

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

Ann Richards Administration Building Board Room

Pecan Campus, McAllen, Texas

Tuesday, September 9, 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.”

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 - 5) End-Point Protection Software Cloud Subscription
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 - 7) Dual Enrollment Software License Agreement
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**Approval of August 12, 2025 Finance, Audit, and Human Resources Committee
Minutes**

Purpose

The Minutes for the Finance, Audit, and Human Resources Committee Meeting of August 12, 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
August 12, 2025 @ 5:00 p.m.**

Minutes

The Finance, Audit, and Human Resources Committee Meeting was held on Tuesday, August 12, 2025 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 5:19 p.m. with Ms. Dalinda Gonzalez-Alcantar presiding.

Members present: Mr. Paul Rodriguez, and Mr. Danny Guzman via teleconference.

Other Trustees Present: Dr. Alejo Salinas, Jr., Ms. Rose Benavidez

Members absent: None

Also present: Dr. Ricardo J. Solis via teleconference, Ms. Mary Del Paz, Dr. Jesus Campos, Dr. Anahid Petrosian, Ms. Myriam Lopez, Ms. Deyadira Leal, Dr. Brett Millan, Ms. Alicia Correa, Ms. Claudia Olivares, Mr. Danny Montez, Mr. Luis De La Garza, Mr. Andrew Fish, Mr. George McCaleb, Mr. Javier Villalobos, Ms. Gardenia Perez, Mr. Khalil Abdulah, Dr. Rodney Rodriguez, Mr. Rick De La Garza, Dr. Matt Hebbard, Mr. Luis Silva, Dr. Margo Vargas Ayala, Ms. Oliva De La Rosa, Ms. Marcela Beas, Dr. Ali Esmaelli, Ms. Carla Rodriguez, Mr. Lucio Gonzalez, Ms. Jessica Galloso, Ms. Ana Rocio Davila, Dr. Marcos Silva, Ms. Monica Benitez, Mr. Sergio Rojas, and Ms. Venisa Earhart.

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

The Minutes for the Finance, Audit, and Human Resources Committee Meeting of July 8, 2025, were presented for Committee approval.

Ms. Gonzalez-Alcantar called for any corrections to the Minutes as written. Hearing no corrections, Ms. Gonzalez-Alcantar adopted the Minutes for the July 8, 2025 Committee Meeting as presented.

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

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 \$6,739,319.27.

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

Upon a motion by Mr. Paul Rodriguez and a second by Ms. Dalinda Gonzalez-Alcantar the Committee recommended Board approval of the award of proposals, purchases, purchase renewals, renewals, and Interlocal Agreements at a total cost of \$6,739,319.27, as listed below.

Recommendation: It is requested that the Committee recommend for Board approval of the award of proposals, purchases, purchase renewals, renewals, and interlocal agreements at a total cost of \$6,739,319.27 as listed below:

Award of Proposals

- 1) Books and Educational Materials (Grant Funded):** award the proposals for books and educational 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 \$500,000.00;

APPENDIX A **Vendors List**

Vendor (City, State)	Vendor (City, State)
Assessment Technologies Institute, LLC (Leawood, KS)	Barnes & Noble Booksellers, Inc. (New York, NY)
BibliU Campus, Inc. (Greenville, TX)	Complete Book & Media Supply, LLC (Cedar Park, TX)
Gateway Printing & Office Supply, Inc. (Edinburg, TX)	Hertzberg-New Method, Inc./ dba Perma-Bound Books (Jacksonville, IL)
Hurst Review Services, Inc. (Brookhaven, MS)	Kaplan Early Learning Company (Lewisville, NC)
Lakeshore Learning Materials, LLC (Carson, CA)	

- 2) Maintenance and Repair Parts, Materials, and Supplies:** award the proposal for maintenance and repair parts, materials, and supplies 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 \$500,000.00;

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Vendors List

Vendor (City, State)	Vendor (City, State)
Baker Distributing Company, LLC (Jacksonville, FL)	Burton Companies (Weslaco, TX)
Bush Supply Company (Edinburg, TX)	Central Plumbing & Electric Supply (Weslaco, TX)
Continental Battery Company (Dallas, TX)	Dealers Electrical Supply, Co. (Waco, TX)
Fairway Supply, Inc. (Irving, TX)	Guthries Safe & Lock (McAllen, TX)
Interstate Battery System of the Rio Grande Valley (McAllen, TX)	John W. Gasparini, Inc./ dba Mark's Plumbing Parts (Fort Worth, TX)
Johnstone Supply (Pharr, TX)	Lewis Electrical Motors and Pumps (Harlingen, TX)
Luna Glass, LLC (McAllen, TX)	Matt's Building Materials (Pharr, TX)
Mission Auto Electric, Inc./ dba MAE Power Equipment (Mission, TX)	Texas Air Products (San Antonio, TX)
Texas Wood Supply/ South Texas Moulding (Donna, TX)	The Pittsburgh Paints Company (Cranberry Township, PA)
The Sherwin-Williams Company (McAllen, TX)	Triple-S Steel Supply, LLC/ dba Alamo Iron Works (San Antonio, TX)
United Welding Supply, LLC (Edinburg, TX)	Winsupply (McAllen, TX)

Purchases

- 3) **Additional Online Tutoring Services:** purchase additional online tutoring services from **Upswing International, Inc.** (Durham, NC), a sole-source vendor, for the period beginning September 1, 2025 through August 31, 2026, at a total amount of \$182,500.00;
- 4) **Audio Visual Equipment and Supplies:** purchase audio visual equipment and 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 \$350,000.00;

APPENDIX A **Vendors List**

Vendor (City, State)	Purchasing Cooperative	Amount
Audio Visual Aids (San Antonio, TX)	Texas Department of Information Resources (DIR), Texas Association of School Boards (TASB) – Buyboard, and The Interlocal Purchasing System (TIPS)	\$110,000.00
B&H Foto & Electronics, Corp./ dba B&H Photo Video (New York, NY)	E&I Cooperative Services, Omnia Partners, and Texas Association of School Boards (TASB) – Buyboard	\$160,000.00
Howard Technology Solutions (Ellisville, MS)	Texas Department of Information Resources (DIR), The Interlocal Purchasing System (TIPS), Choice Partners, Omnia Partners, and Texas Association of School Boards (TASB) – Buyboard	\$80,000.00
Total Amount:		\$350,000.00

- 5) **Call Center Network Software And Voice Over IP Systems:** purchase call center network software and voice over IP (VoIP) systems from **Netsync Network Solutions, Inc.** (Houston, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning September 1, 2025 through August 31, 2026, at an estimated total amount of \$379,871.60;

- 6) **Chiller Maintenance Agreement and Repair Services:**
purchase a chiller maintenance agreement and repair services with **Johnson Controls, Inc.** (Corpus Christi, TX), The Interlocal Purchasing System (TIPS) approved vendor, for the period beginning September 1, 2025 through August 31, 2026, at a total amount of \$147,200.00;
- 7) **Communication Services for Radios and Equipment:**
purchase communication services for radios and equipment from **Cellco Partnership/ dba Verizon Wireless** (Basking Ridge, NJ), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning September 1, 2025 through August 31, 2026, at an estimated total amount of \$89,000.00;
- 8) **Computer Components, Peripherals, Software, and Supplies:**
purchase computer components, peripherals, software, and 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 \$615,000.00;

APPENDIX A

Vendors List

Vendor (City, State)	Purchasing Cooperative	Amount
B&H Foto & Electronics, Corp./ dba B&H Photo Video (New York, NY)	E&I Cooperative Services, The Interlocal Purchasing System (TIPS), Omnia Partners, and Texas Association of School Boards (TASB) – Buyboard	\$120,000.00
CDW Government, LLC (Vernon Hill, IL)	Texas Department of Information Resources (DIR), E&I Cooperative Services, Omnia Partners, Sourcewell, Purchasing Association of Cooperative Entities (PACE), and The Interlocal Purchasing System (TIPS)	\$150,000.00
Dell Marketing, LP (Dallas, TX)	Texas Department of Information Resources (DIR) and Omnia Partners	\$70,000.00
Gateway Printing & Office Supplies (Edinburg, TX)	Texas Association of School Boards (TASB) – Buyboard	\$50,000.00

Quill, LLC (Lincolnshire, IL)	Omnia Partners	\$25,000.00
Reyna Enterprise, Inc./ dba Computer Repair Center (McAllen, TX)	Texas Department of Information Resources (DIR)	\$100,000.00
SHI Government Solutions (Somerset, NJ)	E&I Cooperative Services, Sourcewell, Purchasing Association of Cooperative Entities (PACE), Texas Department of Information Resources (DIR), OMNIA Partners, and The Interlocal Purchasing System (TIPS)	\$100,000.00
Total Amount:		\$615,000.00

- 9) In-Store Materials and Supplies:** purchase in-store materials and 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 \$80,000.00;

APPENDIX A
Vendors List

Vendor (City, State)	Purchasing Cooperative	Amount
HEB LP (San Antonio, TX)	Purchasing Association of Cooperative Entities (PACE)	\$60,000.00
Sam's Club (McAllen, TX)	Purchasing Association of Cooperative Entities (PACE)	\$20,000.00
Total Amount:		\$80,000.00

- 10) Network Equipment, Licenses, and Accessories:** purchase network equipment, licenses, and accessories from **Netsync Network Solutions, Inc.** (Houston, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning September 1, 2025 through August 31, 2026,

at an estimated total amount of \$110,000.00, which is based on prior year expenditures;

- 11) Software and Educational Supplies (Grant Funded):** purchase software and educational supplies from **Technical Laboratory Systems, Inc.** (Tech-Labs) (Katy, TX), The Interlocal Purchasing System (TIPS), and Choice Partner approved vendor, for the period beginning September 1, 2025 through August 31, 2026, at an estimated total amount of \$100,000.00;

**Purchase
Renewals**

- 12) Applications Maintenance Agreement:** renew the applications maintenance agreement with **Ellucian, Inc. through Lamar Institute of Technology** (Beaumont, TX) acting by and through the State of Texas Department of Information Resources (DIR) for the Texas Connection Consortium (TCC), for the period beginning September 1, 2025, through August 31, 2027, at an estimated total amount of \$653,496.12;
- 13) Database Licenses Maintenance Agreement:** renew the database licenses maintenance agreement with Oracle America, Inc. (Dallas, TX), a State of Texas Department of Information Services (DIR) approved vendor, for the period beginning September 1, 2025 through August 31, 2026, at a total amount of \$422,104.14;
- 14) Data Hosting and Maintenance Agreement:** renew the data hosting and maintenance agreement with **TouchNet Information Systems, Inc.** (Atlanta, GA), a sole-source vendor, for the period beginning September 1, 2025, through August 31, 2026, at a total amount of \$307,917.00;
- 15) Digital Signature Software Subscription Agreement:** renew the digital signature software subscription agreement with **Carahsoft Technology, Corp./DocuSign Government at Carahsoft** (Reston, VA), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning September 1, 2025 through August 31, 2026, at an estimated total amount of \$140,656.78;
- 16) Email Backup Online License Subscription:** renew the email backup online license subscription with **SHI Government**

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- Solutions** (Somerset, NJ), The Interlocal Purchasing System (TIPS) approved vendor for the period beginning September 6, 2025 through September 5, 2026, at a total amount of \$48,704.34;
- 17) Email Security Software License:** renew the email security software license with **SHI Government Solutions** (Somerset, NJ), The Interlocal Purchasing System (TIPS) approved vendor for the period beginning September 30, 2025 through September 29, 2026, at a total amount of \$107,733.84;
- 18) Internet Service (District-Wide) Agreement:** renew the internet service (district-wide) agreement with **Charter Communications Operating, LLC/ dba Spectrum Gulf Coast** (Austin, TX) through the State of Texas Department of Information Resources (DIR) for the period beginning September 1, 2025 through August 31, 2026, at an estimated monthly amount of \$15,000.00, and an estimated annual amount of \$180,000.00;
- 19) Network Hardware and Software Maintenance Agreement:** renew the network hardware and software maintenance agreement with **Netsync Network Solutions, Inc.** (Houston, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning September 1, 2025, through August 31, 2026, at a total amount of \$66,552.49;
- 20) Server Hardware and Software Maintenance Support Agreement:** renew the server hardware and software maintenance support agreement with **Dell Marketing, LP** (Dallas, TX) a Texas Department of Information Resources (DIR) approved vendor for the period beginning September 1, 2025 through August 31, 2026, at a total amount of \$57,502.72;
- 21) Student Engagement Messaging Platform:** renew the student engagement messaging platform with **Mongoose Research, Inc.** (Buffalo, NY), a sole-source vendor, for the period beginning September 1, 2025 through August 31, 2028, in the amount \$84,000.00;
- 22) Software and Hardware License and Maintenance Agreement:** renew the software and hardware license and maintenance agreement with **SHI Government Solutions** (Somerset, NJ), The Interlocal Purchasing System (TIPS) approved vendor for the period beginning September 1, 2025 through August 31, 2026, at a total amount of \$149,672.84;
- 23) Subscription Licenses Maintenance Agreement:** renew the subscription licenses maintenance agreement with Oracle America, Inc. (Dallas, TX), a State of Texas Department of Information Services (DIR) approved vendor, for the period beginning September 1, 2025 through August 31, 2028, at a total amount of \$361,818.33;
- 24) Systems Appliance Maintenance Agreement:** renew the systems appliance maintenance agreement with **Netsync**

Network Solutions, Inc. (Houston, TX), a State of Texas Department of Information Resources (DIR) approved vendor for the period beginning September 1, 2025 through August 31, 2026, at a total amount of \$27,726.36;

25) Video Content Management System: renew the video content management system agreement with **Yuja, Inc.** (San Jose, CA), a sole-source vendor for the period beginning September 1, 2025 through October 08, 2028, at a total amount of \$162,655.71;

Renewals

26) Geotechnical Engineering and Materials Testing Services: renew the geotechnical engineering and materials testing services contracts with the vendors listed in Appendix A for the period beginning July 28, 2025 through July 27, 2026, at an estimated total amount of \$200,000.00;

APPENDIX A

Vendors List

Vendor (City, State)	Vendor (City, State)
B2Z Engineering, LLC (Mission, TX)	Intertek PSI (Harlingen, TX)
L&G Consulting Engineers, Inc. (Mercedes, TX)	Millennium Engineers Group, Inc. (Pharr, TX)
Raba Kistner, Inc. (McAllen, TX)	Terracon Consultants, Inc. (Pharr, TX)

27) Office Supplies: renew the office supplies contracts with the vendors listed in Appendix A for the period beginning October 1, 2025 through September 30, 2026, at an estimated total amount of \$350,000.00;

APPENDIX A

Vendors List

Primary Vendor	Gateway Printing & Office Supply, Inc. (Edinburg, TX)
Secondary Vendors	Copy Plus (McAllen, TX)
	Quill, LLC (Lincolnshire, IL)
	Ray's Business Products (Pharr, TX)

28) Welding Gases, Metals, and Supplies: renew the welding gases, metals, and supplies contracts with the vendors listed in Appendix A for the period beginning October 1, 2025 through September 30, 2026, at an estimated total amount of \$300,000.00;

APPENDIX A
Vendors List

Vendor (City, State)	Vendor (City, State)
Airgas USA, LLC (McAllen, TX)	CV Industrial Hardware, LLC (Mission, TX)
Linde Gas and Equipment, Inc. (Pharr, TX)	Matheson Tri-Gas (San Benito, TX)
Triple-S Steel Supply, LLC/ dba Alamo Iron Works (San Antonio, TX)	

Interlocal Agreements

- 29) Facility Rental Agreement:** purchase a facility rental agreement with the **City of McAllen** (McAllen, TX) through an interlocal agreement in the amount of \$26,957.00 for September 10 – 12, 2025;
- 30) Professional Development Services:** renew the professional development services with **Austin Community College / DigiTex** (Austin, TX) through an interlocal agreement for the period beginning September 1, 2025 through August 31, 2026, at a total amount of \$20,000.00;
- 31) Professional Development Services:** renew the professional development services with **Region One Education Service Center** (Edinburg, TX) through an interlocal agreement for the period beginning September 1, 2025 through August 31, 2026, at a total amount of \$18,250.00.

**Discussion and Action as Necessary on Proposal for Vending Services –
Beverages and Request for Best and Final Offer**

Purpose	To award the proposal for vending services for beverages at all South Texas College Campuses and Centers, and discuss the approval to authorize staff to request a best and final offer from the recommended vendor.
Justification	To ensure that beverages are readily available to faculty, staff, students, and visitors beyond the standard operating hours of campus cafeterias. By offering accessible beverage options throughout the day, the College aims to enhance campus convenience, support wellness, and improve the overall experience for the campus community.
Enclosed Documents	Appendix A – Project Timeline and Information, and Appendix B - Commission Rate and Projected Commissions were included in the packet for the Committee's information and review.
Staff Resource	Mary Del Paz, Vice President - Finance and Administrative Services George McCaleb, Executive Director of Operations and Maintenance

Upon a motion by Mr. Paul Rodriguez and a second by Ms. Dalinda Gonzalez-Alcantar the Committee recommended Board approval to award the proposal for vending services for beverages at South Texas College campuses and centers to **PepsiCo Beverages Sales, LLC**. (Hidalgo, TX) for a five (5) year period beginning October 1, 2025 through September 30, 2030 and also authorize staff to request a best and final offer from the recommended vendor, which will then be presented at the August 26, 2025, Board of Trustees meeting for approval.

