnering school districts.
Reclassifications of Filled Positions with Salary Adjustments (20)										
8	Dual Credit Academic Pathways	Coordinator - Dual Credit Academic Pathways to Dual Credit Success Coach P000946	Executive Administrative Professional 3	Executive Administrative Professional 4	\$ 56,272	\$ 4,502	\$ 60,774	\$ -	\$ 4,502	• Reclassification of position is needed to align with current job duties and responsibilities. Position provides leadership and direction to the Dual Credit Programs by developing and implementing successful initiatives at 70 high school sites with 21 partnering school districts. This position oversees the Instructional Planning, Collaborates with Faculty and staff for academic and student support, leads professional development including workshops for school district stakeholders, degree audits, conducts training and Summer Bridge Programs.

#	Cost Center/Program Name	Title   Position/Pool #	Current Classification & Pay Grade	Proposed Classification & Pay Grade	Current Budget	Adjustment Amount	New Amount	Less Funding Source	Impact to Budget	Rationale
9	Dual Credit Academic Pathways	Coordinator - Dual Credit Academic Pathways to <b>Dual Credit Success Coach</b> P001183	Executive Administrative Professional 3	Executive Administrative Professional 4	\$ 57,053	\$ 3,721	\$ 60,774	\$ -	\$ 3,721	• Reclassification of position is needed to align with current job duties and responsibilities. Position provides leadership and direction to the Dual Credit Programs by developing and implementing successful initiatives at 70 high school sites with 21 partnering school districts. This position oversees the Instructional Planning, Collaborates with Faculty and staff for academic and student support, leads professional development including workshops for school district stakeholders, degree audits, conducts training and Summer Bridge Programs.
10	Dual Credit Academic Pathways	Coordinator - Dual Credit Academic Pathways to <b>Dual Credit Success Coach</b> P001584	Executive Administrative Professional 3	Executive Administrative Professional 4	\$ 59,536	\$ 3,000	\$ 62,536	\$ -	\$ 3,000	• Reclassification of position is needed to align with current job duties and responsibilities. Position provides leadership and direction to the Dual Credit Programs by developing and implementing successful initiatives at 70 high school sites with 21 partnering school districts. This position oversees the Instructional Planning, Collaborates with Faculty and staff for academic and student support, leads professional development including workshops for school district stakeholders, degree audits, conducts training and Summer Bridge Programs.
11	Dual Credit Academic Pathways	Coordinator - Dual Credit Academic Pathways to <b>Dual Credit Success Coach</b> P000307	Executive Administrative Professional 3	Executive Administrative Professional 4	\$ 64,433	\$ 3,392	\$ 67,825	\$ -	\$ 3,392	• Reclassification of position is needed to align with current job duties and responsibilities. Position provides leadership and direction to the Dual Credit Programs by developing and implementing successful initiatives at 70 high school sites with 21 partnering school districts. This position oversees the Instructional Planning, Collaborates with Faculty and staff for academic and student support, leads professional development including workshops for school district stakeholders, degree audits, conducts training and Summer Bridge Programs.
12	Dual Credit Academic Pathways	Specialist - Dual Credit Academic Pathways to <b>Dual Credit Advisor</b> P001510	Administrative Technical Support 4	Executive Administrative Professional 2	\$ 39,291	\$ 7,618	\$ 46,909	\$ -	\$ 7,618	• Reclassification of position is needed to align with current job duties and responsibilities. This position is responsible for providing academic advisement, degree planning, and case management, college transition and support for dual credit students. This position is responsible to building a network with assigned campus principals and counselors from our 21 partnering school districts.
13	Dual Credit Academic Pathways	Specialist - Dual Credit Academic Pathways to <b>Dual Credit Advisor</b> P001780	Administrative Technical Support 4	Executive Administrative Professional 2	\$ 40,539	\$ 7,092	\$ 47,631	\$ -	\$ 7,092	• Reclassification of position is needed to align with current job duties and responsibilities. This position is responsible for providing academic advisement, degree planning, and case management, college transition and support for dual credit students. This position is responsible to building a network with assigned campus principals and counselors from our 21 partnering school districts.
14	Dual Credit Academic Pathways	Specialist - Dual Credit Academic Pathways to <b>Dual Credit Advisor</b> P000425	Administrative Technical Support 4	Executive Administrative Professional 2	\$ 38,896	\$ 7,291	\$ 46,187	\$ -	\$ 7,291	• Reclassification of position is needed to align with current job duties and responsibilities. This position is responsible for providing academic advisement, degree planning, and case management, college transition and support for dual credit students. This position is responsible to building a network with assigned campus principals and counselors from our 21 partnering school districts.
15	Dual Credit Academic Pathways	Specialist - Dual Credit Academic Pathways to <b>Dual Credit Advisor</b> P002257	Administrative Technical Support 4	Executive Administrative Professional 2	\$ 40,539	\$ 7,815	\$ 48,354	\$ -	\$ 7,815	• Reclassification of position is needed to align with current job duties and responsibilities. This position is responsible for providing academic advisement, degree planning, and case management, college transition and support for dual credit students. This position is responsible to building a network with assigned campus principals and counselors from our 21 partnering school districts.
16	Dual Credit Academic Pathways	Specialist - Dual Credit Academic Pathways to <b>Dual Credit Advisor</b> P003128	Administrative Technical Support 4	Executive Administrative Professional 2	\$ 39,291	\$ 7,618	\$ 46,909	\$ -	\$ 7,618	• Reclassification of position is needed to align with current job duties and responsibilities. This position is responsible for providing academic advisement, degree planning, and case management, college transition and support for dual credit students. This position is responsible to building a network with assigned campus principals and counselors from our 21 partnering school districts.
17	Dual Credit Academic Pathways	Specialist - Dual Credit Academic Pathways to <b>Dual Credit Advisor</b> P002128	Administrative Technical Support 4	Executive Administrative Professional 2	\$ 40,123	\$ 7,508	\$ 47,631	\$ -	\$ 7,508	• Reclassification of position is needed to align with current job duties and responsibilities. This position is responsible for providing academic advisement, degree planning, and case management, college transition and support for dual credit students. This position is responsible to building a network with assigned campus principals and counselors from our 21 partnering school districts.

#	Cost Center/Program Name	Title   Position/Pool #	Current Classification & Pay Grade	Proposed Classification & Pay Grade	Current Budget	Adjustment Amount	New Amount	Less Funding Source	Impact to Budget	Rationale
18	Dual Credit Scheduling and Enrollment Services	Coordinator - Dual Credit Enrollment Services to <b>Dual Credit Enrollment Coach</b> P001318	Executive Administrative Professional 3	Executive Administrative Professional 4	\$ 57,935	\$ 3,720	\$ 61,655	\$ -	\$ 3,720	• Reclassification of position is needed to align with current job duties and responsibilities. Position provides leadership, oversight and direction to the Dual Enrollment Programs Enrollment and Registration for 21 partnering school districts at 70 high school sites. This position oversees the community outreach promotion, recruitment, and enrollment for dual credit students. The coordinator oversees the collaboration with partnering school districts enrollment timeline, reporting, trainings, orientations, recruitment events for middle and high school and year-round collaboration of the enrollment process.
19	Dual Credit Scheduling and Enrollment Services	Coordinator - Enrollment Services for Dual Credit to <b>Dual Credit Enrollment Coach</b> P001128	Executive Administrative Professional 3	Executive Administrative Professional 4	\$ 57,913	\$ 2,861	\$ 60,774	\$ -	\$ 2,861	• Reclassification of position is needed to align with current job duties and responsibilities. Position provides leadership, oversight and direction to the Dual Enrollment Programs Enrollment and Registration for 21 partnering school districts at 70 high school sites. This position oversees the community outreach promotion, recruitment, and enrollment for dual credit students. The coordinator oversees the collaboration with partnering school districts enrollment timeline, reporting, trainings, orientations, recruitment events for middle and high school and year-round collaboration of the enrollment process.
20	Dual Credit Scheduling and Enrollment Services	Dual Credit Enrollment Specialist to <b>Specialist - Dual Credit Enrollment</b> P001875	Administrative Technical Support 4	Executive Administrative Professional 2	\$ 40,539	\$ 7,092	\$ 47,631	\$ -	\$ 7,092	• Reclassification of position is needed to align with current job duties and responsibilities. This position is responsible for promotion, recruitment, enrollment, and support for dual credit students. The specialist hosts onboarding events and programs to assigned 70 high school sites to connect the student to the College. This position is responsible to building a network with assigned campus principals and counselors from our 21 partnering school districts.
21	Dual Credit Scheduling and Enrollment Services	Dual Credit Enrollment Specialist to <b>Specialist - Dual Credit Enrollment</b> P001948	Administrative Technical Support 4	Executive Administrative Professional 2	\$ 40,123	\$ 7,508	\$ 47,631	\$ -	\$ 7,508	• Reclassification of position is needed to align with current job duties and responsibilities. This position is responsible for promotion, recruitment, enrollment, and support for dual credit students. The specialist hosts onboarding events and programs to assigned 70 high school sites to connect the student to the College. This position is responsible to building a network with assigned campus principals and counselors from our 21 partnering school districts.
22	Dual Credit Scheduling and Enrollment Services	Dual Credit Enrollment Specialist to <b>Specialist - Dual Credit Enrollment</b> P001414	Administrative Technical Support 4	Executive Administrative Professional 2	\$ 41,371	\$ 7,705	\$ 49,076	\$ -	\$ 7,705	• Reclassification of position is needed to align with current job duties and responsibilities. This position is responsible for promotion, recruitment, enrollment, and support for dual credit students. The specialist hosts onboarding events and programs to assigned 70 high school sites to connect the student to the College. This position is responsible to building a network with assigned campus principals and counselors from our 21 partnering school districts.
23	Dual Credit Scheduling and Enrollment Services	Dual Credit Enrollment Specialist to <b>Specialist - Dual Credit Enrollment</b> P002009	Administrative Technical Support 4	Executive Administrative Professional 2	\$ 40,955	\$ 8,121	\$ 49,076	\$ -	\$ 8,121	• Reclassification of position is needed to align with current job duties and responsibilities. This position is responsible for promotion, recruitment, enrollment, and support for dual credit students. The specialist hosts onboarding events and programs to assigned 70 high school sites to connect the student to the College. This position is responsible to building a network with assigned campus principals and counselors from our 21 partnering school districts.
24	Dual Credit Scheduling and Enrollment Services	Dual Credit Enrollment Specialist to <b>Specialist - Dual Credit Enrollment</b> P002399	Administrative Technical Support 4	Executive Administrative Professional 2	\$ 39,686	\$ 8,668	\$ 48,354	\$ -	\$ 8,668	• Reclassification of position is needed to align with current job duties and responsibilities. This position is responsible for promotion, recruitment, enrollment, and support for dual credit students. The specialist hosts onboarding events and programs to assigned 70 high school sites to connect the student to the College. This position is responsible to building a network with assigned campus principals and counselors from our 21 partnering school districts.
25	Academies and Career Technical Programs	Coordinator - Academic and and Career Technical Pathways to <b>Academies and Career Technical Coach</b> P000683	Executive Administrative Professional 3	Executive Administrative Professional 4	\$ 54,640	\$ 4,371	\$ 59,011	\$ -	\$ 4,371	• Align title to reflect department name. Reclassification of position is needed to align with current job duties and responsibilities. Position provides leadership and direction to the Dual Enrollment Academy Programs by overseeing recruitment and cohort selection with prospective students of 21 partnering school districts. This position will oversee Recruitment and Academy Program Cohort selection, Collaborates with Faculty and staff for academic and student support, leads professional development workshops for students, degree audits, and college transition. This position has an expansion of responsibilities in supporting the Career and Technical Programs course offering knowledge, advisement, events and support for partnering school districts.

#	Cost Center/Program Name	Title   Position/Pool #	Current Classification & Pay Grade	Proposed Classification & Pay Grade	Current Budget	Adjustment Amount	New Amount	Less Funding Source	Impact to Budget	Rationale
26	Academies and Career Technical Programs	Coordinator - Academic and and Career Technical Pathways to <b>Academies and Career Technical Coach</b> P001766	Executive Administrative Professional 3	Executive Administrative Professional 4	\$ 57,088	\$ 2,804	\$ 59,892	\$ -	\$ 2,804	• Align title to reflect department name. Reclassification of position is needed to align with current job duties and responsibilities. Position provides leadership and direction to the Dual Enrollment Academy Programs by overseeing recruitment and cohort selection with prospective students of 21 partnering school districts. This position will oversee Recruitment and Academy Program Cohort selection, Collaborates with Faculty and staff for academic and student support, leads professional development workshops for students, degree audits, and college transition. This position has an expansion of responsibilities in supporting the Career and Technical Programs course offering knowledge, advisement, events and support for partnering school districts.
27	Academies and Career Technical Programs	Specialist - Academic and Career Technical Pathways to <b>Specialist - Academies and Career Technical Pathways</b> P002100	Administrative Technical Support 4	Executive Administrative Professional 2	\$ 39,686	\$ 8,668	\$ 48,354	\$ -	\$ 8,668	• Align title to reflect department name. Reclassification of position is needed to align with current job duties and responsibilities. This position is responsible for recruitment, registration, academic advisement, degree planning, and case management, workshops, college transition and support for dual credit students. This position is responsible for the promotion, recruitment, and student support of the Dual Enrollment Academy Programs offered to the 21 partnering school districts for a selected cohort of students. This position has an expansion of responsibilities in supporting the Career and Technical Program and course offering knowledge, advisement and support for partnering school districts.
Pool Adjustments to Instructional Direct Wage Pools, Faculty & Non-Faculty Temp Pools (2)										
28	Academic Advancement Reserve	<b>VPAA Reserve Pool</b> 210200   PG00269	Faculty - Special Assignment Pool	N/A	\$ 4,145,469	\$ 100,000	\$ 4,245,469	\$ -	\$ 100,000	•Increase the VPAA Reserve Pool to cover faculty overloads.
29	Academic Affairs _ VP Admin	<b>Academic Affairs Non-Faculty Temp Pool</b> 720279   CC00006	Pool - Temp Pool	N/A	\$ 239,166	\$ 70,000	\$ 309,166	\$ -	\$ 70,000	•The increase in funding for this pool is necessary to support the staff positions needed for instructional divisions.
Total for Vice President for Academic Affairs and Economic Development					\$ 5,468,310	\$ 526,382	\$ 5,994,692	\$ -	\$ 526,382	

Total for Academic Affairs and Economic Development (AAED) Division	\$ 526,382
Less Funding from Savings of Existing Vacant Positions or Pools	0
Net Salary Budget Increase	\$ 526,382

\*Projected salaries are based on FY 2024 - 2025 pay grade scales with no annual increases. Salaries are subject to change if the Board approves new FY 2025 - 2026 pay grade scales with an annual salary increase.



#	Cost Center/Program Name	Title   Position/Pool #	Current Classification & Pay Grade	Proposed Classification & Pay Grade	Current Budget	Adjustment Amount	New Amount	Less Funding Source	Impact to Budget	Rationale
New Positions (4)										
1	Campus Police	Police Lieutenant	N/A	Executive Administrative Professional 6	\$ -	\$ 78,628	\$ 78,628	\$ -	\$ 78,628	•A new Police Lieutenant position is needed to manage increasing operational demands, ensure proper supervision, and perform specialized administrative work.
2	Facilities Operations & Maintenance	Director - Risk, Environmental, Health, Safety and Sustainability	N/A	Executive Administrative Professional 9	\$ -	\$ 94,933	\$ 94,933	\$ -	\$ 94,933	•The position will strengthen controls and procedures which includes but it not limited to the requirements of the Hazard Communication Act (Chapter 502 of the Texas Health and Safety Code) as adopted by The Texas Hazard Communication Act Ch. 502009(b), the International Fire Code (IFC), and other codes and standards to achieve the highest level of safety. In addition, the Director will assist in managing college-wide sustainability programs and/or projects in distinct areas of specialty, such as, but not limited to: environmentally preferable procurement; resource conservation, and recycling; waste reduction; green building; sustainable transportation; and energy efficiency.
3	Human Resources	Human Resources Talent and Learning Coach	N/A	Executive Administrative Professional 4	\$ -	\$ 62,977	\$ 62,977	\$ -	\$ 62,977	•Based on the overall needs of the department, a coach would provide additional support to the department due to the number of events, trainings and yearly convocation. This new role will reinforce the college's focus on strategic human capital management by augmenting the Talent Development unit's current staff resources (2 employees) that focus on specialized training programs for staff, succession planning, retention initiatives, retiree association, etc.
4	Human Resources	Business System Analyst	N/A	Technology 5	\$ -	\$ 72,533	\$ 72,533	\$ -	\$ 72,533	•This position would bring value to HR Department by assisting with Workday Extend and Prism implementations. This dedicated System Analyst (currently a full-time temporary position) brings specialized knowledge and skills needed to effectively optimize Human Resource Workday system processes and functions.
Frozen Positions - Request to Unfreeze (3)										
5	Facilities, Planning, and Construction	Technical Facilities Specialist to Senior Administrative Assistant P003187	Administrative Technical Support 5	Administrative Technical Support 4	\$ 1	\$ 42,878	\$ 42,879	\$ -	\$ 42,878	•The department does not have a senior administrative assistant to provide administrative support to the Executive Director and the Facilities Planning & Construction department. This staff member would provide assistance and support in all administrative assistant duties required on a daily basis. Assist in facilitating communications, administrative and clerical matters, reports, office schedules, etc.
6	Facility Maintenance	Secretary to Coordinator of Facilities Operations & Maintenance Accounts P003184	Administrative Technical Support 1	Operations Support 8	\$ 1	\$ 59,612	\$ 59,613	\$ -	\$ 59,612	• This role will be essential in assisting the Executive Director and department Directors in managing, developing, and tracking all departmental operations, budgets and contracts. This position will coordinate the development and tracking of annual budgets, requisitions, expenses, account balances, and purchase orders in coordination with department Secretaries, the Business Office, and the Purchasing department. More importantly, this position will conduct research, compile data, type statistical reports and prepare projections for account expenditures.
7	Facilities, Planning, and Construction	Senior Facilities Assistant Project Manager to Manager - Facilities Planning and Construction P003186	Executive Administrative Professional 6	Executive Administrative Professional 6	\$ 2	\$ 78,625	\$ 78,627	\$ -	\$ 78,625	•The department needs a senior project manager to oversee the project management team. This staff member will provide leadership in assigning projects and managing the project management team to ensure adherence to proper department protocols and processes. This person will oversee the development, updating, and maintenance of project schedules and budgets regularly.
Vacant Positions - Request for Salary Adjustment (3)										
8	Business Office	Accounting Assistant to Accountant II P002977	Administrative Technical Support 3	Executive Administrative Professional 3	\$ 38,355	\$ 19,958	\$ 58,313	\$ -	\$ 19,958	•To enhance the efficiency of the Cashier's Office, we are adding an accountant to support contingency planning and internal collection efforts.
9	Business Office	Payroll Assistant to Accountant II P001960	Administrative Technical Support 3	Executive Administrative Professional 3	\$ 37,960	\$ 20,353	\$ 58,313	\$ -	\$ 20,353	•For accurate and timely grant management, as well as to maintain compliance with institutional and regulatory requirements, the addition of a new position is essential within the grant accounting office.

#	Cost Center/Program Name	Title   Position/Pool #	Current Classification & Pay Grade	Proposed Classification & Pay Grade	Current Budget	Adjustment Amount	New Amount	Less Funding Source	Impact to Budget	Rationale
10	Facilities Operations & Maintenance	Project Manager - FOM to <b>Fire and Life Safety Manager</b> P003189	Executive Administrative Professional 4	Executive Administrative Professional 5	\$ 58,312	\$ 13,168	\$ 71,480	\$ -	\$ 13,168	•This position will collaborate with the Director - Risk, Environmental, Health, Safety & Sustainability to ensure that design, construction, repair and maintenance of all fire and life safety systems meet compliance with all standards set by the International Fire Code (IFC) and the National Fire Protection Association (NFPA). The Fire and Life Safety Manager is responsible for the College’s Fire and Life Safety Plan and ensures that policies and procedures are implemented and enforced.
Reclassifications of Filled Positions with Salary Adjustments (1)										
11	Human Resources	Director - Employee Relations and Title IX to <b>Director - Employee Relations and Talent Development</b> P000896	Executive Administrative Professional 9	Executive Administrative Professional 10	\$ 94,160	\$ 5,334	\$ 99,494	\$ -	\$ 5,334	•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.
Total for Vice President for Finance and Administrative Services					\$ 228,791	\$ 548,999	\$ 777,790	\$ -	\$ 548,999	

Total for Finance and Administrative Services (FAS) Division	\$ 548,999
Less Funding from Savings of Existing Vacant Positions or Pools	0
Net Salary Budget Increase	\$ 548,999

\*Projected salaries are based on FY 2024 - 2025 pay grade scales with no annual increases. Salaries are subject to change if the Board approves new FY 2025 - 2026 pay grade scales with an annual salary increase.



#	Cost Center/Program Name	Title   Position/Pool #	Current Classification & Pay Grade	Proposed Classification & Pay Grade	Current Budget	Adjustment Amount	New Amount	Less Funding Source	Impact to Budget	Rationale
New Positions (2)										
1	Library Public Services	Library Public Services Technician	N/A	Administrative Technical Support 1	\$ -	\$ 34,840	\$ 34,840	\$ -	\$ 34,840	•The Library Public Services Technician FTT position has been providing critical support to the NTIA-CMC Grant hotspot and laptop semester technology loans overseen by library operations. Until 2/28/2025, this position was partially grant funded by the NTIA-CMC grant. The services provided under the grant-funded trial have proven valuable to the student body, and we seek to institutionalize this position in order to maintain services in light of the recent discontinuation of grant funding. It is recommended that this position be added to the staffing plan.
2	Centers for Learning Excellence	Learning Excellence Specialist	N/A	Administrative Technical Support 4	\$ -	\$ 42,879	\$ 42,879	\$ -	\$ 42,879	•This position has been Perkins grant-funded since its inception. It has proven to be vital in meeting the growing demand for student support at RCPSE, and it is recommended that this mission-critical position be institutionalized in order to maintain service. Timing is also critical, as changes in permissible uses of Perkins funding have limited the scope of this role. Institutionalization will free this position to serve all students at RCPSE instead of constraining it through grant priorities.
Frozen Positions - Request to Unfreeze (1)										
3	Institutional Effectiveness and Assessment	Institutional Effectiveness Analyst to Manager - Institutional Effectiveness P003165	Executive Administrative Professional 3	Executive Administrative Professional 4	\$ 2	\$ 71,478	\$ 71,480	\$ -	\$ 71,478	•Under the framework for the new Strategic Plan, Institutional Effectiveness and Assessment will have expanding responsibilities for supporting task forces that provide the collaborative commitments made by multiple departments in achieving institutional priorities affecting all STC KPIs. This position will ensure that task force agreements are articulated into the individual departments' Comprehensive Operational Plans and Institutional Effectiveness Plans.
Vacant Positions - Request for Salary Adjustment (1)										
4	Office of Strategic Initiatives	Asstistant VP for Strategic Initiatives to Associate VP - Institutional Research and Planning P002907	Executive Administrative Professional 13	(same)	\$ 125	\$ 138,936	\$ 139,061	\$ -	\$ 138,936	•Funding and reclassifying this position is a strategic decision that enhances the institution's ability to achieve its mission and long-term goals. 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 and 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, and Strategic Planning, SACS Accreditation compliance, and Strategic Initiatives.
Pool Adjustments to Instructional Direct Wage Pools, and Non-Faculty Temp Pools (6)										
5	Institutional Effectiveness and Assessment	DW Staff - IEA 840171   CC00058	Pool - Direct Wage	N/A	\$ 9,835	\$ 4,595	\$ 14,430		\$ 4,595	•This increase in the DW pool is to pay for the increases in the hourly wage for all direct wage employees, which occurred without an automatic increase in the dollars in the DW pool. The amount listed is equivalent to the number of weeks anticipated in a fiscal year (49) X 19 hours X the current hourly rate of \$15.50. If that rate should increase for FY 2026, please adjust this request to use the newly approved amount in the calculation.
6	Center for Learning Excellence_Pecan	DW - Customer Svc Clerk 848427   PG00263	Pool - Direct Wage	N/A	\$ 46,452	\$ 35,000	\$ 81,452		\$ 35,000	•The currently funded complement of PCN clerks cannot provide coverage during all open hours. Other job classes have been filling the gaps, which reduces tutoring hours available and general oversight by specialists. Additionally, this pool is currently subsidized through transfers from the Learning Excellence Specialist pool (849426), further reducing LES availability. This request will end the intradepartmental subsidy, return tutors and specialists to the floor, and allow for filling a current vacancy for one front desk customer service clerk.
7	Center for Learning Excellence_Starr	DW - Customer Svc Clerk 845426   PG00267	Pool - Direct Wage	N/A	\$ 11,220	\$ 17,000	\$ 28,220		\$ 17,000	•The requested increase is to hire two additional front desk technicians to support the day-to-day operation of the center. Currently having only technician makes it difficult to support competing activities such as assisting students in setting appointments, supporting tutors, answering the phone, and attending to walk-in inquiries. Current gaps in coverage are being met by pulling tutors from the floor, which reduces available tutoring hours. This additional position will also provide some support at the second CLE location in Bldg. E.

#	Cost Center/Program Name	Title   Position/Pool #	Current Classification & Pay Grade	Proposed Classification & Pay Grade	Current Budget	Adjustment Amount	New Amount	Less Funding Source	Impact to Budget	Rationale
8	Center for Learning Excellence_MV	DW - Customer Svc Clerk 841428   PG00264	Pool - Direct Wage	N/A	\$ 20,367	\$ 7,000	\$ 27,367		\$ 7,000	•The Mid-Valley CLE has a gap in customer service coverage at the front desk that is currently being met by pulling tutors from the floor, which reduces available tutoring hours. This request allows for the hire of a single technician to fill that gap and return tutors to the floor.
9	Center for Learning Excellence_NAH	DW - Customer Svc Clerk 841426   PG00265	Pool - Direct Wage	N/A	\$ 13,793	\$ 28,000	\$ 41,793		\$ 28,000	•The NAH has grown to be the most-trafficked CLE. Correspondingly, the burden on the front desk has grown beyond current capacity and the overflow is currently met by pulling tutors from the floor to fill the gaps. This makes precious tutoring expertise periodically unavailable to students, and is an inefficient use of resources. This request will address that deficiency.
10	CLE - Online Services	DW - SLA/SI Leader 840444   PG00138	Pool - Direct Wage	N/A	\$ 146,364	\$ 35,000	\$ 181,364		\$ 35,000	•Online tutoring services have remained in demand after being introduced as a primary service during the pandemic closures of 2020. All CLE tutors meet students both in centers and online, and writing tutors additionally staff an asynchronous paper review service. Demand for this service continues to increase, especially among the dual credit constituency. Current capacity allows CLE tutors to manage about 25% of the submitted papers, and a third-party vendor is relied upon for the balance. While it will not allow up to reach the 100%, this funding will increase the amount of papers that local tutors can review and also increase access to other online tutoring.
Total for Vice President for Information Services, Planning, Performance and Strategic Initiatives					\$ 248,158	\$ 414,728	\$ 662,886	\$ -	\$ 414,728	

Total for Information Services, Planning, Performance and Strategic Initiatives (ISPPSI) Division	\$ 414,728
Less Funding from Savings of Existing Vacant Positions or Pools	0
Net Salary Budget Increase	\$ 414,728

\*Projected salaries are based on FY 2024 - 2025 pay grade scales with no annual increases. Salaries are subject to change if the Board approves new FY 2025 - 2026 pay grade scales with an annual salary increase.

#	Cost Center/Program Name	Title   Position/Pool #	Current Classification & Pay Grade	Proposed Classification & Pay Grade	Current Budget	Adjustment Amount	New Amount	Less Funding Source	Impact to Budget	Rationale
New Positions (4)										
1	Office of Enrollment Services	Specialist - Recruiting	N/A	Administrative Technical Support 4	\$ -	\$ 42,879	\$ 42,879	\$ -	\$ 42,879	• Implementation of the Valley Promise Program necessitates additional recruitment staff to assist high school seniors with enrollment and financial aid processes.
2	Office of Enrollment Services	Specialist - Recruiting	N/A	Administrative Technical Support 4	\$ -	\$ 42,879	\$ 42,879	\$ -	\$ 42,879	• Implementation of the Valley Promise Program necessitates additional recruitment staff to assist high school seniors with enrollment and financial aid processes.
3	Office of Enrollment Services	Specialist - Recruiting	N/A	Administrative Technical Support 4	\$ -	\$ 42,879	\$ 42,879	\$ -	\$ 42,879	• Implementation of the Valley Promise Program necessitates additional recruitment staff to assist high school seniors with enrollment and financial aid processes.
4	Office of Enrollment Services	Specialist - Recruiting	N/A	Administrative Technical Support 4	\$ -	\$ 42,879	\$ 42,879	\$ -	\$ 42,879	• Implementation of the Valley Promise Program necessitates additional recruitment staff to assist high school seniors with enrollment and financial aid processes.
Total for Vice President for Student Affairs and Enrollment Management					\$ -	\$ 171,516	\$ 171,516	\$ -	\$ 171,516	

Total for Student Affairs and Enrollment Management (SAEM) Division	\$ 171,516
Less Funding from Savings of Existing Vacant Positions or Pools	0
Net Salary Budget Increase	\$ 171,516

\*Projected salaries are based on FY 2024 - 2025 pay grade scales with no annual increases. Salaries are subject to change if the Board approves new FY 2025 - 2026 pay grade scales with an annual salary increase.

South Texas College  
Unrestricted Fund  
FY 2025 - 2026

#	Cost Center/Program Name	Title   Position/Pool #	Current Classification & Pay Grade	Proposed Classification & Pay Grade	Current Budget	Adjustment Amount	New Amount	Less Funding Source	Impact to Budget	Rationale
New ERP Pool (1)										
1	Student Affairs & Enrollment Mgt	ERP Implementation Internal Support - Stipends *New	N/A	N/A	\$ -	\$ 223,200	\$ 223,200	\$ -	\$ 223,200	•Pool is required for the Workday Student Implementation to cover stipends.
Total for Vice President for Student Affairs and Enrollment Management					\$ -	\$ 223,200	\$ 223,200	\$ -	\$ 223,200	

Total for Student Affairs and Enrollment Management (SAEM) Division	\$ 223,200
Less Funding from Savings of Existing Vacant Positions or Pools	0
Net Salary Budget Increase	\$ 223,200

\*Projected salaries are based on FY 2024 - 2025 pay grade scales with no annual increases. Salaries are subject to change if the Board approves new FY 2025 - 2026 pay grade scales with an annual salary increase.


#	Cost Center/Program Name	Title   Position #	Current Classification & Pay Grade	Proposed Classification & Pay Grade	Current Budget	Adjustment Amount	New Amount	Less Funding Source	Impact to Budget	Rationale
New Auxiliary Position (1)										
1	Facilities Operations & Maintenance	Auxiliary Enterprise Manager	N/A	Executive Administrative Professional 3	\$ -	\$ 58,313	\$ 58,313	\$ -	\$ 58,313	•The Auxiliary Enterprise Manager will coordinate with outsourced auxiliary service vendors and conferences district-wide. These services include, but not limited to, soda and snack vending, bookstore services, and cafeteria service vendors district-wide. This position will advise the Director - Risk, Environmental, Health, Safety and Sustainability on the coordination and evaluation of all auxiliary service contracts at all campuses.
Total for Vice President for Finance and Administrative Services					\$ -	\$ 58,313	\$ 58,313	\$ -	\$ 58,313	

Total for Finance and Administrative Services (FAS) Division	\$ 58,313
Less Funding from Savings of Existing Vacant Positions or Pools	0
Net Salary Budget Increase	\$ 58,313

\*Projected salaries are based on FY 2024 - 2025 pay grade scales with no annual increases. Salaries are subject to change if the Board approves new FY 2025 - 2026 pay grade scales with an annual salary increase.

**Review and Discussion of Preliminary Summaries of Unrestricted Projected  
Revenues and Expenditures for FY 2025 - 2026 with Comparison to FY 2024 – 2025  
Amended Budget**

<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>



**SOUTH TEXAS  
COLLEGE**

# Preliminary Summaries of Unrestricted Projected Revenues and Expenditures for FY 2025 – 2026 with Comparison to FY 2024 – 2025 Amended Budget

**JULY 8, 2025**

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

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## FY 2025 – 2026 Budget Highlights

- ▶ **Reduction in State Appropriations Allocation** (Near-Final Run)
  - Foundation Payment Performance Tier
- ▶ **Maintain FAST Appropriation at FY 2024 – 2025 Level**
- ▶ **No Increase to Tuition Rates**
  - Governor Abbot's November 13, 2024 Letter to Texas Colleges and Universities
    - Will not support any tuition increase an any public higher education institution in the upcoming biennium
- ▶ **Increase in Property Tax Revenue**
- ▶ **Updated TASB Scenarios, Proposed Salary Increase and New Positions/Adjustments**
- ▶ **Fund Unexpended Construction Plant Fund Transfer**

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## Preliminary Unrestricted Fund Revenues

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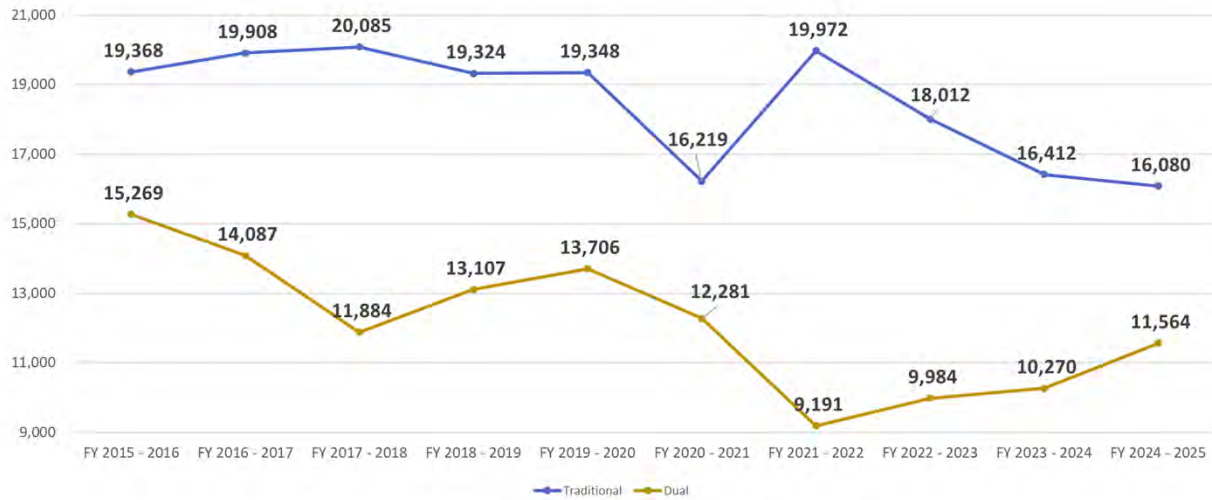
## Preliminary Revenues FY 2025 - 2026

- ▶ State Appropriations-Foundation Payment Performance Tier
  - Estimated decrease of \$205,326
- ▶ Tuition and Fees
  - Flat student enrollment
  - Estimated increase in revenue by \$1,533,412
    - Increase is due to shift in historical trends based on number of classes taken by students and based on actual revenue in FY 25

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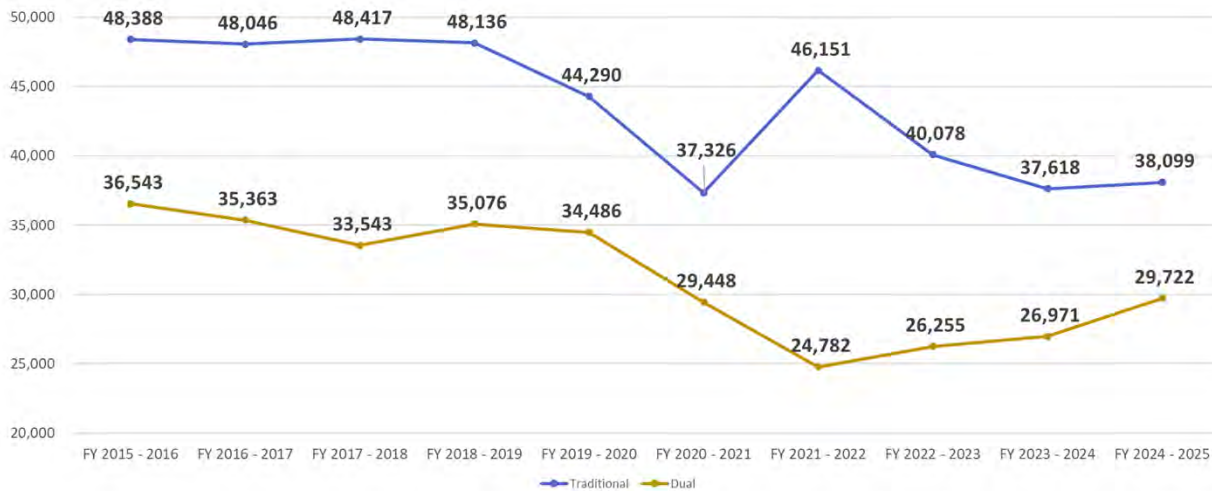


## 10 Year Historical Enrollment – Fall



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## 10 Year Historical Enrollment – All Terms



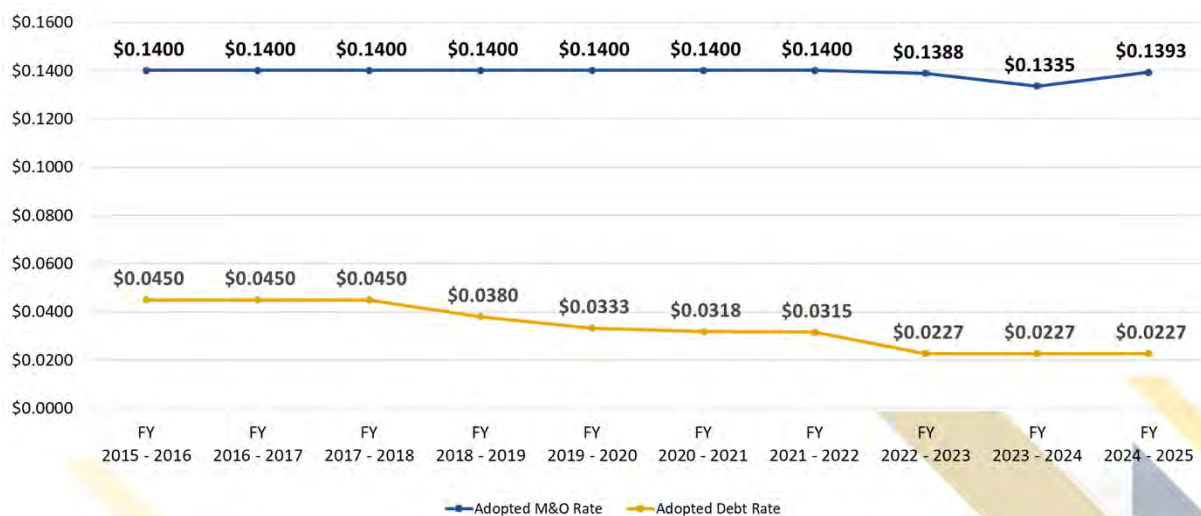
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## Preliminary Revenues FY 2025 - 2026

- ▶ **Property Taxes**
  - Approximate increase of \$8.5 million
- ▶ **Other Revenues**
  - Increase
    - Dual Enrollment Reimbursement Cost
- ▶ **Carryover Fund Balance Allocation**
  - Net Reduction based on College needs

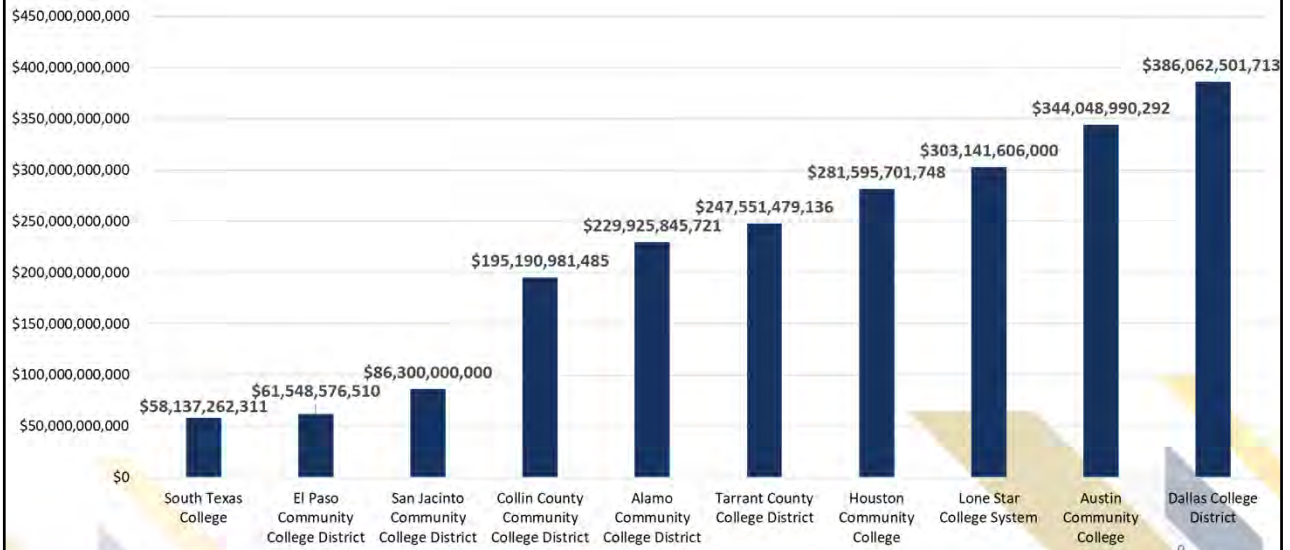
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## 10-Year Historical Trend of M&O and Debt Tax Rates



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## Top 10 Community Colleges 2024 Net Taxable Value