Review and Recommend Action on Proposed Employee Compensation Plan for FY 2025 – 2026

Purpose Administration requests the Committee recommend Board approval of the Proposed Employee Compensation Plan for FY 2025 – 2026 for all salary structure employee groups, which includes the proposed salary placement for new faculty, proposed pay grade ranges, and other compensation information.

Justification The Proposed Employee Compensation Plan for FY 2025 - 2026 incorporates TASB's annual maintenance revisions, focusing on complying with State and Federal compensation regulations, ensuring compensation consistency, enhancing the ability to attract and retain qualified faculty and staff, and providing a clear and concise reference for compensation decisions.

On July 13, 2022, the Board of Trustees approved the Texas Association of School Boards (TASB) Compensation Study and approved a new compensation structure for FY 2022 – 2023. The College continued to utilize the TASB HR services to complete a compensation maintenance review for FY 2023 – 2024 and FY 2024 – 2025.

The following summary outlines the methodology employed by the Texas Association of School Boards (TASB) and the College Administration in determining the recommended FY 2025 - 2026 compensation maintenance adjustments for South Texas College.

- **Market Comparison and Benchmarking** - Market peer comparisons for base pay were conducted for all South Texas College faculty degree levels and non-faculty (staff) classifications (i.e., administrative, professional, etc.). In addition, non-faculty roles were benchmarked against industry standards, competitors, and reputable sources to ensure that institutional pay grades remain competitive. As part of this benchmarking process, the following employee groups were aligned to the market for the Proposed Employee Compensation Plan for FY 2025 – 2026:

- ⇒ Faculty
- ⇒ Adjuncts
- ⇒ Librarians
- ⇒ Counselors
- ⇒ Bus Drivers
- ⇒ Police Officers
- ⇒ Senior Managers
- ⇒ Part-time Pay (staff)

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- **Salary Structure Review** - Analysis was performed on the college's structured pay grade system to categorize roles and responsibilities and ensure consistent pay parity across similar job functions. This process also included reviewing salaries within the college to ensure fairness among employees in similar roles, considering factors like experience, education, and institutional retention.
- **General Pay Increase (GPI)** - On July 22, 2025, the South Texas College Board of Trustees approved a 3% GPI for FY 2025 – 2026, subject to the availability of funding and Board approval of the final budget. The recommended GPI for FY 2025-2026 will play a crucial role in the college's compensation strategy and have significant implications for both employees and the overall success of the College.
- **Weighted Average for Experience (Staff)** - This year's compensation maintenance review incorporated a weighted average experience into the college's compensation plan for all staff pay groups: Executive Administrative Professional (EAP), Technology (TECH), Administrative Technical Support (ATS), and Operation Support (OS) to continue to serve as a strategic approach to employee remuneration that reflects both the quantity and quality of experience. This focus will allow the College to maintain parity within its compensation structure while remaining considerate of the varying importance of different roles and the depth of experience employees bring to the College.

The methodology for South Texas College's FY 2025 - 2026 compensation maintenance and respective salary increases is designed to promote parity, retention, and motivation among college employees. Administration continuously reviews this methodology to ensure it remains relevant and effective in achieving the college's goals.

Enclosed Documents

Appendix A – Proposed Employee Compensation Plan for FY 2025 – 2026, were included under separate cover.

Funding

The Proposed Employee Compensation Plan for FY 2025 – 2026 is subject to the availability of funding and Board approval of the final budget. Additional modifications 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.

Staff Resource Mary Del Paz, Vice President for Finance and Administrative Services
Alicia Correa, Director of Human Resources – Benefits and Compensation

Upon a motion by Mr. Paul Rodriguez and a second by Ms. Dalinda Gonzalez-Alcantar ghe Committee recommended Board approval of the proposed Employee Compensation Plan for FY 2025 - 2026 as presented.

Review and Recommend Action on Proposed Employee Staffing Plan for FY 2025 – 2026

Purpose	Administration requests the Committee recommend Board approval of the Proposed Employee Staffing Plan for FY 2025 – 2026 for all employee groups, which includes all positions, titles, classifications, salaries, and salary pools under each Division and Organization of the College.
Justification	<p>As stated in the administrative regulations, the employee staffing plan is created as the official document to reflect the college's comprehensive proposed staffing and salaries by position for FY 2025 – 2026, which includes all position titles, classifications, employees, and salaries for the fiscal year under each division.</p> <p>The Employee Staffing Plan is not a contract between the College and any person listed on it, and neither the Employee Staffing Plan nor any action taken by the Board of Trustees concerning it should be considered creating contract rights, expectations of continued employment, or a property interest for any person listed in the Employee Staffing Plan.</p> <p>The Texas Association of School Boards (TASB) recommendations were incorporated based on an annual maintenance review, and the Employee Staffing Plan was prepared to reflect the College's approved compensation structure for FY 2025 – 2026.</p> <p>At the July 22, 2025 Board Meeting, the Board of Trustees approved the faculty and non-faculty salary increases based on a 3% General Pay Increase (GPI) and other adjustments. The Board of Trustees also approved the Staffing Plan new positions, reclassifications, and other adjustments, which are included within the Employee Staffing Plan prepared and presented for FY 2025 – 2026.</p>
Enclosed Documents	Appendix A - Proposed Employee Staffing Plan for FY 2025 – 2026 was included under separate cover.
Funding	The budget to fund each position is reflected in the appropriate department and listed on the Proposed Employee Staffing Plan and is subject to Board approval of the FY 2025 – 2026 Budget.
Staff Resource	Mary Del Paz, Vice President for Finance and Administrative Services Myriam Lopez, Associate Vice President for Finance and Management Alicia Correa, Director of Human Resources – Benefits and Compensation

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Upon a motion by Mr. Paul Rodriguez and a second by Ms. Dalinda Gonzalez-Alcantar the Committee recommended Board approval on the Proposed Employee Staffing Plan for FY 2025 – 2026 as presented.

Review and Recommend Action on Proposed Budget for FY 2025 - 2026

Purpose	<p>Mary Del Paz, Vice President for Finance and Administrative Services, will discuss the College's FY 2025 – 2026 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>
Justification	<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>
Enclosed Documents	<p>Appendix A – Non-Public Budget Booklet was included under separate cover</p>
Staff Resource	<p>Mary Del Paz, Vice President for Finance and Administrative Services</p>

Upon a motion by Mr. Paul Rodriguez and a second by Ms. Dalinda Gonzalez-Alcantar the Committee recommended Board approval of the proposed budget for FY 2025 – 2026 as presented.

Review and Discussion of South Texas College Proposed 2025 Tax Rate

Purpose Mary Del Paz, Vice President for Finance and Administrative Services, will provide a presentation on the proposed 2025 tax rate for South Texas College to the public and the Board of Trustees.

Justification South Texas College complies with sections of Chapter 26 of the Property Tax Code that requires taxing units such as the College to comply with truth-in-taxation laws in adopting the tax rate. The laws have two purposes: to make taxpayers aware of tax rate proposals and to allow taxpayers, in certain cases, to roll back or limit a tax increase. The truth-in-taxation requires a taxing unit to calculate two (2) tax rates, no-new-revenue tax rate and the voter-approval tax rate, after receiving its certified appraisal roll from the chief appraiser.

The Property Tax Code 26.04(e) requires the taxing units to publish a Notice of Tax Rate and sets out the requirement for the format and content of the notice. The notice shall be posted prominently on the home page of the taxing unit's website in the form prescribed by the Texas State Comptroller's Office that includes the statutory requirements. In addition, the Property Tax Code 26.06(c) requires the taxing unit to publish a Notice of Public Hearing in newspaper, website, and on TV, if applicable, if the taxing unit proposes a tax rate that:

- Exceeds the no-new-revenue tax rate and the voter-approval tax rate;
- Exceeds the no-new-revenue tax but does not exceed the voter-approval tax rate; or
- Does not exceed the no-new-revenue tax rate but exceeds the voter-approval tax rate.

Comparing a proposed tax rate to these two (2) rates determines which truth-in-taxation steps apply. A taxing unit must publish special notices and hold a public hearing before adopting a tax rate that exceeds the no-new-revenue rate and/or the voter-approval rate. The College is proposing to adopt a tax rate that exceeds the no-new-revenue tax rate but does not exceed the voter-approval tax rate and, therefore, is required to hold a public hearing.

The proposed Levy 2025 maintenance and operations (M&O) tax rate is \$0.1400, the maximum rate approved by the voters on November 5, 2013.

South Texas College is required to hold a public hearing and publish special notices before adopting the proposed tax rate since this tax

rate does exceed the no-new-revenue tax rate but does not exceed the voter-approval tax rate.

Enclosed Documents

Appendix A – Truth-in-Taxation Calculations,
Appendix B – The Notice of 2025 Tax Rates, and
Appendix C – Presentation on Proposed 2025 Property Tax Rate
were all included in the packet for the Committee’s information and review.

Funding

No funding required.

Staff Resource

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

No action was required on this item.

Review and Action as Necessary To Recommend Record Vote and Schedule A Public Hearing Regarding Adoption of the Proposed Tax Rate that Exceeds the No-New-Revenue Tax Rate and/or the Voter-Approval Tax Rate

Purpose	Administration requests the Committee recommend Board approval for record vote and to schedule a public hearing regarding adoption of the proposed tax rate that exceeds the no-new-revenue tax rate and/or the voter-approval tax rate.
Justification	<p>To ensure that the College complies with Section 26.06 item (c) of the Property Tax Code, which states:</p> <p>“A taxing unit is required to hold a public hearing and publish newspaper ads before adopting a tax rate if that tax rate exceeds the no-new-revenue tax rate and/or the voter-approval tax rate.”</p> <p>The proposed tax rate (\$0.1573) exceeds the no-new-revenue tax rate (\$0.1510) but does not exceed the voter-approval tax rate (\$0.1577), and therefore, the Board must take a record vote and schedule a public hearing.</p>
Enclosed Documents	Appendix A – Truth-in-Taxation Calculations Appendix B – The Notice of Public Hearing Appendix C – Roll Call Vote of Members of Board
Funding	No funding required.
Staff Resource	Mary Del Paz, Vice President for Finance and Administrative Service Myriam Lopez, Associate Vice President – Finance and Management
Recommendation	The Committee recommends Board approval to take a record vote and schedule a public hearing on September 23, 2025, at 5:15 PM before adopting the proposed tax rate of \$0.1573, which exceeds the no-new-revenue rate and/or the voter-approval tax rate.

The Committee did not vote on this item. It was deferred until the Regular Board Meeting on August 26, 2025 so that all Board members would be available to review and vote.

Review and Recommend Acceptance of Internal Auditor's Annual Statement of Organizational Independence

Purpose To accept the Internal Auditor's Statement of Organizational Independence.

Justification Each year, the Chief Auditor is required to confirm to the Board the Organizational Independence of the Internal Audit Activity.

- IIA Standard 1110 *Organizational Independence* – The Chief Audit Executive (CAE) must confirm to the board, at least annually, the organizational independence of the internal audit activity. The CAE must report to a level within the organization that allows the internal audit activity to fulfill its responsibilities. Internal Auditors should be free in both fact and appearance from personal, external, and organizational impairments to independence. Internal auditors are independent when they can carry out their work freely and objectively. Independence permits internal auditors to render the impartial and unbiased judgments essential to the proper conduct of audits. It is achieved through organizational structure and objectivity.
- IIA Standard 1100 *Independence and Objectivity* – The internal audit activity must be independent, and internal auditors must be objective in performing their work.
- *Interpretation* of Standard 1100 – “Independence is the freedom from conditions that threaten the ability of the internal audit activity to carry out internal audit responsibilities in an unbiased manner. To achieve the degree of independence necessary to effectively carry out the responsibilities of the internal audit activity, the chief audit executive has direct and unrestricted access to senior management and the board. This can be achieved through a dual-reporting relationship. Threats to independence must be managed at the individual auditor, engagement, functional, and organizational levels. Objectivity is an unbiased mental attitude that allows internal auditors to perform engagements in such a manner that they believe in their work product and that no quality compromises are made. Objectivity requires that internal auditors do not subordinate their judgment on audit matters to others. Threats to objectivity must be managed at the individual auditor, engagement, functional, and organizational levels.”

Enclosed Documents	Appendix A – Internal Auditor’s Statement of Organizational Independence was included in the packet for the Committee’s information and review.
Staff Resource	Mr. Khalil Abdullah, Chief Internal Auditor
Recommendation	The Committee recommends Board acceptance of the Internal Auditor’s Statement of Organizational Independence as presented.

The Committee did not vote on this item. It was deferred until the Regular Board Meeting on August 26, 2025 so that all Board members would be available to review and vote.

Review and Recommend Action on Internal Audit Charter

Purpose To approve the Internal Audit Charter for the period of September 1, 2025 through August 31, 2026.

Justification A change to the language the audit charter is included. The change to the document is highlighted with strikethrough under the 'Organization' section. The change is necessary to reflect that the Internal Auditor will report functionally to the Board of Trustees only. This reporting structure will more accurately reflect our existing practices and more closely align to the College 'Admin Organizational Chart.'

An Internal Audit Charter is required by the Institute of Internal Auditors (IIA) Standards. Specifically, IIA Attribute Standard 1000 states that "The purpose, authority, and responsibility of the internal audit activity must be formally defined in an Internal Audit Charter, consistent with the Definition of Internal Auditing, the Code of Ethics, and the Standards. The chief audit executive must periodically review the Internal Audit Charter and present it to senior management and the board for approval."

The Internal Audit Charter is a formal document that defines the internal audit activity's purpose, authority, and responsibility. The charter establishes the internal audit activity's position within the organization, including the nature of the internal auditor's functional reporting relationship with the board; authorizes access to records, personnel, and physical properties relevant to the performance of engagements; and defines the scope of internal audit activities. Final approval of the Internal Audit Charter resides with the board.

Enclosed Documents Appendix A – Internal Audit Charter, and Appendix B – Organizational Chart were included in the packet for the Committee's information and review.

Staff Resource Mr. Khalil Abdullah, Chief Internal Auditor

Recommendation The Committee recommends Board approval of the Internal Audit Charter for the period of September 1, 2025 through August 31, 2026, as presented.

The Committee did not vote on this item. It was deferred until the Regular Board Meeting on August 26, 2025 so that all Board members would be available to review and vote.

Review and Recommend Action on Proposed Projects for Internal Auditor for FY 2025 – 2026

Purpose	To approve the proposed projects for the Internal Auditor for FY 2025 – 2026.
Justification	<p>The Audit Charter requires that an annual work plan using appropriate risk-based methodology be submitted to the Board of Trustees for review and approval.</p> <p>Staff is recommending projects for the Board’s consideration for the Internal Auditor’s review for Fiscal Year 2025 - 2026. The projects listed below are proposed as the assignments for the Internal Auditor.</p> <ul style="list-style-type: none">• FY 2025 - 2026 (Scheduled)<ol style="list-style-type: none">1. Fraud Survey2. Effort Reporting3. Scholarships4. Administrative Vehicles5. Advisory / Consulting Engagements6. HR Processes – Hiring & Staffing7. Environmental Health & Safety8. Account Reconciliations9. Fixed Assets
Enclosed Documents	Appendix A – List of Internal Audits conducted for FY 2015 through FY 2025 was included in the packet for the Committee’s information and review.
Staff Resource	Mr. Khalil Abdullah, Chief Internal Auditor Dr. Ricardo J. Solis, President Mary Del Paz, Vice President for Finance and Administrative Services
Recommendation	The Committee recommends Board approval of proposed projects for the Internal Auditor for FY 2025 – 2026 as presented.

The Committee did not vote on this item. It was deferred until the Regular Board Meeting on August 26, 2025 so that all Board members would be available to review and vote.

August 12, 2025
Finance Committee Meeting Minutes

Review and Recommend Acceptance of Internal Audit Report in the Area of Business Continuity and Disaster Recovery

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

The Committee did not vote on this item. It was deferred until the Regular Board Meeting on August 26, 2025 so that all Board members would be available to review and vote.

Review and Recommend Action to Adopt the Numbered Update 49 Local Policies

Purpose	To adopt the local policies listed in Appendix A to align with the Texas Association of School Boards (TASB) policy manual.
Justification	TASB issues numbered updates semiannually to the College. The number updates respond to changes to state and federal law, court cases, and decisions by the attorney general, and may also contain suggested changes to an existing local policy or the development of a new local policy made by TASB.
Enclosed Documents	Appendix A – List of Policies Appendix B - Policies
Staff Resource	Mary Del Paz, Vice President for Finance and Administrative Services Matthew S. Hebbard, Vice President for Student Affairs and Enrollment Management Cynthia A. Blanco, Dean of Enrollment Systems and Registrar George McCaleb, Executive Director for Facilities Operations and Maintenance Todd Nelson, Contracts and Regulatory Resources Officer-Title IX & 504 Coordinator Venisa, Earhart, Board Relations Administrator
Recommendation	The Committee recommends Board approval to adopt the numbered update local policies listed in Appendix A as presented, and which supersedes any previously adopted Board policy.

The Committee did not vote on this item. It was deferred until the Regular Board Meeting on August 26, 2025 so that all Board members would be available to review and vote.