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

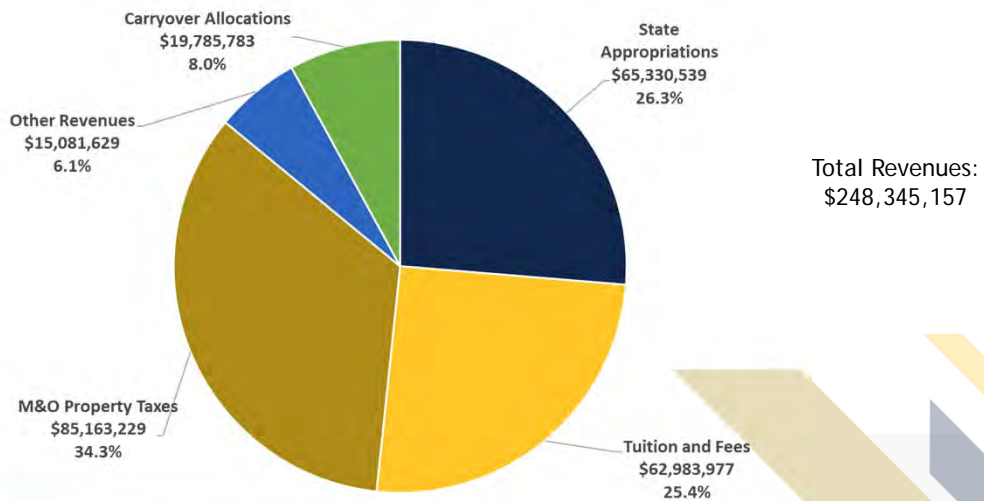
Carryover Allocation	FY 2024 - 2025 Budget (Amended)	FY 2025 - 2026 Budget (Preliminary)	Increase/ (Decrease)
Unexpended Construction Plant Fund	\$10,000,000	\$10,000,000	\$-
Continuing Education and Workforce Development	220,000	220,000	-
Scholarship	306,500	-	(306,500)
NAH Faculty	250,000	-	(250,000)
ERP Implementation	6,173,367	9,565,783	3,392,416
Gap Bridging Retention Payment	3,882,973	-	(3,882,973)
<b>Total Revenues</b>	<b>\$20,832,840</b>	<b>\$19,785,783</b>	<b>\$(1,047,057)</b>

## Preliminary Unrestricted Fund Revenues FY 2025 – 2026

Summary of Revenues	FY 2024 - 2025 Budget (Amended)	FY 2025 - 2026 Budget (Preliminary)	Increase/ (Decrease)
State Appropriations	\$65,535,865	\$65,330,539	\$(205,326)
Tuition and Fees	61,450,565	62,983,977	1,533,412
Property Taxes	76,706,437	85,163,229	8,456,792
Other Revenues	14,096,005	15,081,629	985,624
Carryover Allocations	20,832,840	19,785,783	(1,047,057)
<b>Total Revenues</b>	<b>\$238,621,712</b>	<b>\$248,345,157</b>	<b>\$9,723,445</b>

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## Preliminary Unrestricted Fund Revenues FY 2025 – 2026



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## Preliminary Unrestricted Fund Expenditures

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## Preliminary Expenditures FY 2025 – 2026

### ► Salaries and Benefits

- Proposed annual salary increase scenarios for faculty and non-faculty personnel of 3% or 4%
- Proposed request for new positions and other adjustments

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

Division	Amount Increase/(Decrease)	Percentage Increase/(Decrease)
Academic Affairs and Economic Development	479,520	4.80%
Finance and Administrative Services	306,482	1.28%
Information Services, Planning, Performance and Strategic Initiatives	(263,143)	-3.30%
Institutional Advancement and External Affairs	(15,971)	-0.80%
Office of the President	(16,585)	-9.86%
Student Affairs and Enrollment Management	5,700	0.33%
<b>Total</b>	<b>\$496,003</b>	<b>-0.08%</b>

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

Division	Amount Increase/(Decrease)	Percentage Increase/(Decrease)
Academic Affairs and Economic Development	62,338	3.74%
Finance and Administrative Services	27,893	11.49%
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>\$122,846</b>	<b>4.53%</b>

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

Division	Amount Increase/(Decrease)	Percentage Increase/(Decrease)
Academic Affairs and Economic Development	217,064	20.50%
Finance and Administrative Services	118,080	46.32%
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>\$354,144</b>	<b>17.20%</b>

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## Summary of Expenditure Budget Requests FY 2025 – 2026

Expenditure	Expenditure Requests Excluding ERP	Expenditure Requests Including ERP
Operating and Technology	\$496,003	\$3,742,985
Travel	122,846	418,230
Scholarships	(306,500)	(306,500)
Capital	354,144	(2,440,565)
<b>Total</b>	<b>\$666,493</b>	<b>\$1,414,150</b>

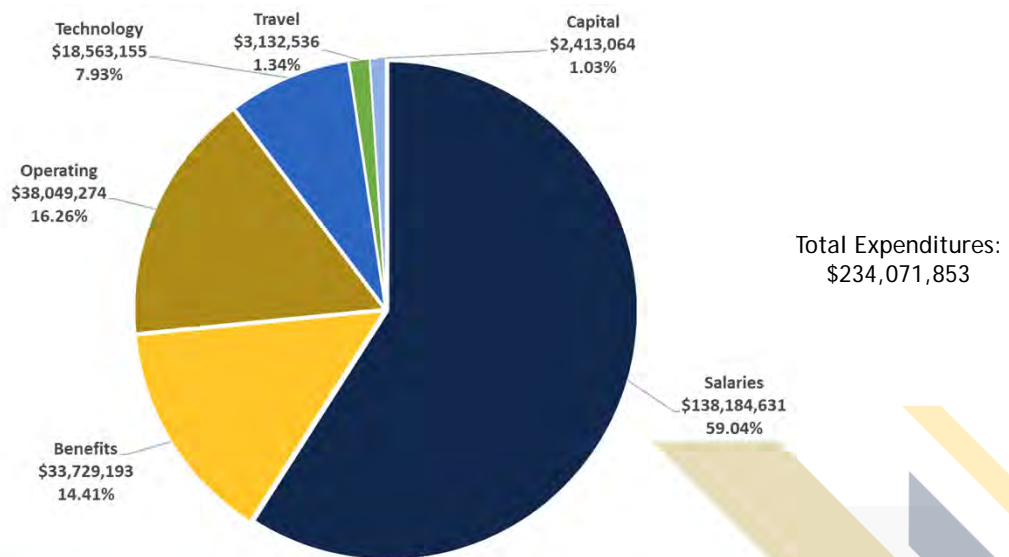
18

## Preliminary Unrestricted Fund Expenditures FY 2025 – 2026 3% and 4% GPI Scenarios

Summary of Expenditures	FY 2024 - 2025 Budget (Amended)	FY 2025 - 2026 Budget 3% GPI (Preliminary)	FY 2025 - 2026 Budget 4% GPI (Preliminary)
Salaries	\$132,415,838	\$138,184,631	\$139,220,511
Benefits	32,286,995	33,729,193	33,988,163
Operating	42,558,700	38,049,274	38,049,274
Technology	10,310,744	18,563,155	18,563,155
Travel	2,714,306	3,132,536	3,132,536
Scholarships	306,500	-	-
Capital Outlay	4,853,629	2,413,064	2,413,064
<b>Total Expenditures</b>	<b>\$225,446,712</b>	<b>\$234,071,853</b>	<b>\$235,366,703</b>
Transfers & Reserves			
Transfer to Unexpended Plant Fund	10,000,000	10,000,000	10,000,000
Transfer to Student Activities Auxiliary Fund	1,175,000	1,175,000	1,175,000
Contingency Fund	2,000,000	3,098,304	1,803,454
<b>Total Transfers &amp; Reserves</b>	<b>13,175,000</b>	<b>14,273,304</b>	<b>12,978,454</b>
<b>Total Expenditures, Transfers &amp; Reserves</b>	<b>\$238,621,712</b>	<b>\$248,345,157</b>	<b>\$248,345,157</b>
Revenues over Expenditures	\$-	\$-	\$-

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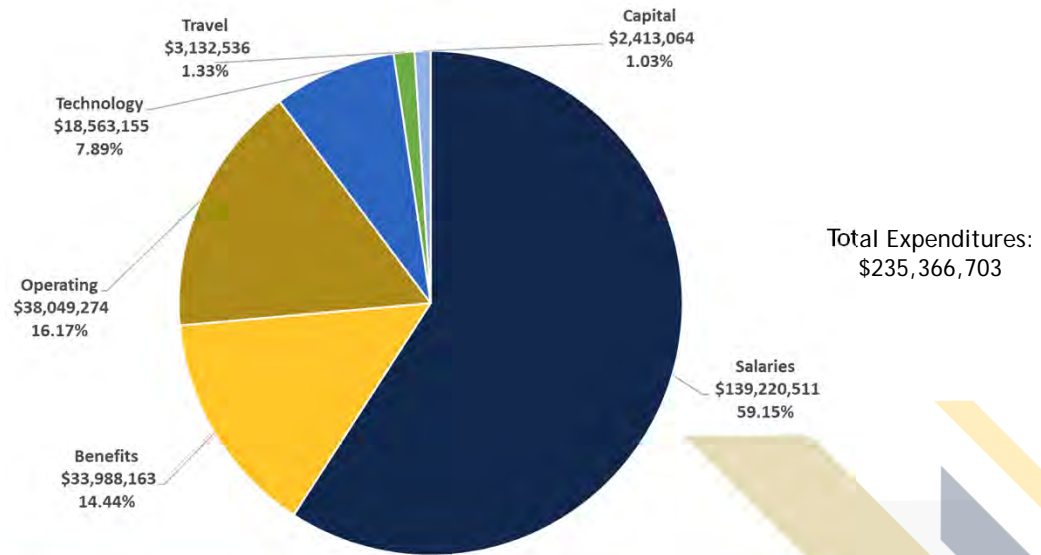
## Preliminary Unrestricted Fund Expenditures FY 2025 – 2026 (Excluding Transfers & Reserves) 3% GPI



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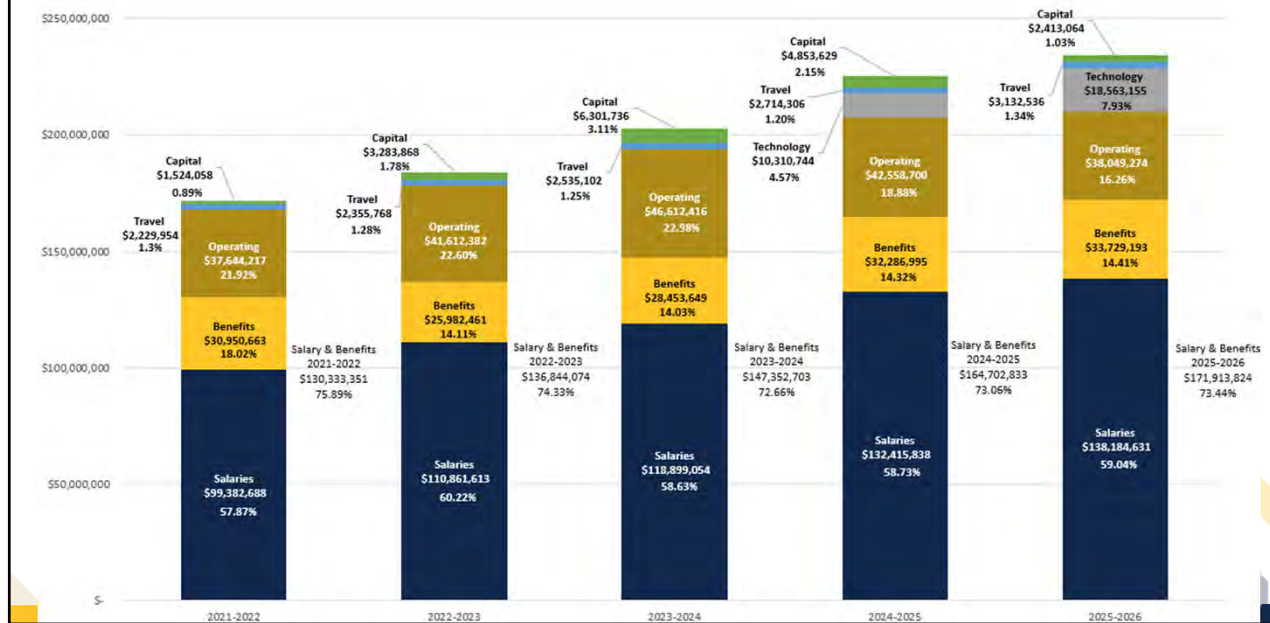


## Preliminary Unrestricted Fund Expenditures FY 2025 – 2026 (Excluding Transfers & Reserves) 4% GPI

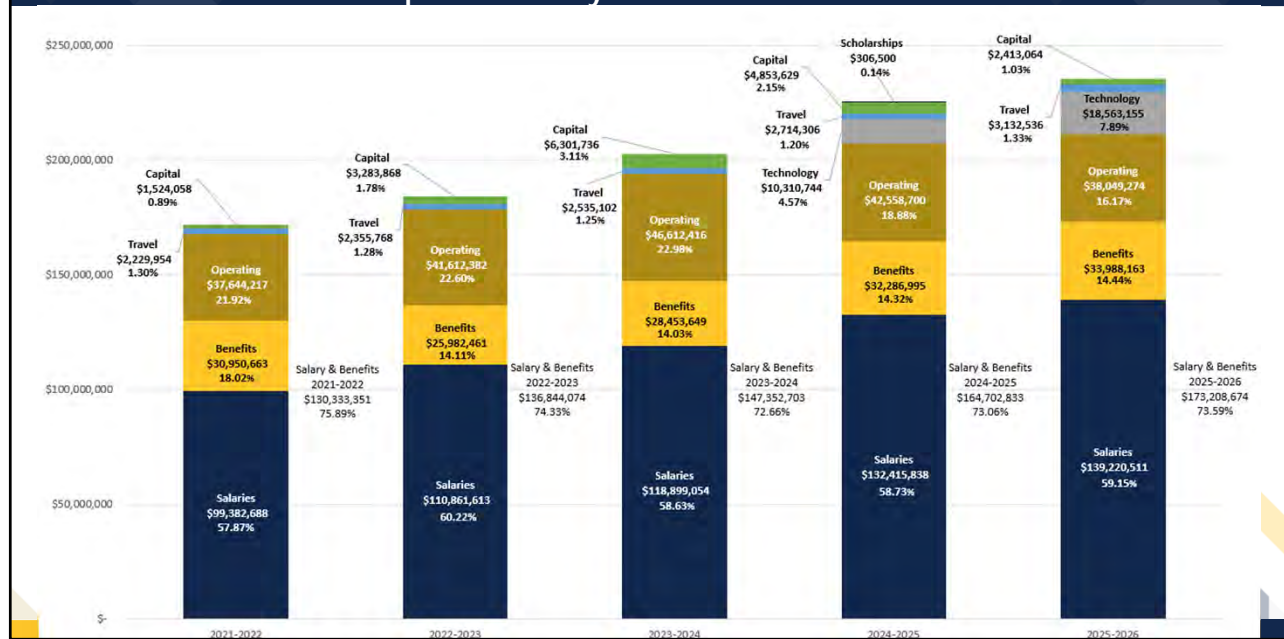


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## Preliminary Unrestricted Fund Expenditures FY 2019 – 2020 to 2025 – 2026 Expenditures by Classification 3% GPI



## Preliminary Unrestricted Fund Expenditures FY 2019 – 2020 to 2025 – 2026 Expenditures by Classification 4% GPI



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

Summary of Expenditures	FY 2025 - 2026 Budget 3% GPI (Preliminary)	FY 2025 - 2026 Budget 4% GPI (Preliminary)
State Appropriations	\$65,330,539	\$65,330,539
Tuition and Fees	62,983,977	62,983,977
Property Taxes	85,163,229	85,163,229
Other Revenues	15,081,629	15,081,629
Carryover Allocations	19,785,783	19,785,783
<b>Total Revenues</b>	<b>\$248,345,157</b>	<b>\$248,345,157</b>
Salaries	\$138,184,631	\$139,220,511
Benefits	33,729,193	33,988,163
Operating	38,049,274	38,049,274
Technology	18,563,155	18,563,155
Travel	3,132,536	3,132,536
Capital Outlay	2,413,064	2,413,064
<b>Total Expenditures</b>	<b>\$234,071,853</b>	<b>\$235,366,703</b>
Transfers & Reserves	14,273,304	12,978,454
<b>Total Expenditures, Transfers &amp; Reserves</b>	<b>\$248,345,157</b>	<b>\$248,345,157</b>
Revenues over Expenditures	\$-	\$-



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

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**Discussion and Action as Necessary to Revise Order #2024-018: Authorizing the Defeasance and Redemption of a Portion of the South Texas College District's Outstanding Limited Tax Bonds, and Approving an Escrow Agreement and All Other Instruments and Procedures Related Thereto**

**Purpose** To approve the revised Order #2024-018: Authorizing the Defeasance and Redemption of a Portion of the South Texas College District's Outstanding Limited Tax Bonds, and Approving an Escrow Agreement and All Other Instruments and Procedures Related Thereto, with the revised date of August 31, 2025.

**Justification** On August 27, 2024, the Board of Trustees approved Order #2024-018 for the defeasance of the South Texas College Limited Taxable Refunding Bonds, Series 2020, which reduces the payment of interest thereon, the District's aggregate debt service requirements, and the District's legal debt outstanding.

Perez Law Firm, bond counsel, advised the College that the approved Order had an incorrect date. This revision is necessary to change the date from February 24, 2025 to August 31, 2025.

The corrected language should be as follows:

SECTION 2: Authorized Officers; Timing of Redemption. The Chair, Vice Chair, and Secretary of the Board (the "Officers") are each, individually and collectively, authorized and instructed to take all actions necessary to redeem the Redeemed Bonds. Such Officers shall redeem the Redeemed Bonds as soon as reasonably practicable after funds of the District become available for such purpose, but in no event later than August 31, 2025. The Officers, or the designees thereof, are authorized to evidence adoption of this order (the "Order") and to do any and all things necessary or convenient to effect the redemption described herein and otherwise give effect to the intent hereof.

**Enclosed Documents** Appendix A – Signed Order #2024-018  
Appendix B - Revised Order #2024-018 provided by Perez Law Firm, Bond Counsel

**Funding** No funds are required.

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

**Recommendation** The Committee recommends that the Board approve the revised Order #2014-018. Authorizing the defeasance and redemption of a portion of the South Texas College District's outstanding limited tax

bonds, and approving an escrow agreement and all other instruments and procedures related thereto, with the revised date of August 31, 2025, as presented.

THE STATE OF TEXAS                                 §  
COUNTIES OF HIDALGO & CAMERON             §  
SOUTH TEXAS COLLEGE                             §

SECTION 3: Notice of Redemption. The Officers are authorized and directed to give notice of redemption to the paying agent/registrar for the Redeemed Bonds as provided in the Order. Such notice shall be in substantially the form attached hereto as Exhibit A hereto and incorporated fully herein for all purposes with appropriate additions based on the total amount of the Redeemed Bonds. The Board's authorization and direction to the Officers to redeem the Redeemed Bonds is irrevocable upon adoption of this Order.

SECTION 4: Escrow Agreement. The discharge and defeasance of the Redeemed Bonds shall be effectuated pursuant to the terms and provisions of an escrow agreement (the “Escrow Agreement”) with BOKF, N.A., (the “Escrow Agent”), in substantially the form attached hereto as Exhibit B, the terms and provisions of which are hereby approved in order to comply with all applicable laws and regulations relating to the redemption of the Redeemed Bonds and to carry out the other intents and purposes of this Order, including the execution of the Escrow Agreement. The President or Vice President of the Board is hereby authorized, as soon as is practicable, to take such actions as are necessary to effectuate the deposit with the Escrow Agent and the redemption of the of the Redeemed Bonds.

SECTION 5: Purchase of Escrow Securities. The Board hereby authorizes and directs the deposit of funds with the Escrow Agent to effectuate the defeasance of the Redeemed Bonds, and if applicable, directs the District’s consultants and the Escrow Agent to subscribe for, agree to purchase and purchase obligations of the United States of America or other securities authorized by law, in such amounts and maturities and bearing interest at such rates as may be provided for in the Escrow Agreement, and to execute any and all subscriptions, agreements, commitments, letters of authorization and other documents necessary to effectuate the foregoing. Any actions heretofore taken for such purpose are hereby ratified and approved.

SECTION 6: Notice of Redemption. The President and Secretary of the Board are authorized and instructed to give notice of redemption described herein to the paying agent/registrar for these Redeemed Bonds called for early redemption as provided in the Original Order.

SECTION 7: Further Actions Authorized. The President and Secretary of the Board, or the designees thereof, are authorized to evidence adoption of this Order and to do any and all things necessary or convenient to effect the redemption described herein and otherwise give effect to the intent hereof, including the retention of a verification agent to provide the Report (as defined in the Escrow Agreement).

SECTION 8: Recitals Incorporated. The recitals contained in the preamble hereof are hereby found to be true, and such recitals are hereby made a part of this Order for all purposes and are adopted as a part of the judgment and findings of the Board.

SECTION 9: Repealer. All orders and resolutions, or parts thereof, which are in conflict or inconsistent with any provision of this Order are hereby repealed to the extent of such conflict, and the provisions of this Order shall be and remain controlling as to the matters resolved herein.

SECTION 10: Choice of Law. This Order shall be construed and enforced in accordance with the laws of the State of Texas and the United States of America.

SECTION 11: Severability. If any provision of this Order or the application thereof to any person or circumstance shall be held to be invalid, the remainder of this Order and the application of such provision to other persons and circumstances shall nevertheless be valid, and the Board hereby declares that this Order would have been enacted without such invalid provision.

SECTION 12: Open Meeting. It is officially found, determined, and declared that the meeting at which this Order is adopted was open to the public and public notice of the time, place,

and subject matter of the public business to be considered at such meeting, including this Order, was given, all as required by Chapter 551, as amended, Texas Government Code.

SECTION 13: Headings. The titles and headings of the sections are for convenience of reference only and are not to be considered a part hereof and shall not in any way modify or restrict any of the terms and provisions hereof.

SECTION 14: Effective Date. This Order shall be in force and effect from and after its final passage, and it is so resolved.

*[The remainder of this page intentionally left blank.]*



PASSED AND APPROVED, this the 27<sup>th</sup> day of August 2024.

SOUTH TEXAS COLLEGE

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Chair, Board of Trustees

ATTEST:

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Secretary, Board of Trustees

## EXHIBIT A

### NOTICE OF PARTIAL REDEMPTION

Notice is hereby given that the South Texas College, acting through its Board of Trustees (the “Board”), has called for redemption the following outstanding obligations:

“South Texas College District Limited Tax Refunding Bonds, Taxable Series 2020,” dated July 1, 2020 (the “Bonds”), bearing interest, and stated to mature on August 15 in the year(s) as follows:

<u>Maturity Date*</u>	<u>Principal Amount Outstanding (\$)*</u>	<u>Amount Being Redeemed (\$)*</u>	<u>Interest Rate (%)*</u>
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The date fixed for redemption of the Bonds is \_\_\_\_\_ as authorized by the order authorizing the issuance of the Bonds and as directed by the Board pursuant to an order adopted on August 27, 2024. You are hereby notified that the Bonds should be presented for redemption on or before the Redemption Date and that interest shall cease to accrue from and after that date, and that on such date there shall become due and payable on each of the Bonds the redemption price equal to the principal amount thereof, without premium, plus unpaid accrued interest to the Redemption Date.

Notice is further given that the Bonds will be payable at and should be submitted either in person or by certified or registered mail to \_\_\_\_\_, at the following address:

Attn: Corporate Trust Services

This notice is issued and given pursuant to the option of redemption reserved to the Board in the order authorizing the issuance of the Bonds.

WITNESS MY OFFICIAL SIGNATURE this \_\_\_\_\_, 20\_\_.

SOUTH TEXAS COLLEGE

\_\_\_\_\_  
Chair, Board of Trustees

\_\_\_\_\_  
\* Complete with final redemption information.

**EXHIBIT B**  
**FORM OF ESCROW AGREEMENT**

## **ESCROW AGREEMENT**

THIS ESCROW AGREEMENT (this “Escrow Agreement”), dated for convenience as of August 27, 2024, but effective on the Escrow Funding Date described herein, is made and entered into by and between the SOUTH TEXAS COLLEGE, a college district duly created, organized and existing under the Constitution and laws of the State of Texas (together with any successor to its duties and functions, the “District”), and BOKF, N.A., as escrow agent (together with any successor or assign in such capacity, the “Escrow Agent”).

WHEREAS, the District has heretofore issued certain bonds (hereinafter defined as the “Redeemed Bonds”) that it desires to refund in advance of their maturities;

WHEREAS, Chapter 1207, Texas Government Code, as amended, authorizes and empowers the District to deposit with a paying agent for any of the Redeemed Bonds, or a trust company or commercial bank that does not act as a depository for the District, from available funds from any source, an amount sufficient to provide for the payment or redemption of the Redeemed Bonds;

WHEREAS, the governing body of the District has adopted a redemption order authorizing the defeasance and redemption of certain of its Limited Tax Refunding Bonds, Taxable Series 2020 as further described in Exhibit B hereto (the “Redeemed Bonds”), for the purpose, among other purposes, of providing the funds necessary to defease and redeem the Redeemed Bonds to reduce the payment of interest thereon and to reduce the District’s aggregate debt service requirements and legal debt outstanding;

WHEREAS, to provide for the payment of the Redeemed Bonds, the District has provided for the transfer to the Escrow Agent pursuant to this Escrow Agreement of money lawfully available for such purpose; and

WHEREAS, the governing body of the District has further determined to effectuate the defeasance and redemption pursuant to this Escrow Agreement, under which provision is made for the safekeeping, investment, reinvestment, administration and disposition of funds necessary to defease and redeem the Redeemed Bonds so as to provide firm banking and financial arrangements for the discharge and final payment of the Redeemed Bonds;

NOW, THEREFORE, in consideration of the mutual undertakings, promises and agreements herein contained, and other good and valuable consideration, the receipt and sufficiency of which hereby are acknowledged, and in order to secure the full and timely payment of the principal of and interest on the Redeemed Bonds, the District and the Escrow Agent contract and agree as follows:

### **ARTICLE ONE DEFINITIONS AND INTERPRETATIONS**

#### **Section 1.1    Definitions.**

Unless otherwise expressly provided or unless the context clearly requires otherwise, the following terms shall have the respective meanings specified below for all purposes of this Escrow Agreement:

“Board” shall mean the District’s Board of Trustees.

“Code” shall mean the Internal Revenue Code of 1986, as amended, and the applicable regulations thereunder and under the Internal Revenue Code of 1954.

“District” shall mean the South Texas College, and any successor to its duties and functions.

“Escrow Agent” shall mean BOKF, N.A., in its capacity as escrow agent hereunder, and any successor or assign in such capacity.

“Escrow Agreement” shall mean this escrow agreement.

“Escrow Deposit” shall mean the initial deposit into the Escrow Fund, as more particularly described in Section 2.1.

“Escrow Fund” shall mean the fund created in Section 3.1 of this Escrow Agreement to be administered by the Escrow Agent pursuant to the provisions of this Escrow Agreement.

“Escrow Funding Date” shall mean the date on which the District deposits with the Escrow Agent the Escrow Deposit described in Section 2.1 which date shall be no later than \_\_\_\_\_.

“Escrowed Securities” shall mean the Limited Yield Securities and the Open Market Securities.

“Limited Yield Securities” shall mean the non-callable United States Treasury Obligations-State and Local Government Series to be initially purchased with lawfully available funds of the District, together with all reinvestments of the proceeds thereof as may be directed in Section 4.2 or permitted in Section 4.3(b).

“Open Market Securities” shall mean the United States Treasury securities (or other direct non-callable obligations of the United States, including obligations that are unconditionally guaranteed by the United States) and any non-callable obligations of an agency or instrumentality of the United States, including obligations that are unconditionally guaranteed or insured by the agency or instrumentality and that, on the date the governing body of the issuer adopts or approves the proceedings authorizing the redemption of the Redeemed Bonds, are rated as to investment quality by a nationally recognized investment rating firm not less than AAA or its equivalent, to be purchased in the open market with cash, together with all reinvestments thereof as may be directed in Section 4.2 or permitted in Section 4.3(b), or cash or obligations substituted therefor pursuant to Section 4.3(a).

“Paying Agent for the Redeemed Bonds” shall mean BOKF, N.A., Dallas, Texas.

“Redeemed Bond Order” shall mean the District’s order authorizing the issuance, sale and delivery of the Redeemed Bonds.

“Redeemed Bonds” shall mean the outstanding bonds of the District as shown on Exhibit B hereto.

“Report” shall mean the verification report relating to the advance refunding of the Refunded Bonds, a copy of which is attached hereto as Exhibit C, and any subsequent verification report required by Section 4.3.

Section 1.1 Interpretations.

The titles and headings of the articles and sections of this Escrow Agreement have been inserted for convenience of reference only and are not to be considered a part hereof and shall not in any way modify or restrict the terms hereof. This Escrow Agreement and all of the terms and provisions hereof shall be liberally construed to effectuate the purposes set forth herein and to achieve the intended purpose of providing for the redemption of the Redeemed Bonds in accordance with applicable law.

ARTICLE TWO  
**DEPOSIT OF FUNDS AND ESCROWED SECURITIES**

Section 2.1 Deposits to Escrow Fund.

On the Escrow Funding Date, the District shall deposit, or cause to be deposited, into the Escrow Fund the Escrow Deposit, consisting of the following:

(a) As the beginning cash balance for the Escrow Fund, \$ \_\_\_\_\_ from available funds of the District;

(b) the initial Limited Yield Securities with a purchase price of \$ \_\_\_\_\_ from available funds of the District; and

(c) the initial Open Market Securities with a purchase price of \$ \_\_\_\_\_ from available funds of the District.

ARTICLE THREE  
**CREATION AND OPERATION OF ESCROW FUND**

Section 3.1 Escrow Fund.

On the Escrow Funding Date the Escrow Agent will create in its books a special fund and irrevocable escrow to be known as the “South Texas College 2024-2025 Cash Defeasance Escrow Fund” (the “Escrow Fund”). On the Escrow Funding Date, the Escrow Deposit described in Section 2.1 will be deposited to the credit of the Escrow Fund, The Escrow Deposit and all proceeds therefrom shall be the property of the Escrow Fund and shall be applied only in strict conformity with the terms and conditions hereof. All Escrowed Securities, all proceeds therefrom and all cash balances from time to time on deposit in the Escrow Fund are hereby irrevocably pledged to the payment of the principal of, redemption premium, if any; and interest on the

Redeemed Bonds, which payment shall be made by timely transfers to the Paying Agent for the Redeemed Bonds of such amounts at such times as are provided in Section 3.2. When the final transfers have been made to the Paying Agent for the Redeemed Bonds for the payment of such principal of, redemption premium, if any, and interest on the Redeemed Bonds, any balance then remaining in the Escrow Fund shall be transferred to the District, and the Escrow Agent shall thereupon be discharged from any further duties hereunder.

Section 3.2 Payment of Principal, Redemption Premium, if any, and Interest; Redemption of Certain Redeemed Bonds.

(a) The Escrow Agent is hereby irrevocably instructed to transfer to the Paying Agent for the Redeemed Bonds from the cash balance from time to time on deposit in the Escrow Fund the amounts required to pay the principal of, redemption premium, if any, and interest on the Redeemed Bonds in the amounts and at the times shown in the Report.

(b) Except for amounts transferred to the Paying Agent for the Redeemed Bonds pursuant to Section 3.2(a) and to the District pursuant to Section 4.2, the Escrow Agent agrees that it shall never make any withdrawals from the Escrow Fund or assert any claims, liens or charges against the Escrow Fund.

Section 3.3 Sufficiency of Escrow Fund.

The District represents (based upon the Report) that the successive receipts of the principal of and interest on the Escrowed Securities will assure that the cash balance on deposit from time to time in the Escrow Fund will be at all times sufficient to provide money for transfer to the Paying Agent for the Redeemed Bonds at the times and in the amounts required to pay the interest on the Redeemed Bonds as such interest comes due and to pay the principal of, redemption premium, if any, and interest on the Redeemed Bonds as the Redeemed Bonds mature or are called for redemption, all as more fully set forth in the Report. If, for any reason, at any time, the cash balances on deposit or scheduled to be on deposit in the Escrow Fund shall be insufficient to transfer the amounts required by the Paying Agent for the Redeemed Bonds to make the payments set forth in Section 3.2, the District shall timely deposit into the Escrow Fund, from lawfully available funds, additional funds in the amounts required to make such payments. Notice of any such insufficiency shall be given promptly by the Escrow Agent to the District as hereinafter provided, but the Escrow Agent shall not in any manner be responsible for any insufficiency of funds in the Escrow Fund or the District's failure to make additional deposits thereto.

Section 3.4 Trust Fund.

The Escrow Agent at all times shall hold the Escrow Fund, the Escrowed Securities and all other assets of the Escrow Fund wholly segregated from all other funds and securities on deposit with the Escrow Agent; it shall never allow the Escrowed Securities or any other assets of the Escrow Fund to be commingled with any other funds or securities of the Escrow Agent; and it shall hold and dispose of the assets of the Escrow Fund only as set forth herein. The Escrowed Securities and other assets of the Escrow Fund always shall be maintained by the Escrow Agent for the benefit of the holders of the Redeemed Bonds; and a special account evidencing such fact shall be maintained at all times on the books of the Escrow Agent. The holders of the Redeemed Bonds shall be entitled to the same preferred claim and first lien upon the Escrowed Securities, the proceeds thereof and all other assets of the Escrow Fund to which they are entitled as holders of

the Redeemed Bonds. The amounts received by the Escrow Agent under this Escrow Agreement shall not be considered as a banking deposit by the District, and the Escrow Agent shall have no right or title with respect thereto except as escrow agent under the terms hereof. The amounts received by the Escrow Agent hereunder shall not be subject to warrants, drafts or checks drawn by the District or, except to the extent expressly herein provided, by the Paying Agent for the Redeemed Bonds.

Section 3.5    Security for Cash Balances.

Cash balances from time to time on deposit in the Escrow Fund, to the extent not insured by the Federal Deposit Insurance Corporation or its successor, shall be continuously secured by a pledge of direct obligations of, or obligations unconditionally guaranteed by, the United States of America, having a market value at least equal to such cash balances.

ARTICLE FOUR  
**LIMITATION ON INVESTMENTS**

Section 4.1    General.

Except as herein otherwise expressly provided, the Escrow Agent shall not have any power or duty to invest any money held hereunder, to make substitutions of the Escrowed Securities or to sell, transfer or otherwise dispose of the Escrowed Securities.

Section 4.2    Reinvestment of Proceeds of Escrowed Securities.

The Escrow Agent is hereby authorized and directed to reinvest proceeds of the Escrowed Securities which are attributable to amounts received as principal of or interest on the Escrowed Securities and which are not immediately needed to pay the Redeemed Bonds in direct obligations of the United States of America, i.e., United States Treasury Bonds, Bills and Notes, in the amounts, and maturing and bearing interest, all as set out in the Report. The District hereby designates and appoints the Escrow Agent as its agent and duly authorized representative for purposes of subscribing for and purchasing such obligations, all of which shall constitute Escrowed Securities. Any income or increment earned from such reinvestment remaining after final payment of the Redeemed Bonds shall be promptly transferred to the District.

Section 4.3    Substitution of Securities.

(a)    The District may, upon compliance with the conditions stated in subsection (c) of this Section 4.3, at its option, substitute cash or non-interest bearing obligations of the United States Treasury (i.e., Treasury obligations which mature and are payable in a stated amount on the maturity date thereof and for which there are no payments other than the payment made on the maturity date) for non-interest bearing Open Market Securities listed in the Report, but only if such cash and/or substituted non-interest bearing direct obligations of the United States Treasury:

- (i)    are in an amount, and/or mature in an amount, which, together with any cash substituted for such obligations, is equal to or greater than the amount payable on the maturity date of the obligation listed in the Report for which such obligation is substituted, and



- (ii) mature on or before the maturity date of the obligation listed in the Report for which such obligation is substituted.

The District may at any time substitute any Open Market Securities which, as permitted by the preceding sentence, were not deposited to the credit of the Escrow Fund, for the cash and/or obligations that were substituted for such Open Market Securities.

(b) At the written request of the District, and upon compliance with the conditions hereinafter stated in subsection (c) of this Section 4.3, the Escrow Agent shall sell, transfer, otherwise dispose of or request the redemption of all or any portion of the Escrowed Securities and apply the proceeds therefrom to purchase Redeemed Bonds or direct obligations of, or obligations the principal of and interest on which are unconditionally guaranteed by, the United States of America which do not permit the redemption thereof at the option of the obligor.

(c) Any such transaction described in subsections (a) and (b) of this Section 4.3 may be effected by the Escrow Agent only if (1) the Escrow Agent shall have received a written opinion from a recognized firm of certified public accountants that such transaction will not cause the amount of money and securities in the Escrow Fund to be reduced below an amount which will be sufficient, when added to the interest to accrue thereon, to provide for the payment of principal of, redemption premium, if any, and interest on the remaining Redeemed Bonds as they become due, and (2) the Escrow Agent shall have received the unqualified written legal opinion of nationally recognized bond counsel or tax counsel acceptable to the District and the Escrow Agent to the effect that (a) such transaction will not cause any of the Redeemed Bonds to be an “arbitrage bond” within the meaning of the Code and (b) that such transaction complies with the Constitution and laws of the State of Texas and with all relevant documents relating to the issuance of the Redeemed Bonds.

#### Section 4.4 Arbitrage.

The District hereby covenants and agrees that it shall never request the Escrow Agent to exercise any power hereunder or permit any part of the money in the Escrow Fund or proceeds from the sale of Escrowed Securities to be used directly or indirectly to acquire any securities or obligations if the exercise of such power or the acquisition of such securities or obligations would cause any Defeased Bond to be an “arbitrage bond” within the meaning of the Code.

### ARTICLE FIVE RECORDS AND REPORTS

#### Section 5.1 Records.

The Escrow Agent shall keep books of record and account in which complete and correct entries shall be made of all transactions relating to the receipt, disbursement, allocation and application of the money and Escrowed Securities deposited to the Escrow Fund and all proceeds thereof, and such books shall be available for inspection at reasonable hours and under reasonable conditions by the District and the holders of the Redeemed Bonds.

## Section 5.2 Reports.

For the period beginning on the Escrow Funding Date and ending on December 31, 2022, and for each twelve (12) month period thereafter while this Agreement remains in effect, the Escrow Agent shall prepare and send to the District within thirty (30) days following the end of such period a written report summarizing all transactions relating to the Escrow Fund during such period, including, without limitation, credits to the Escrow Fund as a result of interest payments on or maturities of the Escrowed Securities and transfers from the Escrow Fund to the Paying Agent for the Redeemed Bonds or otherwise, together with a detailed statement of all Escrowed Securities and the cash balance on deposit in the Escrow Fund as of the end, of such period.

## ARTICLE SIX CONCERNING THE ESCROW AGENT

### Section 6.1 Representations of Escrow Agent.

The Escrow Agent hereby represents (a) that it is either a (i) Paying Agent for the Redeemed Bonds or (ii) trust company or commercial bank that does not act as a depository for the District and (b) that it has all necessary power and authority to enter into this Escrow Agreement and undertake the obligations and responsibilities imposed upon it herein and that it will carry out all of its obligations hereunder.

### Section 6.2 Limitation on Liability.

The liability of the Escrow Agent to transfer funds to the Paying Agent for the Redeemed Bonds for the payments of the principal of, redemption premium, if any, and interest on the Redeemed Bonds shall be limited to the proceeds of the Escrowed Securities and the cash balances from time to time on deposit in the Escrow Fund. Notwithstanding any provision contained herein to the contrary, the Escrow Agent shall have no liability whatsoever for the insufficiency of funds from time to time in the Escrow Fund or any failure of the obligor of the Escrowed Securities to make timely payment thereon, except for its obligation to notify the District promptly of any such occurrence.

The recitals herein and in the proceedings authorizing the Redeemed Bonds shall be taken as the statements of the District and shall not be considered as made by, or imposing any obligation or liability upon, the Escrow Agent. The Escrow Agent is not a party to the Redeemed Bond Orders and in its capacity as Escrow Agent is not responsible for or bound by any of the provisions thereof. In its capacity as Escrow Agent, it is agreed that the Escrow Agent need look only to the terms and provisions of this Escrow Agreement.

The Escrow Agent makes no representation as to the value, condition or sufficiency of the Escrow Fund, or any part thereof, or as to the title of the District thereto, or as to the security afforded thereby or hereby, and the Escrow Agent shall incur no liability or responsibility with respect to any of such matters.

It is the intention of the District and the Escrow Agent that the Escrow Agent shall never be required to use or advance its own funds or otherwise incur personal financial liability in the performance of any of its duties or the exercise of any of its rights and powers hereunder.

The Escrow Agent shall not be liable for the performance of any duties, except such duties as are specifically set forth in this Escrow Agreement, and no implied covenants or obligations shall be read into this Escrow Agreement. Nothing herein contained shall relieve the Escrow Agent from liability for its own negligent action, negligent failure to act or willful misconduct, except that this sentence shall not be construed to limit the effect of the immediately preceding sentence. The Escrow Agent shall not incur any liability for any error of judgment made in good faith by a responsible officer thereof, unless it shall be proved that it was negligent in ascertaining the pertinent facts. The Escrow Agent shall be protected in acting upon any notice, resolution, request, consent, order, certificate, report, opinion, bond or other paper or document believed by it to be genuine, and to have been signed or presented by the proper party or parties. The Escrow Agent may consult with counsel, and the opinion of such counsel shall be full and complete authorization and protection in respect of any action taken or suffered by it in good faith and in accordance therewith. The Escrow Agent may execute any of the trusts or powers hereunder or perform any duties hereunder either directly or by or through agents, attorneys, custodians or nominees appointed with due care, and shall not be responsible for any willful misconduct on the part of any agent, attorney, custodian or nominee so appointed.

Unless it is specifically provided otherwise herein, the Escrow Agent has no duty to determine or inquire into the happening or occurrence of any event or contingency or the performance or failure of performance of the District with respect to arrangements or contracts with others, with the Escrow Agent's sole duty hereunder being to safeguard the Escrow Fund and to dispose of and deliver the same in accordance with this Escrow Agreement. If, however, the Escrow Agent is called upon by the terms of this Escrow Agreement to determine the occurrence of any event or contingency, the Escrow Agent shall be obligated, in making such determination, only to exercise reasonable care and diligence, and in the event of error in making such determination the Escrow Agent shall be liable only for its own negligence or willful misconduct. In determining the occurrence of any such event or contingency the Escrow Agent may request from the District or any other person such reasonable additional evidence as the Escrow Agent in its discretion may deem necessary to determine any fact relating to the occurrence of such event or contingency, and in this connection may make inquiries of, and consult with, the District, among others, at any time.

The Escrow Agent shall not be liable for any action taken or neglected to be taken by it in good faith in the exercise of reasonable care and believed by it to be within the discretion or power conferred upon it by this Escrow Agreement, nor shall the Escrow Agent be responsible for the consequences of any error of judgment; nor shall the Escrow Agent be answerable, except for its own neglect or fault, for any loss unless the same shall have been through its negligence or willful misconduct.

In the absence of bad faith, the Escrow Agent may rely conclusively upon the truth, completeness and accuracy of the statements, certificates, opinions, resolutions and other documents conforming to the requirements of this Escrow Agreement, and shall not be obligated to make any independent investigation with respect thereto.

To the full extent permitted by law, the District agrees to indemnify, defend and hold the Escrow Agent harmless from and against any and all loss, damage, tax, liability and expense that may be incurred by the Escrow Agent arising out of or in connection with its acceptance or appointment as Escrow Agent hereunder, including attorneys' fees and expenses of defending

itself against any claim or liability in connection with, its performance hereunder except that the Escrow Agent shall not be indemnified for any loss, damage, tax, liability, or expense resulting from its own negligence or willful misconduct. The foregoing indemnification shall survive the termination of this Escrow Agreement or the resignation or removal of the Escrow Agent for any reason.

### Section 6.3    Compensation.

On the Escrow Funding Date, the District will pay \_\_\_\_\_ for performing its services as Escrow Agent hereunder and for all expenses incurred or to be incurred by the Escrow Agent in the administration of this Escrow Agreement, the fees set out in Exhibit A. If the Escrow Agent is requested to perform any extraordinary services hereunder, the District hereby agrees to pay reasonable fees to the Escrow Agent for such extraordinary services and to reimburse the Escrow Agent for all expenses incurred by the Escrow Agent in performing such extraordinary services. It is expressly provided that the Escrow Agent shall look only to the District for the payment of such additional fees and reimbursement of such additional expenses. The Escrow Agent hereby agrees that in no event shall it ever assert any claim or lien against the Escrow Fund for any fees for its services, whether regular, additional or extraordinary, as Escrow Agent, or in any other capacity, or for reimbursement for any of its expenses.

The Escrow Agent, in its capacity as the Paying Agent for the Redeemed Bonds, agrees to continue to act as paying agent for the Redeemed Bonds for the life of such bonds, under the fee schedule currently in effect for such bonds, with the remedy for nonpayment being solely an action against the District for amounts owing under the Paying Agent Agreement. The fees will continue to be paid by the District, and in no instance will the proceeds of the Escrow Fund be used to pay the fees of the Paying Agent for the Redeemed Bonds.

### Section 6.4    Successor Escrow Agents.

If at any time the Escrow Agent or its legal successor or successors should become unable, through operation of law or otherwise, to act as escrow agent hereunder, or if its property and affairs shall be taken under the control of any state or federal court or administrative body because of insolvency or bankruptcy or for any other reason, a vacancy shall forthwith exist in the office of Escrow Agent hereunder. In such event the District, by appropriate action, shall promptly appoint a successor Escrow Agent to fill such vacancy. If no successor Escrow Agent shall have been appointed by the District within sixty (60) days of such vacancy, a successor may be appointed by the holders of a majority in aggregate principal amount of the Redeemed Bonds then outstanding by an instrument or instruments in writing filed with the District, signed by such holders or by their duly authorized attorneys. If, in a proper case, no appointment of a successor Escrow Agent shall be made pursuant to the foregoing provisions of this section within three months after a vacancy shall have occurred, the holder of any Redeemed Bond then outstanding may apply to any court of competent jurisdiction to appoint a successor Escrow Agent. Such court may thereupon, after such notice, if any, as it may deem proper, prescribe and appoint a successor Escrow Agent.

Any successor Escrow Agent shall be qualified to act in such capacity under Chapter 1207, Texas Government Code, as amended, and shall be a corporation organized and doing business under the laws of the United States or the State of Texas, authorized under such laws to exercise

corporate trust powers, having a combined capital and surplus of at least \$50,000,000 and subject to supervision or examination by federal or state authority.

Any successor Escrow Agent shall execute, acknowledge and deliver to the District and the Escrow Agent an instrument accepting such appointment hereunder, and the Escrow Agent shall execute and deliver an instrument transferring to such successor Escrow Agent, subject to the terms of this Agreement, all the rights, powers and trusts of the Escrow Agent hereunder. Upon the request of any such successor Escrow Agent, the District shall execute any and all instruments in writing for more fully and certainly vesting in and confirming to such successor Escrow Agent all such rights, powers and duties. The Escrow Agent shall pay over to its successor Escrow Agent a proportional part of the Escrow Agent's fee paid hereunder.

The Escrow Agent at the time acting hereunder may at any time resign and be discharged from the escrow hereby created by giving not less than sixty (60) days' written notice to the District specifying the date when such resignation will take effect. No such resignation shall take effect unless a successor Escrow Agent shall have been appointed by the holders of the Redeemed Bonds or by the District as herein provided and such successor Escrow Agent shall have accepted such appointment, in which event such resignation shall take effect immediately upon the appointment and acceptance of a successor Escrow Agent. If an instrument of acceptance by a successor Escrow Agent shall not have been delivered to the Escrow Agent within 60 days after the giving of such notice of resignation, the resigning Escrow Agent may petition any court of competent jurisdiction for the appointment of a successor Escrow Agent.

The Escrow Agent may be removed at any time with thirty (30) days' prior notice by an instrument or concurrent instruments in writing delivered to the Escrow Agent and to the District and signed by the holders of a majority in aggregate principal amount of the Redeemed Bonds then outstanding.

## ARTICLE SEVEN MISCELLANEOUS

### Section 7.1    Notices.

Any notice, authorization, request or demand required or permitted to be given hereunder shall be made or given in writing and shall be deemed to have been duly given when mailed by registered or certified mail, postage prepaid, addressed as follows:

To the Escrow Agent:

Attention:

To the District:

South Texas College  
3201 W. Pecan Blvd.  
McAllen, Texas 78501  
Attention: Vice President for Finance and Administrative Services

The United States Post Office registered or certified mail receipt showing delivery of the aforesaid shall be conclusive evidence of the date and fact of delivery. Either party hereto may change the address to which notices are to be delivered by giving to the other party not less than ten (10) days' prior written notice thereof.

Section 7.2 Termination of Responsibilities.

Upon the taking by the Escrow Agent of all the actions as described herein, the Escrow Agent shall have no further obligations or responsibilities hereunder to the District, the holders of the Redeemed Bonds or to any other person or persons in connection with this. Escrow Agreement.

Section 7.3 Binding Agreement; Amendment.

This Escrow Agreement shall be binding upon the District and the Escrow Agent and their respective successors and legal representatives and shall inure solely to the benefit of the holders of the Redeemed Bonds, the District, the Escrow Agent and their respective successors and legal representatives. This Escrow Agreement shall not be subject to amendment without the written consent of the holders of all Redeemed Bonds then outstanding.

Section 7.4 Severability.

If any one or more of the provisions contained in this Escrow Agreement shall for any reason be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect any other provision of this Escrow Agreement, but this Escrow Agreement shall be construed as if such invalid or illegal or unenforceable provision had never been contained herein.

Section 7.5 Governing Law.

This Escrow Agreement shall be governed exclusively by the provisions hereof and by the applicable laws of the State of Texas.

Section 7.6 Time of Essence.

Time shall be of the essence in the performance of obligations from time to time imposed upon the Escrow Agent by this Escrow Agreement.

Section 7.7 Iran, Sudan, and Foreign Terrorist Organizations. The Escrow Agent represents that neither it nor any of its parent company, wholly- or majority-owned subsidiaries, and other affiliates is a company identified on a list prepared and maintained by the Texas Comptroller of Public Accounts under Section 2252.153 or Section 2270.0201, Texas Government Code, and posted on any of the following pages of such officer's internet website:

<https://comptroller.texas.gov/purchasing/docs/sudan-list.pdf>,  
<https://comptroller.texas.gov/purchasing/docs/iran-list.pdf>, or  
<https://comptroller.texas.gov/purchasing/docs/fto-list.pdf>.

The foregoing representation is made solely to comply with Section 2252.152, Texas Government Code, and neither the Escrow Agent nor any wholly- or majority-owned subsidiaries,

and other affiliates, if any, that the United States government has affirmatively declared to be excluded from its federal sanctions regime relating to Sudan or Iran or any federal sanctions regime relating to a foreign terrorist organization. The Escrow Agent understands “affiliate” to mean any entity that controls, is controlled by, or is under common control with the Escrow Agent and exists to make a profit. Notwithstanding anything contained herein, the representations and covenants contained in this section shall survive termination of the agreement until the statute of limitations has run.

Section 7.9 Contract Value. The Escrow Agent hereby verifies that this Agreement has a value of less than \$100,000 and shall not exceed the dollar limitations set forth in Sections 2271.002, 2274.002, and 2276.002 of the Texas Government Code.

*[Execution Page Follows]*

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year first above written.

SOUTH TEXAS COLLEGE

By: \_\_\_\_\_  
Chair, Board of Trustees

ATTEST:

By: \_\_\_\_\_  
Secretary, Board of Trustees



\_\_\_\_\_, as Escrow Agent

By:\_\_\_\_\_

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

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

Address: As listed in Section 7.1 hereof

ATTEST:

By:\_\_\_\_\_

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

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

**Exhibit A**  
**Fee Schedule**

## Exhibit B

### Schedule of Redeemed Bonds

South Texas College District Limited Tax Refunding Bonds, Taxable Series 2020,”  
dated July 1, 2020 (the “Bonds”), bearing interest, and stated to mature as follows:

<u>Maturity Date</u> *	<u>Principal Amount Outstanding (\$)</u> *	<u>Amount Being Redeemed (\$)</u> *	<u>Interest Rate (%)</u> *
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\* Complete with final redemption information.

### **Discussion and Action as Necessary on Depository Bank Contract**

<b>Purpose</b>	To discuss the primary depository bank services contract with PNC Bank.
<b>Justification</b>	<p>To discuss the primary depository bank services contract.</p> <p>The contract was awarded on October 27, 2020, for two years with three (3) two-year annual renewals.</p> <p>On November 19, 2024, the Board approved the second renewal of the depository bank services with PNC Bank, for a two-year term, beginning February 1, 2025, and ending January 31, 2027, at an estimated total amount of \$105,000.</p>
<b>Enclosed Documents</b>	Appendix A – Renewal Terms
<b>Staff Resource</b>	<p>Mary Del Paz, Vice President for Finance and Administrative Services</p> <p>Myriam Lopez, Associate Vice President for Finance and Management</p>
<b>Recommendation</b>	The Finance, Audit, and Human Resources Committee is asked to make a recommendation to the Board on the bank depository services contract.

### **Appendix A Renewal Terms**

The Board awarded the contracts as follows:

<b>Term: October 27, 2020 – two years with three (3) two-year annual renewals</b>			
<b>Award</b>	<b>Board Meeting Date</b>	<b>Original Term</b>	<b>Renewal Term</b>
Original	10/27/20	02/01/21 – 01/31/23	3 – two year options
First Renewal	10/18/22		02/01/23 – 01/31/25
Second Renewal	11/19/24		02/01/25 – 01/31/27

**Discussion and Action as Necessary on Interlocal Agreement for Transportation Services between South Texas College and the Lower Rio Grande Valley Development Council (LRGVDC) for FY 2025 – 2026**

<b>Purpose</b>	To approve the Interlocal Agreement for Transportation Services between South Texas College and the Lower Rio Grande Valley Development Council (LRGVDC) for FY 2025 - 2026 for a one-year period of September 1, 2025 through August 31, 2026.
<b>Justification</b>	<p>The Interlocal Agreement establishes intercampus bus routes to serve all the South Texas College (STC) campuses and to provide students with transportation services. The bus routes will benefit students, faculty, and staff and thereby serve the goals of both organizations by facilitating access to the College and its educational programs and increasing the use of public transportation in the area.</p> <p>The Interlocal Agreement was reviewed by the Director of Valley Metro at the LRGVDC, and the College's Legal Counsel and is still pending final approval by the LRGVDC.</p> <p>Contributions have been solicited from the City of Weslaco and Weslaco Economic Development Corporation, and discussions are in progress.</p>
<b>Enclosed Documents</b>	Appendix A – Draft Interlocal Agreement Appendix B - PowerPoint presentation
<b>Funding</b>	Funds for this expenditure will be budgeted in the Student Transportation Services budget for FY 2025 - 2026.
<b>Staff Resource</b>	Mary Del Paz, Vice President for Finance and Administrative Services Ruben Suarez, Chief of Police for the Department of Public Safety Alina O. Cantu, Public Safety & Transportation Services Manager
<b>Recommendation</b>	The Committee recommends that the Board approve the Interlocal Agreement for Transportation Services between South Texas College and the Lower Rio Grande Valley Development Council (LRGVDC) for FY 2025 - 2026 for a one-year period of September 1, 2025 through August 31, 2026.

# Jag Express Operation Recommendation for FY 2025 - 2026

- Finance Committee Meeting
- July 8, 2024

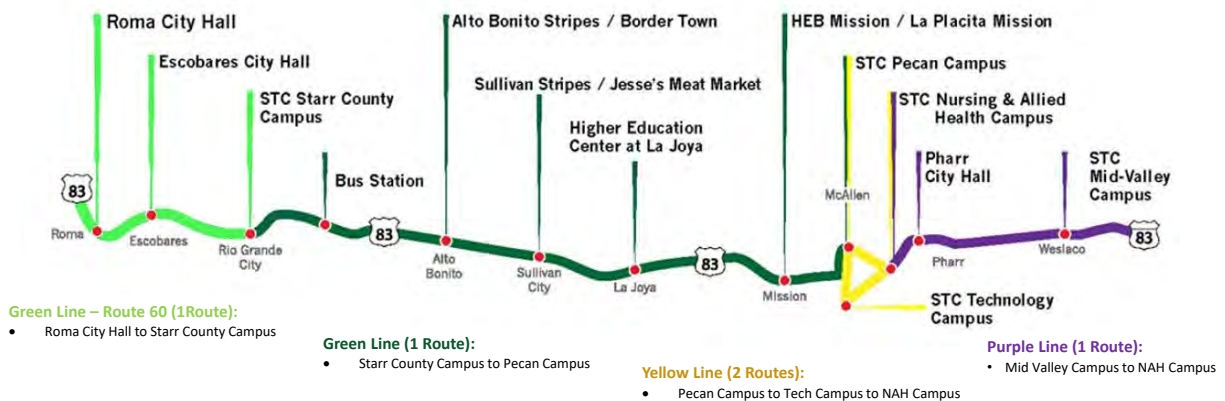
PRESENTED BY:

**MARY DEL PAZ, MBA, CPA, CFE, CGMA**

Vice President for Finance and Administrative Services



## Service Map



## Ridership History

The table below reflects the ridership count provided by the LRGVDC for the Purple Line and Green Lines and the College's ridership for the Yellow Line for FY 2020, FY 2021 FY 2022, FY 2023, FY 2024 and FY 2025:

	Transportation Route	FY 2020 (Service Ended March 22, 2020)	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025 (as of May 2024)
<b>STC</b>							
	Circulator (Yellow Line)	13,289	595	1,483	2,030	3,118	4,544
	Park & Ride	18,070	No Service	No Service	No Service	No Service	No Service
<b>LRGVDC</b>							
	Starr (Green Line 1 & 2)	7,379	831	2,114	2,117	2,540	2,824
	Starr (Green Line Route 60/Roma)	4,278	90	1,376	2,301	2,230	4,864
	Mid Valley (Purple Line)	4,267	38	No Service	No Service	No Service	711
	<b>Total Ridership</b>	<b>47,283</b>	<b>1,554</b>	<b>4,973</b>	<b>6,448</b>	<b>7,888</b>	<b>12,943</b>

## Proposed Agreement for Fiscal Year 2025 - 2026

- Maintain the Green Line Route 60 (Roma) and the Green Line I Route (Starr County Campus to Pecan Campus) to continue operating Monday – Friday.
- Continue the Interlocal Agreement with LRGVDC for the Yellow Line transportation routes, Monday – Friday.
- Maintain the Purple Line Route (Mid-Valley Campus to Nursing and Allied Health Campus) to continue operating Monday – Friday.
- The total estimated STC net cost will increase by \$11,164 from the current year.

## STC Net Cost for JagExpress Routes for FY 2025 – 2026

FY 2024 - 2025	Amount
<b>Total Operating Cost for Services</b>	<b>\$1,064,382</b>
Less Contributions:	
State/Federal Operating	\$625,147
<b>Total Net Cost to STC</b>	<b>\$439,235</b>
STC Direct Expenditures – Yellow Line	\$153,801
STC Payment to LRGVDC – Green Line I	113,913
STC Payment to LRGVDC – Green Line Route 60 (Roma)	87,036
STC Payment to LRGVDC – Purple Line (Mid-Valley)	84,485
<b>Total Net Cost to South Texas College</b>	<b>\$439,235</b>

## Cost Comparison for Current Year and FY 2025 - 2026

Below is a summary of the costs for the current Interlocal Agreement and the proposed Interlocal Agreement.

	FY 2025 Current Agreement	FY 2026 Proposed Agreement
	Total Operating Cost	Total Operating Cost
Total Cost	\$1,027,578	\$1,064,382
Grant Reimbursement	599,507	625,147
<b>Net STC Cost</b>	<b>\$428,071</b>	<b>\$439,235</b>





**INTERLOCAL AGREEMENT FOR TRANSPORTATION SERVICES  
BETWEEN SOUTH TEXAS COLLEGE AND  
THE LOWER RIO GRANDE VALLEY DEVELOPMENT COUNCIL**

**I. INTRODUCTION**

This Interlocal Agreement for Transportation Services (“Agreement”) entered into to be effective as of September 1, 2025 ~~2024~~, is between South Texas College, a political subdivision of the State of Texas (“College”), and the Lower Rio Grande Valley Development Council, a voluntary association of local governments in Cameron, Hidalgo, Starr, and Willacy Counties (“LRGVDC”). This Agreement is made pursuant to chapter 791 of the Texas Government Code (the “Interlocal Cooperation Act”), as amended.

**RECITALS**

WHEREAS, the College currently owns five (5) ~~six (6)~~ transportation buses to serve its students’ transportation needs to and from College campuses through the Circulator (Yellow) transportation routes;

WHEREAS, LRGVDC owns and operates a regional public transportation system;

WHEREAS, the College and LRGVDC wish to join efforts to establish a more efficient and economical bus transportation service which will connect the campuses of the College for the benefit of College students, staff and faculty; and

WHEREAS, the transportation service will advance the objective of improving access to the College’s educational programs by increasing public transportation use in the Lower Rio Grande Valley;

NOW THEREFORE, in consideration of the promises and of the mutual covenants contained herein, the parties agree as follows:

**II. ROLE OF THE LRGVDC for the Starr (Green) and Mid-Valley (Purple) transportation routes**

LRGVDC shall have the following responsibilities:

1. Provide bus routes to serve the Starr County and Mid - Valley campuses during the College’s business days and hours of service according to the attached schedule on Exhibit A;
2. Operate and maintain its public transit system in compliance with regulations and guidelines of the LRGVDC, the Texas Department of Transportation (“TxDOT”) and the Federal Transit Administration (“FTA”) as referenced in the attached LRGVDC Federal Transit Administration Certification and Assurances on Exhibit B;
3. Comply with Title VI (Circular 4702.1B “Title VI Requirements and Guidelines) of the Civil Rights Act of 1964 in accordance with Federal Transit Administration (FTA) grant recipient requirements;
4. Provide certifications and assurances that it will abide by all federal rules and regulations when using FTA funds in connection with this Agreement;
5. Ensure that College students, faculty and staff have access to bus transportation services provided hereunder free of charge upon presentation of an official identification card upon boarding; The Fast Ride micro-transit service and RGV Metro Express is not included in fare-free boarding.
6. Track all trips by College students, faculty and staff;
7. Provide College with monthly ridership participation reports within ten (10) working days after the last day of the month for which ridership participation is being reported;
8. Develop initiatives in coordination with the College to ensure that all reasonable efforts are undertaken to increase use of the transportation services;
9. Lease two (2) buses to the College which will be operated and maintained by the College to perform

its obligations under this Agreement;

10. Each Party shall maintain at its sole cost the following minimum insurance for any bus operated under this Agreement: (i) Automobile Liability – not less than \$1,000,000 per occurrence combined single limit; (ii) Property (physical damage) – actual cash value; and (iii) Workers’ Compensation as required by law. Each Party shall cause the other Party to be named as an additional insured (except for workers’ compensation) and shall furnish certificates of insurance evidencing the foregoing  
~~10. coverages upon execution and, thereafter, within ten (10) days of any renewal. Maintain primary liability (within the limits of the Texas Tort Claims Act) and property insurance coverage on all its buses operating Green Line and Purple Line routes, in compliance with TxDOT and FTA requirements, and upon request, supply evidence of insurance coverage to the College; and~~
11. Calculate and provide the College with a good faith estimate of the total operating costs and the total maintenance expenses for the operation of the Green Line (Route 1), the Green Line (Route 60) and the Purple Line for the Fall ~~2025~~ **2024**, Spring ~~2026~~ **2025** and Summer ~~2026~~ **2025** semesters.

### III. ROLE OF COLLEGE

The College shall have the following responsibilities:

1. Operate and maintain **five (5)** ~~six (6)~~ buses owned by the College and two (2) buses leased from LRGVDC, as listed on Exhibit C, for the Circulator (Yellow) transportation routes during the College’s business days and hours of service according to the attached schedule on Exhibit A;
2. Promote ridership by College students, faculty and staff (promotion efforts will include publicizing the service through newsletters, email notifications, signage at special events and semester registration, and other means the College determines would be effective at increasing participation and raising awareness of the service);
3. Designate boarding locations at each campus with appropriate signage at each of its campus stop locations;
4. Each Party shall maintain at its sole cost the following minimum insurance for any bus operated under this Agreement: (i) Automobile Liability – not less than \$1,000,000 per occurrence combined single limit; (ii) Property (physical damage) – actual cash value; and (iii) Workers’ Compensation as required by law. Each Party shall cause the other Party to be named as an additional insured (except for workers’ compensation) and shall furnish certificates of insurance evidencing the foregoing  
~~4. coverages upon execution and, thereafter, within ten (10) days of any renewal. Maintain primary liability (within the limits of the Texas Tort Claims Act) and property insurance coverage on all its buses, including buses being leased to the College, in compliance with TxDOT and FTA requirements, and upon request, supply evidence of such insurance coverage to LRGVDC; and~~
5. Operate and maintain its public transit system in compliance with regulations and guidelines of the LRGVDC and the Texas Department of Transportation (“TxDOT”);
6. Report transportation data to the National Transit Database (NTD) as required; and
7. Pay LRGVDC an amount equal to fifty (50) percent of the total operating costs and twenty (20) percent of the total maintenance expenses, as estimated by LRGVDC, for the operation of the Green Line (Route 1), the Green Line (Route 60) and the Purple Line for the Fall ~~2025~~ **2024**, Spring ~~2026~~ **2025** and Summer ~~2026~~ **2025** semesters (“Local Match Payment”).

### IV. CONTRACT AMOUNT AND COMPENSATION

#### A. Expense Reimbursement and Payment

On a monthly basis during the term of this Agreement, the College will submit to LRGVDC reimbursement vouchers with supporting documentation showing its operating costs, and maintenance expenses arising from the operation of the Circulator (Yellow) transportation routes. LRGVDC shall remit payment to the College for fifty (50) percent of the total operating costs and eighty (80) percent of the total maintenance expenses incurred by the College in the operation of the Circulator (Yellow) transportation routes. LRGVDC acknowledges that the total amount of the reimbursement payments to the College pursuant to

this Agreement for the operations and maintenance of the Circulator (Yellow) transportation routes is estimated to be ~~\$189,217~~ ~~\$204,143~~. Each monthly report will be on College letterhead and approved and signed by an individual with the authority to request payment.

As consideration for the services to be provided by LRGVDC under this Agreement, STC shall remit the Local Match Payment to LRGVDC within thirty (30) days after receipt of a complete, itemized invoice supported by ridership data for the applicable semester.~~the College will remit the Local Match Payment to LRGVDC in the amount of \$103,397 \$97,132 for the Fall 2025 2024 semester, \$110,678 102,605 for the Spring 2026 2025 semester and \$71,358 \$65,667 for the Summer 2026 2025 semester.~~

## **V. TERM**

The term of this Agreement begins on **September 1, 2025**~~2024~~ and expires on **August 31, 2026**~~2025~~.

## **VI. TERMINATION**

In the event of a material breach of this Agreement by one of the parties, the non-breaching party, without waiving any other remedy, may terminate this Agreement upon ten (10) days advance written notice of termination to the breaching party setting forth the nature of the material breach. The termination will not be effective if the material breach is fully cured prior to the ten (10) day period.

The Agreement may be terminated with or without cause by the College or LRGVDC upon the giving of at least thirty (30) days' prior written notice to the other party of its intention to terminate, specifying in such notice the effective date of such termination. In the event of such termination, it is understood and agreed that only the amounts due to the College for transportation services provided and expenses incurred to the date of termination will be due and payable. No penalty will be assessed for termination of this Agreement.

## **VII. AMENDMENT**

Written amendments, signed by both parties, will be required for any revisions, deletions and/or additions to the Agreement.

Neither party hereto will be liable or responsible to the other for any loss or damage or for any delays or failure to perform due to causes beyond its reasonable control including acts of God, strikes, epidemics, war, riots, flood, fire, sabotage, or any other circumstances of like character ("Force Majeure Event"). If a Force Majeure Event occurs that will delay either party in the performance of its obligations under this Agreement, such party shall promptly notify the other party in writing of such condition and cause thereof no later than ten (10) days after the Force Majeure Event. Provided, however, that if a Force Majeure Event occurs, each party agrees to use its best efforts to mitigate the impact of the occurrence so that the party may continue to carry out its obligations hereunder during the occurrence.

## **VIII. COOPERATION**

The parties understand and agree that the services described in this Agreement depend upon timely and open communications between the parties. In this regard, communication of issues, changes, or problems that arise should occur as early as possible. Each party agrees to work cooperatively and in good faith in a manner that ensures timely resolution of issues.

## **IX. NOTICES**

Except as otherwise specifically provided in this Agreement, all notices, consents, approvals, demands, requests or other communications provided for or permitted under this Agreement will be in writing and will be deemed to have been duly given or served when delivered by hand delivery, email or fax or deposited in the U.S. Mail by registered or certified mail, return receipt requested, postage prepaid, and addressed as follows:

If to College: South Texas College  
3201 W. Pecan Blvd.  
McAllen, TX 78501  
Attention: Ruben Suarez, Chief of Police  
Phone: 956-872-2330  
Email: rsuarez8@southtexascollege.edu

*With copy to:* South Texas College  
3201 W. Pecan Blvd.  
McAllen, TX 78501  
Attention: Mary G. Del Paz, VP for Finance & Administrative Services  
Phone: 956-872-3559  
Email: marye@southtexascollege.edu

If to LRGVDC: Lower Rio Grande Valley Development Council  
301 W. Railroad  
Weslaco, TX 78596  
Attention: Manuel Cruz, Executive Director for LRGVDC  
Phone: 956-682-3481  
Email: mcruz@lrgvdc.org

*With copy to:* Lower Rio Grande Valley Development Council  
510 S Pleasantview Dr.  
Weslaco, TX 78596  
Attention: Tom Logan, Director for Valley Metro  
Phone: 956-969-5761  
Email: tlogan@lrgvdc.org

## **X. GENERAL PROVISIONS**

### **A. Additional Obligations and Rights**

1. LRGVDC shall be responsible for and provide, at its sole expense, adequate equipment inspections, preventative maintenance, and fuel for the Starr (Green) and Mid-Valley (Purple) shuttle buses.
2. The College shall be responsible for and provide preventative maintenance with respect to the Circulator (Yellow) shuttle buses, and the College shall provide preventative maintenance reports to LRGVDC.
3. The College may place advertising wraps on buses subject to their removal upon termination of the Agreement.
4. The Valley Metro logo and the LRGVDC name will be included on the exterior of buses used in service and owned by Valley Metro and operated by the College for the Circulator (Yellow) transportation routes.
5. At the College's request, Valley Metro shall provide, at its expense, training to the College's staff regarding FTA and TxDOT requirements and expectations under this Agreement.
6. The College will designate a person as its lead representative in connection with this Agreement as well

as an additional person who will serve as the backup to the lead representative. Designated representatives will meet periodically for the purpose of exchanging updates, requesting information, providing technical assistance, and engaging in oversight of compliance with the terms and conditions of this Agreement.

7. LRGVDC will perform all grant management activities regarding this Agreement, including submission of a grant application to FTA for project funds, fiscal management, periodic reporting to FTA and triennial review reporting.
8. LRGVDC will perform periodic oversight and compliance of College activities for Circulator (Yellow) Line transportation route to ensure that the service is operated as public transportation and that all elements of this Agreement are followed. This will include, without limitation, inspections of buses, inspections of facilities, safety and security reviews, drug and alcohol reviews, annual reviews, report generation, and similar activities.
9. LRGVDC will claim the College's ridership, mileage, hours, and other statistical numbers in its reports and will publicize, market, and otherwise include the College's services as part of its public transportation network. LRGVDC shall furnish STC copies of all such reports and underlying data upon request, and nothing in this Section transfers ownership of College-generated data.
10. LRGVDC will institute a complaint process to record and address customer complaints, including discrimination complaints.
11. The College will record and submit any complaints to an LRGVDC representative within 24 hours from the receipt of such complaint.
12. For the duration of this Agreement, LRGVDC shall, at no additional cost to the College, lease two buses to the College to be operated in the Circulator (Yellow) transportation routes. The responsibility for the maintenance and operation costs thereof are elsewhere provided for in this Agreement
13. ~~Confidentiality and FERPA.~~ LRGVDC acknowledges that ridership data may contain personally identifiable information protected under the Family Educational Rights and Privacy Act (20 U.S.C. §1232g). LRGVDC shall not disclose such information except as permitted by law and shall implement commercially reasonable safeguards to protect the confidentiality and security of the data.
- ~~12.~~14. Neither Party shall use the other Party's name, seals, logos, or trademarks in advertising or publicity without the prior written consent of the other Party, except for the Valley Metro logo placement expressly permitted in § X A (4).

#### **B. Circulator (Yellow) Transportation Route**

1. The College will operate the Circulator (Yellow) transportation routes as public transportation for the benefit of the College community. In this regard, it is acknowledged that if space is available, a person who is not a College student, faculty or staff, may be provided ridership, but only from and to an official College campus location, consistent with 49 United States Code (USC), Chapter 53, as described in Exhibit A.
2. The College will use its own staff and **five (5)** ~~six (6)~~ buses owned by the College and two (2) buses leased from LRGVDC, to provide public transportation services for the Circulator (Yellow) transportation routes. College staff will at all times remain employees of the College.
3. Buses must be parked in a safe and secure location. LRGVDC maintenance staff will have access to the buses to ensure that buses are properly maintained and operating in good conditions.
4. The College will provide service reports for Circulator (Yellow) shuttles.
5. The College will maintain auto primary liability on all College-owned buses and leased buses within the limits of the Texas Tort Claims Act.

#### **C. Maintenance - Starr (Green Line) and Mid Valley (Purple Line) Transportation Route**

1. LRGVDC will provide maintenance services with its own staff for buses used in connection with this Agreement. These maintenance activities will adhere to the *LRGVDC Vehicle Maintenance Plan* and will include:
  - a. Responding to road calls;
  - b. Providing routine preventive maintenance according to the manufacturer's specified

- maintenance schedule and FTA standards;
- c. Detailing/cleaning buses once a week;
- d. Providing tire replacement service according to the manufacturer's schedule;
- e. Providing brake maintenance according to the manufacturer's schedule;
- f. Providing out-of-cycle repairs as necessary;
- g. Coordinating warranty work according to manufacturer guidelines;
- h. Keeping an inventory of all tools, equipment, parts, materials, and supplies;
- i. Keeping maintenance records of all activities, including work orders;
- j. Ensuring that all maintenance activities are safe and secure; and
- k. Adhering to the maintenance plan.

If a major repair or other repair is needed in connection with any equipment used to provide services for the Starr (Green Line) or Mid-Valley (Purple Line) bus lines that will exceed the established maintenance budget, LRGVDC will present the College a plan of action to address the repair, including the cost and timeline for repair.

2. LRGVDC will perform periodic oversight of the College activities to ensure that the service is operated as public transportation and that all elements of this Agreement are followed. This includes, without limitation, inspections of buses, inspections of facilities, safety and security reviews, annual reviews, report generation, and similar activities.

#### **D. Warranties**

1. The College warrants that (a) the transportation services are necessary and authorized for activities that are properly within its statutory functions and programs; (b) it has the authority to contract for the services under authority granted in § 130.022, 130.010, and 130.084, *Texas Education Code*, and Chapter 791, *Texas Government Code*; (3) it has all necessary legal authority and has received all necessary approvals to execute and deliver this Agreement; and (4) the officer signing this Agreement on its behalf is authorized by its governing body to sign this Agreement.
2. LRGVDC warrants that (1) it has authority to perform the services under authority granted in Chapter 791, *Texas Government Code*; (2) it has all necessary legal authority and has received all necessary approvals to execute and deliver this Agreement; and (3) the officer signing this Agreement on its behalf is authorized by its governing body to sign this Agreement.

#### **E. Capital**

1. LRGVDC will initiate the process of procuring capital improvements under this Agreement upon request of the College.

#### **F. Miscellaneous**

1. This Agreement shall be interpreted, construed and enforced in accordance with the laws of the State of Texas. Venue for any action under this Agreement shall be Hidalgo County, Texas.
2. This Agreement may not be assigned except upon written approval by LRGVDC and College.
3. In case any provision in this Agreement shall, for any reason, be held invalid or unenforceable in any respect, such invalidity or unenforceability shall not affect any other provision hereof, and this Agreement shall be construed as if such invalid or unenforceable provision had not been included herein.
4. No joint venture or partnership is formed as a result of this Agreement. No employees, agents, or subcontractors of one party shall be deemed, or represent themselves to be, employees or agents of the other party. All transportation services provided by LRGVDC are on an independent contractor basis.
5. This Agreement may be amended or modified only by a written instrument executed by both parties.
6. This Agreement constitutes the entire agreement and understanding between the parties with respect to

the subject matter hereof.

7. The College will maintain records of all documents and materials related to the performance of its obligations under this Agreement. The College agrees to allow LRGVDC to inspect and evaluate the work performed and any records under this Agreement.

~~7.8.~~ -This Agreement is contingent upon the availability of appropriated funds. If STC's governing body fails to appropriate sufficient funds for the continuation of this Agreement, STC may terminate upon thirty (30) days' written notice with no further liability.

#### XI. INDEMNITY AND LIABILITY

A. To the extent permitted by the Texas Constitution and the Texas Tort Claims Act, each Party shall be solely responsible for and shall defend, indemnify, and hold harmless the other Party, its officers, agents, and employees from and against any and all claims, demands, damages, liabilities, suits, and causes of action arising out of or resulting from the negligent acts or omissions of the indemnifying Party, its officers, agents, employees, invitees, or subcontractors in the performance of this Agreement.

B. Nothing in this Agreement shall be deemed or construed as a waiver of any immunity or defense to which either Party is entitled under Texas law. This Section shall survive termination or expiration of the Agreement.

#### XII. DISPUTE RESOLUTION

The Parties agree to attempt in good faith to resolve any dispute arising under this Agreement first by negotiation between senior administrators. If not resolved within thirty (30) days, the Parties shall submit the matter to non-binding mediation before a mutually agreed mediator in Hidalgo County, Texas, prior to seeking judicial relief.

**The undersigned acknowledge that they have read and understand this Agreement and agree to be bound by its terms and conditions.**

**South Texas College**

**Lower Rio Grande Valley Development  
Council**

\_\_\_\_\_  
**Dr. Ricardo J. Solis**  
**President**

\_\_\_\_\_  
**Manuel Cruz**  
**Executive Director**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**



## Exhibit A

### Fiscal Year 2025 - 2026 Transportation Schedule

#### **Fall 2025 Semester**

Limited Service - Begins August 18, 2025

Full Service - Begins August 25, 2025

Full Service - Ends December 12, 2025

#### **Spring 2026 Semester**

Full Service - Begins January 20, 2026

Full Service - Ends May 15, 2026

#### **Summer 2026 Semesters**

Limited Service – Begins June 1, 2026

Limited Service – Ends August 6, 2026

#### **Breaks In Service**

September 1, 2025 - Labor Day

September 12, 2025 – Fall Convocation

206 November 27 – 30, 2025 – Thanksgiving Holiday

December 15, 2025 - January 20, 2026 - Winter Break

February 13, 2026 – College - Wide Professional Development Day

March 16 - 22, 2026 - Spring Break

April 2 - 5, 2026 - Semester Break

June 19, 2026 – Juneteenth

July 3, 2026 - Independence Day

## Green Line Route

The Valley Metro-operated Green Line operates Monday – Friday, it stops at various locations throughout the Valley including HEB, Stripes and Border Town. The stops for this route for the FY 2025 - 2026 are as follows:

STC Starr County	Bus Station	Alto Bonito Stripes	Sullivan Stripes	Higher Ed Center-La Joya	HEB Mission	STC Pecan Campus	La Placita Mission	Higher Ed Center-La Joya	Jesse's Meat Market	Border Town	Bus Station	STC Starr County	NAH
6:00am													7:15am
						7:30am	7:45am	8:10am	8:20am	8:30am	8:45am	9:00am	
9:05am	9:20am	9:35am	9:45am	9:55am	10:20am	10:35am	10:50am	11:15am	11:25am	11:35am	11:50am	12:05pm	
1:00pm	1:15pm	1:30pm	1:40pm	1:50pm	2:15pm	2:30pm	2:45pm	3:10pm	3:20pm	3:30pm	3:45pm	4:00pm	
4:05pm	4:20pm	4:35pm	4:45pm	4:55pm	5:20pm	5:35pm	5:50pm	6:15pm	6:25pm	6:35pm	6:50pm	7:05pm	

## Green Line - Route 60

207

The Valley Metro-operated Green Line – Route 60 operates Monday – Friday. The stops for this route for the FY 2025 - 2026 are as follows:

RGC Bus Station	STC Starr Campus	Escobares Bus. 83	Roma Transit Station	Escobares Bus. 83	STC Starr Campus	RGC Bus Station
6:40 a.m.		7:05 a.m.	7:20 a.m.	7:35 a.m.	7:50 a.m.	8:15 a.m.
8:15 a.m.	8:40 a.m.	8:55 a.m.	9:10 a.m.	9:25 a.m.	9:40 a.m.	10:05 a.m.
10:05 a.m.	10:30 a.m.	10:45 a.m.	11:00 a.m.	11:15 a.m.	11:30 a.m.	11:55 a.m.
12:55 p.m.	1:20 p.m.	1:35 p.m.	1:50 p.m.	2:05 p.m.	2:20 p.m.	2:45 p.m.
2:45 p.m.	3:10 p.m.	3:25 p.m.	3:40 p.m.	3:55 p.m.	4:10 p.m.	4:35 p.m.
4:35 p.m.	5:00 p.m.	5:15 p.m.	5:30 p.m.	5:45 p.m.	6:00 p.m.	6:25 p.m.

Purple Line Route

The Valley Metro-operated Purple Line operates Monday – Friday. The stops for this route for the FY 2025 - 2026 are as follows:

STC Mid Valley Campus	Pharr Memorial Library	NAH Campus	Pharr Memorial Library	STC Mid Valley Campus
6:40 a.m.	7:15 a.m.	7:30 a.m.	7:45 a.m.	8:15 a.m.
8:20 a.m.	8:55 a.m.	9:10 a.m.	9:25 a.m.	9:55 a.m.
10:00 a.m.	10:35 p.m.	10:50 a.m.	11:05 a.m.	11:35 a.m.
11:40 a.m.	12:15 p.m.	12:30 p.m.	12:45 p.m.	1:15 p.m.
2:20 p.m.	2:55 p.m.	3:10 p.m.	3:25 p.m.	3:55 p.m.
4:00 p.m.	4:35 p.m.	4:50 p.m.	5:05 p.m.	5:35 p.m.
5:40 p.m.	6:15 p.m.	6:30 p.m.	6:45 p.m.	7:15 p.m.
7:20 p.m.	7:55 p.m.	8:10 p.m.	8:25 p.m.	8:55 p.m.

## Yellow Line

The Yellow Line is completely operated by South Texas College. Two buses operate from Monday through Thursday and only one bus operates on Friday. This route travels between the Pecan Campus, Technology Campus and Nursing and Allied Health Campus.

### Route 1

<u>Pecan</u>	<u>NAH</u>	<u>Tech</u>	<u>NAH</u>	<u>Pecan</u>
7:00 AM		7:20 AM	7:40 AM	8:00 AM
8:00 AM		8:20 AM	8:40 AM	9:00 AM
9:00 AM		9:20 AM	9:40 AM	10:00 AM
10:00 AM		10:20 AM	10:40 AM	11:00 AM
Lunch				
12:20PM		12:40PM	1:00PM	1:20PM
1:20PM		1:40PM	2:00PM	2:20PM
2:20PM		2:40PM	3:00PM	3:20PM
3:20PM		3:40PM	4:00PM	4:20PM
4:20PM		4:40PM	5:00PM	5:20PM
5:20PM		5:40PM	6:00PM	6:20PM
6:20PM		6:40PM	7:00PM	7:20PM

### Friday Schedule

<u>Pecan</u>	<u>NAH</u>	<u>Tech</u>	<u>NAH</u>	<u>Pecan</u>
7:00 AM		7:20 AM	7:40 AM	8:00 AM
8:00 AM		8:20 AM	8:40 AM	9:00 AM
9:00 AM		9:20 AM	9:40 AM	10:00 AM
10:00 AM		10:20 AM	10:40 AM	11:00 AM
11:00 AM		11:20 AM	11:40 AM	12:00 PM
Lunch				
1:00PM		1:20PM	1:40PM	2:00PM
2:00PM		2:20PM	2:40PM	3:00PM

### Route 2

<u>Pecan</u>	<u>NAH</u>	<u>Tech</u>	<u>NAH</u>	<u>Pecan</u>
7:20AM	7:40AM	8:00AM		8:20AM
8:20AM	8:40AM	9:00AM		9:20AM
9:20AM	9:40AM	10:00AM		10:20AM
10:20AM	10:40AM	11:00AM		11:20AM
11:20PM	11:40PM	12:00PM		12:20PM
Lunch				
1:50PM	2:10PM	2:30PM		2:50PM
2:50PM	3:10PM	3:30PM		3:50PM
3:50PM	4:10PM	4:30PM		4:50PM

**Exhibit B**

Certifications and Assurances

Fiscal Year 2025

**FEDERAL FISCAL YEAR 2025 CERTIFICATIONS AND ASSURANCES FOR FTA  
ASSISTANCE PROGRAMS**

(Signature pages alternate to providing Certifications and Assurances in TrAMS.)