Review and Recommend Action to Adopt Local District Update Policies

Purpose	To adopt the local policies listed in Appendix A to align with College operations.
Justification	<p>The local policies reflect the updates to the College's internal operations. Below is a justification for each local policy.</p> <p>At the time of publication of the Finance, Audit, and Human Resources Committee packet, Policies FB (local) and GD (local) are pending review by legal counsel and Texas Association of School Boards (TASB). Administration will provide this information at the Committee meeting.</p>
Enclosed Documents	<p>Appendix A – List of Policies and</p> <p>Appendix B – Policies were included in the packet for the Committee's information and review.</p>
Staff Resource	<p>Anahid Petrosian, Vice President and Provost for Academic Affairs and Economic Development</p> <p>Brett Millan, Associate Vice President - Academic Success and Advancement</p> <p>Andrew Fish, Academic Initiatives Officer</p> <p>Matthew Hebbard, Vice President for Student Affairs and Enrollment Management</p> <p>Cynthia Blanco, Dean of Enrollment Systems and Registrar</p> <p>Mary Del Paz, Vice President for Finance and Administrative Services</p> <p>Myriam Lopez, Associate Vice President - Finance and Management</p> <p>Deyadira Leal, Director of Purchasing</p> <p>George McCaleb, Executive Director - Facilities Operations and Maintenance</p>
Recommendation	The Committee recommends Board approval to adopt the local district update policies listed in Appendix A, as presented, and which supersedes any previously adopted Board policy.

The Committee did not vote on this item. It was deferred until the Regular Board Meeting on August 26, 2025 so that all Board members would be available to review and vote.

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 6:29 p.m.

I certify that the foregoing are the true and correct Minutes of the August 12, 2025 Finance, Audit, and Human Resources Committee Meeting of the South Texas College Board of Trustees.

Mrs. Dalinda Gonzalez-Alcantar, Presiding

Review and Discussion of Economic Impact Study of South Texas College for Fiscal Year 2023-2024

Purpose	To review and discuss the Economic Impact Study of South Texas College for Fiscal Year 2023-2024.
Justification	<p>The last Economic Impact Study was conducted in Fiscal Year 2013-2014; therefore, a new assessment is needed to identify the current value of the College to the regional economy.</p> <p>The Economic Impact Study was conducted by Lightcast, and provides clarity on the role of the College in the economic development and investment analysis of Hidalgo and Starr counties, increasing the residents' awareness of the College's commitment to the area.</p> <p>Michael Gilman will provide a summary of the findings presented in Appendix A.</p>
Enclosed Documents	Appendix A – Economic Impact Study of South Texas College for Fiscal Year 2023-2024 Presentation.
Staff Resource	Mary Del Paz, Vice President for Finance and Administrative Services Myriam Lopez, Associate Vice-President - Finance and Management
Recommendation	No action is required from the Committee. This item is presented for information purposes.

FY 2023-24



**SOUTH TEXAS
COLLEGE**

The Economic Value of South Texas College

ANALYSIS OF THE ECONOMIC IMPACT
AND RETURN ON INVESTMENT OF EDUCATION



Lightcast & Community Colleges

20+ years working with higher education institutions


3,000+ economic impact studies completed

2.7M students used Lightcast's Career Coach tool in 2023

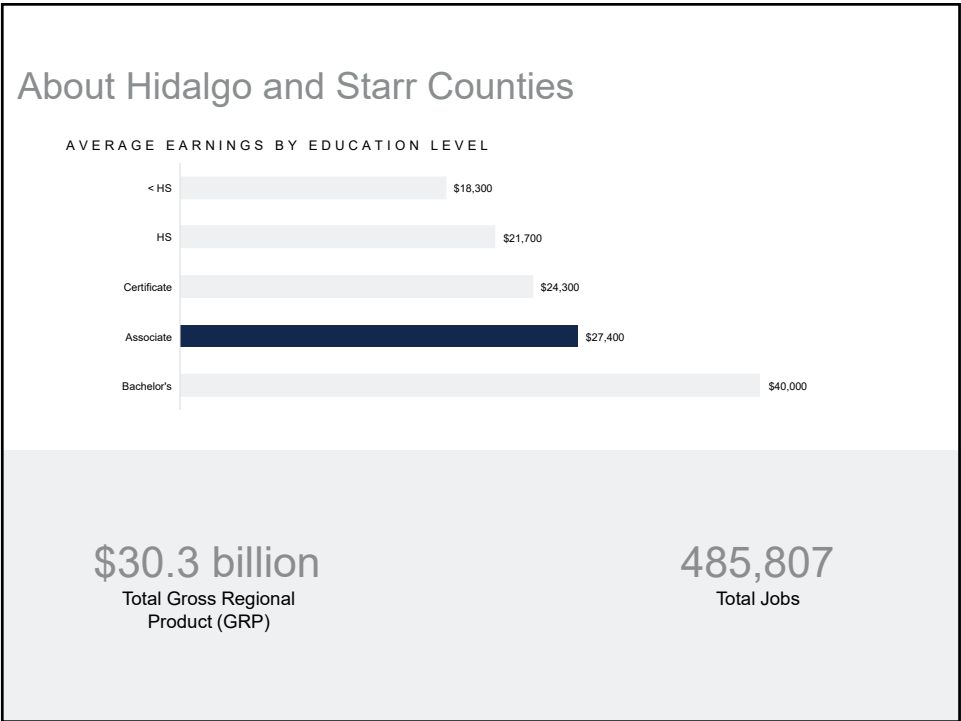
8 of 10 2023 Aspen Prize finalists are Lightcast customers

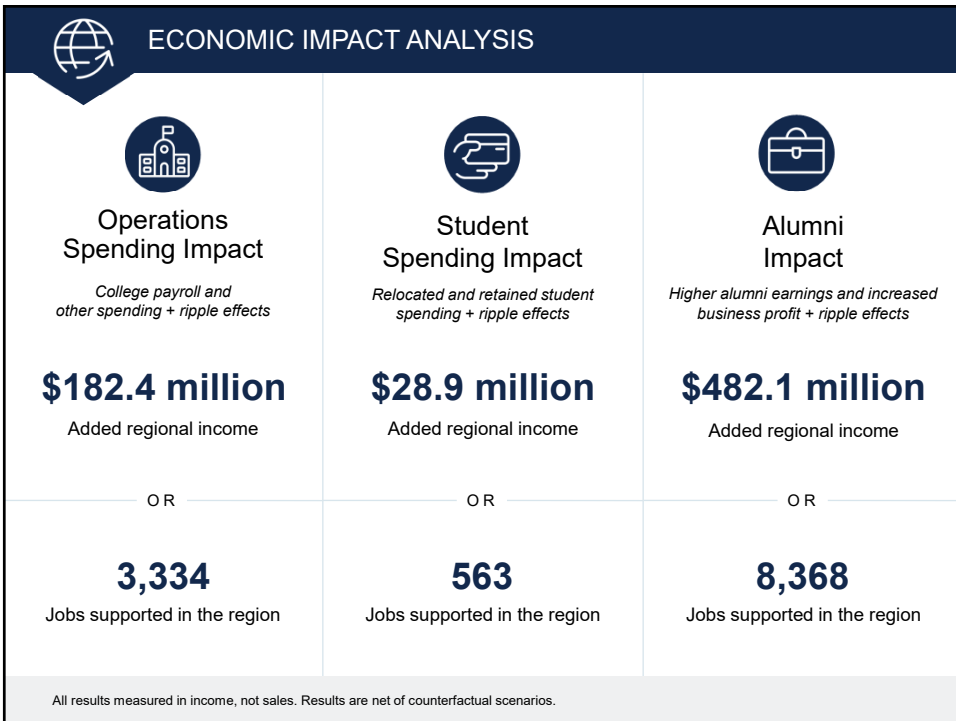
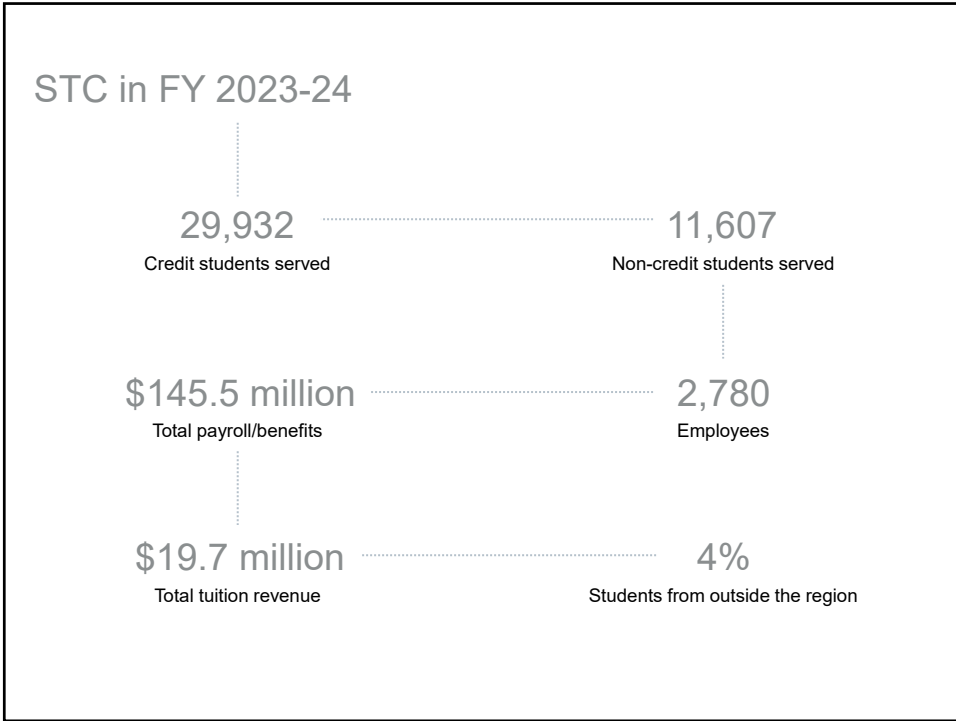


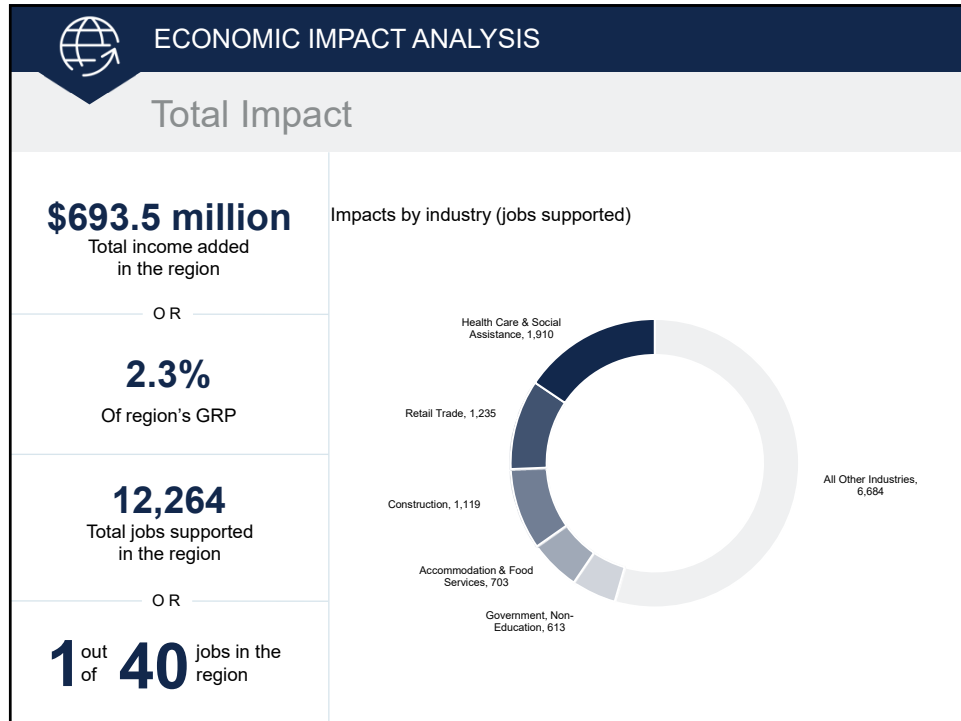
What is an
ECONOMIC IMPACT ANALYSIS?
Measures how an event or institution affects the local economy







What is an
INVESTMENT ANALYSIS?
A comparison of the costs and benefits to determine the return on investment

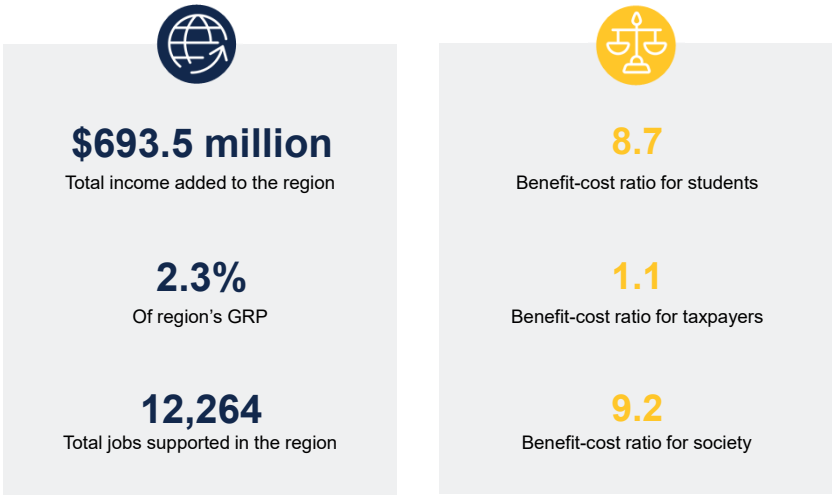




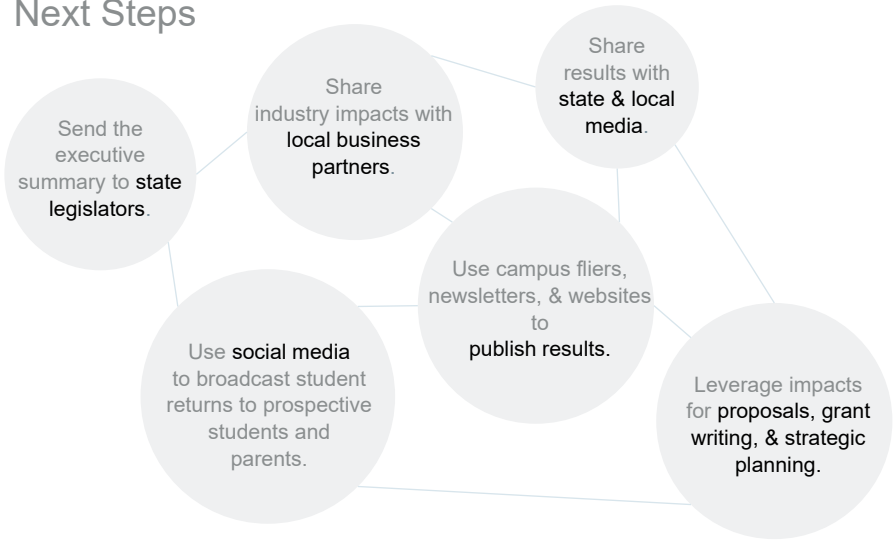


 INVESTMENT ANALYSIS		
 <p>Student Perspective</p> <p>\$463.8 million <i>Benefit: Higher future earnings</i></p> <p>\$53.5 million <i>Cost: Tuition, supplies, opportunity cost</i></p>	 <p>Taxpayer Perspective</p> <p>\$192.1 million <i>Benefit: Future tax revenue, government savings</i></p> <p>\$169.2 million <i>Cost: State and local funding</i></p>	 <p>Social Perspective</p> <p>\$2.5 billion <i>Benefit: Growth in state economic base, future earnings, tax revenue, and private and social savings</i></p> <p>\$273.9 million <i>Cost: All college and student costs</i></p>
<p>8.7 Benefit/cost ratio</p>	<p>1.1 Benefit/cost ratio</p>	<p>9.2 Benefit/cost ratio</p>
<p>22.5% Rate of return</p>	<p>1.3% Rate of return</p>	<p>n/a* Rate of return</p>
<p><small>Future benefits are discounted to the present. * The rate of return is not reported for the social perspective because the beneficiaries are not necessarily the same as the original investors.</small></p>		

Overview of results



Next Steps



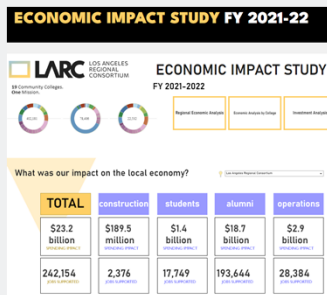
HOW CAN LIGHTCAST HELP?	Lightcast's press packet	Ongoing presentations from your Lightcast economist	Email/call us anytime
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Share your results

Combine your results with other institutional highlights to create a fact sheet.



Create a web page that includes written highlights, animations, and videos.

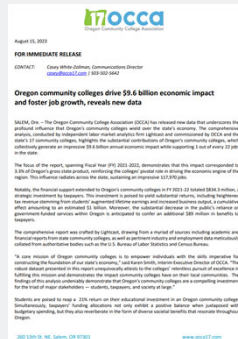


Include your results in your periodic publications.



Share your results

Create a press release or hold a press conference to share results with your state and local media.



Use social media to share results with prospective students and your community.



Use your study to help secure additional funding.



The results of this study
were prepared by



For a copy of the report, please contact STC.