Name of Applicant: Lower Rio Grande Valley Development Council (LRGVDC)The Applicant certifies to the applicable provisions of all categories: (*check here*) ☒ .*Or,*

The Applicant certifies to the applicable provisions of the categories it has selected:

Category	Certification
01 Certifications and Assurances Required of Every Applicant	<hr/>
02 Public Transportation Agency Safety Plans	<hr/>
03 Tax Liability and Felony Convictions	<hr/>
04 Private Sector Protections	<hr/>
05 Transit Asset Management Plan	<hr/>
06 Rolling Stock Buy America Reviews and Bus Testing	<hr/>
07 Urbanized Area Formula Grants Program	<hr/>
08 Formula Grants for Rural Areas	<hr/>
09 Fixed Guideway Capital Investment Grants and the Expedited Project Delivery for Capital Investment Grants Pilot Program	<hr/>
10 Grants for Buses and Bus Facilities and Low or No Emission Vehicle Deployment Grant Programs	<hr/>
11 Enhanced Mobility of Seniors and Individuals with Disabilities Programs	<hr/>

**Certifications and Assurances**

**Fiscal Year 2025**

- |    |   |       |
|----|---|-------|
| 12 | State of Good Repair Grants                                       | <hr/> |
| 13 | Infrastructure Finance Programs                                   | <hr/> |
| 14 | Alcohol and Controlled Substances Testing                         | <hr/> |
| 15 | Rail Safety Training and Oversight                                | <hr/> |
| 16 | Demand Responsive Service   | <hr/> |
| 17 | Interest and Financing Costs                                      | <hr/> |
| 18 | Cybersecurity Certification for Rail Rolling Stock and Operations | <hr/> |
| 19 | Tribal Transit Programs   | <hr/> |
| 20 | Emergency Relief Program  | <hr/> |

**CERTIFICATIONS AND ASSURANCES SIGNATURE PAGE**

**AFFIRMATION OF APPLICANT**

Name of the Applicant: Lower Rio Grande Valley Development Council (LRGVDC)

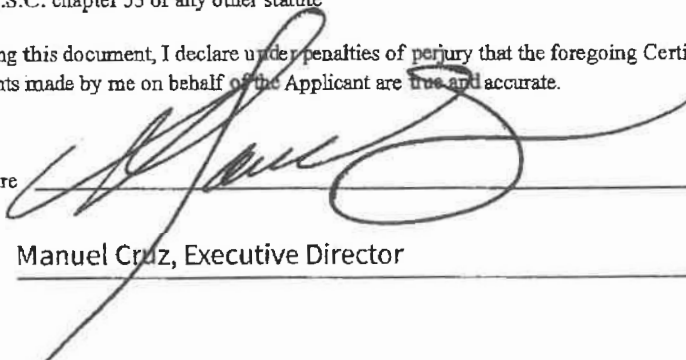
BY SIGNING BELOW, on behalf of the Applicant, I declare that it has duly authorized me to make these Certifications and Assurances and bind its compliance. Thus, it agrees to comply with all federal laws, regulations, and requirements, follow applicable federal guidance, and comply with the Certifications and Assurances as indicated on the foregoing page applicable to each application its Authorized Representative makes to the Federal Transit Administration (FTA) in the federal fiscal year, irrespective of whether the individual that acted on his or her Applicant's behalf continues to represent it.

The Certifications and Assurances the Applicant selects apply to each Award for which it now seeks, or may seek in the future, of federal assistance to be awarded by FTA during the federal fiscal year.

The Applicant affirms the truthfulness and accuracy of the Certifications and Assurances it has selected in the statements submitted with this document and any other submission made to FTA, and acknowledges that the Program Fraud Civil Remedies Act of 1986, 31 U.S.C. § 3801 *et seq.*, and implementing U.S. DOT regulations, "Program Fraud Civil Remedies," 49 CFR part 31, apply to any certification, assurance or submission made to FTA. The criminal provisions of 18 U.S.C. § 1001 apply to any certification, assurance, or submission made in connection with a federal public transportation program authorized by 49 U.S.C. chapter 53 or any other statute

In signing this document, I declare under penalties of perjury that the foregoing Certifications and Assurances, and any other statements made by me on behalf of the Applicant are true and accurate.

Signature



Date:

6/9/2025

Name

Manuel Cruz, Executive Director

Authorized Representative of Applicant

## Exhibit C Vehicle Listing

STC Shuttle Buses								
Bus #	Year	Make	MODEL	VIN	Fuel	License Plate #	Owner	UNIT #
5	2015	Chevrolet	4500	1GB6G5BG1F1209980	Gas	1190618	VM	1512
6	2015	Chevrolet	4500	1GB6G5BG2F1224861	Gas	1190619	VM	1513
7	2017	Freightliner	Glaval Concorde II	4UZADRDU7HCHZ3848	Diesel	1366988	STC	89
8	2017	Freightliner	Glaval Concorde II	4UZADRDU3HCJA0881	Diesel	1337711	STC	90
9	2016	Ford	E-450	1FDFE4FSXHDC01285	Gas	1337712	STC	91
10	2018	Ford	E-450	1FDFE4F57JDC22651	Gas	1387939	STC	146
11	2018	Ford	E-450	1FDFE4FS6JDC31311	Gas	1411958	STC	171



### **Review and Recommend Action on Proposed FY 2025 – 2026 Committee Meeting Schedule**

<b>Purpose</b>	The Board will be asked to review and take action on a calendar of Committee and Board Meetings for FY 2025 - 2026 at the July 22, 2025 Regular Board Meeting.
<b>Justification</b>	Finance, Audit, and Human Resources Committee Meetings are generally scheduled for the second Tuesday of each month, and are proposed for a starting time of 5:00 p.m. There may be some deviation based upon scheduling conflicts, and any adjustments will be communicated with as much early notification as practical.
<b>Enclosed Documents</b>	Appendix A – Proposed meeting schedule for the Finance, Audit, and Human Resources Committee Meetings Appendix B – A full calendar view of the proposed Committee and Board meeting schedule
<b>Staff Resource</b>	Venisa Earhart, Board Relations Administrator
<b>Recommendation</b>	The Finance, Audit, and Human Resources Committee is asked to recommend Board approval of the proposed Committee meeting schedule so that all Board members may enter the dates on their planning calendars.

### **APPENDIX A**

The proposed meeting schedule for the Finance, Audit, and Human Resources Committee Meeting is as follows:

<b><u>Weekday</u></b>	<b><u>Committee Meeting Date</u></b>	<b><u>Meeting Time</u></b>
Tuesday	September 9, 2025	3:00 p.m.
Tuesday	October 14, 2025	3:00 p.m.
Tuesday	November 11, 2025	3:00 p.m.
Tuesday	December 9, 2025	3:00 p.m.
Tuesday	January 13, 2026	3:00 p.m.
Tuesday	February 10, 2026	3:00 p.m.
Tuesday	March 10, 2026	3:00 p.m.
Tuesday	April 14, 2026	3:00 p.m.
Tuesday	May 12, 2026	3:00 p.m.
Tuesday	June 9, 2026	3:00 p.m.
Tuesday	July 14, 2026	3:00 p.m.
Tuesday	August 11, 2026	3:00 p.m.
Tuesday	September 8, 2026	3:00 p.m.

**APPENDIX B**

Follows in the packet.



# Board Meeting Committee Meeting Calendar FY 2025 - 2026

September 2025						
S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October 2025						
S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November 2025						
S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December 2025						
S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

January 2026						
S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February 2026						
S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March 2026						
S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2026						
S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2026						
S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 2026						
S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July 2026						
S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August 2026						
S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2026						
S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

	Regular Board Meeting
	Graduation Ceremonies
	Holiday/Professional Dev. Day, College Closed

	Committee Meetings -
	• Education & Workforce Development
	• Facilities
	• Finance, Audit, & Human Resources

- \* Education & Workforce Development Committee: 2nd Tuesday of the month, 3:00 p.m.
- \* Facilities Committee: 2nd Tuesday of the month, 4:00 p.m.
- \* Finance, Audit, & Human Resources Committee: 2nd Tuesday of the month, 5:00 p.m.
- \* Board Meetings: 4th Tuesday of the month, 5:30 p.m.

**Review and Recommend Action on Use of Previously Approved Valley Promise  
Matching Funds for FY 2025 – 2026**

<b>Purpose</b>	Administration seeks authorization to carry forward and expend previously approved matching funds for the South Texas College Valley Promise initiative in Fiscal Year 2025 – 2026.
<b>Justification</b>	In September 2024, the Board of Trustees approved \$156,500 in institutional funds to meet the matching requirement for the Rio South Texas Education Foundation's (RSTEF) \$250,000 grant award supporting the South Texas College Valley Promise initiative. The scholarships will be awarded for Fall 2025, and the associated expenditures will occur in Fiscal Year 2025 – 2026.
<b>Enclosed Documents</b>	None
<b>Funding</b>	No funds are required.
<b>Staff Resource</b>	Dr. Matthew S. Hebbard, Vice President for Student Affairs and Enrollment Management
<b>Recommendation</b>	The Committee recommends Board approval on the use of the previously approved \$156,500 in institutional matching funds for the Valley Promise initiative to support student scholarships awarded in Summer 2025 and expended during Fiscal Year 2025 – 2026.

## **Discussion and Action as Necessary on Resolution #2025-014 for Use of Unrestricted Fund Balance for Adult Promise Student Tuition Scholarships**

**Purpose** Administration requests the Committee recommend Board approval on Resolution #2025-014 authorizing the use of Unrestricted Fund Balance for tuition scholarships supporting the Adult Promise (JagReconnect) Program for FY 2025 - 2026.

**Justification** In a written legal opinion from O'Hanlon, Demerath & Castillo, South Texas College, through its Board of Trustees, may institute a program which utilizes local revenues (including tuition, fees, and property tax revenue) for student scholarship awards. This should be done in conjunction with the adoption of a resolution which recites the public purpose to be achieved. A scholarship program using public funds, to be compliant with the Texas Constitution, must (1) ensure the expenditure is to accomplish a public purpose of the College, not to solely benefit private parties; (2) retain sufficient control over the public funds to ensure the public purpose is accomplished; and (3) ensures the College receives a return benefit.

The South Texas College Adult Promise Program (JagReconnect) initiative focuses on providing scholarships and personalized supports to returning students (stop-outs) to encourage them to complete their education. The proposal awarded to STC by the Rio South Texas Education and Community Development Foundation (RSTEF) in January 2025 includes a commitment from STC to match the approved \$125,000 contribution toward these scholarships.

Approval of this request will enable the College to meet matching fund requirements, offer scholarships, and provide financial relief to students, aligning with our strategic goals and mission.

To ensure that the proposed scholarship program using public funds adheres to the Texas Constitution, South Texas College (STC) has structured the program in a manner that fulfills the three critical requirements: accomplishing a public purpose of the College, retaining sufficient control over the public funds, and ensuring the College receives a return benefit.

### **1. Accomplishing a Public Purpose:**

The primary objective of this scholarship program is to directly support student success and reengagement, which aligns with South Texas College's mission to provide accessible, affordable, and high-quality education. The funds will be allocated exclusively to provide financial support to students, thereby assisting them in completing their educational goals. This expenditure is fundamentally aimed at

advancing the public purpose of the College by enhancing educational attainment and contributing to the development of a skilled workforce. The benefits derived from this program are not for the sole advantage of private parties but are intended to serve the broader public interest by increasing the number of graduates and reducing barriers to education.

## **2. Retention of Sufficient Control Over Public Funds:**

To ensure the public purpose is accomplished, the South Texas College Foundation Board, alongside dedicated Foundation staff, will provide rigorous oversight of the scholarship funds. The Foundation has a full-time accountant who will collaborate directly with the College's Finance staff to maintain stringent accounting standards and compliance with all procedural requirements. This oversight mechanism ensures that the allocation and use of public funds are carefully monitored and managed, thereby safeguarding the integrity and intended purpose of the scholarship program. By retaining control over these funds, STC can guarantee that they are utilized effectively to achieve the desired public outcomes.

## **3. Ensuring the College Receives a Return Benefit:**

The scholarship program is designed to generate significant return benefits for South Texas College. By facilitating student success and reengagement, the program is expected to increase student retention and graduation rates. This, in turn, enhances the College's reputation and standing within the community and beyond. Moreover, by investing in student success, the College is contributing to the creation of a well educated and capable workforce, which aligns with its broader educational mission and public service goals. The program also fosters stronger community ties and reinforces STC's role as a pivotal institution in the region, thereby yielding long-term benefits that extend beyond the immediate financial investment.

### **Enclosed Documents**

Appendix A – Board of Trustees For South Texas College Resolution #2025-014 Regarding Use of Funds for Adult Promise Student Tuition Scholarships  
 Appendix B – Letter from Legal Counsel O'Hanlon, Demerath & Castillo

### **Funding**

Funds for this expenditure will be allocated in the Unrestricted Fund Balance budget for FY 2025 – 2026, pending Board approval of the budget.

### **Recommendation**

It is requested that the Committee recommend Board approval on Resolution #2025-014 authorizing the use of Unrestricted Fund Balance in the amount of \$125,000 for tuition scholarships supporting the Adult Promise (JagReconnect) Program for FY 2025 - 2026.

**BOARD OF TRUSTEES FOR SOUTH TEXAS COLLEGE  
RESOLUTION #2025-014 REGARDING USE OF FUNDS  
FOR ADULT PROMISE STUDENT TUITION SCHOLARSHIPS**

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

On this the 22nd day of July 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 of South Texas College recognizes the critical importance of providing accessible and affordable higher education to its students; and

**WHEREAS**, the Board of Trustees understands that financial challenges can hinder students' ability to pursue and achieve their academic goals; and;

**WHEREAS**, student tuition scholarships can play a vital role in supporting students' educational endeavors and enabling them to achieve their full potential; and

**WHEREAS**, the Board of Trustees of the South Texas College is committed to responsible and transparent management of district funds and is dedicated to ensuring that all expenditures ensure a public purpose; 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

**WHEREAS**, the Board of Trustees desires to ensure that funds allocated for student scholarships are used for a clearly defined public purpose.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of South Texas College hereby authorizes and approves the following:

1. The Board finds that an expenditure by South Texas College in funding the Adult Promise (JagReconnect) is calculated to accomplish a public purpose, to wit:
  - a. Increasing access to higher education for qualified students;
  - b. Promoting student success, retention and reengagement;
  - c. Cultivating a skilled workforce within the community;

- d. Maximizing access to matching scholarship funds;
  - e. Encouraging economic development and growth;
  - f. Contributing to the overall well-being of the community.
- 2. The Board of Trustees directs that clear and transparent eligibility criteria for student scholarships be established, ensuring that funds are awarded to students who demonstrate financial need, academic merit, and a commitment to their educational pursuits.
- 3. The Board of Trustees authorizes staff to implement procedures for the timely and efficient disbursement of scholarship funds, ensuring that they are used directly to support students' tuition expenses.
- 4. The Board of Trustees shall require regular reporting on the use of scholarship funds, including the number of recipients, the amount of awards, and the impact of scholarships on student success.
- 5. The Board of Trustees declares that the primary objective of this scholarship initiative is to directly support student success and reengagement, which aligns with South Texas College's mission to provide accessible, affordable, and high-quality education. The Board further declares that the Adult Promise (JagReconnect) initiative serves the broader public interest by increasing the number of graduates and reducing barriers to education.
- 6. The Board of Trustees of South Texas College directs that the South Texas College Foundation Board, alongside dedicated Foundation staff, conduct rigorous oversight of the scholarship funds. The Foundation shall employ a full-time accountant who will collaborate directly with the College's Finance staff to maintain accounting standards and compliance with all procedural requirements.
- 7. The scholarship initiative is designed to generate significant return benefits for South Texas College. By facilitating student success and reengagement, the program is expected to increase student retention and graduation rates. By enhancing educational attainment and contributing to the development of a skilled workforce, the broader community and state will benefit. This will further enhance the College's reputation and standing within the community and beyond. The initiative is 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.
- 8. 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 benefit related to this expenditure.
- 9. The Board hereby authorizes the funding of the Adult Promise (JagReconnect) Scholarship for 2025-2026 as presented.
- 10. 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 22nd day of July 2025.

South Texas College

By: \_\_\_\_\_  
Dr. Alejo Salinas, Jr.  
Chair  
Board of Trustees

ATTEST:

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

# O'HANLON, DEMERATH & CASTILLO

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August 2, 2024

## **Confidential – Attorney-Client Communication**

### ***Via Email***

Dr. Ricardo J. Solis  
President  
South Texas College  
3201 W. Pecan Blvd.  
McAllen, TX 78501

**Re: Using Local Non-Appropriations Revenues for Student Tuition Scholarship Awards**

Dear Dr. Solis:

This letter is in response to your request for an opinion regarding South Texas College's ability to utilize local revenues (including tuition, fees, and property tax revenue) for student scholarship awards.

We have reviewed relevant legal authority, including the Texas Education Code, Title 19 of the Texas Administrative Code, and relevant opinions of Texas courts and the Texas Attorney General. We find that, subject to the limitations and controls stated herein, South Texas College may utilize local revenues and other funds not appropriated under Texas Education Code §130.003 to fund student tuition scholarship awards.

### **Authority of College Governing Boards under Texas Education Code, Chapter 130**

Pursuant to under Texas Education Code §130.002, "[a]ll authority not vested by this chapter or by other laws of the state in the coordinating board or in the Central Education Agency is reserved and retained locally in each of the respective public junior college districts or

in the governing boards of such junior colleges as provided in the laws applicable.” This provision of the law grants STC’s Board of Trustees broad discretion to govern and operate STC, and affirms that the Board’s legal authority extends to those areas not reserved to the Coordinating Board or the Texas Education Agency. Texas Education Code §130.003(a) requires that the Texas Legislature appropriate funds in each regular session “. . . an amount sufficient to supplement local funds for the proper support, maintenance, operation, and improvement of those public junior colleges of Texas that meet the standards prescribed by this chapter.” These funds are restricted as to their use. Funds appropriated under §130.003(a) must be used for salaries, instructional supplies and materials and certain audits. Texas Education Code §130.003(c).

Other funds, including funds collected for tuition and fees, property tax revenues and endowment funds held, can be used for purposes not restricted by Texas Education Code §130.003(a). Of course, all funds expended must be for a public purpose and be aligned with the mission and purpose of community colleges in Texas. It is clear that the Texas Legislature has contemplated tuition assistance and student access to be a proper use of public funds. Tuition waivers and reductions are authorized by several sections of the Education Code, including Code §§130.0033, .008, .0081, .0085, and .00851. Sections 54.010, .0025, and .0035 set out additional statutory reductions, exemptions, and waivers of fees and tuition.

### **Mission and Purpose**

The Texas Legislature has articulated the role and mission of public community colleges as: “. . . offering vocational, technical, and academic courses for certification or associate degrees. Continuing education, remedial and compensatory education consistent with open-admission policies, and programs of counseling and guidance shall be provided. Each institution shall insist on excellence in all academic areas--instruction, research, and public service. Faculty research, using the facilities provided for and consistent with the primary function of each institution, is encouraged.” Texas Education Code § 130.0011. Further, through Texas Education Code § 130.003 (e), the Legislature has stated that the “primary purpose of each public junior college shall be to provide:

- (1) technical programs up to two years in length leading to associate degrees or certificates;
- (2) vocational programs leading directly to employment in semi-skilled and skilled occupations;
- (3) courses in the core curriculum or a field of study curriculum, as those terms are defined by Section 61.821;
- (4) continuing adult education programs for occupational or cultural upgrading;
- (5) compensatory education programs designed to fulfill the commitment of an admissions policy allowing the enrollment of disadvantaged students;

(6) a continuing program of counseling and guidance designed to assist students in achieving their individual educational goals;

(7) work force development programs designed to meet local and statewide needs;

(8) adult literacy and other basic skills programs for adults; and

(9) such other purposes as may be prescribed by the coordinating board or local governing boards in the best interest of post-secondary education in this state.

### **Public Purpose Required for Expenditure of Public Funds**

Article III, § 52(a) of the Texas Constitution prohibits the expenditure of public funds for private purposes. An expenditure that has a clear public purpose is not a prohibited “gift of public funds.” *See Tex. Mun. League Intergov’tl Risk Pool v. Tex. Workers’ Comp. Comm.*, 74 S.W.3d 377, 383 (Tex. 2002). The Texas Supreme Court provides a three-part test to determine whether an expenditure of public funds accomplishes a public purpose as contemplated by article III, section 52(a), *Id.* at 384. A public expenditure for a scholarship program does not violate article III, § 52(a) provided that the College or other public funding entity: (1) ensures the expenditure is to accomplish a public purpose of the College, not to benefit private parties; (2) retains sufficient control over the public funds to ensure the public purpose is accomplished; and (3) ensures the College receives a return benefit. *See id.*; *see also* Tex. Att’y Gen. Op. No. GA-0076 (2003) at 6-7; Att’y Gen. Op. No. KP-0204 (2018).

The purpose of this provision is to prevent the gratuitous grant of public funds for private purposes. *See Edgewood Indep. Sch. Dist. v. Meno*, 917 S.W.2d 717, 740 (Tex. 1995). The Texas Supreme Court recognizes an expenditure of public funds for a public purpose that provides a clear public benefit in return is not an unconstitutional grant of public funds. Furthermore, an expenditure to directly accomplish a legitimate public purpose is constitutional even though it incidentally benefits a private interest. *See Barrington v. Cokinos*, 338 S.W.2d 133, 140 (Tex. 1960). The College's Board of Trustees must decide in the first instance, and subject to judicial review, whether the expenditure for the scholarship satisfies the three-part Texas Municipal League test. Tex. Att’y Gen. Op. Nos. KP-0099 (2016) at 4, GA-0850 (2011) at 3-4, JM-1265 (1990) at 4;. Regarding the first prong concerning a public purpose, the public purpose to be served is not the general good of the public, but a specific purpose of the District. *See* Tex. Att’y Gen. Op. No. GA-0743 (2009) at 2 (“The public purpose served by the expenditure must be an authorized public purpose of the political subdivision.”).

A scholarship program can serve to encourage and motivate students to attain high academic achievement, provide educational access to a wider range of the population, as well as improve career readiness, school attendance, and encouragement and motivation of students in

academic achievement. Further, a scholarship program can further STC's adopted Vision of *"serving as a catalyst to drive regional prosperity, economic development, and the social mobility of those we serve."* Scholarship programs, tuition waivers and loan discharge programs have been reviewed and approved as an appropriate use of public education funds in numerous reviews by the Texas Attorney General. *See* Tex. Att'y Gen. Op. No. JC-244 (2000); Tex. Att'y Gen. Op. No. JC-138 (1999); Tex. Att'y Gen. Op. No. GA-743 (2009); Tex. Att'y Gen. Op. No. JM-1265 (1990); Tex. Att'y Gen. LO-93-093 (1993). The Board may find, as other colleges have, that its mission is furthered by such a program, and that alignment with the Core Values of South Teas College - Student Success, Excellence, Opportunity, Community, and Integrity can be furthered by assisting students through a tuition scholarship program.

### **Conclusion**

South Texas College, through its Board of Trustees, may institute a program which utilizes local revenues (including tuition, fees, and property tax revenue) for student scholarship awards. This should be done in conjunction with the adoption of a resolution which recites the public purpose to be achieved. A scholarship program using public funds, to be compliant with the Teas Constitution, must (1) ensure the expenditure is to accomplish a public purpose of the College, not to solely benefit private parties; (2) retain sufficient control over the public funds to ensure the public purpose is accomplished; and (3) ensures the College receives a return benefit. We are able to assist further

Best regards,



Mark C. Goulet

Enclosures

cc: client

**Review and Recommend Action on Proposed Interlocal Agreement for  
PossAble Dream Foundation**

<b>Purpose</b>	To approve the proposed Interlocal Agreement to support Dual Credit and Continuing Education partnership opportunities with the PossAble Dream Foundation.
<b>Justification</b>	<p>On June 24, 2025, the South Texas College Board of Trustees approved a facilities usage agreement permitting the PossAble Dream Foundation to utilize designated spaces at the Pecan Campus and Pecan Plaza for the launch of its adult high school program.</p> <p>At this time, Administration seeks approval of an Interlocal Agreement between South Texas College and the PossAble Dream Adult High School. This agreement would support the development of dual credit and continuing education pathways for eligible PossAble Dream students. It formally establishes the partnership and outlines the policies and procedures necessary to serve these students in alignment with the College's legal, accreditation, and institutional requirements.</p>
<b>Enclosed Document</b>	None
<b>Staff Resource</b>	Dr. Rebecca De Leon, Associate Vice President for Dual Credit Programs & School District Partnerships
<b>Recommendation</b>	The Committee recommends Board approval and authorization of the proposed Interlocal Agreement with the PossAble Dream Adult High School, as presented.



## **Interlocal Agreement** **South Texas College** **Dual Credit Programs & Continuing Education**

**SOUTH TEXAS COLLEGE** (herein called the “College”) and **POSSABLE DREAM ADULT HIGH SCHOOL** (herein called the “High School”) enter into the following Interlocal Agreement (IA), and for the terms of which WITNESS THE FOLLOWING:

### **TERM**

This IA shall be in effect from August 18, 2025 to August 18, 2026, and posted during this term on the College’s and High School’s respective internet websites.

### **OVERVIEW**

The College is committed to serving the students and communities of South Texas through collaborative work with school districts in the College’s service area. A major initiative promoting a college-going and college graduation culture is the **South Texas College Dual Credit Programs**, which complies with the rules set forth by the State of Texas (TAC Title:19 Chapter 4, Subchapter D, Rule § 4.84) for dual credit partnerships between secondary schools and Texas public colleges to offer dual credit to qualified students; therefore,

#### **1) IA PURPOSE**

The purpose of this IA is to outline the roles and responsibilities of the College and the High School that participate in the Dual Credit Programs and Continuing Education. This IA is the agreement that encompasses all programs and initiatives under the Dual Credit Programs as required by the Texas Higher Education Coordinating Board (THECB).

#### **2) RECOGNITION OF HIGHER EDUCATION PARTNER**

The High School, when reporting and publicizing students’ participation in the program, completion of **courses, degrees, or certificates**, will recognize South Texas College. Furthermore, when the High School advertises and/or publicizes, including but not limited to, designations, awards received, tuition saved, and articles written in social media, television commercials and print ads, the High School will recognize South Texas College as its Higher Education partner.

In addition, the High School shall adhere to the format and style of all advertising, marketing, reporting, and publicity materials, which includes billboards, print ads, and television commercials, as set forth in the College’s ***Branding, Marketing, and Advertising Guidelines for South Texas College Dual Credit Programs*** at <https://admin.southtexascollege.edu/pr/dual-credit-marketing.html>.

#### **3) ACADEMIC POLICIES & PROCEDURES**

Academic policies and procedures that apply to regular college courses and students also apply to non-credit and dual credit courses. A plan of study with a defined sequence of courses will be available through Degree Works for all dual credit students.

The High School acknowledges that the College is in the process of replacing its existing Board Policies. As the existing Policies are retired and replaced, the College shall notify the High School and provide a copy of the replacement policy. If necessary, the College and the High School will modify this IA to incorporate the new policies.

a) Eligible Courses

Academic courses offered by the College for dual credit are developed based on the guidelines published in the Academic Course Guide Manual. Workforce courses are developed based on the guidelines published in the Workforce Education Course Manual. The College does not offer kinesiology, guided studies, competency-based or developmental courses for dual credit.

b) Faculty Qualification, Selection, Supervision, and Evaluation

The College has established a hiring process for approved College Faculty to teach dual credit and continuing education course(s). Each approved College Faculty will be supervised by the College's respective department chair or designee and be evaluated and monitored to ensure the quality of instruction and compliance with the College's policies and procedures in accordance with the standards established by the State of Texas and the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). For a comprehensive view of the Faculty Credentials and Qualification, Selection, Supervision, and Evaluation process, refer to the ***Dual Credit Programs Instructional and Quality Standards Manual***.

- i. The College will ensure that College Faculty requested to teach dual credit courses at the School District sites have met acceptable national criminal background checks.
- ii. College Faculty teaching dual credit courses are required to check their class rosters during the first week of classes by accessing Starfish through JagNet to make sure that all students attending the class are enrolled in the dual credit course and are required to refer any students not on the roster to the appropriate High School counselor and the Dual Credit Scheduling and Enrollment Services Department. Any student not listed on the roster by the 12<sup>th</sup> day of class (Census Day) will not be enrolled in the dual credit course.
- iii. College Faculty teaching college-level courses are expected to communicate with students who need academic assistance and direct them to the appropriate College or School District support services. The College provides students access to college resources and support services at no cost.
- iv. The High School will forward any concerns regarding College Faculty teaching the college-level course to the College Department Chair for investigation. To address and resolve the concerns, a meeting shall take place between the College Department Chair (and/or designee) and the High School Principal (and/or other designated high school administrator) to discuss the issues and reach a decision that is mutually agreeable.
- v. The College Faculty assigned to teach a dual credit course is charged with the duties and responsibilities as the instructor of record. In cases where the course is a Distance Learning course taught at the partner school, as stated in ***Board TASB Policy EBA — Alternate Methods of Instruction: Distance Education***, an instructor is an individual responsible for delivering course content and who meets the qualifications for instruction established by an institution's accrediting agency. Online students shall be informed that they are able to access the online course at any time, not only during a designated time at the high school.
- vi. Texas House Bill 3979 and Senate Bill 3 (87<sup>th</sup> Legislature), **which relate to civic instruction and instruction policies in public schools in the state**, do not apply to community colleges or to dual credit students, as long as the curriculum being taught is the College's curriculum.

c) Continuing Education Courses



Continuing Education courses are non-credit offerings designed to provide workforce development, personal enrichment, or professional training. These courses are not eligible for dual credit and do not apply toward academic credit or degree requirements, except as outline in the College's Stackable Credential Pathways or Prior Learning Assessments.

d) Location, Facilities, Teaching Environment, and College Courses

Dual credit and Continuing Education courses will be held at South Texas College Campuses which are approved instructional sites in accordance with SACSCOC standards and College policies. Continuing Education courses are conducted in accordance with institutional policies on facilities and instructional quality; however, they are not governed by SACSCOC standards for credit-bearing courses.

i. Access

The High School will work with the College to ensure the following:

- High School will ensure that students have appropriate access to all required instructional facilities, resources, and essential technology;
- High School offering Career and Technical courses will obtain all material required to meet such standards prior to the first-class day.

e) Course Curriculum, Instruction, and Grading

High School will comply with procedures and guidelines as published in the ***Dual Credit Programs Instructional and Quality Standards Manual***, including the following:

i. Academic Instructional Calendar

Dual credit classes will follow the College Academic Calendar. Exceptions may be arranged through collaboration between the College and the High School. When the requested exception involves the Final Exam Schedule for full semester classes, the College Department Chair and Division Dean will be involved in any decision. The College requires that the Division Dean approve any exception. Notification of conflicts between mandatory State testing and final exams must be made well in advance of final exams. College courses and exams should take reasonable priority over High School activities.

ii. Monitoring Instruction

The High School will work with the College so College personnel will have the opportunity to monitor the quality of instruction in compliance with the College course syllabus and the standards established by the State of Texas, SACSCOC, and the High School.

iii. Books and Supplemental Materials

The High School will provide textbooks for each registered student, along with equipment, and supplemental materials required for the enrolled classes. The College will consider the use of free open educational resources or low-cost educational resources in courses offered under the program for the High School. Required textbooks and materials shall be available to each registered student on the first-class day. Exceptions must be discussed with the Associate Vice President of Dual Credit Programs and the Department Chair.

iv. Transportation

The High School will provide transportation to students in accordance with State law and High School rules and procedures. Students enrolled in dual credit courses at the College Campuses may be transported by the High School.

v. Submission of College Grade

The primary responsibility for assigning College grades in a dual credit course belongs to the faculty member. Therefore, and in the absence of compelling evidence of discrimination, differential treatment, or procedural irregularities, the judgment of the faculty member responsible for the course must remain determinant. College and High School officials will not unreasonably interfere with the faculty member's authority to assign College grades. The final course grade submitted for the College will be a letter grade. A numeric grade based on a standard 100-point scale will be provided by STC Faculty, upon the High School's request. Such request must be submitted by the High School to the STC Faculty by the Friday before the beginning of the College's final exams week. The final course grade recorded for the College will be a letter grade and for the high school a numeric grade that may differ from the College letter grade.

vi. Reporting Required: Critical Student Performance Information

The College has developed guidelines for sharing critical student performance information when needed for high school reporting.

STC Faculty

- Will only provide the High School with final course numeric grades, based on a standard 100-point scale upon the High School's request. Such requests must be submitted by the High School to the STC Faculty by the Friday before the beginning of the College's finals exams week.
- Will not be required to submit a midterm course grade.
- Will provide the following Starfish Early Alert Surveys:
  - Fall 2025 and Spring 2026: First Week Attendance Verification, and two Progress Surveys (Weeks 5-6 & Weeks 11-12)
  - Summer 2026: First Week Attendance Verification, and one Progress Survey (Week 3)

vii. Dual Credit Policies

This IA is subject to the following policies:

- i. ***Board Policy #3230: Dual Credit Programs with Partnering School Districts***
- ii. ***Board Policy #3232: Dual Credit Student Eligibility Requirements***
- iii. ***Board TASB Policy EGA: Academic Achievement – Grading and Credit***
- iv. ***Board TASB FEA (Local) Financing Education – Financial Aid and Scholarships***

4) **STUDENT ENROLLMENT & SUPPORT SERVICES**

a) Student Eligibility

The College requires the High School to follow all College enrollment procedures and guidelines for dual credit students. All procedures and guidelines are outlined in the College's ***Dual Credit Programs Enrollment and Support Services Manual***.

All students must meet dual credit admissions and eligibility requirements as outlined by the THECB laws and regulations, the Texas Administrative Code, Title 19, Part 1, Chapter 4, Subchapter D, Rule § 4.85, and as stated in the College's ***Board TASB Policy FB: Admissions***. The High School will work with the College to make certain that all dual credit students are enrolled by the first day of class to help ensure student success and to comply with the College

## Dual Credit Programs Admission and Registration Timeline.

High school students are eligible to participate in the Dual Credit Programs upon meeting the Texas Success Initiative (TSI) Assessment benchmark score requirements established by the THECB and the College dual credit course pre-requisites as published in the College's ***Dual Credit Programs Enrollment and Support Services Manual*** or enrolling as non-degree seeking students until they have earned 15 credit hours.

Dual credit students must comply with the College's Academic Progress Standards as outlined in ***Board TASB Policy EGA: Academic Achievement – Grading and Credit*** and ***Board TASB FEA (Local) Financing Education – Financial Aid and Scholarships***.

### b) Non-Degree Seeking

For the academic year, participating districts may choose to pilot the non-degree seeking option at high school sites. Dual credit students selecting the non-degree seeking major may enroll in up to 15 credit hours of dual credit courses without fulfilling Texas Success Initiative (TSI) standards. Non-degree seeking students may not enroll in more than two dual credit courses per semester. Additionally, non-degree seeking dual credit students are not eligible to enroll in Regular (Non-S) sections. Non-Degree seeking students are eligible for Continuing Education courses.

Districts are encouraged to establish and implement internal screening requirements, while also recommending courses from the designated instructional plan. Additionally, Dual Credit Programs advisors are required to meet with non-degree seeking students before they complete the maximum of 15 credit hours.

### c) Degree seeking Course Load

Degree seeking dual credit students may not enroll in college-level courses until the Spring semester of their 9th grade, and are then limited to no more than two (2) dual credit courses for that semester from an approved list of recommended courses. All 10th grade students will be limited to two (2) dual credit courses per Fall and Spring semester. All 11th and 12th grade students should not exceed four (4) dual credit courses per Fall and Spring semesters. Summer session enrollment is limited to two (2) dual credit courses for Summer Term I/III and two (2) dual credit courses for Summer Term II.

Dual credit students shall be limited to courses within their declared major and corresponding degree plan. Students who declare a major leading to a Career Technical Education (CTE) certificate or Associate degree, may also enroll in academic dual credit courses, limited to English 1301, Mathematics/Natural Science Electives, Humanities Electives, Social and Behavioral Electives, and other Associate of Applied Science (AAS) Electives needed to complete their Certificate and/or AAS degree, while not exceeding the limitation on dual credit courses per semester described below. Students may attempt a maximum of 68 credit hours, with the exception of students pursuing the Associate of Science in Mathematics, Associate of Science in Engineering and Associate of Science in Pre-Pharmacy. Course loads in excess of 68 credit hour maximum shall require approval by the Academic Affairs and Economic Development Division Designee. The Dual Credit Programs is subject to all applicable College policies and procedures.

### d) Non-S Section Enrollment

Students who want to enroll in non-dual credit section(s) must be approved by the Academic Affairs and Economic Development Division Designee. Students can only be enrolled into courses within their current declared major. Any student approved to enroll in a non-dual credit section(s) will not

be assessed the independent student tuition and fee rates based on the Board Approved Tuition & Fee Schedule. Dual credit students who do not receive approval to enroll in a non-dual credit section(s), may still enroll, but will be assessed the independent student tuition and fee based on the Board Approved Tuition & Fee table.

Non-S section requests for 10 or more students in the same course type during the same semester will require an “S” section to be created by the College. Criteria for “Non-S” section designation are available on the Dual Credit Programs website, which includes the eligibility of enrollment of only 11th and 12th graders.

e) Dual Credit Sections

Dual credit sections assigned to an STC Faculty must have a minimum of ten (10) students enrolled in Academic sections and seven (7) in Career Technical Education sections. Dual credit sections with fewer than the minimum enrollment will be canceled by the advertised semester deadline.

f) Advising

The College and the High School collaborate to provide college advising services for dual credit students. The High School is responsible for conducting initial and ongoing advising to ensure students are appropriately placed in dual credit or continuing education courses aligned with their academic and career goals.

The College offers advising services for dual credit students regarding transferability and applicability to baccalaureate degree plans of all college credits offered and earned.

In active collaboration with the College, the High School shall take whatever actions deemed reasonably necessary by the College to fully comply with the advising mandates delineated in TX SB 25 (2019) and TX SB 1324 (2019), which collectively address measures public institutions of higher education must take to facilitate successful transfer, academic progress, and timely graduation through, among other things, the filing of degree plans at certain milestones and the publication of course sequences. The College and the High School shall also take necessary actions to ensure compliance with any and all advising requirements of TX SB 1277 (2021), including but not limited to designating at least one employee from either institution to provide academic advising to any student who enrolls in a dual credit course before beginning the course.

g) Student Composition of Class

As outlined in the Texas Administrative Code, Title 19, Part 1, Chapter 4, Subchapter D, Rule 4.85, the High School may not enroll both dual credit and non-dual credit students in the same section unless the development of a high school credit-only class is not financially viable for the high school and only under one of the following conditions:

- i. If the course is required for completion under State Board of Education High School graduation requirements, and the High School is otherwise unable to offer such a course.
- ii. If the high school credit-only students are College Board Advanced Placement or International Baccalaureate students.
- iii. If the course is a career and technology/college workforce education course and the high school credit-only students are eligible to earn articulated college credits.

h) Pathways Alignment

The College provides a comprehensive guide to the alignment of High School endorsements, dual

credit courses, post-secondary pathways, credentials at the institution, and industry certifications.

h) *Counseling and Student Accommodations*

The College and the High School will adhere to Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990 (ADA), and the ADA Amendments Act of 2008.

The High School will be responsible for implementing policies and procedures to enable students to identify disability needs and to provide academic accommodations for dual credit students. For classes taught by South Texas College faculty at one of our campuses, accommodations can be requested from Counseling and Student Accessibility Services. All procedures and guidelines are outlined in the College *Dual Credit Programs Enrollment and Support Services Manual*.

i) *Student Complaints*

The College's Grievance and/or Complaint procedures for handling student complaints regarding college courses are applicable to all students, including those enrolled in dual credit courses. Dual credit students who would like to submit reports or complaints shall adhere to **Board TASB Policy FLD — Student Rights and Responsibilities: Student Complaints** and follow the relevant processes and procedures detailed in the College's *Student Handbook* and/or *Employee Handbook*, depending on whether the report or complaint relates to another College student or a College employee.

Generally, students should report complaints relating to a Dual Credit course to the College. If the student chooses to report to the High School, the High School shall promptly report the matter to the College. The College shall be responsible for implementing the College's Grievance and/or Complaint procedures only if the College has jurisdiction to do so, including, but not limited to, jurisdiction over the educational program or activity, the complainant, and the respondent.

Student reports and complaints alleging sex-based discrimination, harassment, domestic violence, dating violence, stalking, or other sexual misconduct which targets a student in a Dual Credit course will be handled by the College in accordance with the policy and procedures outlined in **Board TASB Policy FFDA — Freedom from Discrimination, Harassment, and Retaliation: Sex and Sexual Violence**. A student may report a grievance or complaint at the following link: <https://www.southtexascollege.edu/report/index.html>.

j) *Student Conduct*

All students, including dual credit students, are subject to discipline and appropriate sanctions ranging from verbal or written warning to suspension and expulsion from the College and all related programming, under the College's Student Handbook and Code of Student Conduct. The Code of Student Conduct is an articulation of the College's commitment to maintaining an environment that recognizes and supports the rights of its students, while providing a guide for defining behaviors the College considers inappropriate. Procedures, including a list of violations, potential sanctions, and a list of individual rights for each student, are listed in the College's Student Handbook, Chapter 2, Code of Student Conduct. Dual credit students who receive a sanction of suspension or expulsion from the College must be removed from the college course and placed in a high school credit course or a traditional high school setting by the High School and, in accordance with Texas State law, shall have a transcript notation of suspension or expulsion placed on their official record. On request by the student, the College may remove the notation from the official transcript. Further, the College reserves the right to refer cases to the Behavioral Intervention Team for review and threat assessment. An electronic copy of this Student Handbook and Code of Conduct may be accessed on following link: [https://www.southtexascollege.edu/pdf/student\\_code\\_of\\_conduct.pdf](https://www.southtexascollege.edu/pdf/student_code_of_conduct.pdf)

k) *Transcription of Credit*

The College and the High School will enter and record into their respective transcripts all credits earned for dual credit courses for both college credit and high school credit upon the student

completion of the requirements each course.

## 5) **FINANCIAL SUPPORT SERVICES**

### a) Dual Credit Tuition & Fees

The High School will be charged tuition and fees as outlined in *Exhibit A: Board Approved Dual Credit Students Sponsored by Partnering School Districts Tuition and Fees FY 2025-2026*. The College's Board of Trustees reserves the right to adjust tuition and fees as deemed necessary during the year.

### b) Dual Credit Programs Invoicing

The College will invoice the High School that sponsors the student for the applicable charges, in accordance with the *Board Approved Dual Credit Students Sponsored by Partnering School Districts Tuition and Fees FY 2025-2026*, as approved by the College Board of Trustees (see Exhibit A).

### c) Continuing Education Invoicing

For each training program, the College will prepare an Industry Training Agreement (ITA) that specifies the applicable tuition and fees for the program.

### d) Facilities

The College will provide designated instructional space at no cost to the High School for one year to support the delivery of dual credit courses, continuing education programs, and the High School's own course offerings. Scheduling and access to facilities will be coordinated in advance between the College and the High School to ensure efficient use of space and resources. The College will maintain the facilities in accordance with institutional standards to provide a safe and conducive learning environment for all students.

### e) Faculty Charges

When the College provides the faculty for a dual credit course, including courses given via distance learning, the High School is responsible for the faculty cost as stipulated in the Dual Credit Course Agreement (DCCA). If the High School cancels a dual credit course with an assigned College Faculty after August 8, 2025 (Fall semester), January 9, 2026 (Spring semester), May 22, 2026 (Summer I/III semester), and June 19, 2026 (Summer II semester), a Late Dual Credit Section Cancellation Fee will be assessed.

This agreement is outlined in the *Dual Credit Programs Instructional and Quality Standards Manual*. An electronic copy of this document may be accessed on the Dual Credit Programs webpage at the following link: <https://www.southtexascollege.edu/dual/manuals.html>.

## 6) **DATA SHARING**

FERPA allows protected student data to be exchanged between the College and High School for students that are dually enrolled without requiring the consent of either the parents or the student under § 99.34. If the student is under 18, the parents still retain the right under FERPA to inspect and review any education records maintained by the High School, including records that the College disclosed. The College and the High School are expected to meet FERPA requirements to maintain the privacy of student data.

The High School agrees to provide directory information for all students enrolled in the district for recruitment purposes. The High School will provide an electronic secure file to the Director of Promise Program by the end of September. The file will include student names, school emails, home

phone numbers, and home addresses.

The College will provide data reports to the High School via standard reports as per identified timelines. These reports have been developed in an effort to provide the required data in a timely manner to our partners with a signed IA.

The High School shall provide a primary and secondary contact, at the District and at each high school, to receive data via a secure process from the College. These contacts will be responsible for distributing data securely within their assigned area and within FERPA guidelines. Any data received from the College shall not be shared outside the High School without prior authorization from the College.

The High School may request data outside of the scheduled report distribution schedule provided:

- An IA has been executed and is active between the High School and the College. The data request is submitted, at minimum, three (3) business days prior to the requested delivery date.

**PLEASE NOTE:** Requests are **NOT** guaranteed to be delivered by the requested delivery date and may be delayed depending on the data team's existing request volume. Requests will be prioritized depending on identified need.

The High School may submit an e-mail request for reports to: [dcdatarequest@southtexascollege.edu](mailto:dcdatarequest@southtexascollege.edu).

7) **HUMAN RESOURCES DEPARTMENT. DATA PRIVACY & SHARING AGREEMENT**

Any non-academic incidents or complaints against High School staff housed at College facilities must be reported to the College's Office of Human Resources to the attention of the Director and/or Employee Relations Officers for investigation.

8) **TITLE IX OF THE EDUCATION AMENDMENTS 1972**

The High School will comply with Title IX of the Education Amendments 1972 (20 U.S.C. § 1681 et seq.) and its implementing regulations as stated in the ***Board TASB Policy FFDA — Freedom from Discrimination, Harassment, and Retaliation: Sex and Sexual Violence*** and the High School Title IX policy in resolving incidents and complaints.

Title IX of the Education Amendments of 1972 (20 U.S.C. §1681 et. seq.), and its implementing regulations, 34 C.F.R. Part 107 (Title IX) state: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

Title IX resources, policies, and procedures, including the names and contact information of the Title IX Coordinator and any Title IX Deputy Coordinators for the College are located at the following link: <https://www.southtexascollege.edu/about/notices/title-ix.html>.

Together with the execution of this IA, the High School will, by completing Exhibit C hereto, designate a specific High School official **who is trained to investigate and address matters relating to Title IX and civil rights issues including, but not limited to, Title VI and Title VII of the Civil Rights Act** to serve as the authorized liaison with the College's Title IX Coordinator.

Pursuant to the following protocol, the High School official and the College representative(s) will work in a collaborative and timely manner to share any and all information necessary in the event of an claims, complaints, reports or investigations arising under Section 8 of this IA (see Exhibit B).

### **Title IX Protocol**

- a) The College and the High School acknowledge that jurisdiction over incidents falling within Title IX can be difficult to determine with respect to Dual Credit Programs, and sometimes jurisdiction is shared by both parties. This protocol is agreed to by the College and the High School to establish clarity and coordination with a set of consistent guidelines for each to follow. The general principle is one of establishing a nexus, and determining which party has the strongest nexus to the alleged misconduct, or whether a nexus reasonably exists with respect to the jurisdiction of both parties, in which case jurisdiction exists for both and in most cases will result in collaborative investigations and separate resolutions in accordance with the policies of each party. In all collaborative processes, the parties agree to share investigation-related information with each other to the extent permitted by law.
- b) In any complaint where the law permits, the College and the High School agree to share information about the outcome of the complaint with the other party to the extent the outcome impacts the other party or its students/employees.
- c) In any circumstance where the parties agree to do so, or where the respondent dual credit student or employee is arguably under the jurisdiction of both parties (regardless of who controls the venue), investigations can be conducted jointly with (at least) one representative from each party. The results of the investigation (one joint investigation report encompassing the policies of both parties) will be made available to both parties, with appropriate redactions as necessary. The parties may then each use the results of the investigation to pursue their own independent resolutions of the complaint. Where investigation procedures of the parties differ substantially, it may be impossible for a collaborative investigation to comply with both, in which case separate investigations should be conducted.
- d) Where one party controls the venue of the alleged misconduct and the respondent is a student or employee of that same party, that party shall normally have primary jurisdiction over the complaint.
- e) Where a party controls the venue in which the complainant is its student/employee and the respondent is the student or employee of another party, the complainant will have the right to file a complaint within the other party's grievance process. The party in which the complainant is enrolled is responsible for providing supportive measures to the complainant.
- f) Where a party provides only instruction/credit for a course, and is not otherwise involved in any way in an act of misconduct, that party shall have no responsibility under this protocol except as policy otherwise requires (e.g., mandated reporting responsibilities)g) Where a party controls only the venue of a course, and is not otherwise involved in any way in an act of misconduct, that party will review any needed remedial measures related to the safety of the venue and implement them accordingly.
- g) Control:
  - i. A party who controls the venue and the instruction, provides an employee for instruction, and provides credit for the course controls that course.
  - ii. A party who provides instruction in the venue of the other party does not control that venue.
- h) Each party's employees are expected/encouraged to participate as witnesses in any resolution process, as necessary.



- i) Student:
  - iii. A student enrolled in a non-credit or dual-credit course is a student of both parties, regardless of which party has the primary relationship with the student.
  - iv. Any party's policies and procedures will explicitly be made applicable to its students, including those who are dual-enrolled/participating in early college.
- j) Imposing consequences on a respondent by two parties is appropriate when the student is enrolled within the educational program of both parties, though the parties can agree that only one party will enforce its policies and procedures in a given situation. In such situations, the parties may agree that the party with the primary relationship to the student will take the lead and/or enforce its policies and procedures, or that the party in whose program the incident took place will normally have primary jurisdiction.
- k) Each course should clearly designate which party's educational program the course is part of, and/or whether more than one party is the sponsor/provider of a course.

## 9) **NON-DISCRIMINATION**

The College prohibits discrimination, including harassment and sexual misconduct, against any employee, applicant for employment, student, or applicant for admission on the basis of any protected class or any other basis prohibited by law. Protected classes at the College include race, color, national origin, religion, age, sex, sexual orientation, gender, gender identity, physical or mental disability, genetic information, veteran status, or any other basis prohibited by law.

Discrimination is defined as prohibited conduct directed at an employee or student on the basis of race, color, national origin, religion, age, sex, including pregnancy and parental status, sexual orientation, gender, gender identity, physical or mental disability, genetic information, veteran status, or any other basis prohibited by law, that adversely affects the employee's employment or that adversely affects the student.

For more information, please visit ***Board TASB Policy FFDA — Freedom from Discrimination, Harassment, and Retaliation: Sex and Sexual Violence.***

## 10) **PREGNANT AND PARENTING SERVICES**

The College is committed to creating and maintaining an inclusive and accessible learning environment for all students. Title IX prohibits discrimination on the basis of sex – including pregnancy, parenting and all related conditions – in educational programs and activities that receive federal funding. In addition, pregnant and parenting students who are enrolled at public institutions of higher education are entitled to the protections set forth in the Texas Education Code including Sections 51.982 & 51.983.

For detailed information please visit the Pregnant and Parenting website at:  
<https://studentservices.southtexascollege.edu/disability/parenting.html>

The South Texas College Pregnant and Parenting Liaison Officer is as follows:  
 Santa Elisa Peña, M. Ed., LPC-S  
 Director of Counseling and Student Accessibility Services  
 Pecan Campus, K 2.900  
 McAllen, TX 78501  
 Phone: 956-872-2140  
 Email: [santaep@southtexascollege.edu](mailto:santaep@southtexascollege.edu)

For more information, please visit ***Board TASB Policy FAA (Local) — Equal Educational Opportunity: Pregnant and Parenting Students.***

**11) INTERLOCAL AGREEMENT (IA)**

This IA may be amended by mutual written agreement of both parties.

The College and the High School reserve the right to terminate this IA by notice from either party in accordance with this IA or by operation of law. The College or the High School may terminate the IA no fewer than ninety (90) days prior to the end of the semester during which notice was given. To be effective, notice must be submitted in writing, signed by the College President or the Superintendent and personally delivered to the other party to this IA.

**NOTIFICATION OF NON—COMPLIANCE AND TERMINATION OF AGREEMENT**

If a party fails to comply with any provision of this IA, the other party may issue a Notification of Non-Compliance (Notice). The Notice shall be in writing and shall describe in detail the nature of the alleged non-compliance. The Notice will be provided to the College President or to the Superintendent for review and action. Failure to correct any condition of non-compliance within ten (10) business days following receipt of the Notice may, at the option of the party which sent the Notice, result in termination of this IA at the end of the semester during which the Notice was sent. Any provision in this IA which requires performance by either party after the termination of this IA including, without limitation, confidentiality obligations, limitations of liability, and exclusions of damages, and any other provision or partial provision that by its nature would reasonably extend beyond the termination of this IA, shall be and remain enforceable after such termination of this IA for any reason whatsoever.

EXECUTED IN TWO (2) Original counterparts on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_

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Dr. Ricardo J. Solis  
President  
South Texas College

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Superintendent  
PossiAble Dream Adult High School

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Chairman, Board of Trustees  
South Texas College

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Board President  
The Possible Dream Foundation

**EXHIBIT A**  
**DUAL CREDIT STUDENTS**  
**SPONSORED BY PARTNERING SCHOOL DISTRICTS**  
**Tuition and Fees**  
**FOR FY 2025-2026**



	Board Approved FY 2023-2024	Board Approved FY 2024-2025	Board Approved FY 2025-2026
<b>DUAL CREDIT TUITION:</b>			
Per credit hour tuition for in-district dual credit students sponsored by partnering school districts	0.00	0.00	0.00
<b>DIFFERENTIAL TUITION PER CREDIT HOUR FOR COURSES OFFERED ON A SOUTH TEXAS COLLEGE CAMPUS OR FACULTY:</b>			
Associate Degree Nursing	0.00	0.00	0.00
Emergency Medical Technology	0.00	0.00	0.00
Occupational Therapy Assistant	0.00	0.00	0.00
Patient Care Assistant	0.00	0.00	0.00
Pharmacy Tech	0.00	0.00	0.00
Physical Therapist Assistant	0.00	0.00	0.00
Radiologic Technology/Sonography	0.00	0.00	0.00
Respiratory Therapy	0.00	0.00	0.00
Vocational Nursing	0.00	0.00	0.00
<b>COURSE FEES:</b>			
Electronic Distance Learning/VCT Course Fee per credit hour (Summer 2020 Sessions - Fee waived) (Fall 2020 Session - Fee waived)	0.00	0.00	0.00
Hybrid Course Fee per credit hour	0.00	0.00	0.00
NAH and Other Course Fees: <i>Liability Insurance/Exams/Booklets/Badges/Special Program ID/Certificates/Pinning Ceremony/Other Activities</i>	Recovery of costs and processing fees	Recovery of costs and processing fees	Recovery of costs and processing fees
<b>INCIDENTAL FEES:</b>			
Fee per credit hour for dual credit students attempting a course three or more Times	125.00	125.00	125.00
Dual Credit Late Processing Fee per course per student after Census Day	200.00	200.00	200.00
<b>DUAL CREDIT ACADEMIES:</b>			
Dual Credit Academies Participation Fee - Fall and Spring, per Student per Semester (Charged to School District)	600.00	600.00	600.00
Dual Credit Academies Participation Fee - Summer, per Student per Credit Hour (Charged to School District)	50.00	50.00	50.00

Board Approved\_DualCreditTuitionandFees FY 2025-2024\_March 25

## EXHIBIT B

### School District Title IX Investigator/Coordinator

As stated in Section 8, the High School hereby designate the Liaison listed below who, the High School certifies, is trained to investigate and address matters relating to Title IX and alleged civil rights violations, including but not limited to claims arising under Title VI and Title VII of the Civil Rights Act, to serve as the authorized liaison to the South Texas College Title IX Coordinator.

The High School Liaison contact information is as follows:

School District Name: \_\_\_\_\_

High School Name: \_\_\_\_\_

Liaison's Name: \_\_\_\_\_

Position Title: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

This form must be completed in its entirety and submitted to:

Todd C. Nelson, J.D.  
Contract and Regulatory Resources Officer  
Title IX & 504 Coordinator  
3201 West Pecan Blvd., N150  
956-872-4664  
[TitleIX@southtexascollege.edu](mailto:TitleIX@southtexascollege.edu)

**Discussion and Action as Necessary on Memorandum of Understanding (MOU)  
Between South Texas College (STC) and South Texas College Foundation (STCF)**

<b>Purpose</b>	To approve the MOU between South Texas College and the South Texas College Foundation.
<b>Justification</b>	The MOU outlines roles and responsibilities of each entity in managing funds, supporting specific initiatives, allocating donations, and ensuring the foundation's activities align with the college's overall mission and goals.
<b>Enclosed Documents</b>	Appendix ( ) – MOU between South Texas College and South Texas College Foundation.
<b>Funding</b>	No funds are required.
<b>Staff Resource</b>	Dr. Rodney Rodriguez, Vice President for Institutional Advancement and External Affairs
<b>Recommendation</b>	The Committee recommends Board approval on Memorandum of Understanding (MOU) between South Texas College (STC) and the South Texas College Foundation (STCF).

## **Memorandum of Understanding between South Texas College and the South Texas College Foundation**

This Memorandum of Understanding is entered into as of \_\_\_\_\_ (the "Effective Date") by and between the South Texas College Foundation, which will henceforth be referred to as the "Foundation", and South Texas College, which will henceforth be referred to as the "College". The Foundation and the College are sometimes referred to herein as a "Party" or as the "Parties".

WHEREAS the College was created on September 1, 1993 and currently serves thousands of students and offers hundreds of educational programs;

AND WHEREAS the College Board of Trustees is responsible for overseeing the mission, leadership, and operations of the College and for setting the priorities and long-range plans of the College;

AND WHEREAS the Foundation is a nonprofit corporation organized exclusively for charitable, literary, and educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, including the making of distributions of Foundation funds to or for the benefit and support of or for the tax-exempt purposes of the College;

AND WHEREAS the Foundation's Board of Directors is responsible for overseeing the mission, leadership, and operation of the Foundation and for setting the priorities and long-range plans of the Foundation;

AND WHEREAS, the Board of Trustees of the College has identified and asserted the educational public purposes for the College's support of the Foundation (the "Public Purposes");

AND WHEREAS, the College and the Foundation desire to define the fund-raising and fund distribution activities of the Foundation in a formal, written manner, and to assure that those activities further the mission of the College;

AND WHEREAS, the College desires to provide and make available certain services to the Foundation, in order to facilitate the Foundation's fund-raising and fund distribution activities in support of the College;

NOW THEREFORE, in consideration of the covenants, promises, terms, and provisions herein contained, the Parties mutually agree to the following.

1. Unrestricted Gifts to the Foundation for the Benefit or Support of the College. Subject to the provisions of any Gift Acceptance Policy adopted by the Foundation, the Foundation shall use its best efforts to solicit and administer funds for the general support or benefit

of the College. From time to time, the College may request a distribution from such otherwise unrestricted funds. The Foundation's Board of Directors shall have the sole authority and discretion to determine whether a distribution will be made in accordance with such a request.

2. Time-Restricted Gifts to the Foundation for the Benefit or Support of the College. Subject the provisions of any Gift Acceptance Policy adopted by the Foundation, the Foundation may solicit and administer funds for the general support or benefit of the college and that are not wholly expendable on a current basis. The Foundation's Board of Directors shall administer these funds in accordance with the Texas Uniform Management of Institutional Funds Act ("TUPMIFA"). From time to time, the College may request a distribution from these time-restricted funds. Subject to TUPMIFA, the Foundation's Board of Directors shall have the sole authority and discretion to determine whether a distribution will be made in accordance with such request.
3. Purpose-Restricted Gifts to the Foundation for the Benefit or Support of the College. In addition to abiding by the restrictions in any Gift Acceptance Policy adopted by the Foundation, the Foundation shall not raise purpose-restricted gifts for the benefit or use of the College without the authorization of the Board of Trustees of the College or if the restriction requires the gift to be used for a purpose outside of the activities in the College's current operating budget and current strategic plan. From time to time, the College may request a distribution from these time-restricted funds. Subject to TUPMIFA, the Foundation's Board of Directors shall have the sole authority and discretion to determine whether a distribution will be made in accordance with such request.
4. Non-Interference. To avoid any unintended interference with the College's strategic fundraising efforts, the Foundation will not solicit any donor or potential donor that the College has designated, in writing to the Foundation, as a donor or potential donor of significance to the College.
5. Foundation Executive Director and Support Staff Furnished by the College. Subject to the College Board of Trustees appropriating sufficient funds in the College's annual budget, the College shall furnish an employee of the College to serve as the Executive Director of the Foundation ("Foundation Executive Director"). The Foundation Executive Director's will render service to the Foundation on a full-time, salaried basis in accordance with a job description provided by the Board of Directors of the College and the South Texas College Foundation. The College shall establish the salary for the Foundation Executive Director. The Foundation Executive Director shall be responsible for the Foundation's operations and shall report to the Foundation's Board of Directors. The College shall provide the Foundation Executive Director reasonable access to other staff employed by the College to support the Foundation Executive Director (the "Support Staff"). The College, with input from and consultation with the Foundation Board, shall have the authority to employ and terminate College personnel who provide services to the Foundation under this Memorandum of Understanding.



6. Facilities Furnished by the College. Subject to the College Board of Trustees appropriating sufficient funds in the College's annual budget, the College shall furnish (i) reasonable office space for the Foundation Executive Director; (ii) the utilities, telephone service, computer hardware and software, networking, internet access, and other technology resources reasonably needed by the Foundation to carry out its activities under this Memorandum of Understanding.
7. Reasonable Expenses of the Foundation. Subject to the College Board of Trustees appropriating sufficient funds in the College's annual budget, the College shall furnish the Foundation's reasonable in-kind services and shall pay the Foundation's reasonable expenses needed (excluding alcoholic beverages), but including, without limitation, meals that are ordinary and necessary expenses in conducting the Foundation's operations and that are not lavish or extravagant, travel, marketing, advertising, and supply expenses as necessary in the Foundation's conduct of its operations for the benefit of the College.
8. Use of College Name and Logo. The Foundation may use the College's name, logo, trademarks, tradename, and any other identifying marks of the College in furtherance of the Foundation's conduct of its operations for the benefit of the College.
9. No Agency or Partnership. This Memorandum of Understanding does not constitute a partnership or joint venture, and neither Party shall be considered or shall hold itself out as an agent of the other Party. Neither Party assumes responsibility for the actions of the other party, and neither Party assumes any liability for the actions of the other Party's directors, trustees, officers, or agents.
10. Compliance with Applicable Law. The Parties shall work together as necessary to ensure that the Foundation's activities comply with applicable law. For the avoidance of doubt, but without limitation, the College and the Foundation shall work together to ensure that the Foundation's administration of its scholarship program complies with the Family Educational Rights and Privacy Act.
11. Continued Cooperation. The Parties shall maintain open communication regarding the priorities and needs of the College and the identified funding priorities of the Foundation's donor base to maximize the Foundation's fundraising for the benefit of the College in alignment with the College's goals. To this end, the Board of Trustees of the College shall have the right to appoint a liaison to the Foundation's Board of Directors (the "College Liaison") with the right to attend all meetings of the Foundation's Board of Directors with the exception of "executive sessions" and meetings of the Foundation's Board of Directors with its attorneys. The College Liaison shall not be a member of the Foundation's Board of Directors and accordingly has no right to vote at the meetings of the Foundation's Board of Directors or any other power of a member of the Foundation's Board of Directors.
12. Changes to Governing Documents. The Foundation President shall immediately notify the College President and the Chair of the College's Board of Trustees of any amendment to the Certificate of Formation or Bylaws of the Foundation.

13. Annual Reports by Foundation. Within a reasonable time following the end of its fiscal year, the Foundation shall provide an annual report of its revenue and activities to the College Board of Trustees of the College. Once per year, the Foundation shall provide a report of its activities at a public meeting of the College Board of Trustees. The Foundation shall provide a copy of its annual Form 990 (not including Schedule B to Form 990) to the College within thirty (30) days of filing the Form 990 with the Internal Revenue Service.
14. Term. This Memorandum of Understanding shall remain in effect for a period of twelve (12) months from the effective date hereof. At the end of each twelve (12) month period, this Memorandum of Understanding shall renew for a successive twelve (12) month period. Notwithstanding the foregoing, either Party may terminate this Memorandum of Understanding for any reason and at any time by giving thirty (30) days advance written notice to the other Party.
15. Entire Agreement. This Memorandum of Understanding reflects the entire and integrated agreement between the Parties and supersedes all prior negotiations, representations, and agreements, whether written or oral.
16. Amendment. This Memorandum of Understanding may be amended only in a writing authorized by and signed on behalf of each of the Parties.
17. Notice. Any notice required or contemplated by this Memorandum of Understanding shall be deemed to be provided upon the date it is mailed via certified mail, return receipt requested, or sent by email to the respective addresses to be provided.
18. Multiple Counterparts and Signatures. This Memorandum of Understanding and any amendments hereto may be signed in multiple counterparts, and a facsimile or electronic signature shall constitute an original signature.

*Executed effective as of the Effective Date.*

**South Texas College**

**South Texas College Foundation**

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**Board Chair**  
**Dr. Alejo Salinas**

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**Board Vice-President**  
**Mr. Gary Gurwitz**

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

<b>Purpose</b>	To revise the local policy listed in Appendix A and retire the current policy 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 – Revised and Retired Policies Appendix B – Policy
<b>Staff Resource</b>	Anahid Petrosian, Vice President and Provost for Academic Affairs and Economic Development Brett Millan, Associate Vice President of Academic Success and Advancement Mary Del Paz, Vice President for Finance and Administrative Services Myriam Lopez, Associate Vice President for Finance and Management
<b>Recommendation</b>	The Committee recommends Board approval to revise Policy DBA (LOCAL) – Employment Requirements and Restrictions: Credentials and Records and retire the current policy, as presented, and which supersedes any previously adopted Board policy.

#### **Appendix A**

##### Revised and Retired Policies

Revised Policy	Retired Policy	Justification
Policy DBA (LOCAL) – Employment Requirements and Restrictions: Credentials and Records	Policy #3813: Academic Classification for Faculty	All of the content from the retired policy is included in the revised policy DBA (LOCAL).

#### **Appendix B**

Policies follow in the packet.

EMPLOYMENT REQUIREMENTS AND RESTRICTIONS  
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(LOCAL)

**Personnel File**

The College District shall maintain personnel files on College District employees adequate for local and state needs and regional accrediting organizations. The permanent personnel file for all full-time and part-time employees is stored in the Office of Human Resources. Personnel records shall include, but not be limited to:

1. Official transcripts from all colleges attended;
2. A completed College District employment application form; and
3. Personal data forms as may be required for proper and effective use.

**Custodian of  
Personnel File**

The College District designates the executive director of human resources or designee as the custodian of personnel records to serve as the agent of the College President and maintain all records relating to all present and past employees of the College District.

**Law Enforcement  
Personnel Files**

The College President or designee and the College District police department shall develop regulations, in accordance with law, for the compilation and retention of, and access to, personnel files maintained with respect to peace officers and telecommunicators.

**Social Security  
Number**

The College District shall not use an employee's social security number as an employee identifier, except for tax purposes [see DC]. In accordance with law, the College District shall keep an employee's social security number confidential.

**Credentials**

Degrees, credit hours, and certificates will be evaluated and recognized by using the following criteria:

1. The degree and/or credit hours are from a college/university accredited (or in pre-accreditation status) by a nationally recognized accrediting agency or an accrediting agency recognized by the Coordinating Board. Accredited institutions and nationally recognized accrediting agencies will be determined by using the following:
  - a. Accredited Institutions of Higher Education;
  - b. U.S. Department of Education;
  - c. Coordinating Board;
  - d. Council for Higher Education Accreditation; and
  - e. Other agencies or publications that will establish national recognition or accreditation; and

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2. If the degree/certificate is from a college, university, school, institution, or association outside the United States, it must be verified (must be evaluated/verified by an accredited member of the National Association of Credential Evaluation Services) through a nationally recognized independent foreign transcript evaluation service or by a university in the United States qualified to conduct such evaluations.

**Faculty  
Qualifications**

The College District shall employ faculty members who meet faculty credential guidelines consistent with the Southern Association of Colleges and Schools Commission on Colleges' (SACSCOC) Comprehensive Standard, as well as qualifications specified by the Coordinating Board, and other discipline-specific accrediting or licensing authorities.

**Minimum  
Educational  
Requirements of  
Staff (Non-Faculty)**

The College District reserves the right to modify the minimum educational requirements for certain entry-level positions. A committee, determined by the executive director of human resources or designee, must receive and review recommendations from the appropriate supervisor prior to making a decision on matters involving the modification of the minimum education requirements necessary of staff (non-faculty) positions at the College District.

**Confidentiality of  
Records and  
Business Matters**

The College District maintains the confidentiality of its records and matters relating to the conduct of its business as permitted by the Texas Public Information Act and Student Confidentiality Statutes. No employee of the College District is permitted to disclose information that concerns any students or former, active, or prospective personnel that is exempt from disclosure under the Texas Public Information Act or other privacy law.

Employees with access to such information will be asked to sign an Employee Non-Disclosure Agreement and to comply with the provisions of that agreement.

**Personal Status  
Change**

Any personal status changes affecting recordkeeping, mailing address, emergency contact phone numbers, or employee benefits must be reported to the Office of Human Resources.

The College District is not liable if the employee does not report changes in a timely fashion.

**The College District is committed to serving the students and communities of the College District by recruiting and retaining faculty who are committed to academic excellence, integrity, and scholarship.**

**Academic  
Classifications**

**The college grants four titles to convey faculty classification to active faculty members. In ascending order these are:**

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1. Faculty
2. Assistant professor
3. Associate professor
4. Full professor

As “professor” is often used colloquially to refer to any ranked faculty member, the title of full professor designates the highest academic classification that the college bestows on a faculty member.

**Criteria**

Criteria for the designation of academic classification for faculty shall include:

1. Education;
2. Years of service;
3. Teaching effectiveness;
4. Service to college;
5. Service to community;
6. Professional activities; and
7. Scholarly pursuit.

**Definitions**

General definitions for criteria include, but are not limited to the following:

1. Education: Degrees completed through a regionally accredited institution.
2. Years of service: Length of employment as a full-time regular faculty member at a regionally accredited institution of higher education as determined by the STC Office of Human Resources.
3. Department/program standards: Leadership or active participation in the strategic plan of the department or program.
4. Teaching effectiveness: Successful student learning outcomes in relation to the academic discipline.
5. Service to college: Leadership or active participation in projects related to the vision and mission of the College District.

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6. **Service to community:** Leadership or active participation on external initiatives or projects positively impacting the region of south Texas.
7. **Professional activities:** Leadership or active participation in professional development conferences, seminars or workshops that enhance the contribution to the students and communities of the College District.
8. **Scholarly pursuit:** Leadership or active participation in regional, state or national councils, committees, task forces, accrediting/licensing/registry agencies or through the presentation of proposals, abstracts, or papers in journals or publications.

**Academic  
Classification  
Requirements**

**Faculty**

Full-time regular faculty are referred to as “faculty,” prior to being awarded classification. A faculty member must hold full-time regular status as defined by Human Resources prior to classification eligibility and then meet the educational requirements and years of service for each classification level.

**Assistant  
Professor**

Minimum eligibility includes:

1. Educational requirement;
2. Years of service;
3. Compliance with departmental/program standards; and
4. Leadership/participation in criteria for assistant professor.

***Education***

To be eligible for classification as an assistant professor, a candidate must have an associate’s degree, a baccalaureate degree, a master’s degree, or a doctorate.

***Minimum Years  
of Service***

A candidate for assistant professor must have served a minimum of two years with the College District.

***Criteria  
Documentation***

A candidate for assistant professor must have a portfolio documenting the candidate’s teaching effectiveness and one of the four categories:

1. Service to College District;
2. Service to community;
3. Professional activity; and

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4. Scholarly pursuit.

**Associate  
Professor**

Minimum eligibility includes:

1. Educational requirement;
2. Years of service;
3. Compliance with departmental/program standards; and
4. Leadership/participation in criteria for associate professor.

*Education*

To be eligible for classification as an associate professor, a candidate must have a master's degree or a doctorate.

*Years of Service*

A candidate for associate professor must have served a minimum of five years with the College District and a minimum of two years since being awarded the classification of assistant professor.

*Criteria  
Documentation*

A candidate for associate professor must have a portfolio documenting the candidate's teaching effectiveness and two of the four categories:

1. Service to College District;
2. Service to community;
3. Professional activity; and
4. Scholarly pursuit.

**Full Professor**

Minimum eligibility includes:

1. Educational requirement;
2. Years of service; minimum two years of service since being awarded classification of Associate Professor,
3. Leadership with departmental/program standards; and
4. Leadership in criteria for full professor.

*Education*

To be eligible for classification as a full professor, a candidate must have a doctorate.

*Years of Service*

A candidate for full professor must have served a minimum of 10 years with the College District and a minimum of two years since being awarded the classification of associate professor.



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<b>Criteria Documentation</b>	<p>A candidate for full professor must have a portfolio documenting the candidate's teaching effectiveness and three of the four categories:</p> <ol style="list-style-type: none"><li>1. Service to College District;</li><li>2. Service to community;</li><li>3. Professional activity; and</li><li>4. Scholarly pursuit.</li></ol>
<b>Credit for Prior Experience</b>	<p>Faculty with full-time regular teaching experience at other regionally accredited colleges or universities will be credited with two years of service for every three years' experience towards the years of service requirement for academic classification, with a maximum of eight years credited upon employment with STC. Any such credited years must comply with the criteria of teaching effectiveness and additional categories for the appropriate classification level by providing supporting documentation.</p> <p>Faculty with teaching experience as a lecturer and/or full-time temporary faculty member at STC before becoming a full-time regular faculty will be credited with two years of service for every three years' experience towards the service requirement for academic classification, with a maximum of eight years credited. Any such credited years must comply with the criteria of teaching effectiveness and additional categories for the appropriate classification level by providing supporting documentation.</p> <p>No credit will be awarded for part-time college teaching experience or full- or part-time elementary or secondary school teaching experience.</p>
<b>Eligibility on Hire</b>	<p>A faculty member may be hired at the classification of assistant professor or associate professor during their first semester of employment at the College District under the following conditions:</p> <ol style="list-style-type: none"><li>1. The faculty member meets the educational requirement.</li><li>2. The credited years of service meet the service requirements for assistant or associate professor as listed in Faculty Classifications, above.</li></ol>

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3. The faculty member complies with the criteria of teaching effectiveness and additional categories for the appropriate level by providing supporting documentation during their time as a lecturer at South Texas College or from a full-time teaching position from a previous institution.
4. The faculty member receives departmental recommendation from the hiring department at South Texas College.

The search committee must submit a recommendation to the department/program chair for consideration. The department/program chair will route a recommendation to the College-wide Academic Classification Committee (CWACC), who will provide a recommendation to the vice president for academic affairs for final approval.

Please refer to the CWACC bylaws and the faculty handbook for current deadlines to submit items for CWACC consideration.

**Expectations**

Academic classification is not used for salary placement or salary determination. This policy does not negate Policy DC(LOCAL), DCA(LOCAL), or administrative regulations regarding disciplinary documentation located in the employee handbook.

Expectations for faculty with academic classification will include leadership with achieving departmental/program goals, leadership/participation in criteria for the respective classification, and compliance with Board-approved policies.

The evaluation of faculty with academic classification will include faculty evaluations by their department/program chair or respective division dean and student evaluations.

**Professor Emeritus**

The additional classification of professor emeritus may be granted, according to established procedures, to a faculty member who has been awarded academic classification (assistant professor, associate professor, or full professor) by the College-wide Academic Classification Committee (CWACC) one semester prior to, but no later than one semester after, his or her retirement.

**Limitations**

In any given year, the number of emeritus awards to eligible retiring faculty or recently retired faculty shall not exceed one percent (1%) of the number of full-time regular faculty on record for the spring semester of the academic year in which any retiring or retired candidate is nominated for professor emeritus classification.

## MANUAL OF POLICY

<b>Title</b>	<b>Academic Classification for Faculty</b>	<b>3813</b>
<b>Legal Authority</b>	<b>Approval of the Board of Trustees</b>	<b>Page 1 of 4</b>
<b>Date Approved by Board</b>	<b>Board Minute Order dated November 17, 2005 As Amended by Board Minute Order Dated February 23, 2016 As Amended by Board Minute Order Dated June 27, 2017</b>	

South Texas College is committed to serving the students and communities of south Texas by recruiting and retaining faculty who are committed to academic excellence, integrity, and scholarship.

The college grants four titles to convey faculty classification to active faculty members. In ascending order these are:

1. Instructor
2. Assistant Professor
3. Associate Professor
4. (Full) Professor\*

Criteria for the designation of academic classification for faculty shall include: Education, Years of Service, Teaching Effectiveness, Service to College, Service to Community, Professional Activities, and Scholarly Pursuit.

General definitions for criteria include, but are not limited to the following:

- Education: Degrees completed through a regionally accredited institution.
- Years of Service: Length of employment as a full time regular faculty member at a regionally accredited institution of higher education as determined by the STC Office of Human Resources.
- Department/Program Standards: Leadership or active participation in the strategic plan of the department or program.
- Teaching Effectiveness: Successful student learning outcomes in relation to the academic discipline.
- Service to College: Leadership or active participation in projects related to the Vision and Mission of the College.
- Service to Community: Leadership or active participation on external initiatives or projects positively impacting the region of south Texas.
- Professional Activities: Leadership or active participation in professional development conferences, seminars or workshops that enhance the contribution to the students and communities of the College.
- Scholarly Pursuit: Leadership or active participation in regional, state or national councils, committees, task forces, accrediting/licensing/registry agencies or through the presentation of proposals, abstracts, or papers in journals or publications.

\* As “Professor” is often used colloquially to refer to any ranked faculty member, the title of “(Full) Professor” designates the highest academic classification that the college bestows on a faculty member.

## MANUAL OF POLICY

**Title**

**Academic Classification for Faculty**

**3813**

**Legal Authority**

**Approval of the Board of Trustees**

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Faculty Classifications:

Instructor

Full-time regular faculty prior to classification eligibility and selection.

Assistant Professor

Minimum Eligibility includes: Educational requirement, years of service, compliance with departmental/program standards and leadership/participation in criteria for Assistant Professor.

Education	Minimum Years of Service	Criteria Documentation (Portfolio) in Teaching Effectiveness and one of the three categories.
Doctorate or Master's Degree	2	<ul style="list-style-type: none"><li>• Service to College</li><li>• Service to Community</li><li>• Professional Activity</li></ul>
Baccalaureate Degree	3	
Associate Degree	4	

Associate Professor

Minimum Eligibility includes: Educational requirement, years of service, minimum one year of service since being awarded classification of Assistant Professor, compliance with departmental/program standards and leadership/participation in criteria for Associate Professor.

Education	Minimum Years of Service	Criteria Documentation (Portfolio) in Teaching Effectiveness and one of the four categories.
Doctorate Degree	5	<ul style="list-style-type: none"><li>• Service to College</li><li>• Service to Community</li><li>• Professional Activity</li><li>• Scholarly Pursuit</li></ul>
Master's Degree	10	

<b>Title</b>	<b>Academic Classification for Faculty</b>	<b>3813</b>
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Minimum Eligibility includes: Educational requirement, years of service, minimum two years of service since being awarded classification of Associate Professor, leadership with departmental/program standards and leadership in criteria for (Full) Professor.

Education	Minimum Years of Service	Criteria Documentation (Portfolio) in Teaching Effectiveness and two of the four categories.
Doctorate Degree	10	<ul style="list-style-type: none"> <li>• Service to College</li> <li>• Service to Community</li> <li>• Professional Activity</li> <li>• Scholarly Pursuit</li> </ul>

Faculty with full time regular teaching experience at other regionally accredited colleges or universities will be credited with two years for every three years towards the years of service requirement for academic classification, with a maximum of eight years upon employment with STC.

1. Meets the educational requirement.
2. Meets the following years of service.
  - a. For Assistant Professor, a minimum of four (4) years as a full time regular faculty member from a regionally accredited institution of higher education.
  - b. For Associate Professor, a minimum of eight (8) years as a full time regular faculty member from a regionally accredited institution of higher education.
3. Complies with the criteria of teaching effectiveness and additional categories for the appropriate level by providing support documentation.
4. Receives departmental recommendation.
5. The search committee must submit a recommendation to the Department/Program Chair for consideration. The Department/Program chair will route a recommendation to the Academic Classification Committee, who will provide a recommendation to the Vice President for Academic Affairs for final approval.

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## MANUAL OF POLICY

<b>Title</b>	<b>Academic Classification for Faculty</b>	<b>3813</b>
<b>Legal Authority</b>	<b>Approval of the Board of Trustees</b>	<b>Page 4 of 4</b>

Academic classifications are not used for salary placement or salary determination. This policy does not negate Policy 4115 (Personnel Appointments) or Policies 4911 (Disciplinary Documentation Procedures for Non-Annual Employees and Non-Renewal of Annual Employees) or 4921 (Termination of Annual Employees During the Term of Their Letter of Appointment).

Expectations for faculty with Academic Classification will include leadership with achieving departmental/program goals, leadership/participation in criteria for the respective classification, and compliance with Board approved policies.

The evaluation of faculty with Academic Classification will include faculty evaluations by department/program Chair or respective Division Dean and student evaluations.

### **Emeritus Status:**

The additional classification of Professor Emeritus may be granted, according to established procedures, to a faculty member who has been awarded academic classification (Assistant Professor, Associate Professor or Full Professor) by the College-wide Academic Classification Committee (CWACC) one semester prior to, but no later than one semester after his or her retirement. The emeritus status is limited however. In any given year, the number of emeritus awards to eligible retiring faculty or recently retired faculty shall not exceed one percent (1%) of the number of full-time regular faculty on record for the Spring semester of the academic year in which any retiring or retired candidate is nominated for Professor Emeritus classification.

## **Review and Recommend Action to Adopt New Instruction Policy and Retire Current Policy**

<b>Purpose</b>	To adopt the new Instruction Policy and retire the current policy 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 policy and, as applicable, internal procedures are currently in place and will continue to be enhanced.</p> <p>The new policy has been reviewed by staff, administrators, TASB staff, STC Legal Counsel, and the Vice President and Provost for Academic Affairs and Economic Development.</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>	<p>Dr. Anahid Petrosian, Vice President and Provost for Academic Affairs and Economic Development</p> <p>Dr. Brett Millan, Associate Vice President for Academic Success and Advancement</p>
<b>Recommendation</b>	The Committee recommends Board approval to adopt new Instruction Policy and retire current policy 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. EFA (LOCAL) Curriculum Design – Instructional Programs and Courses	A-2. Policy #3337: Program Standards for Student Participation in Nursing and Allied Health Clinical Programs	All of the content from the retired policy is included in the new local policy.

### **Appendix B**

Policies follow in the packet.

The College District shall offer healthcare programs that meet established program standards for professional practice in accordance with:

- Applicable law;
- State education and licensing agencies;
- College District policies and procedures; and
- Institutional and programmatic accreditor standards.

**Program Standards**

The vice president for academic affairs and the dean supervising healthcare programs shall develop specific guidelines, program standards, and procedures, including guidelines and procedures for the immediate removal of students from a clinical course or program, when in their professional opinion, the student is not in compliance with established program standards or continued participation puts a clinical affiliate and/or its clientele at risk. [See FM and FMA]



## MANUAL OF POLICY

<b>Title</b>	<b>Program Standards for Student Participation in Nursing and Allied Health Clinical Programs</b>	<b>3337</b>
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<b>Legal Authority</b>	<b>Approval of the Board of Trustees</b>	<b>Page 1 of 1</b>
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**Date Approved by Board    Board Minute Order dated July 15, 2004**

It is the policy of the College that students participating in any Nursing and Allied Health clinical program meet established program standards for professional practice established by the Dean of Nursing and Allied Health. These standards include safe clinical practice, professional appearance established by hospital and clinic settings, professional behavior, confidentiality, negative drug screening and criminal background check, physical health and ability to perform technical standards of professions, and ethical and legal issues consistent with the rules, regulations, and standards required by state and/or national licensure, certification, and accreditation organizations.

The Dean of Nursing and Allied Health is authorized to establish program standards and procedures for implementation of this policy. The Dean or designated program chair may immediately remove students from a clinical course or program, when, in their professional opinion, the student is not in compliance with established program standards and or continued participation puts clinical affiliate and/or its clientele at risk.

## **Review and Recommend Action to Adopt Community and Governmental Relations Policies and Retire Current Policies**

<b>Purpose</b>	To adopt new Community and Governmental Relations 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 and Provost for Academic Affairs and Economic Development.</p>
<b>Enclosed Documents</b>	<p>Appendix A – List of New and Retired Policies</p> <p>Appendix B – New Policy</p> <p>Appendix C - Complaint Form and Appeal Form</p>
<b>Staff Resource</b>	<p>Venisa Earhart, Board Relations Administrator</p> <p>Dr. Anahid Petrosian, Vice President and Provost for Academic Affairs and Economic Development</p> <p>Dr. Brett Millan, Associate Vice President for Academic Success and Advancement</p>
<b>Recommendation</b>	The Committee recommends Board approval to adopt new Community and Governmental Relations Policies and retire 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. GB (LOCAL) Public Complaints and Hearings	N/A	N/A

<b>Adopt New Policy</b>	<b>Retired Policy(ies)</b>	<b>Retired Policy Content Transition</b>
B-1. GH (LOCAL) Relations with Schools and Districts	B-2. Policy #3230: Dual Credit Programs with Partnering School Districts  B-3. Policy #3232: Dual Credit Student Eligibility Requirements	Some of the content from the retired policy is included in the new local policy.

### **Appendix B**

New Policies follow in the packet.

### **Appendix C**

Complaint Form and Appeal Form follow in the packet for additional information

**Guiding Principles**

## Informal Process

The Board encourages the public to discuss concerns with an 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 level.

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

## Formal Process

An individual may initiate the formal process described below by timely filing a written complaint form.

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

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

**Freedom from Retaliation**

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

**Complaints**

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

## Other Complaint Processes

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

1. Complaints concerning a commissioned peace officer who is an employee of the College District. [See CHA]
2. Complaints concerning the withdrawal of consent to remain on campus. [See GDA]

**General Provisions**

## Filing

Complaint forms and appeal notices may be filed by hand-delivery, by electronic communication, including email and fax, or by U.S. Mail. Hand-delivered filings shall be timely filed if received by the appropriate administrator or designee by the close of business on the deadline. Filings submitted by electronic communication shall be timely filed if they are received by the close of business on the deadline, as indicated by the date/time shown on the electronic communication. Mail filings shall be timely filed if they are post-marked by U.S. Mail on or before the deadline and received by the appropriate administrator or designated representative no more than three days after the deadline.