Review and Action as Necessary on Award of Proposals, Purchases, Purchase Renewals, Renewals, and Interagency 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) Campus Dining and/or Food Truck Services – Pecan Campus

Purpose	Award the proposal for Campus Dining and/or Food Truck Services – Pecan Campus to Chick-fil-A 27th Nolana (McAllen, TX) and Laredo Comidas, LLC (McAllen, TX).
Justification	<p>To provide food options for faculty, staff, and students at the Pecan Campus from Monday through Friday and encompass a selection of breakfast and lunch tacos, quesadillas, panchos, fajita plates, chicken sandwiches, salads, and refreshments. The food service providers' operating times are projected to be from 7:00 a.m. to 2:00 p.m.</p> <p>The vendors will remit a 2% commission of the total sales to the College.</p>
Enclosed Documents	<p>Appendix A – Project Timeline and Information</p> <p>Other information is included in the Supporting Documentation.</p>
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 award the proposals for Campus Dining and/or Food Truck Services – Pecan Campus to Chick-fil-A 27th Nolana (McAllen, TX) and Laredo Comidas, LLC (McAllen, TX) for the period beginning October 1, 2025 through September 31, 2026, with two one-year options to renew, at no cost to the College.

APPENDIX A

Project Timeline and Information

Advertised RFP	July 30, 2025 and August 6, 2025
RFP Responses Due	August 14, 2025
RFP Issued To	Twenty-one (21) Vendors
Responses Received From	Four (4) Vendors
Responses Reviewed By	Facilities Operations and Maintenance, and Purchasing Department
Highest-Ranked Vendors	Chick-fil-A 27th Nolana and Laredo Comidas, LLC

Award of Proposals – 2) Re-Bid Campus Dining and Food Truck Services – Technology Campus

Purpose	Award the proposal for Re-Bid Campus Dining and Food Truck Services – Technology Campus to Chick-fil-A Sharyland Towne Crossing (Mission, TX).
Justification	<p>To provide food options for faculty, staff, and students at the Technology Campus. The food will encompass a selection of chicken sandwiches, chicken wraps, salads, fruit cups, cookies, brownies, and refreshments. The food service provider's operating time will be from 10:30 a.m. to 2:00 p.m., Monday through Friday.</p> <p>The vendor will remit a 2% commission of the total sales to the College.</p>
Enclosed Documents	<p>Appendix A – Project Timeline and Information</p> <p>Other information is included in the Supporting Documentation.</p>
Staff Resource	<p>Mary Del Paz, Vice President - Finance and Administrative Services</p> <p>George McCaleb, Executive Director of Facilities Operations and Maintenance</p>
Recommendation	It is requested that the Board approve to award the proposal for Campus Dining and Food Truck Services – Technology Campus to Chick-fil-A Sharyland Towne Crossing (Mission, TX) for the period beginning October 1, 2025 through September 31, 2026, with two one-year options to renew, at no cost to the College.

APPENDIX A

Project Timeline and Information

Advertised RFP	August 13, 2025 and August 20, 2025
RFP Responses Due	August 21, 2025
RFP Issued To	Twenty-five (25) Vendors
Responses Received From	One (1) Vendor
Responses Reviewed By	Facilities Operations and Maintenance, and Purchasing Department
Highest-Ranked Vendor	Chick-fil-A Sharyland Towne Crossing

Purchase – 3) Professional Support Services for Software Integration

Purpose	Purchase professional support services for software integration from TouchNet Information Systems, Inc. (Atlanta, GA), a sole-source vendor.
Justification	To support the transition from Banner to Workday, engaging professional services is essential to ensure the secure, compliant, and seamless integration of student financial processes. These services will assist with system configuration, maintain PCI compliance, and minimize service disruptions, ultimately enabling a smooth migration.
Funding	Funds for this expenditure are budgeted in the Enterprise Resource Planning Internal Support and Information Technology Project Management, Risk and Security budget for FY 2025 – 2026.
Enclosed Documents	Other information is included in the Supporting Documentation.
Staff Resource	Mary Del Paz, Vice President - Finance and Administrative Services Dr. Jesús Campos, Interim Vice President for Technology, Information, & Planning Services Lucio Gonzalez, Associate Vice President -Technology and Chief Information Officer Myriam Lopez, Associate Vice President of Finance and Management
Recommendation	The Committee recommends Board approval to purchase professional support services for software integration from TouchNet Information Systems, Inc. (Atlanta, GA), a sole source vendor, for the period beginning September 1, 2025 through October 31, 2028 at a total amount of \$60,000.00.

Purchase – 4) Graduation Facility Lease Agreement

Purpose	Purchase a graduation facility lease agreement from Viper Arena, LLC/ dba Bert Ogden Arena (Edinburg, TX), a sole-source vendor.
Justification	To lease a facility for the December 2025 graduation ceremonies, which will be held on Saturday, December 13, 2025, at 9:00 a.m., 1:00 p.m., and 5:00 p.m.
Funding	Funds for this expenditure are budgeted in the Graduation budget for FY 2025 – 2026.
Enclosed Documents	Other information is included in the Supporting Documentation.
Staff Resource	Dr. Matthew Hebbard, Vice President of Student Affairs and Enrollment Management Cynthia A Blanco, Dean - Enrollment Systems and Registrar
Recommendation	The Committee recommends Board approval to purchase a graduation facility lease agreement from Viper Arena, LLC/ dba Bert Ogden Arena (Edinburg, TX), a sole source vendor for the period beginning at 8:00 a.m. Friday, December 12, 2025 through midnight Saturday, December 13, 2025, at an estimated total amount of \$45,000.00.

Purchase – 5) End Point Protection Software Cloud Subscription

Purpose	Purchase an end point protection software cloud subscription from Netsync Network Solutions, Inc. (Houston, TX), a State of Texas Department of Information Resources (DIR) approved vendor.
Justification	To upgrade end point protection, a cloud-based solution that defends college-owned devices from cyberattacks, malware, ransomware, and other threats. This upgrade will enhance protection for workstations both on and off the network, enable detection and removal of malicious code, and ensure real-time threat response to reduce risk and maintain security.
Funding	Funds for this expenditure are budgeted in the Information Security budget for FY 2025 – 2026. Funds for subsequent fiscal years will be included in future proposed budgets.
Enclosed Documents	Other information is included in the Supporting Documentation.
Staff Resource	Dr. Jesús Campos, Interim Vice President for Technology, Information, & Planning Services Lucio Gonzalez, Associate Vice President -Technology and Chief Information Officer
Recommendation	The Committee recommends Board approval to purchase an end point protection software cloud subscription from Netsync Network Solutions, Inc. (Houston, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning November 13, 2025 through November 12, 2028, at an estimated total amount of \$473,554.23.

Purchase Renewals – 6) Microsoft Campus License Agreement

Purpose	Renew the Microsoft campus license agreement with SHI Government Solutions, Inc. (Somerset, NJ), a State of Texas Department of Information Resources (DIR) approved vendor.
Justification	To provide non-perpetual licenses from Microsoft software, including a one-year price assurance. These non-perpetual licenses include upgrades for currently used software products and ensure all College-owned computers have installed copyright-compliant software. Faculty, staff, and students use these software licenses for instructional and operational purposes.
Funding	Funds for this expenditure are budgeted in the Information Technology Client Services budget for FY 2025 – 2026.
Enclosed Documents	Other information is included in the Supporting Documentation.
Staff Resource	Dr. Jesús Campos, Interim Vice President for Technology, Information, & Planning Services Lucio Gonzalez, Associate Vice President -Technology and Chief Information Officer
Recommendation	The Committee recommends Board approval to renew the Microsoft campus license agreement with SHI Government Solutions, Inc. (Somerset, NJ), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning November 1, 2025 through October 31, 2026, at an estimated total amount of \$300,594.66.

Purchase Renewals – 7) Dual Enrollment Software License Agreement

Purpose	Renew the dual enrollment software license agreement with CourseMaven, Inc./ dba DualEnroll.com (Leesburg, VA), a sole-source vendor.
Justification	To provide a seamless process for dual-credit students to apply and register for courses, it is essential to streamline and integrate systems that reduce delays and administrative barriers. This ensures timely and accurate enrollment, supports student success, and improves coordination between high schools and the college. A well-designed process enhances the overall experience for students, parents, and counselors by simplifying application, registration, and program management, ultimately increasing participation and retention in dual-credit programs.
Funding	Funds for this expenditure are budgeted in the Dual Credit Programs budget for FY 2025 – 2026.
Enclosed Documents	Other information is included in the Supporting Documentation.
Staff Resource	Dr. Rebecca De Leon, Associate Vice President – Dual Credit Programs and School District Partnerships Dr. Anahid Petrosian, Vice President and Provost for Academic Affairs and Economic Development
Recommendation	The Committee recommends Board approval to renew the dual enrollment software license agreement with CourseMaven, Inc./ dba DualEnroll.com (Leesburg, VA), a sole-source vendor, for the period beginning December 1, 2025 through November 30, 2026, at an estimated total amount of \$67,330.00.

Purchase Renewals – 8) Subscription Training and Equipment Partnership Lease Agreement

Purpose	Renew the subscription training and equipment partnership lease agreement with VirTra, Inc. (Chandler, AZ), sole-source vendor.
Justification	To provide firearm training for Police Academy students. The simulation system offers realistic, scenario-based training that strengthens decision-making, de-escalation, and tactical skills. Its immersive technology ensures students are well-prepared to respond to real-world situations effectively and responsibly.
Funding	Funds for this expenditure are budgeted in the Regional Center for Public Safety Excellence budget for FY 2025 – 2026.
Enclosed Documents	Other information is included in the Supporting Documentation.
Staff Resource	Robert Vela, Site Administrator of the Regional Center for Public Safety Excellence Jose Vela, Interim Dean for Business, Public Safety, and Technology
Recommendation	The Committee recommends Board approval to renew the subscription training and equipment partnership lease agreement with VirTra, Inc. (Chandler, AZ), sole-source vendor, for the period beginning November 16, 2025 through November 15, 2026, at an estimated total amount of \$63,793.11.

Renewals – 9) Equipment Rental Services

Purpose	Renew the equipment rental services contracts with Satori Exhibits, LLC (Pharr, TX) and Texas First Rentals, LLC (San Antonio, TX).
Justification	<p>To provide various departments and programs with accessibility to rent various types of equipment, tables, chairs, linens, lighting, audio systems, audiovisual equipment, and stages for South Texas College-sponsored events at all campuses.</p> <p>Additionally, it provides access to heavy equipment used to repair lighting and cameras, installation, maintenance, and other projects.</p>
Funding	Funds for this expenditure are budgeted in the various requesting departments' budgets for FY 2025 – 2026. Funds for subsequent fiscal years will be included in future proposed budgets
Enclosed Documents	Appendix A – Renewal Terms
Staff Resource	<p>Mary Del Paz, Vice President - Finance and Administrative Services</p> <p>George McCaleb, Executive Director of Facilities Operations and Maintenance</p> <p>Lynda Lopez, Executive Director of Communication and Creative Services</p>
Recommendation	The Committee recommends Board approval to renew the equipment rental services contracts with Satori Exhibits, LLC (Pharr, TX) and Texas First Rentals, LLC (San Antonio, TX) for the period beginning December 1, 2025 through November 30, 2026, at an estimated total amount of \$50,000.00.

APPENDIX A **Renewal Terms**

The Board awarded the contract as follows:

Term: November 28, 2023 – one year with two (2) one-year annual renewals			
Award	Board Meeting	Original Term	Renewal Term
Original	11/28/2023	12/01/2023 – 11/30/2024	
First Renewal	09/24/2024		12/01/2024 – 11/30/2025
Final Renewal	09/23/2025		12/01/2025 – 11/30/2026

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

Renewals – 10) Industrial Supplies, Materials, and Accessories

Purpose	Renew the industrial supplies, materials, and accessories contracts with the vendors listed in Appendix A.
Justification	To provide essential industrial supplies, materials, and accessories that directly support hands-on student instruction in the Welding, HVAC, and Advanced Manufacturing programs. These resources are needed for maintaining a safe, effective, and industry-aligned learning environment, enabling students to gain practical experience with the tools and equipment they will encounter in the workforce. Ensuring consistent access to these materials supports program quality, student success, and workforce readiness.
Funding	Funds for this expenditure are budgeted in the Center for Advanced Training and Apprenticeship, Advanced Manufacturing Technology Program, and the Welding Program budgets for FY 2025 – 2026. Funds for subsequent fiscal years will be included in future proposed budgets.
Enclosed Documents	Appendix A – Vendors List Appendix B – Renewal Terms
Staff Resource	Erika Guerra, Advanced Manufacturing Technology Program Chair Hector H. Cavazos, Welding Program Chair Carlos Mago, Dean – Center for Advanced Training and Apprenticeship Jose Vela, Interim Dean for Business, Public Safety, and Technology
Recommendation	The Committee recommends Board approval to renew the industrial supplies, materials, and accessories contracts with the vendors listed in Appendix A for the period beginning November 25, 2025 through November 24, 2026, at an estimated total amount of \$250,000.00, which is based on prior year expenditures.

APPENDIX A

Vendors List

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

APPENDIX B

Renewal Terms

The Board awarded the contract as follows:

Term: October 29, 2024 – one year with two (2) one-year annual renewals			
Award	Board Meeting	Original Term	Renewal Term
Original	10/29/2024	11/25/2024 – 11/24/2025	
First Renewal	09/23/2025		11/25/2025 – 11/24/2026

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

Renewals – 11) Merchant Services

Purpose	Renew the merchant services contract with PNC Merchant Services (Pittsburgh, PA).
Justification	<p>To facilitate convenient payment options for students, faculty, staff, and the general public, South Texas College will accept credit and debit card payments for services and traffic citations.</p> <p>These services enable the College to process card transactions seamlessly through both online and in-person payment methods. All credit and debit card payments are securely handled at cashier stations located throughout the district, ensuring uninterrupted service and accessibility.</p>
Funding	Funds for this expenditure are budgeted in the Business Office – Credit Card Charges budget for FY 2025 – 2026. Funds for subsequent fiscal years will be included in future proposed budgets
Enclosed Documents	Appendix A – Renewal Terms
Staff Resource	Mary Del Paz, Vice President of Finance and Administrative Services Myriam Lopez, Associate Vice President of Finance and Management
Recommendation	The Committee recommends Board approval to renew the merchant services contract with PNC Merchant Services (Pittsburgh, PA) for the period beginning December 1, 2025 through November 30, 2026, at an estimated total amount of \$300,000.00, which is based on prior year expenditures.

APPENDIX A

Renewal Terms

The Board awarded the contract as follows:

Term: September 26, 2023 – two years with three (3) one-year annual renewals			
Award	Board Meeting	Original Term	Renewal Term
Original	9/26/2023	12/01/2023 – 11/30/2025	
First Renewal	09/23/2025		12/01/2025 – 11/30/2026

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

Interagency Agreements – 12) Employee Assistance Program (EAP) Agreement

Purpose	Renew the employee assistance program (EAP) agreement with The University of Texas Health Science Center at Houston (Houston, TX) through an interagency agreement.
Justification	To permit Benefits Eligible College employees to access resources related to mental health services, work-life services, and leadership development services to help resolve some of the gaps in employee benefits currently existing at South Texas College. This is essential for the college's EAP needs, and the participation of the college faculty and staff is in accordance with Policy CKD (Local), Insurance and Annuities Management: Health and Life Insurance.
Enclosed Documents	Other information is included in the Supporting Documentation.
Funding	Funds for this expenditure are budgeted in the Human Resources-Employee Wellness budget for FY 2025 – 2026.
Staff Resource	Mary Del Paz, Vice President of Finance and Administrative Services Myriam Lopez, Associate Vice - President of Finance and Management Alicia Correa, Director Human Resources - Benefits & Compensation
Recommendation	The Committee recommends Board approval to renew the employee assistance program (EAP) agreement with The University of Texas Health Science Center at Houston (Houston, TX) through an interagency agreement for the period beginning November 1, 2025 through October 31, 2026, at an estimated total annual amount of \$21,727.20 for 1,646 full-time employees, at a monthly rate of \$1.10 per employee.