Scheduling Conferences	The College District shall make reasonable attempts to schedule conferences at a mutually agreeable time. If the individual fails to appear at a scheduled conference, the College District may hold the conference and issue a decision in the individual's absence.
Response	At Levels One and Two, "response" shall mean a written communication to the individual from the appropriate administrator. Responses may be hand-delivered, sent by electronic communication to the individual's email address of record, or sent by U.S. Mail to the individual'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. In calculating time lines under this policy, the day a document is filed is "day zero." The following day is "day one."
Representative	<p>"Representative" shall mean any person who or organization that is designated by an individual to represent the individual in the complaint process.</p> <p>The individual may designate a representative through written notice to the College District at any level of this process. If the individual designates a representative with fewer than three days' notice to the College District before a scheduled conference or hearing, the College District may reschedule the conference or hearing to a later date, if desired, in order to include the College District's counsel. The College District may be represented by counsel at any level of the process.</p>
<b>Consolidating Complaints</b>	Complaints arising out of an event or a series of related events shall be addressed in one complaint. An individual 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.
<b>Untimely Filings</b>	<p>All time limits shall be strictly followed unless modified by mutual written consent.</p> <p>If a complaint form or appeal notice is not timely filed, the complaint may be dismissed, on written notice to the individual, at any point during the complaint process. The individual may appeal the dismissal by seeking review in writing within ten days from the date of the written dismissal notice, starting at the level at which the complaint was dismissed. Such appeal shall be limited to the issue of timeliness.</p>
<b>Costs Incurred</b>	Each party shall pay its own costs incurred in the course of the complaint.

**Complaint and  
Appeal Forms**

Complaints and appeals under this policy shall be submitted in writing on a form provided by the College District.

Copies of any documents that support the complaint should be attached to the complaint form. If the individual does not have copies of these documents, they may be presented at the Level One conference. After the Level One conference, no new documents may be submitted by the individual unless the individual did not know the documents existed before the Level One conference.

A complaint or appeal form that is incomplete in any material aspect may be dismissed but may be refiled with all the required information if the refile is within the designated time for filing.

**Level One**

Complaint forms must be filed:

1. Within 15 days of the date the individual first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance; and
2. With the lowest level administrator who has the authority to remedy the alleged problem.

If the only administrator who has authority to remedy the alleged problem is the College President or designee, the complaint may begin at Level Two following the procedure, including deadlines, for filing the complaint form at Level One.

The appropriate administrator shall investigate as necessary and schedule a conference with the individual within ten days after receipt of the written complaint. The administrator may set reasonable time limits for the conference.

Absent extenuating circumstances, the administrator shall provide the individual a written response within ten days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the administrator may consider information provided at the Level One conference and any relevant documents or information.

**Level Two**

If the individual did not receive the relief requested at Level One or if the time for a response has expired, he or she may request a conference with the College 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 ten days of the date of the written Level One response or, if no response was received, within ten days of the Level One response deadline.

After receiving notice of the appeal, the Level One administrator shall prepare and forward a record of the Level One complaint to the Level Two administrator. The individual may request a copy of the Level One record.

The Level One record shall include:

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

The Level Two administrator shall schedule a conference within ten days after the appeal notice is filed. The conference shall be limited to the issues and documents considered at Level One. At the conference, the individual may provide information concerning any documents or information relied upon by the administration for the Level One decision. The Level Two administrator may set reasonable time limits for the conference.

The Level Two administrator shall provide the individual a written response within ten days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the Level Two administrator may consider the Level One record, information provided at the Level Two conference, and any other relevant documents or information the Level Two administrator believes will help resolve the complaint.

Recordings of the Level One and Level Two conferences, if any, shall be maintained with the Level One and Level Two records.

### **Level Three**

If the individual did not receive the relief requested at Level Two or if the time for a response has expired, he or she may appeal the decision to the Board.

The appeal notice must be filed in writing, on a form provided by the College District, within ten days of the date of the written Level Two response or, if no response was received, within ten days of the Level Two response deadline. The College President or designee shall inform the individual of the date, time, and place of the Board meeting at which the complaint will be on the agenda for presentation to the Board.

The College President or designee shall provide the Board with the record of the Level Two complaint. The individual may request a copy of the Level Two record.

The Level Two record shall include:

1. The Level One record.
2. The written response issued at Level Two and any attachments.
3. All other documents relied upon by the administration in reaching the Level Two decision.

The appeal shall be limited to the issues and documents considered at Level Two, except that if at the Level Three hearing the administration intends to rely on evidence not included in the Level Two record, the administration shall provide the individual notice of the nature of the evidence at least three days before the hearing.

The College District shall determine whether the complaint will be presented in open or closed meeting in accordance with the Texas Open Meetings Act and other applicable law. [See BD]

The presiding officer may set reasonable time limits and guidelines for the presentation including an opportunity for the individual and administration to each make a presentation and provide rebuttal and an opportunity for questioning by the Board. The Board shall hear the complaint and may request that the administration provide an explanation for the decisions at the preceding levels.

In addition to any other record of the Board meeting required by law, the Board shall prepare a separate record of the Level Three presentation. The Level Three presentation, including the presentation by the individual or his or her representative, any presentation from the administration, and questions from the Board with responses, shall be recorded by audio recording, video/audio recording, or court reporter.

The Board shall then consider the complaint. It may give notice of its decision orally or in writing at any time up to and including the next regularly scheduled Board meeting. If the Board does not make a decision regarding the complaint by the end of the next regularly scheduled meeting, the lack of a response by the Board upholds the administrative decision at Level Two.



**Definitions**

Dual Credit: The Texas Higher Education Coordinating Board (THECB) defines dual credit as a system in which an eligible high school student enrolls in college course(s) and receives credit for the course(s) from both the college and high school.

Dual Credit Course Agreement (DCCA): Document that indicates program or course recover fees and mileage to a partnering school district and/or high school site.

Partnering School Districts: District within the two service counties that enters an Interlocal Agreement to provide at a minimum, one dual credit cohort-based course that can be held at the high school site or College Campus, virtually or in-person.

**Authority**

South Texas College, through the authority of the Board of Trustees, may enter into agreements with school districts, for the dual enrollment of high school students for dual credit.

**Tuition and Fees**

Tuition and fees for Dual Credit students sponsored by partnering school districts will be charged as approved by the Board of Trustees.

The partnering school district must comply with the following:

- 1) The school district agrees to pay applicable tuition and fees as approved by the Board of Trustees;
- 2) The school district agrees to pay the Flat Rate Cost Reimbursement for STC Faculty teaching dual credit courses as delineated on the Dual Credit Course Agreement, in cases where a college faculty member is required. The school district agrees to pay mileage if the college faculty member travels to the school district;

Additional conditions may be included in agreements as applicable.

**Eligibility**

High school students who may benefit from taking college-level courses to satisfy high school graduation requirements or who wish to begin their post-secondary education prior to graduation from secondary school are eligible to participate in the College's dual credit program.

Students who participate in dual credit programs must meet state requirements for eligibility. In addition, within the scope of Texas Education Code, students must meet the College's regular prerequisite requirements for the courses in which they enroll.

Dual credit students shall be limited to courses within a cohesive course of study that can lead to a certificate or associate degree. Students who complete a credential may declare a major leading to an additional credential, while not exceeding the limitation on

dual credit courses per semester of the maximum number of credit hours.

Courses offered for dual credit are limited to academic courses in the current edition of the Lower Division Academic Course Guide Manual and college-level workforce education courses in the current edition of the Workforce Education Course Manual as prescribed by the Texas Higher Education Coordinating Board.

**Credit Hour  
Limitation**

Dual Credit Students may attempt a maximum of 68 credit hours, with the exception of students pursuing the Associate of Science in Mathematics, Associate of Science in Engineering and Associate of Science in PrePharmacy. Course loads for Dual Credit Students in excess of 68 credit hour maximum shall require approval by the Academic Affairs and Economic Development Division Designee.

**Course Load**

Dual credit students may not enroll in a course load until the spring semester of their 9th grade, and then limited to no more than two (2) dual credit course load for no more than 6 hours that semester from an approved list of recommended courses. All 10th grade students will be limited to only two (2) dual credit courses for no more than 7 hours per Fall and Spring semester. The normal course load for 11th and 12th grade students in the fall or spring semester shall be four (4) dual credit courses for no more than 14 hours.

Summer sessions after 10<sup>th</sup> grade are limited to two (2) dual credit courses for no more than 8 hours in Summer Term I/III and two dual credit courses (2) for no more than 8 hours in Summer Term II.

Non-degree seeking dual credit students may be limited to fewer credit hours per semester, as stated in an interlocal agreement between the district and the college.

Course loads in excess of grade level maximum semester hours per term shall require approval by the Academic Affairs and Economic Development Division Designee. Nevertheless, no excess course loads will be approved that do not adhere with policy ECC(LOCAL).

**Academic Standing**

Dual credit students must comply with federal law standards.

Dual credit student academic standing is calculated on a semester basis to confirm their eligibility for continuation within the dual credit program. The dual credit student academic status will determine enrollment eligibility for the future academic semester.

**Enrollment in Non-  
Dual Credit Sections**

Students who want to enroll in non-dual credit section(s) must be approved by the Academic Affairs and Economic Development Division Designee. Students can only be enrolled into courses within

their current declared major. Any student approved to enroll in a non-dual credit section(s) will not be assessed the independent student tuition and fee rates based on the Board Approved Tuition & Fee Schedule. Dual credit students who do not receive approval to enroll in a non-dual credit section(s), may still enroll, but will be assessed the independent student tuition and fee based on the Board Approved Tuition & Fee table.

The dual credit program is subject to all rules and regulations of the Texas Higher Education Coordinating Board (THECB), other state and federal regulations, and College policies and procedures as applicable.

**Dual Credit Faculty**

Dual Credit Faculty (DCF): A currently employed high school teacher with a partnering school district who meets the minimum credentials to teach college-level courses, recommended by the college's department/program chair, and approved by the college's Office of Human Resources.

Based on the College's procedures, dual credit faculty will be held to the same standards used to assess any faculty hired by South Texas College to teach college-level courses. The Academic Affairs and Economic Development division will establish procedures aligned with the approval and periodic evaluation of dual credit faculty.

## MANUAL OF POLICY

<b>Title</b>	<b>Dual Credit Programs with Partnering School Districts</b>	<b>3230</b>
<b>Legal Authority</b>	<b>Approval of the Board of Trustees</b>	<b>Page 1 of 1</b>
<b>Date Approved by Board</b>	<b>Board Minute Order dated November 9, 1995 As Amended by Board Minute Order dated March 11, 1999 As Amended by Board Minute Order dated May 6, 2004 As Amended by Board Minute Order dated July 28, 2005 As Amended by Board Minute Order dated June 28, 2016</b>	

South Texas College, through the authority of the President, may enter into agreements with school districts, for the dual enrollment of high school students for dual credit.

Tuition, differential tuition, and fees for Dual Credit students sponsored by partnering school districts will be charged as approved by the Board of Trustees.

The partnering school district must comply with the following:

- 1) The school district agrees to pay applicable tuition, differential tuition, and fees as approved by the Board of Trustees;
- 2) The school district agrees to pay the cost of a college faculty member, as delineated on the Dual Credit Course Agreement, in cases where a college faculty member is required. The school district agrees to pay mileage if the college faculty member travels to the school district;
- 3) The school district agrees to follow all course curriculum, procedures, and to provide required textbooks as specified by the College; and
- 4) The school district agrees to provide the appropriate classroom, equipment, and materials, as applicable, and permit access to the College's electronic learning resources when the course is taught at the school district.

Additional conditions may be included in agreements as applicable.

South Texas College has the option to hire a high school instructor who meets the College's credential requirements and who has been approved by the South Texas College department/program chair and the Office of Human Resources as a Dual Credit Faculty member.

Enrollment of students in the College's Dual Credit Program, Academies, and Early College High Schools will be subject to all rules and regulations of the Texas Higher Education Coordinating Board, other state and federal regulations, and College policies and procedures as applicable.

## MANUAL OF POLICY

<b>Title</b>	<b>Dual Credit Student Eligibility Requirements</b>	<b>3232</b>
<b>Legal Authority</b>	<b>Approval of the Board of Trustees</b>	<b>Page 1 of 2</b>
<b>Date Approved by Board</b>	<b>Board Minute Order Dated January 21, 1999</b> <b>As Amended by Board Minute Order dated August 19, 2004</b> <b>As Amended by Board Minute Order dated July 28, 2005</b> <b>As Amended by Board Minute Order dated June 28, 2016</b> <b>As Amended by Board Minute Order dated July 26, 2016</b> <b>As Amended by Board Minute Order dated December 13, 2016</b> <b>As Amended by Board Minute Order dated May 29, 2018</b> <b>As Amended by Board Minute Order dated December 13, 2018</b> <b>As Amended by Board Minute Order dated March 26, 2019</b>	

High school students who may benefit from taking college-level courses to satisfy high school graduation requirements or who wish to begin their post-secondary education prior to graduation from secondary school are eligible to participate in the College's dual credit program.

College-level courses are limited to those leading to a certificate or associate degree. Courses offered for dual credit are limited to academic courses in the current edition of the Lower Division Academic Course Guide Manual and college-level workforce education courses in the current edition of the Workforce Education Course Manual as outlined in Texas Higher Education Coordinating Board Rule Title 19, Part I, Chapter 4, Subchapter D, Rule 4.85.

Dual credit students shall be limited to courses within their declared major and corresponding degree plan. Students who declare a major leading to Career Technical Education (CTE) certificate or Associate degree, may also enroll in academic dual credit courses, limited to English 1301, Mathematics/Natural Science Electives, Humanities Electives, Social and Behavioral Electives, and other Associate of Applied Science (AAS) Electives needed to complete their Certificate and/or AAS degree, while not exceeding the limitation on dual credit courses per semester described below. Students may attempt a maximum of 68 credit hours, with the exception of students pursuing the Associate of Science in Engineering and Associate of Science in Pre-Pharmacy. In addition, dual credit students must comply with the College's Academic Progress Standards as outlined in Board Policy #3320 and the Financial Aid Satisfactory Academic Progress (SAP) Policy. Federal Financial Aid SAP requirements measure all students' GPA and progression regardless if they are receiving aid or not, and are applicable to dual credit students who are still in high school.

Students who participate in the dual credit program must meet the Texas Success Initiative (TSI) college readiness standards as established by the Texas Higher Education Coordinating Board and the College, or meet the applicable student eligibility criteria outlined in Texas Higher Education Coordinating Board Rule Title 19, Part I, Chapter 4, Subchapter D, Rule 4.85. Students must meet the College's regular prerequisite requirements for the courses in which they enroll.

Dual credit students may not enroll in college level courses until the spring semester of their 9th grade, and then limited to no more than two (2) dual credit courses for that semester from an approved list of recommended courses. All 10th grade students will be limited to only two (2) dual credit courses per Fall and Spring semester. All 11th and 12th grade students should not exceed four (4) dual credit courses per Fall and Spring semesters. Summer session is limited to two (2) dual credit courses for Summer Term I/III and two dual credit courses (2) for Summer Term II.

## MANUAL OF POLICY

<b>Title</b>	<b>Dual Credit Student Eligibility Requirements</b>	<b>3232</b>
<b>Legal Authority</b>	<b>Approval of the Board of Trustees</b>	<b>Page 2 of 2</b>

Students who want to enroll in regular (non-S) section(s) must be approved by the Dean of Dual Credit Programs and School District Partnerships. Students can only be enrolled into courses within their declared major. Any student approved to enroll in a regular (non-S) section(s) will not be assessed the independent student tuition and fee rates based on the Board Approved Tuition & Fee Schedule. Dual credit students who do not receive approval to enroll in a regular (non-S) section(s), may still enroll, but will be assessed the independent student tuition and fee based on the Board Approved Tuition & Fee table.

The dual credit program is subject to all rules and regulations of the Texas Higher Education Coordinating Board (THECB), other state and federal regulations, and College policies and procedures as applicable.

THECB guidelines can be found at <http://www.thecb.state.tx.us/apps/Laws/default.cfm>.

Federal guidelines for Satisfactory Academic Progress (SAP) can be found at <http://www.ecfr.gov/cgi-bin/text-idx?rgn=div8&node=34:3.1.3.1.34.3.39.4>.

South Texas College's Satisfactory Academic Progress (SAP) can be found at [http://studentservices.southtexascollege.edu/finaid/pdf/satisfactory\\_academic\\_progress.pdf](http://studentservices.southtexascollege.edu/finaid/pdf/satisfactory_academic_progress.pdf).



## Section 1: Complainant Contact Information

Address:

## Section 2: Complaint Details

Name of Department Involved (if applicable): \_\_\_\_\_

[illegible]

### Section 3: Desired Outcome

Provide a description of the outcome or resolution you are seeking.

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### Section 4: Representation

Will you be designating a representative to represent you during the complaint process?

☐ Yes ☐ No If yes, please provide the representative's contact information.

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

Position/Title: \_\_\_\_\_

\_\_\_\_\_

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

Email: \_\_\_\_\_

### Section 5: Declaration

☐ I declare that the information provided in this complaint is true and accurate to the best of my knowledge.

Signature: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

### For Office Use Only

Received by: *(Print Name and Signature)*: \_\_\_\_\_ Date Received: \_\_\_\_\_

Title of Recipient: \_\_\_\_\_



# Appeal Form

## Policy GB (Local) Public Complaints

To file an appeal of a decision in accordance with Board Policy GB (LOCAL), please fill out this form completely and submit via email to [president@southtexascollege.edu](mailto:president@southtexascollege.edu) or by hand delivery to the Office of the President, 3201 W. Pecan Blvd. McAllen, TX 78501. All formal complaints/grievances from members of the public will be heard in accordance with GB (LEGAL) and GB (LOCAL).

### Section 1: Complainant Information

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Date of Appeal: \_\_\_\_\_

### Section 2: Original Complaint Details

Date of Original Complaint: \_\_\_\_\_

Summary of Original Complaint: \_\_\_\_\_

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### Section 3: Original Complaint Decision

Date of Decision/Response: \_\_\_\_\_

Person or Department that Issued the Decision: \_\_\_\_\_

Summary of the Response or Action Taken: \_\_\_\_\_

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### Section 4: Reason for Appeal

Explain why you are not satisfied with the decision or response. Include any information to clarify why you believe the decision was incorrect or unfair.

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### Section 5: Preferred Outcome or Resolution

What do you hope will happen as a result of this appeal? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Section 6: Supporting Documentation

Attach a copy of the following:

- a. Complaint/Grievance submitted documentation
- b. Response/Decision Received

### Section 7: Declaration

☐ I declare that the information provided in this complaint is true and accurate to the best of my knowledge.

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

#### **Submit this form to:**

**Department:** The Office of the President

**Email:** [president@southtexascollege.edu](mailto:president@southtexascollege.edu)

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

### For Office Use Only

Received by: *(Print Name and Signature)*: \_\_\_\_\_ Date Received: \_\_\_\_\_

Title of Recipient: \_\_\_\_\_

### **Review and Recommend Action to Retire Current Policy**

<b>Purpose</b>	To retire the current policy to align with the Texas Association of School Boards (TASB) policy manual.
<b>Justification</b>	<p>Based on internal operations and functions, content from the retired policy may transition to a procedure, handbook, or operations manual as deemed appropriate by College staff.</p> <p>The retired policy has been reviewed by staff and administrators.</p>
<b>Enclosed Documents</b>	<p>Appendix A – List of Retired Policy</p> <p>Appendix B –Retired Policy</p>
<b>Staff Resource</b>	<p>Dr. Anahid Petrosian, Vice President and Provost for Academic Affairs and Economic Development</p> <p>Mary Del Paz, Vice President for Finance and Administrative Services</p>
<b>Recommendation</b>	The Committee recommends Board approval to retire current policy as presented.

#### **Appendix A**

##### List of Retired Policy

<b>Retired Policy(ies)</b>	<b>Retired Policy Content Transition</b>
A. Policy #3804: Career Program and Academic Department Chair Compensation and Responsibility	All of the content from the retired policy is included in either a procedure, handbook, manual, etc.

#### **Appendix B**

Policies follow in the packet.

# MANUAL OF POLICY

<b>Title</b>	<b>Career Program and Academic Department Chair Compensation and Responsibility</b>	<b>3804</b>
<b>Legal Authority</b>	<b>Approval of the Board of Trustees</b>	
<b>Date Approved by Board</b>	<b>Board Minute Order dated October 10, 1996 As Amended by Board Minute Order dated September 30, 1999</b>	

Career Program and Academic Department Chairs shall be appointed by the Vice President for Academic Affairs, upon the recommendation of the appropriate Division Dean, each August for the subsequent academic year. The structure for compensation and responsibilities to be performed will be determined during the annual salary plan process.

RETIRE

## Supporting Documentation

Award of Proposals/ Reject Proposal/ Purchases/ Purchase Renewals/ Renewals/  
Contract Extensions/ and Interlocal Agreement  
Supporting Documentation

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### TABLE OF CONTENTS

Items	Attached Documents
<b>Award of Proposals</b>	
1) Advertising Services	1) Summary – Terms
2) Campus Coffee Shop	2) Summary – Terms
3) Childcare Services (Grant Funded)	3) Summary of Vendors
4) Digital Advertising Services	4) Summary – Terms
5) Library Materials	5) Summary – Terms
6) Library Serials	6) Summary – Price
7) Network Infrastructure Upgrade – Starr County Campus	7) Summary – Price
8) Rebid - Non-Credit Course Registration and Management Software	8) Summary – Price
<b>Reject Proposal</b>	
9) Campus Dining and Food Truck Services – Pecan Campus	9) N/A
<b>Purchases</b>	
10) Admission Assessment Exams	10) Summary – Price
11) Air Conditioning Filters and Installation	11) Summary – Price
12) Building Automation Control Equipment, Parts, and Equipment Maintenance	12) Summary – Price
13) Chiller Chemicals and Maintenance	13) Summary – Price
14) Coaching Services	14) Summary – Price
15) Computers, Laptops, Tablets, and Monitors	15) Summary – Price
16) Fitness Equipment – Nursing And Allied Health Campus	16) Summary – Price
17) Heating, Ventilation, Air Conditioning, Refrigeration Parts and Supplies	17) Summary – Price
18) Maintenance Parts and Lab Supplies	18) Summary – Price
19) Testing Materials	19) Summary – Price
<b>Purchase Renewals</b>	
20) Commercial Card Services (Accounts Payable card) a. PNC Bank	20) N/A
21) Elevator Maintenance Agreement	21) Summary – Price

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## **(continued)**

<b>Renewals</b>	
22) Campus Dining And Food Trucks – Starr County Campus	22) N/A
a. D.A. Restaurant Group, Inc.	
23) Custodial Supplies	23) N/A
a. Gulf Coast Paper, Co.	
b. Brady Plus	
c. CC Distributors, Inc.	
d. Rio Paper & Supply, LLC	
24) General Purpose Printing	24) N/A
a. Brand It	
b. Capital Spectrum/ dba Communications Specialists, Inc.	
c. Copy Plus	
d. CW Print Services, Inc. CW Print Services, Inc.	
e. FedEx Office and Print Services, Inc.	
f. Gateway Printing	
g. Huntington Sky Production, LTD/ dba Fastsigns	
h. NJ Color Graphics and Printing	
i. San Antonio Printing	
j. Slate Group	
k. Sombrero Advertising & Marketing	
l. UBEO, LLC/ dba Copy Zone	
25) Internet Service For South Texas College Sites	25) N/A
a. Smartcom Telephone, LLC	
26) Mail Services	26) N/A
a. Upper Valley Mail Services, LLC	
27) Promotional Items For Student Outreach	27) N/A
a. 4imprint, Inc.	
b. Authentic Promotions.com	
c. Gateway Printing	
d. Imprezos Pro Uniforms, LLC	
e. Promo Universal, LLC	
28) Promotional T-Shirts For Student Outreach	28) N/A
a. 1,2,3 Screen Printing, LLC	
b. All Valley Screenprinting	
c. Authentic Promotions.com	
d. Imprezos Pro Uniforms, LLC	
e. Promo Universal, LLC	
29) Science Laboratory Supplies	29) N/A
a. Anatomical Worldwide, LLC/ dba Anatomy Warehouse	
b. ASI Associates, Inc./ dba Arbor Scientific	
c. Bio Corporation	
d. Bio-Rad Laboratories, Inc.	
e. Carolina Biological Supply Company	
f. Chemglass Life Sciences	
g. Fisher Scientific Company, LLC (Fisher Science Education Business Unit)	

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### **(continued)**

<ul style="list-style-type: none"> <li>h. Flinn Scientific, Inc.</li> <li>i. Midwest Scientific, Inc.</li> <li>j. PASCO Scientific</li> <li>k. VWR International, LLC</li> <li>30) Property and Casualty Insurance</li> <li>31) Student Insurance <ul style="list-style-type: none"> <li>a. Affinity Insurance Services, Inc.</li> <li>b. Student Assurance Services, Inc.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>30) N/A</li> <li>31) N/A</li> </ul>
<p><b>Contract Extensions</b></p> <ul style="list-style-type: none"> <li>32) Campus Dining and Food Truck Service at Pecan Campus <ul style="list-style-type: none"> <li>a. Zaycor Management Company</li> <li>b. Laredo Comidas LLC/ dba Taco Palenque</li> </ul> </li> <li>33) Campus Dining and Food Truck Service at Technology Campus <ul style="list-style-type: none"> <li>a. Atencion Selecta, LLC</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>32) N/A</li> <li>33) N/A</li> </ul>
<p><b>Interlocal Agreement</b></p> <ul style="list-style-type: none"> <li>34) Industry Training Agreement <ul style="list-style-type: none"> <li>a. McAllen Independent School District (McAllen ISD)</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>34) N/A</li> </ul>

**SOUTH TEXAS COLLEGE  
1. ADVERTISING SERVICES  
PROJECT NO. 25-26-1002**

VENDOR	Buena Aventura, LLC/ dba Mega Doctor News	Buena Aventura, LLC/ dba Texas Border Business	Chatterbox Ads	Elite Promotions	Energy Communications Corp.	Entravision Communications
ADDRESS	614 S 12th St	614 S 12th St	6064 Penny Ln	50 E Elizabeth St	637 Third Ave Ste B	801 N Jackson Rd
CITY/STATE/ZIP	McAllen, TX 78501	McAllen, TX 78501	Olmito, TX 78575	Brownsville, TX 78520	Chula Vista, CA 91910	McAllen, TX 78501
PHONE	956-928-1255	956-928-1255	956-579-8300	956-982-2059	619-585-9398	956-687-4848
CONTACT	Beatriz S. Gonzalez	Beatriz S. Gonzalez	Olivette P. Fisher	Rosy Galarza	Patricia Alvarez	Laura Lopez
<b>Pricing Information</b>						
A. Newspaper - Local, regional, and national networks, including digital options	Newsprint Full Page - \$2,150.00 1/2 Page Horizontal - \$1,345.00 1/4 Page - \$775.00 1/8 Page - \$480.00	Newsprint Full Page - \$2,150.00 1/2 Page Horizontal - \$1,345.00 1/4 Page - \$775.00 1/8 Page - \$480.00				
B. Magazine - Industry - specific, trade, and general interest publications						
C. Television - Local, regional, and national networks, including digital placements					Local TV including digital placement as per attached schedule. \$240.00 - \$7,000.00	Rates attached and copies of current contract. \$20.00 - \$32,232.00
D. Radio - Terrestrial, satellite, and online radio advertising						Rates attached and copies of current contract. \$18.95 - \$20,935.50
E. Website - Banner ads, sponsored content, and other digital placements	Digital ads are provided complimentary when a 1 year full page or 1/2 page are purchased.	Digital ads are provided complimentary when a 1 year full page or 1/2 page are purchased.				
F. Blogs - Sponsored posts, advertorials, and influencer marketing						
G. Cinema - Pre-show advertisements in theaters						
H. Billboards - Traditional and digital outdoor advertising			\$3,500.00 1 Side - 1 Month Only \$2,800.00 per 4 week period 1 Side - 13 x 4-Week Periods (1 year) \$5,000.00 per period (\$2,500/side) 2 Sides - 13 x 4-week periods (1 year) \$2,800.00 - \$5,750.00 CPM Breakdown (Cost per Thousand Views)			\$2,000.00 Monthly Minimum Digital
I. Out of Home - Transit ads, kiosk placements, and other non-traditional formats						\$2,000.00 Monthly Minimum Digital
J. Other Services				10% Discount of promotional products		
<b>Escalation</b>						
K. 2nd Year	0%	0%	8%	2%	1%	0%
L. 3rd Year	0%	0%	15% Based on first year	3%	1%	0%

The Director of Purchasing has reviewed all the responses and evaluations completed.  
\*\*\*\* Vendor did not provide the required documentation



SOUTH TEXAS COLLEGE  
1. ADVERTISING SERVICES  
PROJECT NO. 25-26-1002

<b>VENDOR</b>	GC Publishing, LLC/ dba Edible Rio Grande Valley	Huntington Sky Productions/dba Fastsigns	I Heart Media, Inc.	Image House Media, LLC/ dba ImageHouse	Lamar Advertising	Mobile Video Tapes / KRGV Channel 5
<b>ADDRESS</b>	415 Calle Retama	3900 N 23rd	20880 Stone Oak Pkwy	PO Box 5051	200 Industrial Way	900 E Exp 83
<b>CITY/STATE/ZIP</b>	Brownsville, TX 78520	McAllen, TX 78501	San Antonio, TX 78238	McAllen, TX 78502	San Benito, TX 78586	Weslaco, TX 78596
<b>PHONE</b>	956-469-4920	956-618-1800	956-975-2126	956-534-7741	956-399-4900	956-968-5555
<b>CONTACT</b>	Jacqueline Folacci	Xavier Garcia	Ariel Vela	Gerardo Sanchez	Tracy White	Melinda Reyna
<b>Pricing Information</b>						
<b>A. Newspaper - Local, regional, and national networks, including digital options</b>				See Attachment 2 for complete pricing information		
<b>B. Magazine - Industry - specific, trade, and general interest publications</b>	We offer 10% Non-Profit Discount. See Attachment (rate card/media kit) \$125.00 - \$3,600.00			See Attachment 2 for complete pricing information. 15% Commission Apply		
<b>C. Television - Local, regional, and national networks, including digital placements</b>				See Attachment 2 for complete pricing information. \$0.00 CPM - \$15.00 CPM		Packages / Pricing Attached \$8,175.00 - \$10,175.00 Month
<b>D. Radio - Terrestrial, satellite, and online radio advertising</b>			Rates Attached on Proposals \$170.00 - \$14,420.25	See Attachment 2 for complete pricing information		
<b>E. Website - Banner ads, sponsored content, and other digital placements</b>		\$110.00/hr. Graphic		See Attachment 2 for complete pricing information		Packages / Pricing Attached \$50.00 - \$1,000.00
<b>F. Blogs - Sponsored posts, advertorials, and influencer marketing</b>				See Attachment 2 for complete pricing information		
<b>G. Cinema - Pre-show advertisements in theaters</b>				See Attachment 2 for complete pricing information		
<b>H. Billboards - Traditional and digital outdoor advertising</b>		Variable Pricing		See Attachment 2 for complete pricing information	Static Billboards: 10x40 Bulletins \$1,250.00 per 4 weeks, vinyl costs \$800.00 14x48 Bulletins \$1,850.00 per 4 weeks, vinyl costs \$1,344.00  Digital Billboards: Digital Bulletin \$2,250.00 per 4 weeks Digital Poster \$1,500.00 per 4 weeks No Additional Production charges for Digital.	
<b>I. Out of Home - Transit ads, kiosk placements, and other non-traditional formats</b>		\$100.00/hr. Installation/Labor Variable pricing for kiosks		See Attachment 2 for complete pricing information		
<b>J. Other Services</b>				See Attachment 2 for complete pricing information. \$250.00 Set Up fee		
<b>Escalation</b>						
<b>K. 2nd Year</b>	10%	30%	0%	Prices may increase by 10% for the second year without a 2 year commitment	0%	5%
<b>L. 3rd Year</b>	10%	40%	0%	Prices may increase by an additional 10% for the third year without a 3 year commitment	3%	5%
		****				

The Director of Purchasing has reviewed all the responses and evaluations completed.  
\*\*\*\* Vendor did not provide the required documentation

**SOUTH TEXAS COLLEGE**  
**1. ADVERTISING SERVICES**  
**PROJECT NO. 25-26-1002**

<b>VENDOR</b>	National CineMedia, LLC	NBCUniversal, LLC/ Telemundo Rio Grande Valley	Nexstar Media, Inc.	Progress Times	Radio United, LLC
<b>ADDRESS</b>	6300 S Syracuse Way Ste 300	200 S 10th St Ste 200	9201 W Expway 83	1217 N Conway Ave	2520 E Bus Hwy 83
<b>CITY/STATE/ZIP</b>	Centennial, CO 80111	McAllen, TX 78501	Harlingen, TX 78552	Mission, TX 78572	Mission, TX 78572
<b>PHONE</b>	303-792-3600	956-686-0040	956-366-4444	956-585-4894	956-992-8895
<b>CONTACT</b>	Mark Chandler	Norma Espinoza	Ana Vela	Dee Rendon	Cindy Garza
<b>Pricing Information</b>					
<b>A. Newspaper - Local, regional, and national networks, including digital options</b>				Qtr pg. - \$500.00 (5.17"W x 10"H or 10.5"W x 5"H) / Spadea available upon request Half pg. - \$950.00 (10.5"W x 10"H, 5.17"W x 19.75"H, 6.94"W x 15"H) Full pg. = \$1,500.00 (10.5"W x 19.75"H) Double Truck - \$2,500.00 (22"W x 20"H) Newspaper Tabloid Sections Sports/Graduations/Texas Citrus Fiesta/Back To School Rates Discounted + 15%	
<b>B. Magazine - Industry - specific, trade, and general interest publications</b>				Qtr pg. - \$275.00 (4.81"W x 5.05"H) Half pg. - \$500.00 (4.81"W x 10.238"H or 9.75"W x 5.05"H) Academic Year in Review/Fiscal Year Reports Price varies according to content, design, and print. Rates Discounted + 15%	
<b>C. Television - Local, regional, and national networks, including digital placements</b>		Submitted an avail \$55.56 - \$342.86	See Attached Pricing Sheet \$50.00 - \$12,000.00		
<b>D. Radio - Terrestrial, satellite, and online radio advertising</b>					See Attached :30 \$15.00 - \$40.00 :60 \$15.00 - \$50.00 CPM \$25.00 - \$50.00 - Per 1,000 RDS \$300/Week
<b>E. Website - Banner ads, sponsored content, and other digital placements</b>	\$18,000.00 Digital Video, Mobile Phones & Tablets			All web ads include a click thru to your preferred page/site at your request. Need to be in .jpg, .png, .tif, or .gif format.  Banner ads - \$500.00/month for 6 months minimum, above & below e-edition, 700 pixels wide x 150-200 pixels tall  Spotlight Ads - \$300.00/month, top right hand side bar - 350 pixels wide x 250 pixels tall  Display Ads - \$150.00/month scrolling ads toward bottom right side bar, can be any size and format.	See Attached Medium Web Banner: \$250.00 monthly Large Web Banner: \$400.00 monthly
<b>F. Blogs - Sponsored posts, advertorials, and influencer marketing</b>					
<b>G. Cinema - Pre-show advertisements in theaters</b>	\$149,313.97 :30 Gold Cinema Ads				
<b>H. Billboards - Traditional and digital outdoor advertising</b>				Will be available at a future date.	See Attached \$3,000.00 - \$3,250/month
<b>I. Out of Home - Transit ads, kiosk placements, and other non-traditional formats</b>	\$18,000.00 CTV/OTT Streaming Services				See Attached
<b>J. Other Services</b>	Free Lobby TV 4 Spots per Hour			Embroidered and screen printed apparel is available as well as all marketing products such as vinyl stickers, posters (paper/chloroplast), yard signs, etc.	See Attached - Social Media Types of Posts: Still Post/Repost, Video Post, Live in Studio, Live On Location. Facebook, Instagram, TikTok \$75.00 - \$300.00
<b>Escalation</b>					
<b>K. 2nd Year</b>	7%		0%	0% - Will remain the same regardless of tariffs. 15% discount will still apply	0%
<b>L. 3rd Year</b>	7%		0%	5% - Maximum if necessary. 15% discount will still apply	0%

SOUTH TEXAS COLLEGE  
1. ADVERTISING SERVICES  
PROJECT NO. 25-26-1002

<b>VENDOR</b>	RGVision Publications	Spectrum Reach	Starr County Town Crier	Steel Digital Studios, Inc./ dba Steel Advertising	VBR Media, LLC
<b>ADDRESS</b>	100 E Nolana Ave Ste 130	1440 N McColl Rd	216 S Norris Dr	6414 Bee Cave Rd Ste B	411 W 9th St
<b>CITY/STATE/ZIP</b>	McAllen, TX 78504	McAllen, TX 78501	Rio Grande City, TX 78582	Austin, TX 78746	San Juan, TX 78589
<b>PHONE</b>	956-566-6598	469-791-0757	956-487-6544	512-387-5231	956-310-8953
<b>CONTACT</b>	Gabriel Puente	Jeff Gregg	Jorge Canales	Kirsten Cutshall	Todd Breland
<b>Pricing Information</b>					
A.	Newspaper - Local, regional, and national networks, including digital options	8% of Budget		Advertisements Pricing Available Upon Request \$139.45 - \$954.16	0-15% Commission
B.	Magazine - Industry - specific, trade, and general interest publications	3% of Budget			0-15% Commission  Full Page \$1,350.00 / month Half Page \$775.00 / month
C.	Television - Local, regional, and national networks, including digital placements	20% of Budget	Rate Card Attached		0-15% Commission
D.	Radio - Terrestrial, satellite, and online radio advertising	17% of Budget			0-15% Commission
E.	Website - Banner ads, sponsored content, and other digital placements	10% of Budget			0-15% Commission  Bonus with publications ads
F.	Blogs - Sponsored posts, advertorials, and influencer marketing	5% of Budget			0-15% Commission
G.	Cinema - Pre-show advertisements in theaters	5% of Budget			0-15% Commission
H.	Billboards - Traditional and digital outdoor advertising	20% of Budget			0-15% Commission
I.	Out of Home - Transit ads, kiosk placements, and other non-traditional formats	10% of Budget			0-15% Commission
J.	Other Services	2% of Budget			\$160.00/Hour for Services
<b>Escalation</b>					
K.	2nd Year	2%	0%	0-3%	0%
L.	3rd Year	2%	0%	0-3%	5%
			****		

The Director of Purchasing has reviewed all the responses and evaluations completed.  
\*\*\*\* Vendor did not provide the required documentation

**SOUTH TEXAS COLLEGE  
2. CAMPUS COFFEE SHOP  
PROJECT NO. 24-25-1068**

<b>VENDOR</b>		Commonspace Concept Store, LLC
<b>ADDRESS</b>		2901 N 10th St F
<b>CITY/STATE/ZIP</b>		McAllen, TX 78501
<b>PHONE</b>		956-322-5966
<b>CONTACT</b>		Rosendo V. Elizondo
<b>#</b>	<b>Description</b>	<b>Proposed</b>
<b>Drinks Menu</b>		
1	Coffee Classics	Range: \$3.50 - \$6.00 Double Shot, Americano, Cappuccino, Latte, Cortado, Cold Brew, Espresso Tonic, Shaken Espresso
2	Matcha Menu	Range: \$6.00 - \$7.00 Matcha Latte, Matcha Lemonade, Matcha Chai, Dirty Matcha
3	Signature Drinks	Range: \$6.50 - \$7.00 The Pistachio, Space Milk, Piloncillo Latte, Coco Loco, Tokyo Trip, Honey Rose, Cold Brew Shandy, Vanilla Lavender
<b>Add-ons</b>		
4	Homemade Organic Syrups	\$0.70 each Flavors: Mexican Vanilla, Piloncillo, Pistachio, Black Sesame, Mexican Mocha, Lavender, Rose, Coconut, Mango, Guava, and Passion Fruit
5	Alternate Milk	\$0.50 each Oat, Soy, Almond, Coconut
<b>Food Menu (Not Requested by the College in this RFP)</b>		
6	Sandwiches	Range: \$6.50 - \$8.00 Classic, Spanish, Italian, Chicken and Jalapeno, Maverick, Turkey Avocado, Sunny B&J
7	Salads, Bowls, and Oats	Range: \$7.99 - \$9.50 House Salad, Protein Bowl, Overnight Oats
8	Pizza	Range: \$8.00 - \$10.00 Pepperoni, Spanish, Italian, Veggie
9	Breakfast	Range: \$3.50 - \$8.99 Breakfast Sandwich, Avocado, Egg, and Cheese, Bagel
<b>Escalation</b>		
10	2nd Year	0%
11	3rd Year	2%
<b>TOTAL EVALUATION POINTS</b>		92.66
<b>RANKING</b>		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  
2. CAMPUS COFFEE SHOP  
PROJECT NO. 24-25-1068  
EVALUATION SUMMARY**

VENDOR		Commonspace Concept Store, LLC	
ADDRESS		2901 N 10th St F	
CITY/STATE/ZIP		McAllen, TX 78501	
PHONE		956-322-5966	
CONTACT		Rosendo V. Elizondo	
1	The purchase price. (up to 45 points)	45	45
		45	
		45	
2	The reputation of the vendor's goods or services. (up to 18 points)	17	16.33
		16	
		16	
3	The quality of the vendor's goods or service. (up to 18 points)	16	16
		16	
		16	
4	The extent to which the goods or services meet the College's needs. (up to 15 points)	13	13.33
		14	
		13	
5	The Vendor's past relationship with the College. (up to 3 points)	2	2
		2	
		2	
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	
TOTAL EVALUATION POINTS		92.66	
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  
2. PROPOSAL CRITERIA - SERVICE ONLY

		Service Only	
		Points	Score Key
1	<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)	40	
2	<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	18	15-18 10-14 5-9 0-4 Excellent Acceptable Marginal Poor/No Response
3	<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	18	15-18 10-14 5-9 0-4 Excellent Acceptable Marginal Poor/No Response
4	<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	15	12-15 7-11 3-6 0-2 Excellent Acceptable Marginal Poor/No Response
5	<b>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
6	<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	1	1 0 Yes No
7	<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	5	5 3-4 1-2 0 Excellent Acceptable Marginal Poor/No Response
8	<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  
3. CHILDCARE SERVICES  
PROJECT NO. 25-26-1001**

#	VENDOR	ADDRESS	CITY, STATE, ZIP	CONTACT	PHONE
1	Neni's Childcare	537 E Frontage Rd	Alamo, TX 78516	Nubia de la Torre	(956) 223-1717
2	Nikodee II, LLC/ dba iKids Academy	823 S Alamo Rd	Alamo, TX 78516	Kimberly Hess	(956) 781-5683
3	Bright Minds Learning Center	624 N Alton Blvd	Alton, TX 78573	Nora A. Hernandez	(956) 424-7360
4	Kid'z First Child Care Center, Inc.	122 S Alton Blvd	Alton, TX 78573	Sylvia Salamanca	(956) 581-7030
5	1st Choice Learning Academy	2301 E Business Hwy 83 Ste C	Donna, TX 78537	Maria C. Rodriguez	(956) 246-9737
6	Garza's Childcare and Development Center	104 E Roberts Ave	Donna, TX 78537	Diana T. Garza	(956) 464-4025
7	Southern Littles Academy	702 E Expressway 83 Ste B21	Donna, TX 78537	Juanita Rios	(956) 461-1333
8	Brighter Future Learning Center	223 Conquest Blvd	Edinburg, TX 78539	Maria L. Pecina	(956) 383-4221
9	Childrens Learning Journey	2605 S Cesar Chavez Rd	Edinburg, TX 78542	Raquel Tovar	(956) 252-3671
10	Genesis Learning Center	4106 S Raul Longoria	Edinburg, TX 78542	Maria Oralia Rodriguez	(956) 787-9611
11	Little Bears Daycare, LLC	116 S Raul Longoria	Edinburg, TX 78542	Enevir Jonaca	(956) 720-4069
12	Smart Start Learning Center	913 W Monte Cristo Rd	Edinburg, TX 78541	Blanca Garza	(956) 558-5064
13	The Apple Tree Daycare, Inc.	201 E Lovett St	Edinburg, TX 78541	Gloria D. Flores	(956) 383-6203
14	The Apple Tree Daycare, Inc. #3	3722 S Sugar Rd	Edinburg, TX 78539	Thelma Flores	(956) 318-1138
15	The Learning Journey Day School	2602 Cornerstone Blvd	Edinburg, TX 78539	Jennifer M. Perez	(956) 664-2107
16	V.I.P. Learning Center	2021 E University Dr	Edinburg, TX 78542	Marisela Cavazos	(956) 316-1155
17	PLCC LLC/ PLCC Child Care Center	824 E Expressway 83	La Joya, TX 78560	Luis E. Mantemaygor	956-585-5993
18	Adventureland Academy, LLC	5813 N Ware Rd	McAllen, TX 78504	Alfonso Cepeda	(956) 682-2283
19	Adventureland Academy #2, LLC	920 N Ware Rd	McAllen, TX 78501	Alfonso Cepeda	(956) 683-1517
20	Brackenridge Children's Center	10 South 27th St	McAllen, TX 78501	Jackeline Guillon Matus	(956) 630-3647
21	Bright Beginnings	2136 W Iris Ave	McAllen, TX 78501	Lorena Canales	(956) 618-2355
22	Easter Seals Rio Grande Valley	1217 W Houston Ave	McAllen, TX 78501	Patricia Rosenlund	(956) 631-9171
23	Kerla Gil De Ortiz	1720 Galveston Ave	McAllen, TX 78501	Kerla Gil De Ortiz	(956) 315-0761
24	Little Shining Stars Daycare, Inc.	6620 N 23rd	McAllen, TX 78504	Martha O. Guillon	(956) 668-7008
25	Loving Angels Child Development Center, LLC	3615 N Ware Rd	McAllen, TX 78501	Erik Humphrey	(956) 618-1090
26	Pekes Kidz Learning Center, LLC	2321 W Galveston Ave Ste 50-60	McAllen, TX 78501	Aurora Aguirre	(956) 322-5594
27	The Edutainment Zone 3, LLC	2200 S 10th St Ste F14A	McAllen, TX 78501	Oxmara Barrera	(956) 564-4167
28	The Giving Tree Learning Center/ Assist Learning Academy	2400 W Maple Ave	McAllen, TX 78501	Lyann Hinojosa	(956) 803-0553
29	The Little Heaven Place, LLC***	2403 Buddy Owens	McAllen, TX 78504	Laura Reyes	(956) 558-1389
30	Tony's Playhouse Discovery Center, Inc.	1929 W Pecan	McAllen, TX 78501	Evon Ibarra	(956) 971-8669
31	ABC Little Learners Academy, LLC	7830 W Mile 7 Rd	Mission, TX 78574	Graciela Sandoval	(956) 424-6525
32	Bright Horizons Learning Center	2116 W Griffin Pkwy Ste A	Mission, TX 78572	Maria Martinez	(956) 598-5504
33	Frontier's Little Academy, LLC	2913 N Moorefield Rd	Mission, TX 78574	Jose L. Villegas	(956) 591-0504
34	Gingerbread House L.C. Montessori LLC	1723 W Griffin Pkwy	Mission, TX 78572	Elsa Garcia	(956) 202-0428
35	Kidz Crusade Academy, LLC	2421-C Brock St Ste 18	Mission, TX 78572	Monica Garcia	(956) 584-7474
36	DEM Learning Center/ dba Little Angels Learning Center	212 N Glasscock	Mission, TX 78573	Dora Estrada	(956) 519-1727
37	Little Explorers Education Center	1242 E Business Hwy 83 Ste 3	Mission, TX 78537	Miriam Marentes	(956) 289-6583
38	Little Oaks Learning Center, LLC***	121 E Mile Two Rd	Mission, TX 78574	Laurita Rocha	(956) 271-4310
39	Little Scholars Daycare, LLC	8014 N La Homa Rd	Mission, TX 78574	Marlen Ramos	(956) 271-4890
40	RGV Learning Institute	1721 E Griffin Pkwy	Mission, TX 78572	Elsa Garcia	(956) 271-4497
41	Shine Bright Academy, LLC	1104 E Kika De La Garza St	Mission, TX 78574	Katherine Valero	(956) 445-6822
42	Shine Bright Academy II, LLC	1820 Perkinson Ave	Mission, TX 78572	Analiza Solis	(956) 890-6636
43	The Edutainment Zone 4, LLC	3009 N Conway Ave Ste 6 & 7	Mission, TX 78574	Oxmara Barrera	(956) 566-8110
44	VALEMIS Bilingual Learning Center	3117 N Inspiration Rd Ste A	Mission, TX 78574	Megan Sanchez	(956) 360-9208
45	Children's Garden Daycare and Learning Center	137 S Bentsen Palm Dr	Palmview, TX 78572	Maria Rodriguez	(956) 598-8878
46	Childrens Imagination Academy, LLC	1036 E Goodwin Rd	Palmview, TX 78574	Maria Angelica Ozuna	(956) 616-3742

**SOUTH TEXAS COLLEGE  
3. CHILDCARE SERVICES  
PROJECT NO. 25-26-1001**

#	VENDOR	ADDRESS	CITY, STATE, ZIP	CONTACT	PHONE
47	Gingerbread House Academy	1612 W Loop 374	Palmview, TX 78572	Elsa Garcia	(956) 452-4090
48	Gingerbread House Learning Center	1001 E Veterans Blvd	Palmview, TX 78572	Elsa Garcia	(956) 205-0335
49	Lily's Little Kids	953 W Palma Vista Dr	Palmview, TX 78572	Lydia G. Zuniga	(956) 585-3911
50	Little Texans Learning Academy, LLC	1118 W Palma Vista Dr	Palmview, TX 78572	Cristabel Cortez	(956) 598-0215
51	Palmview Academy	1953 E Goodwin Rd	Palmview, TX 78574	Marlen Roel	(956) 581-6362
52	Campanitas Day Care, LLC	8011 A Cisne Ste	Pharr, TX 78577	Felicitas Bazan	(956) 782-5221
53	Belgar Child Care Services, Inc./ dba Children's Education	4000 N Sugar Rd	Pharr, TX 78577	Sabrina Garcia	(956) 702-5144
54	Futuros Lideres Learning Center	1800 W Hall Acres Rd	Pharr, TX 78577	Maria G. Hernandez	(956) 961-4568
55	Jolie Childcare & Learning Academy	505 E Ferguson Ave	Pharr, TX 78577	Claribel Morales	(956) 223-4454
56	Kids Academy Daycare	5510 N Cage Ste I	Pharr, TX 78577	San Juanita Gonzalez	(956) 223-2543
57	Kids Academy Daycare Center II	202 S Veterans Blvd	Pharr, TX 78577	San Juanita Gonzalez	(956) 223-2615
58	Little One's Discovery Center, Inc.	909 S Jackson Rd	Pharr, TX 78577	Ana Villarreal	(956) 686-9040
59	Belgar Child Care Services, Inc./dba My First StepChild Care & Development Center	807 Mozell Ave	Pharr, TX 78577	Sabrina Garcia	(956) 787-0944
60	New Beginnings Learning Academy #1	410 W Sam Houston Blvd	Pharr, TX 78577	Angela Perez	(956) 601-0265
61	Royal Education Center, LLC	2001 S Jackson Rd	Pharr, TX 78577	Reyna Canto	(956) 666-9011
62	Learning Zone	3561 W Hwy 83	Rio Grande City, TX 78582	Isabel Garza	(956) 488-1260
63	Learning Zone II	307 N FM 3167 Ste A	Rio Grande City, TX 78582	Isabel Garza	(956) 488-9194
64	Little Stars Learning Center, LLC	304 N Mariposa St	Rio Grande City, TX 78582	Maria Yolanda Longoria	(956) 487-8013
65	The Edutainment Zone, LLC	201 S San Antonio St	Rio Grande City, TX 78582	Oxmara Barrera	(956) 566-8110
66	The Edutainment Zone 5, LLC	6580 Rio Panico St Ste 2	Rio Grande City, TX 78572	Oxmara Barrera	(956) 566-8110
67	Bambini Learning Institute, LLC	904 Grant St	Roma, TX 78584	Daisy Lopez	(956) 847-4045
68	Kidzland Daycare and Learning Institute***	807 N Garcia St	Roma, TX 78584	Aydee G. Gonzalez	(956) 847-4031
69	The Edutainment Zone 2, LLC	689 E Grant St	Roma, TX 78584	Oxmara Barrera	(956) 566-8110
70	Kids Daycare Academy, LLC	703 S I Rd	San Juan, TX 78589	San Juanita Gonzalez	(956) 783-5483
71	Sullivan ABC Academy	325 SW Expressway 83	Sullivan, TX 78595	Graciela Sandoval	(956) 485-6186
72	El Shaddai International Christian Day Care Center	723 S Airport Dr	Weslaco, TX 78596	Richard Hill	(956) 968-8814
73	Little World Academy	3005 Thicket Dr	Weslaco, TX 78599	Marisol Puente	(956) 438-9482

The Director of Purchasing has reviewed all the responses.

\*\*\*\* Vendor did not provide the required documentation.



**SOUTH TEXAS COLLEGE**  
**4. DIGITAL ADVERTISING SERVICES**  
**PROJECT NO. 25-26-1003**

						Secondary
<b>VENDOR</b>	Acme Partnership, LP/ dba Media Choice, LLC	Buena Aventura, LLC/ dba Mega Doctor News	Buena Aventura, LLC/ dba Texas Border Business	Chatterbox Ads, LLC	El Periodico USA	Entravision Communications
<b>ADDRESS</b>	3701 Bee Caves Rd Ste 101	614 S 12th St	614 S 12th St	6064 Penny Ln	4307 N 10th St Ste F	801 N Jackson Rd
<b>CITY/STATE/ZIP</b>	West Lake Hills, TX 78746	McAllen, TX 78501	McAllen, TX 78501	Olmito, TX 78575	McAllen, TX 78504	McAllen, TX 78501
<b>PHONE</b>	512-693-9905	956-928-1255	956-928-1255	956-579-8300	956-631-5628	956-687-4848
<b>FAX</b>	512-693-9904				956-631-0832	956-687-7784
<b>CONTACT</b>	Katheryn Huynh	Beatriz S. Gonzalez	Beatriz S. Gonzalez	Olivette P. Fisher	Jose Manuel Castro	Laura Lopez
<b>Pricing Information</b>						
<b>A.</b>	<b>Social Media Advertising – Facebook, X, Instagram, Snapchat, TikTok, LinkedIn</b>				Facebook/Instagram Campaign Management \$1,300.00 per Month TikTok Ad Campaign Management \$1,000.00 per Month	\$300.00 - \$2,000.00
<b>B.</b>	<b>Video Advertising - YouTube</b>				\$1,500.00 per Month	Starts at \$500.00
<b>C.</b>	<b>Streaming Radio Advertising – Spotify, Pandora, YouTube Music</b>				\$1,200.00 per Month	\$300.00 - \$2,000.00
<b>D.</b>	<b>Display Advertising – Target Display Ads</b>	14 x 48 Digital - \$2,200.00/Month **** Smaller than 14 x 48 Digital - \$1,500.00/Month	Newsprint: Full Page: \$2,150.00 Half Page: Horizontal - \$1,345.00 1/4 Page: \$775.00 1/8 Page: \$480.00	Newsprint: Full Page: \$2,150.00 Half Page: Horizontal - \$1,345.00 1/4 Page: \$775.00 1/8 Page: \$480.00	\$1,400.00 Monthly Fee	
<b>E.</b>	<b>Search Engine Marketing – Pay-per-click (PPC)</b>					\$1,000.00 Minimum Monthly
<b>F.</b>	<b>Over-the-Top (OTT) Advertising – Sling, Roku, Twitch, YouTube TV, Hulu, Amazon Prime, Peacock, Netflix, Disney+</b>					\$1,000.00
<b>G.</b>	<b>Geotargeting Services – Location-based digital advertising</b>				Included	\$750.00 - \$1,000.00
<b>H.</b>	<b>Video Steaming</b>					
<b>I.</b>	<b>Other Services</b>		Complimentary Digital Ads on <a href="http://www.megadoctornews.com">www.megadoctornews.com</a> #6 Article Inline 728px X 160px. Valued at \$1,750.00 per month. Digital Ad will include a hyperlink redirecting traffic to your website. **** Also complimentary, coverage of STC events, which includes articles highlighted events and photos. We do need 3 days advance notice, calendar permitting.	Complimentary Digital Ads on <a href="http://www.megadoctornews.com">www.megadoctornews.com</a> #6 Article Inline 728px X 160px. Valued at \$1,750.00 per month. Digital Ad will include a hyperlink redirecting traffic to your website. **** Also complimentary, coverage of STC events, which includes articles highlighted events and photos. We do need 3 days advance notice, calendar permitting.	Digital Billboards 1 Side-1 Month only \$3,500.00  1 Side-13 x 4-week periods (1 yr) \$2,800.00 per 4 week period  2 Sides-13 x 4-week periods (1 yr) \$5,000.00 per period (\$2,500/side)  Digital Billboard advertising - include Instagram posting on Chatterbox Ads Account of the same creative	Campaign Reporting & Metrics Summary Included  \$100.00 Publication on our owned Facebook/Instagram pages  Email Campaigns \$450.00 - 2,600.00 Search \$1,000.00 - \$5,000.00 Digital Out of Home \$2,000.00
<b>Escalation</b>						
<b>2nd Year</b>	5%	0%	0%	8%	5%	5%
<b>3rd Year</b>	5%	0%	0%	15% Based on 1st year	5%	5%
<b>TOTAL EVALUATION POINTS</b>	****	****	****	****	****	83.66
<b>RANKING</b>	****	****	****	****	****	5

The Director of Purchasing has reviewed all the responses.  
\*\*\*\* Vendor is not provide required documentation.

**SOUTH TEXAS COLLEGE**  
**4. DIGITAL ADVERTISING SERVICES**  
**PROJECT NO. 25-26-1003**

			Secondary		Secondary	
<b>VENDOR</b>	I Heart Media, Inc.	Image House Media, LLC/ dba ImageHouse	Mobile Video Tapes / KRGV Channel 5	NBCUniversal, LLC/ Telemundo Rio Grande Valley, LLC	Nexstar Media, Inc.	Radio United, LLC
<b>ADDRESS</b>	20880 Stone Oak Pkwy	PO Box 5051	900 E Expway 83	200 S 10th St Ste 200	9201 W Expressway 83	2520 E Bus Hwy 83
<b>CITY/STATE/ZIP</b>	San Antonio, TX 78258	McAllen, TX 78502	Weslaco, TX 78596	McAllen, TX 78501	Harlingen, TX 78552	Mission, TX 78572
<b>PHONE</b>	956-975-2128	956-534-7741	956-968-5555	956-686-0040	956-366-4444	956-992-8895
<b>FAX</b>				956-686-0770	956-366-4409	956-992-8897
<b>CONTACT</b>	Ariel Vela	Gerardo Sanchez	Melinda Reyna	Martha Muniz	Ana Vela	Cindy Garza
<b>Pricing Information</b>						
<b>A.</b>	<b>Social Media Advertising – Facebook, X, Instagram, Snapchat, TikTok, LinkedIn</b>		20% Commission on all digital placed \$8.00 CPM to \$38.00 CPM \$1,176.50 - \$1,470.63	\$50.00 - \$750.00 Facebook and Instagram 1-3 Posts Per Month		\$25.00 - \$200.00 (Facebook and Instagram)
<b>B.</b>	<b>Video Advertising - YouTube</b>		\$1,176.50		\$1,500.00/Month	.20 Completed View / Minimum Monthly \$1,200.00
<b>C.</b>	<b>Streaming Radio Advertising – Spotify, Pandora, YouTube Music</b>	\$2,000.00 Minimum Spend Per Quarter	\$1,176.50	Packages / Pricing Attached		
<b>D.</b>	<b>Display Advertising – Target Display Ads</b>	\$1,500.00 Per Quarter		\$500.00 Per 100,000 Display Ads	Added Value 20,000 impressions monthly	\$12.00 CPM Retargeting \$2.00
<b>E.</b>	<b>Search Engine Marketing – Pay-per-click (PPC)</b>				\$5,000.00/Month	
<b>F.</b>	<b>Over-the-Top (OTT) Advertising – Sling, Roku, Twitch, YouTube TV, Hulu, Amazon Prime, Peacock, Netflix, Disney+</b>	\$3,000.00 Spend Per Quarter	\$1,176.50		\$17,849.99 (\$20,833 impressions) per quarter on Peacock, +NBCU +BOOST	\$28.00 CPM CTV Connected TC: \$50.00 CPM
<b>G.</b>	<b>Geotargeting Services – Location-based digital advertising</b>	\$1,500.00 Per Quarter				
<b>H.</b>	<b>Video Steaming</b>			Packages / Pricing Attached		
<b>I.</b>	<b>Other Services</b>		Setup Fee \$250.00 for new advertising campaign built on a specific platform. Waived Setup fees for ad budgets of \$100,000 or more.  Reduced 12% Commission for ad budgets of \$400,000 or more.  Cross Platform Digital \$1,176.50 Mobile Device ID \$1,176.50 Geofencing \$1,176.50 Interstitials Full Screen Mobile Ads \$1,176.50	Banner Ad Campaign \$500.00 - \$900.00 100,000 - 200,000 Impressions	DOOH Display \$1,500.00 Keyword Pre Roll \$1,500.00 DOOH Video \$1,500.00 Valleycentral.com Daily Homepage Takeover, NewsApp Sponsor, Valley Central + CTV, Launch Sponsor + Weekly Podcast/Segment, Online Video \$5,000.00/Month	RDS \$300.00/Week (XHRR, XAVO, KBUC, KURV, and XHRRYS) ***** Web Banner Medium \$200.00 per Month Large \$400.00 per Month ***** Geofencing \$ 12.00 CPM Retargeting \$2.00
<b>Escalation</b>						
<b>2nd Year</b>	0%	Prices may increase 10% without a 2 year commitment	5%		1%	0%
<b>3rd Year</b>	0%	Prices may increase 10% without a 3 year commitment	5%		2%	0%
<b>TOTAL EVALUATION POINTS</b>	****	65.99	88.32	83.32	****	89.66
<b>RANKING</b>	****	9	3	6	****	2

The Director of Purchasing has reviewed all the responses.  
\*\*\*\* Vendor is not provide required documentation.

**SOUTH TEXAS COLLEGE**  
**4. DIGITAL ADVERTISING SERVICES**  
**PROJECT NO. 25-26-1003**

		Primary		Secondary			
VENDOR		ReachLocal/ dba LocalIQ	RGVision Publications, LLC/ dba RGVision Media	San Antonio Television, LLC/ dba AMP Sales & Marketing Solutions	Spectrum Reach	VBR Media, LLC	VisionPoint Marketing, LLC
ADDRESS		21700 W Oxnard St #1600	100 E Nolana Ave Ste 130	4455 South Padre Island Dr	1440 N McColl Rd	411 W 9th St	150 Fayetteville St Ste 300
CITY/STATE/ZIP		Woodland Hills, CA 91367	McAllen, TX 78504	Corpus Christi, TX 78411	McAllen, TX 78501	San Juan, TX 78589	Raleigh, NC 27601
PHONE		858-531-4432	956-627-2950	410-568-1656	469-791-0757	956-310-8953	919-848-2018
FAX							
CONTACT		Amy Hazlehurst	Gabriel Puente	Antonia DeFeo	Jeff Gregg	Todd Breland	Hayley Rogers
Pricing Information							
A.	Social Media Advertising – Facebook, X, Instagram, Snapchat, TikTok, LinkedIn	\$9,750.00/Month	\$184,500.00	\$120,000.00/Year		Bonus with publication ads	\$20,000.00
B.	Video Advertising - YouTube	\$4,000.00/Month	\$49,200.00	\$60,000.00/Year			\$10,000.00
C.	Streaming Radio Advertising – Spotify, Pandora, YouTube Music	\$1,500.00/Month	\$41,000.00	\$36,000.00/Year			\$8,000.00
D.	Display Advertising – Target Display Ads	\$5,000.00/Month	\$20,500.00	\$60,000.00/Year	See Attached Rate Card	Bonus with publication ads	\$8,000.00
E.	Search Engine Marketing – Pay-per-click (PPC)	\$10,500.00/Month	\$41,000.00	\$72,000.00/Year	Rates are based on percent of visibility, timeline, and key words from our estimator tool. See attached rate card.		\$45,000.00
F.	Over-the-Top (OTT) Advertising – Sling, Roku, Twitch, YouTube TV, Hulu, Amazon Prime, Peacock, Netflix, Disney+	Included in Display Budget	\$41,000.00	\$96,000.00/Year	See Attached Rate Card		\$6,000.00
G.	Geotargeting Services – Location-based digital advertising	Included in Display Budget	\$12,300.00	\$60,000.00/Year			\$5,000.00
H.	Video Steaming	Included in Display & YouTube	\$8,200.00	Nested in OTT/YouTube Solutions	See Attached Rate Card		Large focus on YouTube and OTT, no need for additional video streaming.
I.	Other Services	\$253.00/Month Client dashboard & directory listing management 12th Month publisher credit per annual contract per campaign. \$36 Max Credit	\$12,300.00		Streaming TV \$23.00 - \$45.00 :15s, :30s or :60s 7 day minimum \$1,500/month minimum **** Online Display Targeting \$10.00 - \$13.00 6 month minimum Starts at \$750 per month \$250 one-time setup fee **** Online Video Targeting \$18.00 - \$23.00 6 month minimum Starts at \$750 per month \$250 one-time setup fee		\$3,000.00 *Assumes a \$100,000 media budget. 0% markup on this spend; a fixed fee is charged for services to manage it.
Escalation							
2nd Year		0%	0%	0%	0%		0%
3rd Year		0%	3%	0%	0%		0%
TOTAL EVALUATION POINTS		96.32	74.32	84.65	****	****	73.65
RANKING		1	7	4	****	****	8

The Director of Purchasing has reviewed all the responses.  
 \*\*\*\* Vendor is not provide required documentation.

**SOUTH TEXAS COLLEGE**  
**4. DIGITAL ADVERTISING SERVICES**  
**PROJECT NO. 25-26-1003**  
**EVALUATION SUMMARY**

		Secondary				Secondary				Secondary		Primary				Secondary			
VENDOR		Entravision Communications		Image House Media, LLC dba ImageHouse		Mobile Video Tapes / KRGV Channel 5		NBCUniversal, LLC Telemundo Rio Grande Valley, LLC		Radio United, LLC		ReachLocal dba LocaliQ		RGVision Publications LLC dba RGVision Media		San Antonio Television LLC dba AMP Sales & Marketing Solutions		VisionPoint Marketing, LLC	
ADDRESS		801 N Jackson Rd		P O Box 5051		900 E Expressway 83		200 S 10th St Ste 200		2520 E Bus Hwy 83		21700 W Oxnard St #1600		100 E Nolana Ave Ste 130		4455 South Padre Island Dr		150 Fayetteville St Ste 300	
CITY/STATE/ZIP		McAllen, TX 78501		McAllen, TX 78502		Weslaco, TX 78596		McAllen, TX 78501		Mission, TX 78572		Woodland Hills, CA 91367		McAllen, TX 78504		Corpus Christi, TX 78411		Raleigh, NC 27601	
PHONE		956-687-4848		956-534-7741		956-968-5555		956-686-0040		956-992-8895		858-531-4432		956-627-2950		410-568-1656		919-848-2018	
FAX		956-687-7784						956-686-0770		956-992-8897									
CONTACT		Laura Lopez		Gerardo Sanchez		Melinda Reyna		Martha Muniz		Cindy Garza		Amy Hazlehurst		Gabriel Puente		Antonia DeFeo		Hayley Rogers	
1	The purchase price (up to 37 points)	35	35	35	35	37	37	35	35	37	37	35	35	33	33	33	33	33	33
		35		37		35		37		35		33		33		33			
		35		37		35		37		35		33		33		33			
2	The reputation of the vendor and the vendor's goods or services. (up to 18 points)	16	15	7	8	18	17.33	15	15.33	15	15	18	17.66	13	14	15	15	10	12
		14		7		18		15		15		18		13		14		12	
		15		10		16		16		15		17		16		16		14	
3	The quality of the vendor's goods or services. (up to 16 points)	14	14	7	8	15	15	15	13.66	12	13.66	16	15.66	8	8.66	12	12.66	10	11.33
		14		7		15		13		15		16		8		12		12	
		14		10		15		13		14		15		10		14		12	
4	The extent to which the vendor's goods or services meet the College's needs. (up to 15 points)	15	14	5	6.33	13	13.33	10	10	10	11	15	15	6	7.33	11	12	10	10.66
		13		5		14		10		11		15		6		12		10	
		14		9		13		10		12		15		10		13		12	
5	The vendor's past relationship with the College. (up to 3 points)	3	2.66	1	2	3	3	3	3	3	3	3	3	2	2.33	2	2.33	2	2
		3		2		3		3		3		3		2		2		2	
		2		3		3		3		3		3		3		3		2	
6	The impact on the ability of the College to comply with laws and rules relating to Historically Underutilized Businesses. (up to 1 point)	0	0	0	0	0	0	0	0	0	0	0	0	1	1	0	0	0	0
		0		0		0		0		0		0		1		0		0	
		0		0		0		0		0		0		1		0		0	
7	The total long-term cost to the college to acquire the vendor's goods or services. (up to 5 points)	3	3	2	1.66	3	2.66	2	1.33	5	5	5	5	3	3	4	4.66	5	4.66
		3		1		2		1		5		5		2		5		4	
		3		2		3		1		5		5		4		5		5	
8	For a contract for goods and services, other than goods and services related to telecommunications and information materials, whether the vendor or the vendor's ultimate parent company or majority owner: a. Has its place of business in this state; or b. Employs at least 500 persons in this state. (up to 5 points)	0	0	5	5	0	0	5	5	5	5	5	5	5	5	5	5	0	0
		0		5		0		5		5		5		5		0			
		0		5		0		5		5		5		5		0			
		0		5		0		5		5		5		5		0			
TOTAL EVALUATION POINTS		83.66		65.99		88.32		83.32		89.66		96.32		74.32		84.65		73.65	
RANKING		5		9		3		6		2		1		7		4		8	

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  
4. PROPOSAL CRITERIA - SERVICE ONLY

		Service Only	
		Points	Score Key
1	<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)	40	
2	<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	18	15-18 10-14 5-9 0-4 Excellent Acceptable Marginal Poor/No Response
3	<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	18	15-18 10-14 5-9 0-4 Excellent Acceptable Marginal Poor/No Response
4	<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	15	12-15 7-11 3-6 0-2 Excellent Acceptable Marginal Poor/No Response
5	<b>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
6	<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	1	1 0 Yes No
7	<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	5	5 3-4 1-2 0 Excellent Acceptable Marginal Poor/No Response
8	<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  
5. LIBRARY MATERIALS  
PROJECT NO. 25-26-1005

VENDOR		Bound to Stay Bound Books, Inc.	Central Programs, Inc./ dba Gundrop Books	Complete Book & Media Supply, LLC	EBSCO Information Services, LLC	Hertzberg-New Method, Inc./ dba Perma-Bound Books	Ingram Library Services, LLC	Midwest Tape, LLC	OCLC, Inc.
ADDRESS		1880 W Morton Ave	PO Box 505	1200 Toro Grande Dr Ste 200	10 Estes St	617 E Vandalia Rd	One Ingram Blvd	1417 Timberwolf Dr	6565 Kilgour Place
CITY/STATE/ZIP		Jacksonville, IL 62650	Bethany, MO 64424	Cedar Park, TX 78613	Ipswich, MA 01938	Jacksonville, IL 62650	La Vergne, TN 37086	Holland, OH 43528	Dublin, OH 43017
PHONE		800-637-6586	800-821-7199	800-986-1775	978-356-6500	800-637-6581	615-793-5000	800-875-2785	800-848-5878
FAX		800-747-2872	866-321-7199	512-461-0410	978-356-5640	800-551-1169	615-213-6004	800-444-6656	614-764-6096
CONTACT		Lori Smith	Marcia Meek	Alyssa Yunker	Alex Saltzman	Rebekah Straka	Carolyn Morris	Sue Bascuk	Drew Bordas
#	Description	Proposed	Proposed	Proposed	Proposed	Proposed	Proposed	Proposed	Proposed
<b>DISCOUNTS</b>									
<b>Option 1: Discounts From Catalog/Price Listing</b>									
1	Trade Editions		0% - 70% List Price	0% - 50%	No Bid		47.0% - Trade hardcover, quality paperback, and Mass Market paperback titles ordered at a cover price of \$14.99 or less receive a 25% discount.	N/A	
2	Text and Technical		No Bid	0% - 50%	No Bid		10.0% - Short Discount/Non-Trade: Lower demand, small print-run books in various bindings, and includes graphic novels, legal, technical, reference, scientific, and medical titles as defined by Ingram subject categories.	N/A	
3	Publishers and Library Binding		0% - 70% List Price Average 32%	0% - 50%	No Bid		15.5%	N/A	
4	School and Library Binding		0% - 70% List Price Average 32%	0% - 50%	No Bid		15.5%	N/A	
5	Pre-Bounds hardback	30% Discount from Publisher list price in effect at time of shipment plus prebinding charge of 10.49 per book. Short discount titles are reduced by 10%. When using our online catalog, your actual discount will be shown.	No Bid	0% - 50%	No Bid		30.0%	N/A	
6	Pre-Bounds Paperback		No Bid	0% - 50%	No Bid		41.0%	N/A	
7	Paperback Books	18% Off Publisher Price	0 - 40% List Price	0% - 50%	No Bid		41.0% - Trade hardcover, quality paperback, and Mass Market paperback titles ordered at a cover price of \$14.99 or less receive a 25% discount.	N/A	
8	Electronic Books		0%	0% - 50%	0% - 50%		No Bid	0% Discount 21 days from borrow Hoopla instant price per circulation range: \$0.00 to \$3.99 One user license: \$30.41	
9	Streaming Audio		No Bid	N/A	No Bid		No Bid	0% Discount Hoopla instant price per circulation range: \$0.36 to \$3.99 One user license: \$42.90	3% discount with a minimum \$50,000 annual content spend.
10	Streaming Video		No Bid	N/A	No Bid		No Bid	0% Discount 2-3 days from borrow Hoopla instance price per circulation range: \$0.99 to \$3.95	3% discount with a minimum \$50,000 annual content spend.
<b>Option 2: Single Discount From All Categories</b>									
11	Discount Percentage	No Bid	Not Applicable	0% - 50%	Not Applicable	Prices listed in our catalogs and on our website (www.perma-bound.com) are pre-discounted up to 40% off of publisher's list prices.			
<b>PROCESSING COSTS</b>									
<b>Option 1: Individual Cost For Each Item</b>									
12	Barcode with protector attached	No Charge	Free	N/A	Not Applicable	\$0.23 attached; Free unattached		N/A	
13	Spine Label with cover attached	No Charge	Free	N/A	Not Applicable	\$0.23 attached; Free unattached		N/A	
14	Campus location label per specifications	\$0.20	Free	N/A	Not Applicable	\$0.23 attached; Free unattached		N/A	
15	Mylar jacket (unfastened)	\$0.55	\$1.00 (Available attached only)	N/A	Not Applicable	\$0.27 attached		N/A	
16	Laminate for Paperback (CoverUps ® or equivalent book protection)	\$3.25 (Kapco Covers)	No Bid	N/A	Not Applicable	\$1.58 Colibri \$3.04 Kapco		N/A	
17	Micro-LIF data in electronic file	No Charge (Downloadable from our website)	Free	N/A	Not Applicable	Free		Free Marc Records for all Digital Hoopla Titles	
18	Attached Tattle Tape (Theft Detection Device -3M)	\$0.50	Free	N/A	Not Applicable	\$0.43 unattached \$0.61 attached		N/A	
19	"Date Due" slips (Attached)	\$0.20	Free	N/A	Not Applicable	\$0.28	N/A - Ingram does not provide Date Due slips	N/A	
20	Property stamped per specifications	\$0.10	Free (Property Labels per Specifications)	N/A	Not Applicable	\$0.26		N/A	
21	Use Library of Congress classification	No Charge	Yes	N/A	Not Applicable	Free		N/A	

SOUTH TEXAS COLLEGE  
5. LIBRARY MATERIALS  
PROJECT NO. 25-26-1005

VENDOR		Bound to Stay Bound Books, Inc.	Central Programs, Inc./ dba Gundrop Books	Complete Book & Media Supply, LLC	EBSCO Information Services, LLC	Hertzberg-New Method, Inc./ dba Perma-Bound Books	Ingram Library Services, LLC	Midwest Tape, LLC	OCLC, Inc.
Option 2: Bundled Cost Of All Items									
22	Provide bundle cost of all items listed above (Items 12-21)	Prebound Books \$1.55 Paperback Books \$4.25	Items above plus shelf ready processing: \$1.58 Shelf-ready processing fee to attach labels \$0.58	N/A	Not Applicable	Packages: \$0.79 - \$1.35 Automated Library Processing: Free - \$1.14 Individual Items: Free - \$3.04 Label Options: Free - \$0.36	iXtend-A Bundle: \$5.49 - price based on specifications above and services Ingram currently provides STC. Option 3: MARC record only bundle \$0.75	N/A	
EBOOK, STREAMING VIDEO, STREAMING AUDIO PROCESSING COSTS									
Individual Cost For Each Item									
23	Micro-LIF data in electronic file	No Bid	Free	N/A	Not Applicable	Free	N/A	Free Marc Records for all Digital Hoopla Titles	
ESCALATION									
2nd Year		0%	Unknown		3% - Applies to subscription collections only	The pre-discounted 40% rate remains the same, regardless of price increases.	0%	0%	0%
3rd Year		0%	Unknown		7% - Applies to subscription collections only	The pre-discounted 40% rate remains the same, regardless of price increases.	Up to 3%	0%	0%

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

**SOUTH TEXAS COLLEGE  
6. LIBRARY SERIALS  
PROJECT NO. 25-26-1004**

VENDOR			EBSCO Information Services, LLC		WT Cox Information Services	
ADDRESS			PO Box 2543		201 Village Rd	
CITY/STATE/ZIP			Birmingham, AL 35202		Shallotte, NC 28470	
PHONE			800-633-4604		910-294-8309	
CONTACT			Bowen Thagard		Debra M. Knox	
#	Qty	Description	Unit Price	Extension	Unit Price	Extension
<b>Print Serials</b>						
1	1	Air Conditioning/Heating & Refrigeration News	\$ 79.99	\$ 79.99	\$ 79.99	\$ 79.99
2	1	AORN Journal	\$ 717.00	\$ 717.00	\$ 717.00	\$ 717.00
3	1	Army AL&T	\$ 36.00	\$ 36.00	\$ 26.00	\$ 26.00
4	1	ASHRAE Journal	\$ 220.00	\$ 220.00	\$ 220.00	\$ 220.00
5	1	Astronomy	\$ 49.95	\$ 49.95	Must Order Direct	
6	1	Building Design & Construction	\$ 118.75	\$ 118.75	\$ 146.00	\$ 146.00
7	1	Car & Driver	\$ 22.00	\$ 22.00	\$ 22.00	\$ 22.00
8	1	Ceramics Monthly	\$ 44.99	\$ 44.99	\$ 44.99	\$ 44.99
9	1	Children & Schools	\$ 290.00	\$ 290.00	\$ 290.00	\$ 290.00
10	1	Chronicle of Higher Education	\$ 169.00	\$ 169.00	\$ 169.00	\$ 169.00
11	1	CMA Today	\$ 75.00	\$ 75.00	\$ 70.00	\$ 70.00
12	2	Community College Journal	\$ 57.00	\$ 114.00	\$ 52.00	\$ 104.00
13	2	Consumer Reports	\$ 35.00	\$ 70.00	\$ 35.00	\$ 70.00
14	1	EMS World	Title Discontinued		Ceased	
15	1	Engine Builder	\$ 49.00	\$ 49.00	\$ 49.00	\$ 49.00
16	2	Health	Title Discontinued		Ceased	
17	1	Hydraulics & Pneumatics	\$ 15.00	\$ 15.00	Ceased	
18	1	Journal of American History	\$ 899.00	\$ 899.00	\$ 899.00	\$ 899.00
19	1	Journal of Medical Ethics	\$ 1,916.25	\$ 1,916.25		
20	1	Journal of South Texas	\$ 90.00	\$ 90.00	\$ 20.00	\$ 20.00
21	1	MCN: American Journal of Maternal Child Nursing	\$ 969.00	\$ 969.00	\$ 969.00	\$ 969.00
22	1	Mechanical Engineering	\$ 299.00	\$ 299.00	Media Not Available	
23	1	Medical Humanities	Comes with Journal of Medical Ethics		\$ 1,916.25	\$ 1,916.25
24	1	Medical Letter on Drugs and Therapeutics	\$ 795.00	\$ 795.00	\$ 75.00	\$ 75.00
25	1	Modern Steel Construction	\$ 115.00	\$ 115.00	\$ 54.00	\$ 54.00
26	1	NAEA News	\$ 205.00	\$ 205.00	Media Not Available	
27	1	New Directions For Community Colleges	\$ 538.00	\$ 538.00	\$ 538.00	\$ 538.00
28	1	New England Journal of Medicine - US ed	\$ 2,262.00	\$ 2,262.00	\$ 2,262.00	\$ 2,262.00
29	1	Nursing/All Except Japan Thailand/	\$ 1,301.95	\$ 1,301.95	\$ 1,301.95	\$ 1,301.95
30	2	Occupational Health & Safety	\$ 15.00	\$ 30.00	Media Not Available	
31	1	Online/Searcher	\$ 129.95	\$ 129.95	\$ 149.95	\$ 149.95
32	1	Oxford American	\$ 49.00	\$ 49.00	\$ 115.00	\$ 115.00
33	1	Pleiades	\$ 25.00	\$ 25.00	\$ 30.00	\$ 30.00
34	2	Popular Mechanics - Mechanical ED	\$ 24.00	\$ 48.00	\$ 24.00	\$ 48.00



**SOUTH TEXAS COLLEGE  
6. LIBRARY SERIALS  
PROJECT NO. 25-26-1004**

VENDOR			EBSCO Information Services, LLC		WT Cox Information Services	
#	Qty	Description	Unit Price	Extension	Unit Price	Extension
35	1	Professional Builder	\$ 118.75	\$ 118.75	\$ 96.90	\$ 96.90
36	2	Psychological Today	\$ 19.97	\$ 39.94	\$ 19.97	\$ 39.94
37	1	Reader's Digest - US ed	\$ 19.98	\$ 19.98	\$ 19.98	\$ 19.98
38	1	Respiratory Care - US ed			Media Not Available	
39	1	Review of Higher Education	\$ 245.00	\$ 245.00	\$ 245.00	\$ 245.00
40	1	Scientific American	\$ 399.00	\$ 399.00	\$ 399.00	\$ 399.00
41	1	Smithsonian	\$ 39.00	\$ 39.00	\$ 38.00	\$ 38.00
42	1	Southwestern Historical Quarterly	\$ 125.00	\$ 125.00	\$ 26.00	\$ 26.00
43	1	Southwestern Naturalist	\$ 75.00	\$ 75.00	\$ 70.00	\$ 70.00
44	2	Sports Illustrated	\$ 65.00	\$ 130.00	\$ 88.95	\$ 177.90
45	1	Techniques	\$ 56.00	\$ 56.00	\$ 66.00	\$ 66.00
46	1	Texas Architect	\$ 50.00	\$ 50.00	\$ 30.00	\$ 30.00
47	2	Texas Monthly	\$ 25.00	\$ 50.00	\$ 25.00	\$ 50.00
48	1	Texas Observer	\$ 53.33	\$ 53.33	Media Not Available	
49	1	Texas Parks & Wildlife	\$ 24.00	\$ 24.00	\$ 15.00	\$ 15.00
50	3	TIME Magazine - Domestic ed	\$ 76.13	\$ 228.39	\$ 76.13	\$ 228.39
51	1	Transmission Digest	\$ 44.00	\$ 44.00	\$ 44.00	\$ 44.00
52	1	US Pharmacist	\$ 63.00	\$ 63.00	\$ 63.00	\$ 63.00
<b>Print Serials Total</b>			<b>\$</b>	<b>13,503.22</b>	<b>\$</b>	<b>11,995.24</b>
<b>Online Serials</b>						
1	1	American Journal of Nursing	\$ 1,759.93	\$ 1,759.93	\$ 36,219.00	\$ 36,219.00
2	1	Bilingual Research Journal	\$ 573.00	\$ 573.00	\$ 802.20	\$ 802.20
3	1	Cancer Nursing	\$ 1,527.25	\$ 1,527.25	C/W Ovid Package	
4	1	College & Research Libraries News	\$ 15.00	\$ 15.00	Free Title	
5	1	Community College Journal of Research and Practice	\$ 1,864.00	\$ 1,864.00	\$ 2,609.60	\$ 2,609.60
6	1	Educational Researcher	\$ 752.00	\$ 752.00	\$ 752.00	\$ 752.00
7	1	Hospital Pharmacy	\$ 349.00	\$ 349.00	\$ 349.00	\$ 349.00
8	1	Hospital Topics	\$ 610.00	\$ 610.00	\$ 854.00	\$ 854.00
9	1	JAMA	\$ 2,579.00	\$ 2,579.00	\$ 2,579.00	\$ 2,579.00
10	1	JOPERD	\$ 586.00	\$ 586.00	\$ 820.40	\$ 820.40
11	1	Journal of AHIMA	\$ 15.00	\$ 15.00	\$ 169.00	\$ 169.00
12	1	Journal of Criminal Justice Education	\$ 1,101.00	\$ 1,101.00	\$ 1,541.40	\$ 1,541.40
13	1	Journal of Hispanic Higher Education	\$ 734.00	\$ 734.00	\$ 734.00	\$ 734.00
14	1	Journal of Hospice and Palliative Nursing	\$ 2,542.00	\$ 2,542.00	C/W Ovid Package	
15	1	Journal of Paramedic Practice	\$ 902.82	\$ 902.82	\$ 4,246.20	\$ 4,246.20
16	1	Journals of Gerontology: Series A	\$ 1,459.00	\$ 1,459.00	Will Honor Publisher Invoice	
17	1	Journals of Gerontology: Series B	\$ 760.00	\$ 760.00	Will Honor Publisher Invoice	
18	1	Legal Eagle Eye Newsletter for the Nursing Profession	\$ 135.00	\$ 135.00	\$ 120.00	\$ 120.00
19	1	Medicine and Science in Sports & Exercise	\$ 3,710.50	\$ 3,710.50	C/W Ovid Package	