Recommendation: It is requested that the Committee recommend for Board approval of the award of proposals, purchases, purchase renewals, renewals, and interagency agreement at a total cost of \$1,631,999.20, as listed below:

Award of Proposals

- 1) **Campus Dining and/or Food Truck Services – Pecan Campus:** award the proposals for Campus Dining and/or Food Truck Services – Pecan Campus to **Chick-fil-A 27th Nolana** (McAllen, TX) and **Laredo Comidas, LLC** (McAllen, TX) for the period beginning October 1, 2025 through September 31, 2026, with two one-year options to renew, at no cost to the College;
- 2) **Re-Bid Campus Dining and Food Truck Services – Technology Campus:** award the proposal for Campus Dining and Food Truck Services – Technology Campus to **Chick-fil-A Sharyland Towne Crossing** (Mission, TX) for the period beginning October 1, 2025 through September 31, 2026, with two one-year options to renew, at no cost to the College;

Purchases

- 3) **Professional Support Services for Software Integration:** purchase professional support services for software integration from **TouchNet Information Systems, Inc.** (Atlanta, GA), a sole source vendor, for the period beginning September 1, 2025 through October 31, 2028 at a total amount of \$60,000.00;
- 4) **Graduation Facility Lease Agreement:** purchase a graduation facility lease agreement from **Viper Arena, LLC/ dba Bert Ogden Arena** (Edinburg, TX), a sole source vendor for the period beginning at 8:00 a.m. Friday, December 12, 2025 through midnight Saturday, December 13, 2025, at an estimated total amount of \$45,000.00;
- 5) **End Point Protection Software Cloud Subscription:** purchase an end point protection software cloud subscription from **Netsync Network Solutions, Inc.** (Houston, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning November 13, 2025 through November 12, 2028, at an estimated total amount of \$473,554.23;

Purchase Renewals

- 6) **Microsoft Campus License Agreement:** renew the Microsoft campus license agreement with **SHI Government Solutions, Inc.** (Somerset, NJ), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning November 1, 2025 through October 31, 2026, at an estimated total amount of \$300,594.66;
- 7) **Dual Enrollment Software License Agreement:** renew the dual enrollment software license agreement with **CourseMaven, Inc./ dba DualEnroll.com** (Leesburg, VA), a sole-source vendor, for the period beginning December 1, 2025 through November 30, 2026, at an estimated total amount of \$67,330.00;

- 8) Subscription Training and Equipment Partnership Lease Agreement:** renew the subscription training and equipment partnership lease agreement with **VirTra, Inc.** (Chandler, AZ), sole-source vendor, for the period beginning November 16, 2025 through November 15, 2026, at an estimated total amount of \$63,793.11;

Renewals

- 9) Equipment Rental Services:** renew the equipment rental services contracts with **Satori Exhibits, LLC** (Pharr, TX) and **Texas First Rentals, LLC** (San Antonio, TX) for the period beginning December 1, 2025 through November 30, 2026, at an estimated total amount of \$50,000.00;
- 10) Industrial Supplies, Materials, and Accessories:** renew the industrial supplies, materials, and accessories contracts with the vendors listed in Appendix A for the period beginning November 25, 2025 through November 24, 2026, at an estimated total amount of \$250,000.00, which is based on prior year expenditures;

APPENDIX A

Vendors List

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

- 11) Merchant Services:** renew the merchant services contract with **PNC Merchant Services** (Pittsburgh, PA) for the period beginning December 1, 2025 through November 30, 2026, at an estimated total amount of \$300,000.00, which is based on prior year expenditures;

Interagency Agreement

- 12) Employee Assistance Program (EAP) Agreement:** renew the employee assistance program (EAP) agreement with **The University of Texas Health Science Center at Houston** (Houston, TX) through an interagency agreement for the period beginning November 1, 2025 through October 31, 2026, at an estimated total annual amount of \$21,727.20 for 1,646 full-time employees, at a monthly rate of \$1.10 per employee.

Presentation on Acceptance of the South Texas College Chief Executive Officer Academic Year 2024 – 2025 Report on Sexual Harassment, Sexual Assault, Dating Violence, and Stalking Incidents Under Texas Education Code, Section 51.253(c)

Purpose

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

According to the TEC, the Chief Executive Officer of every higher education institution must also submit a data report at least once during each fall or spring semester to the governing body and then cause the report to be submitted to the Texas Higher Education Coordinating Board (THECB) and certify to the THECB that the report has been presented to the governing body and posted on the College's website.

Justification

TEC Section 51.252 requires ***employees*** of higher education institutions to report actual or suspected incidents of sexual harassment, sexual assault, dating violence, or stalking committed by or against a student or employee to the Title IX Coordinator or a Deputy Title IX Coordinator. If an employee fails to report or falsely reports such incidents, SB212 subjects these employees to criminal liability (misdemeanor) and termination of employment. During academic year 2024 - 2025 (commencing September 1, 2024), the College did receive reports concerning sexual harassment, sexual assault, dating violence, or stalking incidents from employees. The College did not find that any employee failed to make a required report.

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

Enclosed Documents

Appendix A – The South Texas College CEO's SB212 Annual Report for the period of September 1, 2024 through August 31, 2025.

Staff Resource

Todd C. Nelson, Contracts & Regulatory Resources Officer; Title IX & 504 Coordinator

Recommendation

The Committee recommends Board acceptance of the South Texas College Chief Executive Officer Academic Year 2024 – 2025 Report on Sexual Harassment, Sexual Assault, Dating Violence, and Stalking Incidents Under Texas Education Code, Section 51.253(c) as presented.



**South Texas College
SB212 Annual Report, 2024-2025**

(Commencing September 1, 2024 through August 31, 2025)

TO: South Texas College Board of Trustees
FROM: Dr. Ricardo Solis, Ph.D., South Texas College President
DATE: September 23, 2025
RE: President Reporting Requirements under Tex. Educ. Code § 51.253(c)

Under the Texas Education Code (TEC), Section 51.253(c), each institution's President is required to submit a data report at least once during each fall or spring semester to the institution's governing body and post on the institution's internet website a report concerning the reports *received by employees* under the TEC, Section 51.252. This requires reporting of incidents constituting "sexual harassment," "sexual assault," "dating violence," or "stalking" as defined in the TEC, Section 51.251, and any disciplinary actions taken under TEC, Section 51.255.

For the purposes of complying with the President's reporting requirements under TEC, Section 51.253(c), the attached summary data report¹ (Appendix A) includes all of the required reporting information to the Board of Trustees for the 2024-2025 academic year, commencing September 1, 2024 and through August 31, 2025. The summary data in Appendix A is categorized based on the reporting requirements under TEC, Section 51.253(c). The reports received may be applicable in multiple reporting categories, and therefore, the summary data in the categories may not add up to the totals of other categories.

The summary data report is also posted on the South Texas College Title IX Webpage as per the public reporting requirements under TEC, Section 51.253(c) at:

<https://www.southtexascollege.edu/title-ix/index.html>.

Note: Any additional reports received by the Title IX Coordinator that do not meet the required reporting criteria in the Texas Education Code have been omitted for the compliance purposes of this specific report.

¹ When identifiable, duplicate reports were consolidated and counted as one report in the summary data, and confidential employee reporting is noted as a sub-set to the total number of reports received.

Appendix A

Summary Data Report

2024-2025 Academic Year

(Commencing September 1, 2024 through August 31, 2025)

Texas Education Code, Section 51.252	
Number of reports received under Section 51.252	7
Number of confidential reports ¹ under Section 51.252	
Number of investigations conducted under Section 51.252	0
Disposition ² of any disciplinary processes for reports under Section 51.252:	
a. Concluded, No Finding of Policy Violation	--
b. Concluded, with Employee Disciplinary Sanction	--
c. Concluded, with Student Disciplinary Sanction	--
d. SUBTOTAL	--
Number of reports under Section 51.252 for which the institution determined not to initiate a disciplinary process	6

Texas Education Code, Section 51.255	
Number of reports received that include allegations of an employee's failure to report or who submits a false report to the institution under Section 51.255(a)	0
Any disciplinary action taken, regarding failure to report or false reports to the institution under Section 51.255(c) :	
a. Employee termination	
b. Institutional intent to termination, in lieu of employee resignation	-- -

¹ "Number of confidential reports" is a sub-set of the total number of reports that were received under Section 51.252, by a confidential employee or office (e.g., Counseling Center, Student Health Center, Victim Advocate for Students, or Student Ombuds).

² "Disposition" means "final result under the institution's disciplinary process" as defined in the Texas Higher Education Coordinating Board's (THECB) rules for TEC, Section 51.259 [See 19 Texas Administrative Code, Section 3.6(3) (2019)]; therefore, pending disciplinary processes will not be listed until the final result is rendered.

Review and Recommend Action on Internal Audit Charter

Purpose To approve the Internal Audit Charter for the period of September 1, 2025 through August 31, 2026.

Justification A change to the language the audit charter is included. The change to the document is highlighted with strikethrough under the 'Organization' section. The change is necessary to reflect that the Internal Auditor will report functionally to the Board of Trustees only. This reporting structure will more accurately reflect our existing practices and more closely align with the College's 'Admin Organizational Chart.'

An Internal Audit Charter is required by the Institute of Internal Auditors (IIA) Standards. Specifically, IIA Attribute Standard 1000 states that "The purpose, authority, and responsibility of the internal audit activity must be formally defined in an Internal Audit Charter, consistent with the Definition of Internal Auditing, the Code of Ethics, and the Standards. The chief audit executive must periodically review the Internal Audit Charter and present it to senior management and the board for approval."

The Internal Audit Charter is a formal document that defines the internal audit activity's purpose, authority, and responsibility. The charter establishes the internal audit activity's position within the organization, including the nature of the internal auditor's functional reporting relationship with the board; authorizes access to records, personnel, and physical properties relevant to the performance of engagements; and defines the scope of internal audit activities. Final approval of the Internal Audit Charter resides with the board.

This item was presented at the August 12, 2025, Committee Meeting and was deferred by the Committee Chair to the August 26, 2025 Regular Board Meeting so that all Board members would be available to review and vote. At the August 26, 2025, Regular Board Meeting, the item was not considered, and no action was taken.

Enclosed Documents Appendix A – Internal Audit Charter
Appendix B – Organizational Chart

Staff Resource Mr. Khalil Abdullah, Chief Internal Auditor

Recommendation The Committee recommends Board approval of the Internal Audit Charter for the period of September 1, 2025 through August 31, 2026, as presented.

**SOUTH TEXAS COLLEGE
INTERNAL AUDIT CHARTER
EFFECTIVE SEPTEMBER 1, 2025**

INTRODUCTION

Internal Auditing is an independent and objective assurance and consulting activity that is guided by a philosophy of adding value to improve the operations of the College. It assists the College in accomplishing its objectives by bringing a systematic and disciplined approach to evaluate and improve the effectiveness of the organization's risk management, governance, and internal controls.

ROLE

The internal audit function is established by the College Board of Trustees, Finance, Audit, and Human Resources Committee (hereafter referred to as the Board). The internal audit function's responsibilities are defined by the Board as part of their oversight role.

AUTHORITY

The internal audit function, with strict accountability for confidentiality and safeguarding records and information, is authorized full, free, and unrestricted access to any and all of the College's property, records (manual or electronic), and personnel pertinent to carrying out authorized engagements. All employees are requested to assist the internal audit function in fulfilling its roles and responsibilities. The internal audit function will also have free and unrestricted access to executive management and the Board.

INDEPENDENCE & OBJECTIVITY

The internal audit function will remain free from interference by any element in the organization, including matters of audit selection, scope, procedures, frequency, timing, or report content to permit maintenance of a necessary independent and objective mental attitude. Internal auditors will have no direct operational responsibility or authority over any of the activities audited. Accordingly, they will not implement internal controls, develop procedures, install systems, prepare records, or engage in any other activity that may impair the internal auditor's independence or objectivity. Internal auditors are not authorized to perform any operational duties, initiate or approve accounting transactions external to the internal audit function, or direct the activities of any employee not employed by the internal audit function, except to the extent such employees have been appropriately assigned to auditing teams or otherwise assist the internal audit function. Internal auditors must exhibit the highest level of professional objectivity in gathering, evaluating, and communicating information about the activity or process being examined. Internal auditors must make a balanced assessment of all the relevant circumstances and not be unduly influenced by their own interests or by others in forming judgments.

The Internal Auditor will confirm to the Board, at least annually, the organizational independence of the internal audit activity.

INTERNAL AUDIT PLAN

At least annually, the Internal Auditor will submit to senior management and the Board an internal audit plan for review and approval. The internal audit plan will consist of a work schedule as well as budget and resource requirements for the next fiscal year. The Internal Auditor will communicate the impact of resource limitations and significant interim changes to senior management and the Board. The internal audit plan will be developed based on a prioritization of the audit universe using a risk-based methodology, including input of senior management and the Board. The Internal Auditor will review and adjust the plan, as necessary, in response to changes in the College's risks, operations, programs, systems, and internal controls. Significant deviations from the approved internal audit plan will be communicated to the Board.

ORGANIZATION

The Internal Auditor will report functionally to **the President and** the Board and administratively (i.e., day to day operations) to the Vice President of Finance and Administrative Services.

The Board will

- Approve the internal audit charter;
- Approve the risk-based annual audit plan;
- Approve decisions regarding the appointment and removal of the Internal Auditor;
- Approve the remuneration of the Internal Auditor;
- Complete an annual performance appraisal of the Internal Auditor;
- Approve the internal audit budget and resource plan;
- Receive communications from the Internal Auditor on the internal audit activity's performance relative to its plan and other matters; and
- Make appropriate inquiries of management and the Internal Auditor to determine whether there are inappropriate scope or resource limitations.

The Internal Auditor will communicate and interact directly with the Board, including in executive sessions and between Board meetings as appropriate.

SCOPE OF ACTIVITIES

Assurance Services are objective examinations of evidence for the purpose of providing an independent assessment. The scope of work for assurance services is to determine whether the College's risk management, governance, and control processes as designed and represented by management, is adequate and functioning in a manner to help ensure:

- Risks are appropriately identified and managed;
- Significant financial, managerial, and operating information is accurate, reliable, and timely;
- Employees' actions are in compliance with policies, standard, procedures, and applicable laws and regulations;
- Resources are acquired economically, used efficiently, and adequately protected;

- Established objectives and goals are met and whether operations or activities are being conducted as planned;
- Quality and continuous improvement are fostered in the institution's control process.

Consulting Services are advisory and include other service activities such as counsel, advice, facilitation, training, and participation on standing or temporary management committees or project teams. The objective of consulting services is to add value in the development or modification of organization processes, procedures, and controls to minimize risk and achieve department objectives. Accepted consulting engagements will be included in the audit plan.

STANDARDS OF AUDIT PRACTICE

The internal audit function will govern itself by adherence to The Institute of Internal Auditors' mandatory guidance including the Definition of Internal Auditing, the Code of Ethics, and the International Standards for the Professional Practice of Internal Auditing (Standards). This mandatory guidance constitutes principles of the fundamental requirements for the professional practice of internal auditing and for evaluating the effectiveness of the internal audit activity's performance. The Institute of Internal Auditors' Practice Advisories, Practice Guides, and Position Papers will also be adhered to as applicable to guide operations. In addition, the internal audit activity will adhere to the College's relevant policies and procedures and the internal audit activity's audit manual.

RESPONSIBILITIES

The Internal Auditor has a responsibility to:

- Develop a flexible, audit plan using an appropriate risk-based methodology, including any risks or control concerns identified by management, and submit that plan to the President, and the Board of Trustees' Finance, Audit, and Human Resources Committee for review and approval as well as periodic updates;
- Implement the annual audit plan, as approved by the Finance, Audit, and Human Resources Committee;
- Issue periodic reports to the President and the Finance, Audit, and Human Resources Committee summarizing results of audit activities, annual audit plans, sufficiency of office resources, and emerging trends and successful practices in internal auditing;
- Review systems to verify compliance with established policy, procedures, and applicable regulations;
- Review compliance with guidelines for ethical professional conduct.
- Maintain a follow-up process to monitor management actions on reported engagement observations and whether recommendations have been effectively implemented;
- Identify indicators of fraud and facilitate the investigation of suspected fraudulent activities within the organization;
- Act as liaison between the College and external auditors, including the review of their findings and the follow-up on necessary corrective action;

RESPONSIBILITIES (Cont.)

- Identify necessary training to improve the knowledge, skills, and competencies necessary for the internal auditors to have sufficient proficiency for auditing with the organization and maintaining professional certifications;
- Obtain competent advice and assistance necessary for the engagement when needed or decline the engagement;
- Ensure that an external review of the internal audit function in accordance with the Standards is conducted at least once every five years.
- Evaluate specific operations at the request of the Finance, Audit, and Human Resources Committee or the President, as appropriate.

QUALITY ASSURANCE AND IMPROVEMENT PROGRAM

The internal audit function will maintain a quality assurance and improvement program that covers all aspects of the internal audit activity. The program will include an evaluation of the internal audit function's conformance with the Definition of Internal Auditing and the IIA Standards and an evaluation of whether internal auditors apply the Code of Ethics. The program also assesses the efficiency and effectiveness of the internal audit function and identifies opportunities for improvement. The Internal Auditor will communicate to senior management and the Board on the internal audit activity's quality assurance and improvement program, including results of ongoing internal assessments and external assessments conducted at least every five (5) years.

The results of internal audit reviews as well as a report on Internal Audit's activities shall be presented to the President, and the Board of Trustees. The report shall include:

- 1) Internal audit finding(s);
- 2) Internal audit recommendation(s);
- 3) Management response(s);
- 4) Date of implementation of audit recommendation(s).

The Internal Auditor verifies corrective action has been taken by management and reports on the corrective action to the Board of Trustees' Finance, Audit, and Human Resources Committee.

Khalil M. Abdullah
Chief Internal Auditor

Date

Maria G. Del Paz
Vice President for Finance and Administrative Services

Date

Dr. Ricardo J. Solis
President

Date

Dalinda Gonzalez-Alcantar
Chair, Finance, Audit, and Human Resources Committee

Date

Dr. Alejo Salinas Jr.
Chair, Board of Trustees

Date

Review and Recommend Action on Proposed Projects for Internal Auditor for FY 2025 – 2026

Purpose	To approve the proposed projects for the Internal Auditor for FY 2025 – 2026.
Justification	<p>The Audit Charter requires that an annual work plan using an appropriate risk-based methodology be submitted to the Board of Trustees for review and approval.</p> <p>Staff is recommending projects for the Board’s consideration for the Internal Auditor’s review for Fiscal Year 2025 - 2026. The projects listed below are proposed as the assignments for the Internal Auditor.</p> <ul style="list-style-type: none">• FY 2025 - 2026 (Scheduled)<ol style="list-style-type: none">1. Fraud Survey2. Effort Reporting3. Scholarships4. Administrative Vehicles5. Advisory / Consulting Engagements6. HR Processes – Hiring & Staffing7. Environmental Health & Safety8. Account Reconciliations9. Fixed Assets <p>This item was presented at the August 12, 2025, Committee Meeting and was deferred by the Committee Chair to the August 26, 2025 Regular Board Meeting so that all Board members would be available to review and vote. At the August 26, 2025, Regular Board Meeting, the item was not considered, and no action was taken.</p>
Enclosed Documents	Appendix A – List of Internal Audits conducted for FY 2015 through FY 2025
Staff Resource	Mr. Khalil Abdullah, Chief Internal Auditor Dr. Ricardo J. Solis, President Mary Del Paz, Vice President for Finance and Administrative Services
Recommendation	The Committee recommends Board approval of proposed projects for the Internal Auditor for FY 2025 – 2026 as presented.



South Texas College
Internal Auditing Services for the Period of FY 2015 through FY 2025

	Audit Area	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
1	Fraud Survey	Complete	Complete	12/07/16	10/18/17	10/22/18	10/08/19	10/12/20	10/06/21	10/04/22	10/03/23	10/07/24
2	Fraud Hotline Calls/Investigations											
3	Cash -Controls and safeguards -Bank Reconciliation -Check and deposit preparation											
4	Cash -Bank Reconciliation											
5	Surprise Cash Counts and Cash Handling Controls over Student Tuition and Fees Collection	Requested- Not Performed	Requested- Not Performed	11/04/16						07/11/23		
6	Department Cash Handling Procedures	Requested - Not Performed	Requested - Not Performed	11/04/16							07/03/24	
7	Student Receivables/ Third Party -Billing -Collections -Reconciliation											
8	Scholarship Funds -Valley Scholars -Pledges -Awards -Other Scholarships											
9	Grants- Title V											
10	Grants- Wired											
11	Grants - Federal Work-study, Federal Pell Grant, Carl Perkins, and Workforce Investment Act											
12	Property Taxes -Rec. & Rollback Taxes	Requested- Not Performed										
13	Property Taxes - Internal Controls of Hidalgo and Starr County Tax Assessor-Collector's Offices		Requested - Not Performed	06/20/17								
14	AP - Operations / Prompt Pmt. Act											
15	AP - Commercial Card Use				Requested - In Progress	01/29/19						
16	Fuel Card Use				Requested - In Progress	10/23/18						
17	Travel					Requested - Not Performed	Requested - Not Performed	Requested - Not Performed	Requested - Not Performed			
18	Mileage Reimbursement Procedures	Requested - Not Performed	Requested - Not Performed	02/17/17								
19	Purchasing							Requested - Not Performed	07/12/22			
20	Contracts -Solicitation/Renewal Process -Record keeping											
21	Financial Aid - State Awards				Requested - Not Performed	In Process	01/07/20					
22	Financial Aid - Federal Awards							Requested - Not Performed	Requested - Not Performed	08/08/23	11/14/23	
23	Investments -Compliance -Collateral Documentation -Transfers for Debt Service -System for Monitoring Maturities											



South Texas College
Internal Auditing Services for the Period of FY 2015 through FY 2025

	Audit Area	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
24	Debt Service -Bond Payments -Continuing Disclosure Requirements -Arbitrage -Bond Restrictions											
25	Human Resources and Payroll -Compliance & Controls											
26	HR - Human Resources- Employment Eligibility Verification Form I-9 (U.S. Citizenship and Immigration Services)	Requested - Not Performed	Requested - Not Performed	02/17/17								
27	HR Processes - Faculty Credentials					Requested - Not Performed	In Process	In Process	06/10/22			
28	HR Processes - Employee Hiring & Staffing									Requested - Not Performed	Requested - Not Performed	Requested - Not Performed
29	TimeClock Plus [Time Keeping System Compliance] -Departmental Timeforce Procedures	Requested - Not Performed	Requested - Not Performed	Requested - Not Performed	Requested - In Progress	10/04/18						
30	TimeClock Plus [Time Keeping System Compliance] -Internal Control Procedures											
31	Fixed Assets	Requested- Not Performed	Requested- Not Performed		11/08/17						Requested - Not Performed	Requested - Not Performed
32	Continuing Professional and Workforce Education Department											
33	Facilities, Operation & Maintenance- Workorders and Purchase Orders											
34	Custodial Services- Work Orders, Purchase Orders and Inventory	Requested - Not Performed	Requested - Not Performed	Requested - Not Performed		06/06/19						
35	Enrollment Audit (Traditional and Continuing Education)				Requested - In Progress	07/26/18						
36	Student Activities & Wellness	Requested - Not Performed	Requested - Not Performed		12/01/17							
37	Memorandum of Understanding [MOU] -Early College High Schools -Dual Credit					Requested - Not Performed	In Process	01/11/21				
38	Blueprint Expectations for Early College High Schools					Requested - Not Performed	Requested - Not Performed					
39	Science Lab Safety and Storage Compliance					Requested - Not Performed	In Process	In Process	06/10/22			
40	Red Flag Rules											
41	IT Security and Procedures											
42	IT - Business Continuity / Disaster Recovery								Requested - Not Performed	Requested - Not Performed	Requested - Not Performed	08/12/25
43	Texas Administrative Code Sec. 202											
44	Banner Computer System Security and Access	Requested - Not Performed	Requested - Not Performed	Requested - Not Performed	Requested - Not Performed	In Process	In Process	01/11/21				
45	Instructional Technologies Inventory	11/06/14										
46	FM Account Reconciliations										Requested - Not Performed	Requested - Not Performed
47	Environmental Health & Safety										Requested - Not Performed	Requested - Not Performed
48	Clery Act, and VAWA				Requested - Not Performed	In Process	07/14/20					
49	Title IX						Requested - Not Performed	Requested - Not Performed		06/12/23		
50	Internal Assessment of the Office of Internal Audits - (QAIP)							07/13/21				



South Texas College
Internal Auditing Services for the Period of FY 2015 through FY 2025

	Audit Area	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
51	External Assessment of the Office of Internal Audits - (QAIP)							Requested - Not Performed	Requested - Not Performed	Requested - Not Performed	Requested - Not Performed	Requested - Not Performed
52	Faculty Overloads							Requested - Not Performed	Requested - Not Performed	Requested - Not Performed	Requested - Not Performed	10/23/24
53	Teacher Retirement System (TRS)							Proposed	11/15/21			
54	Emergency Medical Technology (EMT) Program								Requested - Not Performed	06/12/23		
55	Senate Bill 17										Requested - Not Performed	03/11/25
56	Child and Adult Care Food Program - Application Process						10/01/19					
57	SAO - Catch the Next Complaint: 20-0044						11/07/19					
58	CARES Act Compliance						In Process	08/26/20				
	Total Number of Audits Completed	1	0	6	4	6	6	5	4	5	3	4

Other Activities

Annual Financial Report ICAFR1
Risk Assessment & Audit Plan
Internal Audit Annual Report

Review and Recommend Action to Conduct an Employee Climate Survey and Assess Services

Purpose	To conduct an employee climate survey and assess services for Fiscal Year 2026.
Justification	<p>Employee climate surveys provide organizations with valuable feedback to improve culture, boost engagement, and increase productivity, leading to higher employee retention, better decision-making, and improved overall performance. By assessing employee perceptions of the work environment, leaders can identify specific areas for improvement, such as management effectiveness or communication, allowing for the development of targeted, data-driven strategies to enhance the employee experience and productive workplace.</p> <p>Administration plans to solicit proposals or procure services to conduct an employee climate survey in Fiscal Year 2026, contingent on the selected vendor's specifications and availability.</p> <p>The benefits of performing an employee climate survey include, but are not limited to,</p> <ul style="list-style-type: none">• fostering a culture of trust and continuous improvement,• strengthening employee confidence in leadership.• highlighting what motivates employees, leading to higher job satisfaction,• boost innovation, employees who feel heard and supported tend to contribute new ideas and concepts, thus benefiting an organization's growth.• retaining top talent <p>Administration will research the types of surveys available, including the focus, cost range, and vendor options.</p> <p>Information will be presented to the Board at a later time for approval.</p>
Funding	Funds for this expenditure are budgeted in the Finance and Administrative Services budget for FY 2025 – 2026.
Staff Resource	Mary Del Paz, Vice President for Finance and Administrative Services
Recommendation	The Committee recommends Board approval to conduct an employee climate survey and assess services for the Fiscal Year 2026.

Presentation on Employee Grievances and Reporting

Purpose	To provide an overview of the employee grievance process and reporting channels.
Justification	To illustrate the process for receiving, responding, and resolving complaints involving employees in accordance with Board Policy and internal associated procedures, and to review existing reporting channels. The presentation provides alignment and a better understanding of STC's handling of employee complaints.

A. Policy DGBA (Local): Personnel-Management Relations: Employee Grievances

The key elements describing the steps taken from start to finish by stakeholders will be illustrated. This illustration raises awareness of South Texas College policy DGBA.

B. Reporting Channels – Anonymous

Administration will present the existing reporting channels whereby all employees may submit their concerns anonymously at their discretion.

The reporting channels are as follows:

Fraud Survey – The primary purpose of the fraud survey is to serve as an anti-fraud control mechanism per Auditing Standard (AU) Section 316 issued by the American Institute of Certified Public Accountants (AICPA) . AU Section 316 acknowledges hotlines as a useful tool in detecting and deterring fraud, especially misstatements in financial statements, such as falsification of accounting records and theft of assets or fraudulent expenditures.

The fraud survey is conducted by the Internal Auditor on an annual basis during the month of September. The fraud survey comments are compiled by the Internal Auditor and issued to the Vice President of Finance and Administrative Services, who disseminates the comments to the respective Vice Presidents or to the President, depending on the nature of the comment. The President or the Vice Presidents must review the comments and provide a response to each comment, including corrective action steps, if applicable.

The responses are updated on the initial fraud survey provided by the Internal Auditor and submitted to the Internal Auditor and External Auditor by November 1st of each year, prior to completion of the external audit and annual financial report. The External Auditor takes

additional steps to assess the risk of a misstatement, such as asking management questions about their awareness and understanding of fraud.

Fraud and Integrity Hotline – The primary purpose of the Fraud and Integrity Hotline is to provide employees with a mechanism whereby anonymous reports may be filed when an employee does not feel comfortable discussing the issues via the other existing channels. The anonymous reporting hotline services are via NAVEX, an independent company.

The Fraud and Integrity Hotline reports are received by the Executive Director of Human Resources and Talent Development and the Internal Auditor.

State Auditor's Office Fraud, Waste, and Abuse Hotline - The Texas State Auditor's Office operates a hotline to allow individuals, including employees, to confidentially report suspected misuse of state resources. Reports can be submitted online, by phone, or by mail, and may involve issues like false reporting, theft, or unethical conduct by state employees or contractors. The hotline is managed by the SAO's Investigations Team, which reviews submissions and may refer cases to appropriate agencies for further action. The system is designed to promote accountability and integrity across Texas state government operations.

The State Auditor's Office Hotline reports are received by the Office of the President.

Title IX – An employee may report an incident of sexual harassment, sexual violence, gender-based harassment, interpersonal violence (including domestic and dating violence), stalking, or other Title IX issues to the Title IX Coordinator.

Reports, Complaints, and Appeals On-line Reporting - This on-line reporting page contains links to the primary forms used by South Texas College for employees to file a report, or submit a complaint. The reports are submitted to the respective responsible department, such as Human Resources or Environmental Health, Safety, and Risk.

- The reporting options are as follows:
 - ⇒ Campus Security Authority Report
 - ⇒ Complaints Concerning Faculty/Staff
 - ⇒ Complaints Concerning Students
 - ⇒ Report Sexual Misconduct by Student or Employee
 - ⇒ Report a Safety Incident

Enclosed Documents	Appendix A – Policy DGBA (Local) Personnel-Management Relations: Employee Grievances
Staff Resource	Mary Del Paz, Vice President for Finance and Administrative Services Claudia E. Olivares, Employee Relations and Talent Development
Recommendation	No action is required from the committee. This item is presented for information purposes only.

PERSONNEL-MANAGEMENT RELATIONS
EMPLOYEE GRIEVANCES

DGBA
(LOCAL)

**Employee
Grievances**

College District employees have the right to present grievances concerning their wages, hours of employment, or conditions of work, either individually or through a representative. Employees can seek to redress a grievance by filing a complaint in accordance with this policy.

Guiding Principles
Informal Process

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

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

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

Definition

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

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

Notification of Rights

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

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

**Whistleblower
Complaints**

Employees shall file whistleblower complaints within the time specified by law. Such complaints shall first be filed in accordance with initiating grievances at Level Two, below. Timelines for the employee and the College District set out in this policy may be shortened to allow the College President to make a final decision within 60 days of the initiation of the complaint. [See DG(LEGAL)]

**Other Complaint
Processes**

Employees shall file complaints according to the procedures established by the College President, in accordance with Board policies, except as required by law. For complaints protected by law within this policy, employees shall file according to the policies listed below. Some of these policies require appeals to be submitted in accordance with DGBA(LOCAL) after the relevant complaint process:

1. Complaints alleging discrimination, including violations of Title IX (gender), Title VII (sex, race, color, religion, national origin), ADEA (age), or Section 504 (disability). [See DIAA and DIAB]

PERSONNEL-MANAGEMENT RELATIONS
EMPLOYEE GRIEVANCES

DGBA
(LOCAL)

2. Complaints alleging certain forms of harassment, including harassment by a supervisor and violations of Title VII. [See DIAA and DIAB]
3. Complaints concerning retaliation relating to discrimination and harassment. [See DIAA and DIAB]
4. Complaints concerning a commissioned peace officer who is an employee of the College District. [See CHA]
5. Complaints concerning an employment preference for former foster children. [See DC]
6. Complaints arising from the dismissal of term contract faculty members. [See DMAA]
7. Complaints concerning the nonrenewal or termination of term contract faculty members. [See DMAB]

General Provisions

Filing

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

The employee complaint form must include the following information:

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

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

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

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

PERSONNEL-MANAGEMENT RELATIONS
EMPLOYEE GRIEVANCES

DGBA
(LOCAL)

	<p>The College District may dismiss any grievance form that an employee submits as incomplete in any material aspect. The employee may refile the grievance with all the required information if the refiling is within five business days of the dismissal.</p>
<p>Scheduling Conferences</p>	<p>The College District shall make reasonable attempts, including no fewer than three, to schedule conferences at a mutually agreeable time. If the employee fails to appear at a scheduled conference, the College District may hold the conference and issue a decision in the employee's absence.</p>
<p>Response</p>	<p>At Levels One and Two, "response" shall mean a written communication to the employee. Responses may be hand-delivered, sent by electronic communication to the employee's email address of record, or sent by U.S. Mail to the employee's mailing address of record. Mailed responses shall be timely if they are postmarked by U.S. Mail on or before the deadline.</p>
<p>Days</p>	<p>"Days" shall mean College District business days, unless otherwise noted. In calculating timelines under this policy, the day a document is filed is "day zero." The following business day is "day one." A College District business day is defined as a day that the College District at large is open and conducting business.</p>
<p>Representative</p>	<p>"Representative" means any person or an organization that is designated by the employee to represent him or her in the complaint process.</p> <p>The employee may designate a representative through written notice at any level of this process. If the employee provides less than two days' notice to the College District before a scheduled conference, the College District may reschedule the conference to a later date, if desired, to allow time to consult with its counsel.</p> <p>The College District may be represented by counsel at any level of the process only in the event the grievant is represented or the grievant themselves is a licensed attorney. In such cases, the College District will provide at least two days' notice to the employee if it intends to have legal counsel present at a conference.</p>
<p>Consolidating Complaints</p>	<p>Complaints arising out of an event or a series of related events shall be addressed in one complaint. Employees shall not file separate or serial complaints arising from any event or series of events that have been or could have been addressed in a previous complaint.</p> <p>When two or more complaints are sufficiently similar in nature and remedy sought to permit their resolution through one proceeding, the College District may consolidate the complaints.</p>

PERSONNEL-MANAGEMENT RELATIONS
EMPLOYEE GRIEVANCES

DGBA
(LOCAL)

Time Limits and Cost All time limits shall be strictly complied with, unless extended by mutual written consent signed by both parties or by extenuating circumstances that are properly documented with the OHR and shared with both parties. Each party shall pay its own costs incurred during the course of the grievance, including attorney fees.

Grievance Process

Level One

*Immediate
Supervisor*

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

The Level One procedure is as follows:

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

PERSONNEL-MANAGEMENT RELATIONS
EMPLOYEE GRIEVANCES

DGBA
(LOCAL)

Level Two

Vice President

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

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

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

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

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

The Level Two administrator shall provide the employee a written response within 20 business days following the conference or 20 business days after the appeal notice is received. In reaching a decision, the Level Two administrator may consider information provided at the Level One conference, information provided at the Level Two conference, and any other relevant documents or information the Level Two administrator believes will help resolve the complaint. The employee complaint decision of the vice president is final and not appealable under this policy.

College President

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

PERSONNEL-MANAGEMENT RELATIONS
EMPLOYEE GRIEVANCES

DGBA
(LOCAL)

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

The College President may consult with the executive director of human resources or designee and shall, not later than 20 business days following receipt of the complaint, issue a written decision, which shall be mailed and/or emailed to the employee. The decision of the College President may grant or deny the remedy being requested by the employee, or offer an alternative resolution. The employee complaint decision of the College President is final and not appealable under this policy.

**Public Comment to
the Board**

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

**Proposed
Termination of an At-
Will Employee**

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

Retaliation

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

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

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

PERSONNEL-MANAGEMENT RELATIONS
EMPLOYEE GRIEVANCES

DGBA
(LOCAL)

**Other Grievance
Provisions**

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

Employees who have identical grievances and who seek the same remedy may jointly file a group grievance. A group grievance must be signed by all of the employees in a group and be presented by a representative of the group. The grievance must identify the person acting as the representative of the group. The group representative may be one of the employees in the group or some other person or entity chosen by the group. Any communications regarding the grievance between the College District and the employee group and any decision regarding disposition of the grievance shall be made through the group representative only.