**SOUTH TEXAS COLLEGE  
6. LIBRARY SERIALS  
PROJECT NO. 25-26-1004**

VENDOR			EBSCO Information Services, LLC		WT Cox Information Services	
#	Qty	Description	Unit Price	Extension	Unit Price	Extension
20	1	NABE Journal of Research and Practice - See Combo Sub Bilingual Research Journal	Comes with Bilingual Research Journal			
21	1	NAEA News	Comes with National Art Education		Option not available	
22	1	Nurse Educator	\$ 1,554.93	\$ 1,554.93	C/W Ovid Package	
23	1	Nurse Practitioner: the American Journal of Primary Healthcare	\$ 2,595.30	\$ 2,595.30	C/W Ovid Package	
24	1	Nursing Made Incredibly Easy	\$ 958.38	\$ 958.38	C/W Ovid Package	
25	1	Nursing Management - PA	\$ 2,222.20	\$ 2,222.20	C/W Ovid Package	
26	1	Nursing Research	\$ 2,715.23	\$ 2,715.23	C/W Ovid Package	
27	1	OTJR Occupation Participation and Health	\$ 524.00	\$ 524.00	\$ 524.00	\$ 524.00
28	1	Physical Therapy	\$ 296.00	\$ 296.00	Will Honor Publisher Invoice	
29	1	Prehospital and Disaster Medicine	\$ 717.00	\$ 717.00	Will Honor Publisher Invoice	
30	1	United States Pharmacopeia and National Formulary - USP-NP	Must Order Direct		Must Order Direct	
Online Serials Total			\$ 33,557.54		\$ 52,319.80	
Online and Print Serials Title List						
1	1	AARCTimes	Discontinued		Ceased	
2	1	American Journal of Health-System Pharmacy	\$ 2,452.00	\$ 2,452.00	Will Honor Publisher Invoice	
3	1	Art Education	\$ 236.00	\$ 236.00	Option Not Available	
4	2	College Composition and Communication	\$ 194.00	\$ 388.00	\$ 199.00	\$ 398.00
5	1	College English	\$ 194.00	\$ 194.00	\$ 199.00	\$ 199.00
6	1	College History	\$ 580.00	\$ 580.00	\$ 580.00	\$ 580.00
7	1	ECONOMIST	\$ 349.00	\$ 349.00	\$ 16,849.00	\$ 16,849.00
8	1	English Journal	\$ 194.00	\$ 194.00	\$ 199.00	\$ 199.00
9	1	Gerontologist	\$ 638.00	\$ 638.00	Media Not Available	
10	1	MAYO Clinic Health Letter - English ed	\$ 46.52	\$ 46.52	\$ 37.00	\$ 37.00
11	2	MIT Sloan Management Review	\$ 462.00	\$ 924.00	\$ 462.00	\$ 924.00
12	2	Natural History	\$ 37.50	\$ 75.00	\$ 37.50	\$ 75.00
13	1	Progressive	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00
14	1	Research in the Teaching of English	\$ 184.00	\$ 184.00	\$ 189.00	\$ 189.00
15	1	Teaching English in the Two-Year College	\$ 184.00	\$ 184.00	\$ 189.00	\$ 189.00
Online and Print Serials Title List Total			\$ 6,494.52		\$ 19,689.00	
Electronic Leisure						
1	1	.net	Unavailable		Ceased	
2	1	3D Artist	Unavailable		Ceased	
3	1	3D World	Unavailable		Must Order Direct	
4	1	All About History	\$ 123.71	\$ 123.71	Option Not Available	
5	1	All About Space	Unavailable		Must Order Direct	
6	1	Alternative Medicine	\$ 179.54	\$ 179.54	Media Not Available	
7	1	American Craft (Archive: 1979-2005)	\$ 75.00	\$ 75.00	Must Order Direct	
8	1	American Scientist	\$ 675.00	\$ 675.00	\$ 548.00	\$ 548.00

**SOUTH TEXAS COLLEGE  
6. LIBRARY SERIALS  
PROJECT NO. 25-26-1004**

VENDOR			EBSCO Information Services, LLC		WT Cox Information Services	
#	Qty	Description	Unit Price	Extension	Unit Price	Extension
9	1	Animation Magazine	\$ 612.00	\$ 612.00	Option Not Available	
10	1	Architectural Digest	\$ 112.47	\$ 112.47	Option Not Available	
11	1	Artist's Magazine	\$ 149.81	\$ 149.81	Must Order Direct	
12	1	ARTnews	Unavailable		Option Not Available	
13	1	Atlantic, The	\$ 299.96	\$ 299.96	Must Order Direct	
14	1	Comics & Gaming Magazine	Unavailable		Option Not Available	
15	1	Digital Photo	Unavailable		Ceased	
16	1	Discover	\$ 112.47	\$ 112.47	Must Order Direct	
17	1	ESPN Magazine	Unavailable		Ceased	
18	1	Hispanic Network Magazine	Unavailable		Media Not Available	
19	1	Inside Sport	Unavailable		Ceased	
20	1	Kiplinger's Personal Finance	\$ 89.81	\$ 89.81	Option Not Available	
21	1	Latino Leaders	\$ 131.24	\$ 131.24	Option Not Available	
22	1	Let's Travel	\$ 59.94	\$ 59.94		
23	1	Linux Format	Unavailable		Media Not Available	
24	1	Linux User & Developer	Unavailable		Ceased	
25	1	Macworld - Digital Edition	\$ 74.90	\$ 74.90	Option Not Available	
26	1	Men's Health	\$ 224.90	\$ 224.90	Must Order Direct	
27	1	Muscle & Fitness	Unavailable		Ceased	
28	1	National Geographic	\$ 149.93	\$ 149.93	Option Not Available	
29	1	National Review	\$ 441.00	\$ 441.00	Must Order Direct	
30	1	New York Review of Books	\$ 221.24	\$ 221.24	\$ 1,200.00	\$ 1,200.00
31	1	Outdoor Life	Unavailable		Option Not Available	
32	1	Popular Science	Unavailable		Free Title	
33	1	Prevention	\$ 224.90	\$ 224.90	Must Order Direct	
34	1	Rolling Stone	\$ 224.97	\$ 224.97	Option Not Available	
35	1	Taste of Home	\$ 93.74	\$ 93.74	Must Order Direct	
36	1	Texas Highways	\$ 93.57	\$ 93.57	Option Not Available	
37	1	The Gay & Lesbian Review Worldwide	\$ 321.30	\$ 321.30		
38	1	Under the Radar	\$ 37.47	\$ 37.47	Option Not Available	
39	1	Us Weekly	\$ 194.97	\$ 194.97	Option Not Available	
40	1	Wired	\$ 112.47	\$ 112.47	Option Not Available	
41	1	Women's Health: Health, Fitness, Weight Loss, Healthy Recipes and Beauty	\$ 224.90	\$ 224.90	Must Order Direct	
42	1	World Soccer	\$ 299.96	\$ 299.96	Option Not Available	
43	1	Service Fee	\$ 278.06	\$ 278.06		
Electronic Leisure Total			\$ 5,839.23		\$ 1,748.00	
TOTAL PROPOSAL AMOUNT			\$ 59,394.51		\$ 85,752.04	
Unlisted Titles						
Unlisted Titles Discount					0%	

**SOUTH TEXAS COLLEGE  
6. LIBRARY SERIALS  
PROJECT NO. 25-26-1004**

VENDOR			EBSCO Information Services, LLC		WT Cox Information Services	
#	Qty	Description	Unit Price	Extension	Unit Price	Extension
<b>Escalation</b>						
2nd Year			Pricing for journals is set by the publishers from whom the institution chooses to order. Publisher price increases have ranged from 5 to 8 percent over the past three (3) years.		7%	
3rd Year			Pricing for journals is set by the publishers from whom the institution chooses to order. Publisher price increases have ranged from 5 to 8 percent over the past three (3) years.		7%	
<b>TOTAL EVALUATION POINTS</b>			89.98		70.06	
<b>RANKING</b>			1		2	

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

**SOUTH TEXAS COLLEGE  
6. LIBRARY SERIALS  
PROJECT NO. 25-26-1004  
EVALUATION SUMMARY**

VENDOR		EBSCO Information Services, LLC		WT Cox Information Services	
STREET		PO Box 2543		201 Village Rd	
CITY/STATE/ZIP		Birmingham, AL 35202		Shallotte, NC 28470	
PHONE		800-633-4604		800-571-9554	
FAX		205-995-1613		877-755-6274	
CONTACT		Bowen Thagard		Debra M. Knox	
1	The purchase price (up to 42 points)	42	42	29.09	29.09
		42		29.09	
		42		29.09	
2	The reputation of the vendor and the vendor's goods and/or services. (up to 10 points)	10	9.66	10	9.66
		10		10	
		9		9	
3	The quality of the vendor's goods and/or services. (up to 16 points)	13	14.33	13	13.33
		15		14	
		15		13	
4	The extent to which the goods and/or services meet the College's needs. (up to 18 points)	15	17	12	12.66
		18		14	
		18		12	
5	The vendor's past relationship with the College. (up to 3 points)	2	2.66	2	1.66
		3		1	
		3		2	
6	The impact on the ability of the College to comply with laws and rules relating to Historically Underutilized Businesses. (up to 1 point)	0	0	0	0
		0		0	
		0		0	
7	The total long-term cost to the College to acquire the vendor's goods or services (up to 5 points)	5	4.33	5	3.66
		4		3	
		4		3	
8	For a contract for goods and services, other than goods and services related to telecommunications and information materials, whether the vendor or the vendor's ultimate parent company or majority owner: a. Has its place of business in this state; or b. Employs at least 500 persons in this state. (up to 5 points)	0	0	0	0
		0		0	
		0		0	
TOTAL EVALUATION POINTS		89.98		70.06	
RANKING		1		2	

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

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

SOUTH TEXAS COLLEGE  
6. PROPOSAL CRITERIA - PRODUCT AND SERVICE

		Product and Service	
		Points	Score Key
1	<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)	42	
2	<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		13-15 8-12 3-7 0-2 <b>Excellent</b> <b>Acceptable</b> <b>Marginal</b> <b>Poor/No Response</b>
3	<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		13-16 8-12 3-7 0-2 <b>Excellent</b> <b>Acceptable</b> <b>Marginal</b> <b>Poor/No Response</b>
4	<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		16-20 11-15 6-10 0-5 <b>Excellent</b> <b>Acceptable</b> <b>Marginal</b> <b>Poor/No Response</b>
5	<b>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 2 1 0 <b>Excellent</b> <b>Acceptable/New Vendor</b> <b>Marginal</b> <b>Poor/No Response</b>
6	<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		1 0 <b>Yes</b> <b>No</b>
7	<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		Up to 5 points will be used from the purchase price if applicable
8	<b>Criterion 8: Any other relevant factor specifically listed in the request for bids or proposals</b> a. Financial Standing b. Potential or Pending Sale of Business c. SAS 70 d. Red Flag Rules e. Gramm-Leach-Bliley Act		Up to 5 points will be used from the purchase price if applicable

**Total Points**

**42**

**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**  
**7. NETWORK INFRASTRUCTURE UPGRADE - STARR COUNTY CAMPUS**  
**PROJECT NO. 24-25-1064**

<b>VENDOR</b>		BridgeNet Communications, LLC	JSJ Rodriguez, Inc./ dba Tele-Pro Communications	Network Cabling Services, Inc.
<b>ADDRESS</b>		1314 Stites Rd	12005 N Bryan Rd	12626 Fuqua St
<b>CITY/STATE/ZIP</b>		Donna, TX 78537	Mission, TX 78573	Houston, TX 77034
<b>PHONE</b>		956-461-3335	956-618-2360	281-484-1777
<b>FAX</b>				281-484-1776
<b>CONTACT</b>		Timothy Karr	Noe Tamez	Mike Keadle
<b>#</b>	<b>Description</b>	<b>Proposed</b>	<b>Proposed</b>	<b>Proposed</b>
1	Network Infrastructure Upgrade-Starr County Campus	\$ 84,196.38	\$ 62,610.00	\$ 146,281.22
2	Estimated lead time to receive materials		5 calendar days	21 calendar days
3	Estimated time to complete project after materials are received		30 calendar days	40 calendar days
<b>TOTAL EVALUATION POINTS</b>		83.88	95.98	56.63
<b>RANKING</b>		2	1	3

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

**SOUTH TEXAS COLLEGE**  
**7. NETWORK INFRASTRUCTURE UPGRADE - STARR COUNTY CAMPUS**  
**PROJECT NO. 24-25-1064**  
**EVALUATION SUMMARY**

VENDOR		BridgeNet Communications, LLC.		JSJ Rodriguez, Inc./ dba Tele-Pro Communications		Network Cabling Services Inc.	
ADDRESS		1314 Stites Rd		12005 N Bryan Rd		12626 Fuqua St	
CITY/STATE/ZIP		Donna, TX 78537		Mission, TX 78573		Houston, TX 77034	
PHONE		956-461-3335		956-618-2360		281-484-1777	
FAX						281-484-1776	
CONTACT		Timothy Karr		Noe Tamez		Mike Keadle	
1	The purchase price. (up to 42 points)	31.23	31.23	42	42	17.97	17.97
		31.23		42		17.97	
		31.23		42		17.97	
2	The reputation of the vendor and the vendor's goods or services. (up to 15 points)	12	13.33	12	13.33	10	9.33
		13		13		10	
		15		15		8	
3	The quality of the vendor's goods or services. (up to 14 points)	12	12.66	13	13.33	12	12
		12		13		12	
		14		14		12	
4	The extent to which the vendor's goods or services meet the College's needs. (up to 20 points)	17	18	18	18.66	12	11
		17		18		10	
		20		20		11	
5	The vendor's past relationship with the College. (up to 3 points)	2	2.66	2	2.66	2	1.33
		3		3		1	
		3		3		1	
6	The impact on the ability of the College to comply with laws and rules relating to historically underutilized businesses. (up to 1 point)	1	1	1	1	0	0
		1		1		0	
		1		1		0	
7	For a contract for goods and services, other than goods and services related to telecommunications and information materials, whether the vendor or the vendor's ultimate parent company or majority owner: a. has its principal place of business in this state; or b. employs at least 500 persons in this state. (up to 5 points)	5	5	5	5	5	5
		5		5		5	
		5		5		5	
TOTAL EVALUATION POINTS		83.88		95.98		56.63	
RANKING		2		1		3	

The Director of Purchasing has reviewed all the responses and evaluations completed.  
 \*The proposal criteria follows in the packet for further explanation of each criteria.



SOUTH TEXAS COLLEGE  
7. PROPOSAL CRITERIA - PRODUCT AND SERVICE

		Product and Service	
		Points	Score Key
1	<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)	42	
2	<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	15	13-15 8-12 3-7 0-2 Excellent Acceptable Marginal Poor/No Response
3	<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	14	13-14 9-12 3-8 0-2 Excellent Acceptable Marginal Poor/No Response
4	<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	20	16-20 11-15 6-10 0-5 Excellent Acceptable Marginal Poor/No Response
5	<b>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
6	<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	1	1 0 Yes No
7	<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	N/A	Up to 5 points will be used from the purchase price if applicable
8	<b>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
9	<b>Criterion 9: Any other relevant factor specifically listed in the request for bids or proposals</b> a. Financial Standing b. Potential or Pending Sale of Business c. SAS 70 d. Red Flag Rules e. Gramm-Leach-Bliley Act	N/A	Up to 5 points will be used from the purchase price if applicable
<b>Total Points</b>		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**  
**8. REBID - NON-CREDIT COURSE REGISTRATION AND MANAGEMENT SOFTWARE**  
**PROJECT NO. 24-25-1072**

<b>VENDOR</b>		Genuis SIS, LLC	Modern Campus USA, Inc.*
<b>ADDRESS</b>		14359 Miramar Pkwy # 376	330 N Lantana St Ste 28 PMB 1014
<b>CITY/STATE/ZIP</b>		Miramar, FL 33027	Camarillo, CA 93010
<b>PHONE</b>		954-667-7747	866-403-0500
<b>CONTACT</b>		Brian Renaud	Peter DeVries
<b>#</b>	<b>Description</b>	<b>Proposed</b>	<b>Proposed</b>
1	Software Costs - 1st Year	\$ 45,362.00	\$ 75,900.00
2	Software Costs - 2nd Year	\$ 47,177.00	\$ 75,900.00
3	Software Costs - 3rd Year	\$ 49,063.00	\$ 75,900.00
4	Implementation Costs	\$ 30,000.00	
5	Training Costs		
6	Maintenance & Support		
7	Modern Campus Bundle: Corporate Engagement Manager, Workday Connector, Test Instance, Hosted Archieve Database-12 Hour Sync, International and Specialty Program Manager (to help manage cohorts) Maintenance, Upgrades, and Technical Support		Included
<b>Additional Information</b>			
8	Other Costs: Workday Student Integration (Optional when Student Live) - Year 1		
9	Other Costs: Workday Student Integration (Optional when Student Live) - Year 2	\$ 15,000.00	
10	Other Costs: Workday Student Integration (Optional when Student Live) - Year 3	\$ 15,600.00	
<b>Optional Software Modules **</b>			
11	Language Packs (Spanish); One time setup is \$4,500		\$ 6,045.00
12	Conference Manager; One time setup is \$4,500		\$ 6,045.00
13	Badging from Credly (up to 2,500 badges); One time setup is \$949		\$ 6,750.00
14	Professional Services-Standard Implementation (285 hours)		No Charge
15	Corporate Engagement Manager Setup		
16	Hosted Achieve Database-12 Hour Sync Setup		No Charge
17	Workday Connector Setup		No Charge
18	ISPM Setup		No Charge
<b>Escalation</b>			
19	4th Year	3%	3.5%
20	5th Year	3%	3.5%
			*Modern Campus Note: Lifelong Learning Extended Education is an enterprise SaaS solution that can accommodate unlimited users, transactions, program offerings, courses, third party contracts, enrollees and registrants. The discounted annual subscription fees provided above constitute a firm bundled price and is predicted on a fully executed agreement by September 25, 2025. Discounted Year One Services fees are also predicted on a fully executed agreement by September 25, 2025.
<b>TOTAL PROPOSAL AMOUNT</b>		\$ 171,602.00	\$ 227,700.00
<b>TOTAL EVALUATION POINTS</b>		72.60	80.88
<b>RANKING</b>		2	1

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

SOUTH TEXAS COLLEGE  
8. PROPOSAL CRITERIA - SERVICE ONLY

		Service Only	
		Points	Score Key
1	<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)	37	
2	<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	18	15-18 10-14 5-9 0-4 Excellent Acceptable Marginal Poor/No Response
3	<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	16	14-16 10-13 5-9 0-4 Excellent Acceptable Marginal Poor/No Response
4	<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	15	12-15 7-11 3-6 0-2 Excellent Acceptable Marginal Poor/No Response
5	<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	3	3 2 1 0 Excellent Acceptable/New Vendor Marginal Poor/No Response
6	<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	1	1 0 Yes No
7	<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	5	5 3-4 1-2 0 Excellent Acceptable Marginal Poor/No Response
8	<b>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
9	<b>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		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**  
**8. REBID - NON-CREDIT COURSE REGISTRATION AND MANAGEMENT SOFTWARE**  
**PROJECT NO. 24-25-1072**  
**EVALUATION SUMMARY**

VENDOR		Genuis SIS, LLC		Modern Campus USA, Inc.	
ADDRESS		14359 Miramar Pkwy # 376		330 N Lantana St Ste 28 PMB 1014	
CITY/STATE/ZIP		Miramar, FL 33027		Camarillo, CA 93010	
PHONE		954-667-7747		866-403-0500	
CONTACT		Brian Renaud		Peter DeVries	
1	The purchase price. (up to 37 points)	37	37	27.88	27.88
		37		27.88	
		37		27.88	
		37		27.88	
		37		27.88	
2	The reputation of the vendor and the vendor's goods or services. (up to 18 points)	12	11.2	18	16.6
		13		16	
		9		18	
		13		16	
		9		15	
3	The quality of the vendor's goods or services. (up to 16 points)	8	8.8	15	15.4
		10		16	
		8		16	
		10		14	
		8		16	
4	The extent to which the goods or services meet the district's needs. (up to 15 points)	11	10.2	15	14.6
		12		14	
		8		14	
		10		15	
		10		15	
5	The vendor's past relationship with the district. (up to 3 points)	2	2	2	2
		2		2	
		2		2	
		2		2	
		2		2	
6	The impact on the ability of the College to comply with laws and rules relating to Historically Underutilized Businesses. (up to 1 point)	0	0	0	0
		0		0	
		0		0	
		0		0	
		0		0	
7	The total long-term cost to the district to acquire the vendor's goods or services. (up to 5 points)	3	3.4	5	4.4
		4		4	
		3		5	
		4		3	
		3		5	
8	For a contract for goods and services, other than goods and services related to telecommunications and information materials, whether the vendor or the vendor's ultimate parent company or majority owner: a. Has its place of business in this state; or b. Employs at least 500 persons in this state. (up to 5 points)	0	0	0	0
		0		0	
		0		0	
		0		0	
		0		0	
TOTAL EVALUATION POINTS		72.6		80.88	
RANKING		2		1	

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

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

**SOUTH TEXAS COLLEGE**  
**10. ADMISSION ASSESSMENT EXAMS**

VENDOR			Elsevier, Inc.	
ADDRESS			1600 John F Kennedy Blvd	
CITY/STATE/ZIP			Philadelphia, PA 19103	
CONTACT			Jizelle Conopio	
Period: 09/01/2025 - 08/31/2026				
#	Qty	Description	Unit Price	Extension
1	1	Registered Nurse Admission Assessment Exams Quantity: 2,900	\$ 150,000.00	\$ 150,000.00
TOTAL AMOUNT			\$ 150,000.00	

**SOUTH TEXAS COLLEGE**  
**11. AIR CONDITIONING FILTERS AND INSTALLATION**

VENDOR			JF Filtration Inc./ dba Joe W. Fly Company, Inc.	
ADDRESS			4820 Memphis St	
CITY/STATE/ZIP			Dallas, TX 75207	
LOCAL ADDRESS			2810 N Expressway 77 Harlingen, TX 78552	
CONTACT			Lori Gutierrez	
Period: 09/01/2025 - 08/31/2026				
#	Qty	Description	Unit Price	Extension
1	1	Air Conditioning Filters and Installation Quantity: 3,169	\$ 134,039.38	\$ 134,039.38
TOTAL AMOUNT			\$ 134,039.38	

**SOUTH TEXAS COLLEGE**  
**12. BUILDING AUTOMATION CONTROL EQUIPMENT, PARTS, AND**  
**EQUIPMENT MAINTENANCE**

VENDOR			Siemens Industry, Inc.	
ADDRESS			100 Technology Dr	
CITY/STATE/ZIP			Alpharetta, GA 30005	
LOCAL ADDRESS			2805 W Expressway 83 Ste A La Feria, TX 78559	
CONTACT			Anne Wright	
Period: 09/01/2025 - 08/31/2026				
#	Qty	Description	Unit Price	Extension
1	1	Building Automation Control Equipment, Parts, And Equipment Maintenance	\$ 170,000.00	\$ 170,000.00
TOTAL AMOUNT			\$ 170,000.00	

**SOUTH TEXAS COLLEGE**  
**13. CHILLER CHEMICALS AND MAINTENANCE**

VENDOR			Kurita America, Inc.	
ADDRESS			6600 94th Ave N	
CITY/STATE/ZIP			Minneapolis, MN 55445	
CONTACT			Jim McCure	
Period: 09/01/2025 - 08/31/2026				
#	Qty	Description	Unit Price	Extension
1	1	Chiller Chemicals and Maintenance	\$ 93,000.00	\$ 93,000.00
TOTAL AMOUNT			\$ 93,000.00	



**SOUTH TEXAS COLLEGE**  
**14. COACHING SERVICES**

<b>VENDOR</b>			Achieving the Dream, Inc. (ATD)	
<b>ADDRESS</b>			8484 Georgia Ave Ste 500	
<b>CITY/STATE/ZIP</b>			Silver Spring, MD 20910	
<b>CONTACT</b>			Wendy Dew	
<b>#</b>	<b>Qty</b>	<b>Description</b>	<b>Unit Price</b>	<b>Extension</b>
1	1	Coaching Services Period: 07/01/2024 - 06/30/2025	\$ 31,100.00	\$ 31,100.00
2	1	Coaching Services Period: 07/01/2025 - 06/30/2026	\$ 37,700.00	\$ 37,700.00
<b>TOTAL AMOUNT</b>			\$ 68,800.00	

**SOUTH TEXAS COLLEGE**  
**15. DISTRICT-WIDE TECHNOLOGY REQUEST**  
**July 24, 2025**

#	Qty	Description	Unit Price	Extension	Requesting Department
<b>COMPUTERS</b>					
1	1	Dell Pro Tower QCT1250, Intel Core i5 14500; 32GB Memory,	\$ 1,135.04	\$ 1,135.04	Mary Del Paz - Mid Valley Student Union Building F Multipurpose Room Upgrade
		512GB Hard Drive, 24" Monitor, Keyboard and Mouse, Warranty			New system for department staff
2	2	Dell Micro Plus QBM1250, Intel Core Ultra 7 265 vPro, 16GB Memory	\$ 4,683.80	\$ 9,367.60	Arturo Solano - Learning Comons and Open Labs
		512GB Hard Drive, 75" Touch Monitor, Keyboard and Mouse, Warranty			New systems for student lab
3	5	Dell Pro 24" All-in-One Plus QB24250, Intel Core Ultra 7 265 vPro, 16GB Memory,	\$ 1,368.95	\$ 6,844.75	Elizabeth Hollenbeck - Library Automation Program
		256GB Hard Drive, Warranty			New systems for student library district-wide
4	1	Dell Pro Tower QCT1250, Intel Core i5 14500; 32GB Memory,	\$ 898.71	\$ 898.71	Lynell Williams - Centers for Learning Excellence
		512GB Hard Drive, Warranty			Replacement of damaged system for department staff
5	1	Dell Pro Max Tower T2 BTX Base, Intel Core Ultra 7 265; 32GB Memory	\$ 2,791.08	\$ 2,791.08	Yolanda Martinez - Educational Technologies
		No Hard Drive, (2) 24" USB-C Monitor, Warranty			New system for department staff
<b>Computers Total:</b>			<b>\$</b>	<b>21,037.18</b>	
<b>LAPTOPS</b>					
6	1	Dell Mobile Precision Workstation 7680 CTO, Intel Core i7-13850HX, 32GB Memory,	\$ 2,448.00	\$ 2,448.00	Luis De La Garza - Facility Maintenance
		512GB Hard Drive, Docking Station, Warranty			Replacement of out-of-warranty system for department staff
7	3	Dell Pro Laptop 14 Plus, Intel Core Ultra 5 235U, 16GB Memory,	\$ 1,389.00	\$ 4,167.00	Sharon Rice - Patient Care Technician Program
		256GB Hard Drive, Docking Station, Warranty			Replacement of out-of-warranty systems for department faculty
8	2	Dell Pro Laptop 14 Plus, Intel Core Ultra 5 235U, 16GB Memory,	\$ 1,414.06	\$ 2,828.12	Zachary Suarez - Human Resources
		256GB Hard Drive, Docking Station, Keyboard and Mouse, Warranty			Replacement of out-of-warranty systems for department staff
9	1	Dell Pro Laptop 14 Plus, Intel Core Ultra 5 235U, 16GB Memory, 256GB Hard Drive	\$ 1,811.06	\$ 1,811.06	Jessica Neely - Vocational Nursing
		22" Monitor, 24" Monitor, Docking Station, Keyboard and Mouse, Warranty			Replacement of out-of-warranty system for department staff
10	1	Dell Pro Laptop 14 Plus, Intel Core Ultra 5 235U, 16GB Memory,	\$ 1,414.06	\$ 1,414.06	Jessica Neely - Vocational Nursing
		256GB Hard Drive, Docking Station, Keyboard and Mouse, Warranty			New system for new department staff
11	1	Dell Pro Laptop 14 Plus, Intel Core Ultra 5 235U, 16GB Memory,	\$ 1,160.00	\$ 1,160.00	Margo Vargas-Ayala - Division Nursing and Allied Health
		256GB Hard Drive, Warranty			New system for new department staff
12	1	Dell Pro Laptop 14 Plus, Intel Core Ultra 5 235U, 16GB Memory,	\$ 1,160.00	\$ 1,160.00	Cristina Cavazos - Curriculum
		256GB Hard Drive, Warranty			Replacement of out-of-warranty system for department staff
13	15	Dell Mobile Precision Workstation 7680 CTO, Intel Core i7-13850HX, 32GB Memory,	\$ 2,696.00	\$ 40,440.00	Lucio Gonzalez - Technology Support / Applications Development
		512GB Hard Drive, Docking Station, Warranty			Replacement of out-of-warranty systems for department staff
14	1	Dell Mobile Precision Workstation 3490, Intel Core, Ultra 7 165H, 16GB Memory,	\$ 4,270.44	\$ 4,270.44	Mary Del Paz - Finance and Administrative Services
		512GB Hard Drive, (6) Docking Station, Warranty			New system for department staff
15	6	Dell Pro Laptop 14 Plus, Intel Core Ultra 5 235U, 16GB Memory,	\$ 1,485.54	\$ 8,913.24	Elizabeth Hollenbeck - Library Automation Program
		256GB Hard Drive, Adapter, Docking Station, Keayboard and Mouse, Warranty			Replacement of out-of-warranty systems for department staff

**SOUTH TEXAS COLLEGE**  
**15. DISTRICT-WIDE TECHNOLOGY REQUEST**  
**July 24, 2025**

#	Qty	Description	Unit Price	Extension	Requesting Department
16	1	Dell Pro Laptop 14 Plus, Intel Core Ultra 5 235U, 16GB Memory, 256GB Hard Drive, Docking Station, Warranty	\$ 1,389.00	\$ 1,389.00	Cynthia Blanco - Admissions and Records Replacement of out-of-warranty system for department staff
17	1	Dell Pro Laptop 14 Plus, Intel Core Ultra 5 235U, 16GB Memory, 256GB Hard Drive, Docking Station, Keyboard and Mouse, Warranty	\$ 1,417.16	\$ 1,417.16	Celinda Salinas -Career and Employer Services Replacement of out-of-warranty system for department staff
18	2	zSpace Inspire 2 Pro, Intel Core i7-13620H, 32GB Memory 1TB Storage, Warranty	\$ 5,678.00	\$ 11,356.00	Jose Vela - Division of Business Public Safety and Technology New systems for student lab
<b>Laptops Total:</b>			<b>\$ 82,774.08</b>		
<b>TABLETS</b>					
19	1	Apple iPad Wi-Fi 128GB, Silver 3-Year AppleCare	\$ 408.00	\$ 408.00	Juan Miguel Galvan - Student Financial Services New system for student check-in
20	3	Apple iPad Pro Wi-Fi 256GB, Silver 3-Year AppleCare	\$ 628.00	\$ 1,884.00	Elizabeth Hollenbeck - Library Automation Program New systems for student library district-wide
<b>Tablets Total:</b>			<b>\$ 2,292.00</b>		
<b>MONITORS</b>					
21	4	Dell Pro 27" Plus Monitor P2725D 3-Year Warranty	\$ 338.81	\$ 1,355.24	Mary Del Paz - Finance and Administrative Services New monitors for department staff
22	2	Dell Pro 34" Plus USB-C Hub Curved Monitor P3425WE 3-Year Warranty	\$ 651.56	\$ 1,303.12	Mary Del Paz - Finance and Administrative Services New monitors for department staff
23	5	Dell UltraSharp 49" Curved Monitor U4924DW 3-Year Warranty	\$ 1,303.12	\$ 6,515.60	Mary Del Paz - Finance and Administrative Services New monitors for department staff
<b>Monitors Total:</b>			<b>\$ 9,173.96</b>		
<b>Computers, Laptops, Tablets, and Monitors Total Amount:</b>			<b>\$ 115,277.22</b>		

**SOUTH TEXAS COLLEGE**  
**16. FITNESS EQUIPMENT - NURSING AND ALLIED HEALTH CAMPUS**

<b>VENDOR</b>			Johnson Health Tech North America Inc./ dba Matrix Fitness	
<b>ADDRESS</b>			1600 Landmark Dr	
<b>CITY/STATE/ZIP</b>			Cottage Grove, WI 53527	
<b>EMAIL</b>			gus.rodriguez@matrixfitness.com	
<b>CONTACT</b>			Gus Rodriguez	
#	Qty	Description	Unit Price	Extension
1	1	Ultra S21 Lateral Raise BM	\$ 4,112.50	\$ 4,112.50
2	1	Ultra S13 Chest Press BM	\$ 4,532.50	\$ 4,532.50
3	1	Ultra S23 Converging Shoulder Press BM	\$ 4,438.00	\$ 4,438.00
4	1	Ultra S71 Leg Extension BM	\$ 4,438.00	\$ 4,438.00
5	1	Ultra S72 Seated Leg Curl BM	\$ 4,532.50	\$ 4,532.50
6	1	Ultra S70 Leg Press BM	\$ 6,986.00	\$ 6,986.00
7	1	Ultra S77 Calf Extension BM	\$ 4,112.50	\$ 4,112.50
8	1	Ultra S41 Dependent Arm Curl BM	\$ 4,312.00	\$ 4,312.00
9	1	Ultra S45 Triceps Extension BM	\$ 4,389.00	\$ 4,389.00
10	1	Ultra S33 Diverging Lat Pulldown BM	\$ 4,438.00	\$ 4,438.00
11	1	Ultra S22 Rear Delt / Pec Fly BM	\$ 4,438.00	\$ 4,438.00
12	1	Aura Functional Trainer 400 (required 8.5 ft ceiling) BM	\$ 5,943.00	\$ 5,943.00
13	4	VY Flat to Incline Bench; IS/OB	\$ 924.00	\$ 3,696.00
14	2	Magnum Kickstand Kit; D85A; BT	\$ 98.00	\$ 196.00
15	1	A87 Utility Bench BM	\$ 570.50	\$ 570.50
16	2	A510 10-Pair Saddle DB Rack BM	\$ 1,281.00	\$ 2,562.00
17	1	A98 Barbell Rack BM	\$ 1,116.50	\$ 1,116.50
18	1	A62 Preacher Curl BM	\$ 861.00	\$ 861.00
19	1	A67B Weight Tree (with bar holder) BM	\$ 602.00	\$ 602.00
20	1	A77 Adjustable Ab Bench BM	\$ 1,225.00	\$ 1,225.00
21	1	A52 Back Extension Bench BM	\$ 1,120.00	\$ 1,120.00
22	1	PL14 Incline Bench Press BM	\$ 2,152.50	\$ 2,152.50
23	1	PL33 Lat Pulldown BM	\$ 1,897.00	\$ 1,897.00
24	1	PL Seated Row BM	\$ 1,897.00	\$ 1,897.00
25	2	Standard 8' MX690 Half Rack	\$ 2,310.00	\$ 4,620.00
26	4	Matrix Magnum XR27CS-02 6" Weight Storage Horn	\$ 63.00	\$ 252.00
27	4	Matrix Magnum XR27cC-4-02 12" Weight Storage Horn	\$ 234.50	\$ 938.00
28	2	Matrix Magnum MG-MXO7-02 MX Angled Lat Bar Grips	\$ 168.00	\$ 336.00
29	2	Matrix Magnum MG-MXO18-02 MX Lower Dual Olympic Bar Storage	\$ 185.50	\$ 371.00
30	2	Matrix Magnum Band Storage Hooks; Pair	\$ 28.00	\$ 56.00
31	2	Matrix Magnum MG-MXO62-02 Upper Nameplate (decal)	\$ 259.00	\$ 518.00
32	3	Matrix Perf Prem LED Treadmill Blk Matte	\$ 7,662.00	\$ 22,986.00
33	2	Matrix Perf Premium LED Ascent Blk Matte	\$ 7,758.00	\$ 15,516.00

**SOUTH TEXAS COLLEGE**  
**16. FITNESS EQUIPMENT - NURSING AND ALLIED HEALTH CAMPUS**

<b>VENDOR</b>			Johnson Health Tech North America Inc./ dba Matrix Fitness	
<b>#</b>	<b>Qty</b>	<b>Description</b>	<b>Unit Price</b>	<b>Extension</b>
34	2	MX Perf Prem LED Upright Cycle Blk Matt	\$ 3,696.00	\$ 7,392.00
35	11	Magnum Optional Shroud Decal	\$ 371.00	\$ 4,081.00
36	1	XULT Rubber Barbell Straight 020lb Black	\$ 70.85	\$ 70.85
37	1	XULT Rubber Barbell Straight 030lb Black	\$ 104.65	\$ 104.65
38	1	XULT Rubber Barbell Straight 040lb Black	\$ 137.80	\$ 137.80
39	1	XULT Rubber Barbell Straight 050lb Black	\$ 169.65	\$ 169.65
40	1	XULT Rubber Barbell Straight 060lb Black	\$ 200.20	\$ 200.20
41	1	XULT Rubber Barbell EZ Curl 020lb Black	\$ 70.85	\$ 70.85
42	1	XULT Rubber Barbell EZ Curl 030lb Black	\$ 104.65	\$ 104.65
43	1	XULT Rubber Barbell EZ Curl 040lb Black	\$ 137.80	\$ 137.80
44	1	XULT Rubber Barbell EZ Curl 050lb Black	\$ 169.65	\$ 169.65
45	1	XULT Rubber Barbell EZ Curl 060lb Black	\$ 200.20	\$ 200.20
46	8	Avus Lock Jaw Pro	\$ 27.94	\$ 223.52
47	1	XULT Rubber Round DB 005-050 Set Black	\$ 1,437.15	\$ 1,437.15
48	1	XULT Rubber Round DB Pair 055lb Black	\$ 284.70	\$ 284.70
49	1	XULT Rubber Round DB Pair 060lb Black	\$ 310.70	\$ 310.70
50	1	XULT Rubber Round DB Pair 065lb Black	\$ 336.70	\$ 336.70
51	1	XULT Rubber Round DB Pair 070lb Black	\$ 362.70	\$ 362.70
52	1	XULT Rubber Round DB Pair 075lb Black	\$ 388.70	\$ 388.70
53	1	XULT Rubber Round DB Pair 025lb Black	\$ 133.25	\$ 133.25
54	1	XULT Rubber Round DB Pair 030lb Black	\$ 157.95	\$ 157.95
55	1	XULT Rubber Round DB Pair 035lb Black	\$ 181.35	\$ 181.35
56	1	XULT Rubber Round DB Pair 040lb Black	\$ 207.35	\$ 207.35
57	1	XULT Rubber Round DB Pair 045lb Black	\$ 233.35	\$ 233.35
58	2	RBT Intermediate Bands Red-Blk-Pur-Grn	\$ 143.00	\$ 286.00
59	38	XULT Rubber Plate 45lb Black	\$ 107.25	\$ 4,075.50
60	18	XULT Rubber Plate 25lb Black	\$ 59.80	\$ 1,076.40
61	16	XULT Rubber Plate 10lb Black	\$ 24.05	\$ 384.80
62	16	XULT Rubber Plate 05lb Black	\$ 12.35	\$ 197.60
63	4	XULT Rubber Plate 02.5lb Black	\$ 6.50	\$ 26.00
64	1	Matrix Bar EX Curl 10kg	\$ 208.00	\$ 208.00
65	2	XULT 20kg Oly Bar 28.5mm Full Knurl	\$ 338.00	\$ 676.00
66	1	Custom Charges	\$ 2,025.00	\$ 2,025.00
67	1	Freight Assembly Delivery	\$ 15,232.02	\$ 15,232.02
68	1	Tariff Charge	\$ 2,316.25	\$ 2,316.25
69	1	Show Case Discount	\$ (23,030.00)	\$ (23,030.00)
<b>TOTAL AMOUNT</b>			\$	140,730.79

**SOUTH TEXAS COLLEGE**  
**17. HEATING, VENTILATION, AIR CONDITIONING, REFRIGERATION**  
**PARTS AND SUPPLIES**

VENDOR			Johnson Controls, Inc.	
ADDRESS			5757 N Green Bay Ave	
CITY/STATE/ZIP			Milwaukee, WI 53202	
LOCAL ADDRESS			2209 N Padre Island Dr Corpus Christi, TX 78408	
CONTACT			Daniel Rios	
Period: 09/01/2024 - 08/31/2025				
#	Qty	Description	Unit Price	Extension
1	1	Heating, Ventilation, Air Conditioning, Refrigeration Parts and Supplies	\$ 85,000.00	\$ 85,000.00
TOTAL AMOUNT			\$ 85,000.00	

**SOUTH TEXAS COLLEGE**  
**18. MAINTENANCE PARTS AND LAB SUPPLIES**

VENDOR			Johnson Supply & Equipment Corporation		McCoy's Building Supply		W. W. Grainger, Inc./ dba Grainger	
ADDRESS			10151 Stella Link Rd		1350 IH 35 North		7950 Research Blvd	
CITY/STATE/ZIP			Houston, TX 77025		San Marcos, TX 78667		Austin, TX 78758	
LOCAL ADDRESS			801 W Mozelle Ave Pharr, TX 78577		1120 W US Hwy 83 Pharr, TX 78577		921 E Pecan Blvd McAllen, TX 78501	
CONTACT			Rick Salinas		Tina McArthur		Robert Garcia	
Period: 09/01/2025 - 08/31/2026								
#	Qty	Description	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
1	1	Parts and Supplies	\$ 100,000.00	\$ 100,000.00	\$ 50,000.00	\$ 50,000.00	\$ 110,000.00	\$ 110,000.00
SUBTOTAL			\$ 100,000.00		\$ 50,000.00		\$ 110,000.00	
TOTAL AMOUNT			\$ 260,000.00					

**SOUTH TEXAS COLLEGE**  
**19. TESTING MATERIALS**

VENDOR			The College Board	
ADDRESS			250 Vesey St	
CITY/STATE/ZIP			New York, NY 10281	
TELEPHONE NUMBER			(866) 756-7346	
Period: 09/01/2025 - 08/31/2026				
#	Qty	Description	Unit Price	Extension
1	1	Testing Materials Texas Success Initiative (TSI) Assessments Quantity: approximately 35,000	\$ 50,000.00	\$ 50,000.00
TOTAL AMOUNT			\$ 50,000.00	



**SOUTH TEXAS COLLEGE**  
**21. ELEVATOR MAINTENANCE AGREEMENT**

VENDOR			Otis Elevator Company	
ADDRESS			1444 N Cockrell Hill Rd Ste 102	
CITY/STATE/ZIP			Dallas, TX 75211	
LOCAL ADDRESS			200 N McColl Rd McAllen, TX 78501	
CONTACT			Francisco Albornoz	
Period: 09/01/2025 - 08/31/2026				
#	Qty	Description	Unit Price	Extension
1	1	Elevator Maintenance Agreement and Repair	\$ 110,000.00	\$ 110,000.00
TOTAL AMOUNT			\$ 110,000.00	