Nothing in this policy shall be construed to prevent the College District from addressing employee conduct that violates College District policies, procedures, or standards of conduct.

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

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

Review and Recommend Action to Adopt the Numbered Update 49 Local Policies - First Reading

Purpose	To adopt the local policies listed in Appendix A to align with the Texas Association of School Boards (TASB) policy manual.
Justification	<p>TASB issues numbered updates semiannually to the College. The number updates respond to changes to state and federal law, court cases, and decisions by the attorney general, and may also contain suggested changes to an existing local policy or the development of a new local policy made by TASB.</p> <p>This item was presented at the August 12, 2025, Committee Meeting and was deferred by the Committee Chair to the August 26, 2025 Regular Board Meeting so that all Board members would be available to review and vote. At the August 26, 2025, Regular Board Meeting, the item was not considered, and no action was taken.</p>
Enclosed Documents	Appendix A – List of Policies Appendix B - Policies
Staff Resource	Mary Del Paz, Vice President for Finance and Administrative Services Matthew S. Hebbard, Vice President for Student Affairs and Enrollment Management Cynthia A. Blanco, Dean of Enrollment Systems and Registrar George McCaleb, Executive Director for Facilities Operations and Maintenance Todd Nelson, Contracts and Regulatory Resources Officer-Title IX & 504 Coordinator Venisa Earhart, Board Relations Administrator
Recommendation	The Committee recommends Board approval to adopt the numbered update local policies listed in Appendix A as presented, and which supersedes any previously adopted Board policy.

Appendix A

Item	Policy	Last Adopted Date	Update	Explanatory Notes
A.	BCA (Local) – Board Internal Organization: Board Officers and Officials	9/27/2022	49	New recommended local policy language provides additional information about the selection of board officers and the duties and responsibilities of the officers. Additional revisions are to align the policy with applicable law.
B.	BCB (Local) – Board Internal Organization: Board Committees	9/27/2022	49	New recommended local policy language addresses the formation and authority of board committees, which are committees composed exclusively of members of the board and make non-binding recommendations in an area of specified responsibility.
C.	BCE (Local) – Board Internal Organization: Advisory Committees	New Policy	49	This new recommended local policy addresses the formation and authority of advisory committees, which are mainly composed of college district staff, students, or community members and make non-binding recommendations to the board within an area of specified responsibility.
D.	CG (Local) – Safety Program	3/28/2023	49	Recommended revisions include the addition of guidelines and procedures for responding to disasters, fire safety and prevention programs, and safe instructional procedures and regulations to the list of areas of responsibility for an administrator developing a Comprehensive Safety Program. References have been added to policies that provide more information related to emergency response procedures and the community college's information security program.
E.	DIAB (Local) – Freedom from Discrimination, Harassment, and Retaliation: Other Protected Characteristics	6/24/2025	49	Language related to Retaliation has been updated and reorganized to clarify the scope and applicability of the prohibition on retaliation. The Examples have been revised to reference intimidation and coercion. Language related to False Claims has been reorganized and updated to provide clarity regarding the distinction between prohibited retaliation and discipline for false claims and

Item	Policy	Last Adopted Date	Update	Explanatory Notes
				the applicability of the prohibition on false claims to students.
F.	ECC (Local) – Instructional Arrangements: Course Load and Schedules	10/29/2024	49	Recommended revisions reflect amendments to Coordinating Board rules for applying Exceptions to the limit of courses a student may drop and to allow Appeals. Additional changes have been made for clarity.
G.	FFDB (Local) – Freedom from Discrimination, Harassment, and Retaliation: Other Protected Characteristics	6/24/2025	49	Language related to Retaliation has been updated and reorganized to clarify the scope and applicability of the prohibition on retaliation. The Examples have been revised to reference intimidation and coercion. Language related to Failure to Report and False Claims has been updated and reorganized for clarity, including the addition of references to an employee's responsibility to comply with reporting requirements and the prohibition on intentional false claims and statements.
H.	FLBC (Local) – Student Conduct: Prohibited Organizations and Hazing	New Policy	49	New recommended local policy language addresses campus hazing in response to the federal Stop Campus Hazing Act. Provisions have been added related to Hazing Prohibited, Reporting Procedures, Investigation of the Report, and Access to Policy, Procedures, and Related Materials.

Appendix B

Policies follow in the packet.

BOARD INTERNAL ORGANIZATION
BOARD OFFICERS AND OFFICIALS

BCA
(LOCAL)

Board Officers

The Board shall elect ~~the following officers~~ a Chair and a Vice Chair, who shall ~~have the following duties:~~

- ~~1. A Chairman~~ be members of the Board, ~~who shall be a member of the Board, and who shall:~~
 - ~~a. Preside at the meetings of the Board; and~~
 - ~~b. Perform such other duties and functions as may, from time to time, be assigned by the Board;~~
- ~~2. A Vice Chairman, who shall be a member of the Board, and who shall:~~
 - ~~a. Preside at meetings of the Board during the absence of the Chairman; and~~
 - ~~b. Perform such other duties and functions as may, from time to time, be assigned by the Board;~~
- ~~3. A~~ A Secretary, who may, ~~but does~~ or may not ~~have to~~, be a member of the Board ~~and who shall:~~
 - ~~a. Be the official custodian of the minutes, books, records, and seal of the~~ The Board; and
 - ~~b. Perform such other duties and functions as may, from time to time, be assigned by the Board; and~~
- ~~4. Any~~ elect other officers, as deemed necessary or advisable, ~~who~~ Officers shall ~~have~~ be elected by majority vote of the ~~duties and responsibilities assigned by~~ members of the Board.

Officers of the Board shall be elected at the first regular meeting of the Board after the May election in even-numbered years or at any other time when necessary to fill a vacancy. Each officer, after election, maintains all rights and responsibilities of all Trustees, if a member of the Board, including the right to vote.

Eligibility for Office

Board officers shall serve until a successor is elected. No officer shall succeed themselves. An officer shall be entitled to hold another office after completing a term or terms in one office. An officer shall also be entitled to be elected to an office that the officer has held previously but which the officer did not hold in the immediately preceding term. Each officer shall perform any legal duties of the office and other duties as required by action of the Board.

Election of Officers

Vacancy

~~Officers of the Board shall be elected at the first regular meeting of the Board after the May election in even-numbered years or at any other time when necessary to fill a vacancy.~~

BOARD INTERNAL ORGANIZATION
BOARD OFFICERS AND OFFICIALS

BCA
(LOCAL)

A vacancy among officers of the Board shall be filled by majority action of the Board.

Duties

Board Chair

In addition to the duties required ~~post-election organization,~~ by law, policy, and Board action, the Board Chair shall:

1. Preside at all Board meetings unless unable to attend.
2. Have the right to discuss, make motions, propose resolutions, and vote on all matters coming before the Board.

References in law and policy to the Board President are referring to the Board Chair.

Board Vice Chair

The Board Vice Chair shall:

1. Act in the capacity and perform the duties of the Board Chair in the event of the absence or incapacity of the Chair.
2. Become Board Chair only upon being elected to the position.
3. Perform such other duties and functions as may ~~also organize at any~~ from time to time, be assigned by the Board.

Board Secretary

The Board Secretary shall:

1. Ensure that an accurate record is kept of the proceedings of each Board meeting.
2. Ensure that notices of Board meetings are posted and sent as required by law.
3. In the absence of the Board Chair and Vice Chair, call the meeting to order and act as presiding officer.
4. Sign or countersign documents as directed by action of the Board.
5. Be the official custodian of the minutes, books, records, and seal of the Board.
6. Perform such ~~other times~~ duties and functions as may, from time to time, be assigned by the Board.

Other Officers

The Board may elect any other officers, as deemed necessary or advisable, who shall have the duties and responsibilities assigned by the Board.

BOARD INTERNAL ORGANIZATION
BOARD COMMITTEES

BCB
(LOCAL)

Board Committees

For purposes of this policy, a Board committee is a committee composed only of current Board members.

The Chairman of the Board may, from time to time as the Chairman of the Board deems necessary, create committees to advise the Board and facilitate the efficient operation of the Board. Their membership is to be established by action of the Chairman of the Board.

~~Board Committees~~

~~Authority~~ Formation
of a Board
Committees

~~Committees may~~ Committees shall be ~~created by the Chairman of the Board action.~~ When establishing a Board to advise committee, the Board ~~and facilitate~~ action shall, at a minimum, specify the:

- Number of Board members on the committee;
- Process to appoint Board members to the ~~efficient operation-~~ committee;
- Term of committee membership; and
- Responsibilities of the ~~Board-~~ committee.

~~The~~ A Board committee shall be fact-finding, deliberative, and advisory, and shall make recommendations in the areas of its responsibility. Board committees shall report their findings and recommendations to the Board and shall not assume administrative duties or responsibilities.

Transacting
Business

Unless specified by the Board, the Board is not bound by the action of a Board committee or any of its individual members. Board committee recommendations must be reported to the Board at a regular or special meeting. The Board shall not accept a Board committee's recommendation without due consideration of the matter.

Dissolution

A Board committee shall be dissolved upon Board action.

Education and
Workforce
Development

The Education and Workforce Development committee supports the Board in its obligation to provide oversight for the academic, workforce training, and economic development programs of the College District. The committee's specific roles shall include reviewing and recommending action as necessary to the Board regarding:

1. New academic and workforce programs for submittal to the Coordinating Board;
2. Development of technical training programs to offer competitive, quality training to help promote the region's value to the global economy;

BOARD INTERNAL ORGANIZATION
BOARD COMMITTEES

BCB
(LOCAL)

3. Development of policies in the areas of academic affairs, student services, admissions requirements, academic advising, counseling, and instruction support services;
4. Curricular and teaching innovation and the use of technology for program development and other educational initiatives;
5. Quality and effectiveness of all instructional programs and monitoring their continued improvement;
6. Inter-institutional cooperation with four-year institutions, public school districts, and workforce partners; and
7. Development of economic development opportunities to expand the College District's capacity and impact on regional economic prosperity.

Finance, Audit, and
Human Resources

The Finance, Audit, and Human Resources committee supports the Board in its fiduciary responsibilities and in overseeing the investment and expenditure of public and grant funds to support the mission of the College District. The committee's specific roles shall include reviewing and recommending action as necessary to the Board regarding:

1. Budgetary and fiscal matters of the College District within the applicable state laws and rules and regulations of the Coordinating Board;
2. Annual budget, staffing plan, and salary pay plan documents, including all substantive changes to those documents from preceding fiscal years;
3. Establishment of tuition and fee requirements;
4. Award of contracts, grants, and bids for the College District;
5. Activities relating to foundations, grants, and endowments in perpetuity;
6. Financial condition and stability of the College District;
7. Development of personnel policies and procedures as necessary regarding employee compensation and benefits, adherence to equal employment opportunity regulations and, grievance and due process regulation;
8. Selection of the independent external auditor of the annual financial statements of the College District and the external auditor process and reports; and
9. System of internal controls and the internal audit process and reports.

BOARD INTERNAL ORGANIZATION
BOARD COMMITTEES

BCB
(LOCAL)

Facilities	<p>The Facilities committee supports the Board in its oversight of facilities expansion and maintenance and advises the Board on matters related to design, construction, and occupancy of the College District's facilities. The committee's specific roles shall include reviewing and recommending action as necessary to the Board regarding:</p> <ol style="list-style-type: none">1. Current and long-term facilities' needs of the College District at all campuses and developing plans to meet projected needs;2. Development of the facilities master plan for the College District;3. Capital improvement projects for the College District;4. Development and adherence to facilities design guidelines and standards for projects College District-wide;5. Selection of design professionals, engineering, and construction services firms;6. Priorities for the renovation of existing space or addition of new space;7. Acquisition of real property;8. Naming of College District buildings and other facilities; and9. Project status against contractual arrangements.
Additional Committees	<p>Additional committees may be created by the Chairman of the Board as necessary or desirable. All committees shall consist of a maximum of three Board members.</p>
Quorum	<p>A quorum is not necessary to conduct committee business.</p>

BOARD INTERNAL ORGANIZATION
ADVISORY COMMITTEES

BCE
(LOCAL)

**Advisory
Committees**

For purposes of this policy, an advisory committee is a committee composed primarily of College District staff, students, or community members. An advisory committee may also include Board members in numbers less than a quorum of the Board.

Formation of an advisory committee shall be by Board action. When establishing an advisory committee, the Board action shall, at a minimum, specify the:

- Number of members on the committee;
- Process to appoint members to the committee;
- Term of committee membership; and
- Responsibilities of the committee.

An advisory committee shall be fact-finding, deliberative, and advisory and shall not assume administrative duties or responsibilities. Advisory committees shall report their findings and recommendations to the Board.

**Transacting
Business**

An advisory committee may transact business only within the specific authority granted by the Board. To be binding, all such committee recommendations must be reported to the Board at a regular or special meeting for approval and entry into the minutes as a public record.

Dissolution

An advisory committee shall be dissolved upon completion of the assigned task or Board action.

**Comprehensive
Safety Program**

The College District shall take every reasonable precaution regarding the safety of its employees, students, visitors, and all others with whom it conducts business. A designated administrator shall be responsible for developing, implementing, and promoting a comprehensive safety program.

The general areas of responsibility include, but are not limited to, the following:

1. Guidelines and procedures for responding to emergencies ~~and disasters~~. [See CGC and CGE]
2. Fire safety and prevention programs.
- ~~2.3.~~ Program activities intended to reduce the frequency of accident and injury, including:
 - a. Inspecting work areas and equipment.
 - b. Training frontline and supervisory staff.
 - c. Establishing safe work **and instructional** procedures and regulations.
 - d. Reporting, investigating, and reviewing accidents.
 - e. Promoting responsibility for College District property on the part of students, employees, and the community.
- ~~3.4.~~ Program activities intended to reduce the ultimate cost of accidents and injuries through investigation and documentation.
- ~~4.5.~~ Program activities that identify and develop prudent methods of financing loss costs on an annual basis, including the purchase of commercial insurance, self-insured retentions, and risk pooling.
- ~~5.6.~~ Driver education programs, when available.
- ~~6.7.~~ Vehicle safety programs.

Information
Management

The College President or designee shall be responsible for the collection, storage, and analysis of relevant operational and historical data required to develop sound procedures for implementation and operation of the comprehensive safety program.

Note: For provisions addressing the College District's information security program, see CS.

Note: This policy addresses complaints of discrimination, harassment, and retaliation based on race, color, national origin, religion, age, or disability targeting employees. For legally referenced material relating to this subject matter, see DAA(LEGAL). For discrimination, harassment, and retaliation of students based on race, color, national origin, religion, age, or disability, see FFDB.

**Statement of
Nondiscrimination**

The College District prohibits discrimination, including harassment, against any employee on the basis of race, color, national origin, religion, age, disability, or any other basis prohibited by law. Retaliation against anyone involved in the complaint process is a violation of College District policy.

Discrimination

Discrimination against an employee is defined as conduct directed at an employee on the basis of race, color, national origin, religion, age, disability, or any other basis prohibited by law, that adversely affects the employee's employment.

Harassment

Prohibited harassment of an employee is defined as physical, verbal, or nonverbal conduct based on an employee's race, color, religion, national origin, age, disability, or any other basis prohibited by law, when the conduct is so severe, persistent, or pervasive that the conduct:

1. Has the purpose or effect of unreasonably interfering with the employee's work performance;
2. Creates an intimidating, threatening, hostile, or offensive work environment; or
3. Otherwise adversely affects the employee's performance, environment, or employment opportunities.

Examples

Examples of prohibited harassment may include offensive or derogatory language directed at another person's religious beliefs or practices, accent, skin color, or need for workplace accommodation; threatening or intimidating conduct; offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; display of graffiti or printed material promoting racial, ethnic, or other stereotypes; or other types of aggressive conduct such as theft or damage to property.

Retaliation

~~The College District prohibits retaliation against an employee who makes a claim alleging to have experienced discrimination or harassment, or another employee who, in good faith, makes a report, serves as a witness, or otherwise participates in an investigation.~~

~~An employee who intentionally makes a false claim, offers false statements, or refuses to cooperate with a College District investigation regarding harassment or discrimination is subject to appropriate discipline.~~

~~Examples~~

~~Examples of retaliation may include termination, refusal to hire, demotion, and denial of promotion. Retaliation may also include threats, unjustified negative evaluations, unjustified negative references, or increased surveillance.~~

Prohibited Conduct

In this policy, the term “prohibited conduct” includes discrimination, harassment, and retaliation as defined by this policy, even if the behavior does not rise to the level of unlawful conduct.

Reporting Procedures

An employee who believes that he or she has experienced prohibited conduct or believes that another employee has experienced prohibited conduct should immediately report the alleged acts. The employee may report the alleged acts to his or her immediate supervisor.

Alternatively, the employee may report the alleged acts to one of the College District officials below.

For the purposes of this policy, College District officials are the ADA/Section 504 coordinator and the College President.

Definition of College District Officials

ADA / Section 504
Coordinator

The College District designates the following person to coordinate its efforts to comply with Title II of the Americans with Disabilities Act of 1990, as amended, which incorporates and expands upon the requirements of Section 504 of the Rehabilitation Act of 1973, as amended:

Name: **Todd C. Nelson**

Position: **Contracts & Regulatory Resources Officer / Title IX & 504 Coordinator**

Address: **3201 W. Pecan Blvd., McAllen, TX 78501**

Telephone: **(956) 872-4664**

Other Anti-discrimination Laws

The College President or designee shall serve as coordinator for purposes of College District compliance with all other antidiscrimination laws.

Alternative Reporting Procedures

An employee shall not be required to report prohibited conduct to the person alleged to have committed it. Reports concerning prohibited conduct, including reports against the ADA/Section 504 coordinator, may be directed to the College President or designee.

	<p>A report against the College President may be made directly to the Board. If a report is made directly to the Board, the Board shall appoint an appropriate person to conduct an investigation.</p>
Timely Reporting	<p>Reports of prohibited conduct shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to promptly report may impair the College District's ability to investigate and address the prohibited conduct.</p>
Notice of Report	<p>Any College District supervisor who receives a report of prohibited conduct shall immediately notify the appropriate College District official listed above and take any other steps required by this policy.</p>
Investigation of the Report	<p>The College District may request, but shall not insist upon, a written report. If a report is made orally, the College District official shall reduce the report to written form.</p> <p>Upon receipt or notice of a report, the College District official shall determine whether the allegations, if proven, would constitute prohibited conduct as defined by this policy. If so, the College District official shall immediately authorize or undertake an investigation, regardless of whether a criminal or regulatory investigation regarding the same or similar allegations is pending.</p> <p>If the College District official determines that the allegations, if proven, would not constitute prohibited conduct as defined by this policy but may constitute a violation of other College District rules or regulations, the College District official shall refer the complaint for consideration under the appropriate policy.</p> <p>If appropriate, the College District shall promptly take interim action calculated to prevent prohibited conduct during the course of an investigation.</p> <p>The investigation may be conducted by the College District official or a designee or by a third party designated by the College District, such as an attorney. When appropriate, the supervisor shall be involved in or informed of the investigation.</p> <p>The investigation may consist of personal interviews with the person making the report, the person against whom the report is filed, and others with knowledge of the circumstances surrounding the allegations. The investigation may also include analysis of other information or documents related to the allegations.</p>
Concluding the Investigation	<p>Absent extenuating circumstances, the investigation should be completed within ten¹⁰ College District business days from the date of the report; however, the investigator shall take additional time if necessary to complete a thorough investigation.</p>

The investigator shall prepare a written report of the investigation. The report shall be filed with the College District official overseeing the investigation.

**College District
Action**

If the results of an investigation indicate that prohibited conduct occurred, the College District shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the conduct.

The College District may take action based on the results of an investigation, even if the conduct did not rise to the level of prohibited or unlawful conduct.

Confidentiality

To the greatest extent possible, the College District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation and comply with applicable law.

Retaliation

The College District prohibits retaliation against an employee alleged to have experienced prohibited conduct or an employee or a student who, in good faith, makes a report, serves as a witness, or otherwise participates in an investigation or proceeding under this policy. Any action taken by the College District to discipline a person who perpetrated or assisted in the perpetration of the prohibited conduct is not considered retaliation under this policy.

A person who is alleged to have experienced retaliation may pursue a claim under this policy or policy FFDB, as appropriate.

Examples

Examples of retaliation may include, without limitation, termination, refusal to hire, demotion, and denial of promotion. Retaliation may also include threats, intimidation, coercion, unjustified negative evaluations, unjustified negative references, or increased surveillance.

False Claims

An employee or student who intentionally makes a false claim or offers a false statement regarding prohibited conduct shall be subject to appropriate disciplinary action in accordance with law.

Appeal

A party who is dissatisfied with the outcome of the investigation may appeal through the applicable grievance policy beginning at the appropriate level. [See DGBA(LOCAL) for employees, FLD(LOCAL) for students, and GB(LOCAL) for community members]

The party may have a right to file a complaint with appropriate state or federal agencies.

Records Retention

Retention of records shall be in accordance with the College District's records retention procedures. [See CIA]

**Access to Policy,
Procedures, and
Related Materials**

Information regarding this policy and any accompanying procedures, as well as relevant educational and resource materials concerning the topics discussed in this policy, shall be distributed annually to College District employees and students in compliance with law and in a manner calculated to provide easy access and wide distribution, such as through electronic distribution and inclusion in the employee and student handbooks and other major College District publications. Information regarding the policy, procedures, and related materials shall also be prominently published on the College District's website, taking into account applicable legal requirements. Copies of the policy and procedures shall be readily available at the College District's administrative offices and shall be distributed to an employee who makes a report.

INSTRUCTIONAL ARRANGEMENTS
COURSE LOAD AND SCHEDULES

ECC
(LOCAL)

Course Load

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

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

Limitation on Number of Dropped Courses

A College District student shall not be permitted to drop more than six courses taken while enrolled **as an undergraduate** at the College District or another public institution of higher education. ~~For A~~ **"dropped course" is a course in which a student enrolled for credit, but did not complete, under the limit to apply following conditions:**

1. The student ~~must be~~ **was** permitted to drop the course without receiving a grade or being penalized academically;
2. The student's transcript ~~must indicate~~ **indicates** or will indicate the student was enrolled in the course **past the census date**; and
3. The student ~~must did~~ not ~~have dropped~~ **drop or is not dropping** the course to withdraw from the ~~College District~~ **institution**.

Exceptions
Good Cause

A student shall be permitted to exceed the limit on the number of dropped courses **if good cause exists** for ~~any of the~~ **student to drop the course. The** following reasons **constitute good cause**:

1. A severe illness or other debilitating condition that affects the student's ability to satisfactorily complete a course;
2. ~~The~~ **Responsibility for the** care of a sick, injured, or needy person ~~if providing that care, the provision of which~~ affects the student's ability to satisfactorily complete a course;
3. The death of a member of the student's family as defined by law;
4. The death of a person who has **such** a sufficiently close relationship to the student, as defined by law, **that the person's death is considered to be a showing of good cause, as determined on a case-by-case basis**;
5. The student's active-~~duty~~ **military** ~~duty~~ service;

INSTRUCTIONAL ARRANGEMENTS
COURSE LOAD AND SCHEDULES

ECC
(LOCAL)

6. The active-duty military service of a member of the student's family or a person who has such a sufficiently close relationship to the student that the person's active-duty military service is considered to be a showing of good cause;
7. A change in the student's work schedule that is beyond the student's control and affects the student's ability to satisfactorily complete the course; or
8. A disaster declared by the governor that prevents or limits in-person course attendance for a period determined by the College District, in accordance with law, to significantly affect the student's ability to participate in coursework.

Reenrolled Students

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

Course Dropped During a Bachelor's Program

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

Dual Credit or Dual Enrollment Course

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

COVID-19 Pandemic

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

Procedures

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

Appeals

A student may appeal decisions under this policy through FLD(LOCAL) beginning at the appropriate level.

Exception

If the decision relates to a request for an exemption based on a severe illness or debilitating condition that the student contends constitutes a disability in need of accommodation, the student may appeal the decision in accordance with the College District's procedures addressing disability accommodations for students.

Note: This policy addresses complaints of discrimination, harassment, and retaliation based on race, color, national origin, religion, age, or disability targeting students. For legally referenced material relating to this subject matter, see FA(LEGAL). For discrimination, harassment, and retaliation targeting employees based on race, color, national origin, religion, age, or disability, see DIAB.

Statement of Nondiscrimination

The College District prohibits discrimination, including harassment, against any student on the basis of race, color, national origin, disability, religion, age, or any other basis prohibited by law. Retaliation against anyone involved in the complaint process is a violation of College District policy and is prohibited.

Discrimination

Discrimination against a student is defined as conduct directed at a student on the basis of race, color, national origin, disability, religion, age, or on any other basis prohibited by law, that adversely affects the student.

Prohibited Harassment

Prohibited harassment of a student is defined as physical, verbal, or nonverbal conduct based on the student's race, color, religion, national origin, disability, age, or any other basis prohibited by law that is so severe, persistent, or pervasive that the conduct limits or denies a student's ability to participate in or benefit from the College District's educational program.

Examples

Examples of prohibited harassment may include offensive or derogatory language directed at another person's religious beliefs or practices, accent, skin color, or need for accommodation; threatening, intimidating, or humiliating conduct; offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; display of graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other kinds of aggressive conduct such as theft or damage to property.

Retaliation

~~The College District prohibits retaliation by a student or College District employee against a student alleged to have experienced discrimination or harassment or another student who, in good faith, makes a report of harassment or discrimination, serves as a witness, or otherwise participates in an investigation.~~

Examples

~~Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.~~

False Claims

~~A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a College District investigation~~

~~regarding discrimination or harassment shall be subject to appropriate disciplinary action.~~

Prohibited Conduct In this policy, the term “prohibited conduct” includes discrimination, harassment, and retaliation as defined by this policy, even if the behavior does not rise to the level of unlawful conduct.

**Reporting
Procedures**

Student Report

Any student who believes that he or she has experienced prohibited conduct or believes that another student has experienced prohibited conduct should immediately report the alleged acts to a responsible employee.

Employee Report

Any College District employee who suspects and any responsible employee who receives notice that a student or group of students has or may have experienced prohibited conduct shall immediately notify the appropriate College District official listed in this policy and shall take any other steps required by this policy.

Exceptions

A person who holds a professional license requiring confidentiality, such as a counselor, or who is supervised by such a person shall not be required to disclose a report of prohibited conduct without the student’s consent.

A person who is a nonprofessional counselor or advocate designated in administrative procedures as a confidential source shall not be required to disclose information regarding an incident of prohibited conduct that constitutes personally identifiable information about a student or other information that would indicate the student’s identity without the student’s consent, unless the person is disclosing information as required for inclusion in the College District’s annual security report under the Clery Act. [See GCC]

Responsible
Employee

For purposes of this policy, a “responsible employee” is an employee:

1. Who has the authority to remedy prohibited conduct.
2. Who has been given the duty of reporting incidents of prohibited conduct.
3. Whom a student reasonably believes has the authority to remedy prohibited conduct or has been given the duty of reporting incidents of prohibited conduct.

The College District designates the following persons as responsible employees: any instructor, any administrator, or any College District official defined below.

**Definition of College
District Officials**

For the purposes of this policy, College District officials are the ADA/Section 504 coordinator and the College President.

ADA / Section 504 Coordinator	<p>Reports of discrimination based on disability may be directed to the ADA/Section 504 coordinator. The College District designates the following person to coordinate its efforts to comply with Title II of the Americans with Disabilities Act of 1990, as amended, which incorporates and expands the requirements of Section 504 of the Rehabilitation Act of 1973, as amended:</p> <p>Name: Todd C. Nelson</p> <p>Position: Contracts & Regulatory Resources Officer / Title IX & 504 Coordinator</p> <p>Address: 3201 W. Pecan Blvd., McAllen, TX 78501</p> <p>Telephone: (956) 872-4664</p>
Other Anti-discrimination Laws	<p>The College President or designee shall serve as coordinator for purposes of College District compliance with all other antidiscrimination laws.</p>
Alternative Reporting Procedures	<p>A student shall not be required to report prohibited conduct to the person alleged to have committed the conduct. Reports concerning prohibited conduct, including reports against the ADA/Section 504 coordinator, may be directed to the College President.</p> <p>A report against the College President may be made directly to the Board. If a report is made directly to the Board, the Board shall appoint an appropriate person to conduct an investigation.</p>
Timely Reporting	<p>Reports of prohibited conduct shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to immediately report may impair the College District's ability to investigate and address the prohibited conduct.</p>
Investigation of the Report	<p>The College District may request, but shall not require, a written report. If a report is made orally, the College District official shall reduce the report to written form.</p>
Initial Assessment	<p>Upon receipt or notice of a report, the College District official shall determine whether the allegations, if proven, would constitute prohibited conduct as defined by this policy. If so, the College District official shall immediately authorize or undertake an investigation, except as provided below at Criminal Investigation.</p> <p>If the College District official determines that the allegations, if proven, would not constitute prohibited conduct as defined by this policy but may constitute a violation of other College District rules or regulations, the College District official shall refer the complaint for consideration under the appropriate policy.</p>

Interim Action	If appropriate and regardless of whether a criminal or regulatory investigation regarding the alleged conduct is pending, the College District shall promptly take interim action calculated to address prohibited conduct prior to the completion of the College District's investigation.
College District Investigation	<p>The investigation may be conducted by the College District official or a designee or by a third party designated by the College District, such as an attorney. The investigator shall have received appropriate training regarding the issues related to the complaint and the relevant College District's policy and procedures.</p> <p>The investigation may consist of personal interviews with the person making the report, the person against whom the report is filed, and others with knowledge of the circumstances surrounding the allegations. The investigation may also include analysis of other information or documents related to the allegations.</p>
Criminal Investigation	If a law enforcement or regulatory agency notifies the College District that a criminal or regulatory investigation has been initiated, the College District shall confer with the agency to determine if the College District's investigation would impede the criminal or regulatory investigation. The College District shall proceed with its investigation only to the extent that it does not impede the ongoing criminal or regulatory investigation. After the law enforcement or regulatory agency has completed gathering its evidence, the College District shall promptly resume its investigation.
Concluding the Investigation	<p>Absent extenuating circumstances, such as a request by a law enforcement or regulatory agency for the College District to delay its investigation, the investigation should be completed within ten10 College District business days from the date of the report; however, the investigator shall take additional time if necessary to complete a thorough investigation.</p> <p>The investigator shall prepare a written report of the investigation. The report shall be filed with the College District official overseeing the investigation.</p>
<i>Notification of the Outcome</i>	The College District shall provide written notice of the outcome, within the extent permitted by the Family Educational Rights and Privacy Act (FERPA) or other law, to the victim and the person against whom the complaint is filed.
College District Action	If the results of an investigation indicate that prohibited conduct occurred, the College District shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the conduct, in accordance with College District policy and procedures [see FM and FMA].
Prohibited Conduct	

<i>Corrective Action</i>	Examples of corrective action may include a training program for those involved in the complaint, a comprehensive education program for the College District community, counseling for the victim and the student who engaged in prohibited conduct, follow-up inquiries to determine if any new incidents or any instances of retaliation have occurred, involving students in efforts to identify problems and improve the College District climate, increasing staff monitoring of areas where prohibited conduct has occurred, and reaffirming the College District's policy against discrimination and harassment.
Improper Conduct	If the investigation reveals improper conduct that did not rise to the level of prohibited conduct, the College District may take disciplinary action in accordance with College District policy and procedures or other corrective action reasonably calculated to address the conduct.
Confidentiality	To the greatest extent possible, the College District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation and comply with applicable law.
<u>Retaliation</u>	<p>The College District prohibits retaliation by a student or College District employee against a student alleged to have experienced prohibited conduct or a student or an employee who, in good faith, makes a report, serves as a witness, or otherwise participates in an investigation or proceeding under this policy. Any action taken by the College District to discipline a person who perpetrated or assisted in the perpetration of the prohibited conduct is not considered retaliation under this policy.</p> <p>A person who is alleged to have experienced retaliation may pursue a claim under this policy or policy DIAB, as appropriate.</p>
<u>Examples</u>	<p>Examples of retaliation include, without limitation, threats, intimidation, coercion, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, and/or unwarranted grade reductions. Prohibited Unlawful retaliation does not include petty slights or minor annoyances.</p>
Failure to Report and False Claims	An employee who fails to make a required report or a student or employee who intentionally makes a false claim or offers a false statement regarding prohibited conduct shall be subject to appropriate disciplinary action in accordance with law.

Appeal

A party who is dissatisfied with the outcome of the investigation may appeal through the applicable grievance policy beginning at the appropriate level. [See DGBA(LOCAL) for employees, FLD(LOCAL) for students, and GB(LOCAL) for community members] A party shall be informed of his or her right to file a complaint with the U.S. Department of Education Office for Civil Rights.

Records Retention

Retention of records shall be in accordance with the College District's records retention procedures. [See CIA]

Access to Policy, Procedures, and Related Materials

Information regarding this policy and any accompanying procedures, as well as relevant educational and resource materials concerning the topics discussed in this policy, shall be distributed annually to College District employees and students in compliance with law and in a manner calculated to provide easy access and wide distribution, such as through electronic distribution and inclusion in the employee and student handbooks and other major College District publications. Information regarding the policy, procedures, and related materials shall also be prominently published on the College District's website, taking into account applicable legal requirements. Copies of the policy and procedures shall be readily available at the College District's administrative offices and shall be distributed to a student who makes a report.

STUDENT CONDUCT
PROHIBITED ORGANIZATIONS AND HAZING

FLBC
(LOCAL)

Hazing Prohibited	Hazing by students or student organizations, as defined by law, is prohibited even if the person being hazed consents to the hazing.
Reporting Procedures	Any student who believes that he or she has experienced hazing or believes that another student or group of students has experienced hazing should immediately report the alleged acts to the dean of student affairs, the College President, or another employee.
Student Report	
Employee Report	Any College District employee who suspects or receives notice that a student or group of students has or may have experienced hazing shall notify the dean of student affairs in accordance with FMA.
<i>Exceptions</i>	<p>A report that includes allegations that may constitute discrimination or harassment on the basis of sex shall be submitted in accordance with FFDA.</p> <p>A report that includes allegations that may constitute discrimination or harassment on the basis of race, color, national origin, disability, religion, age, or any other basis prohibited by law shall be submitted in accordance with FFDB.</p>
Investigation of the Report	Allegations of hazing shall be investigated under FMA.
Exception	Hazing allegations that may constitute discrimination or harassment on the basis of sex, race, color, national origin, disability, religion, age, or any other basis prohibited by law shall be investigated under FFDA or FFDB, as appropriate.
Access to Policy, Procedures, and Related Materials	Information regarding this policy and any accompanying procedures, as well as relevant educational and resource materials concerning the topics discussed in this policy, shall be distributed to College District employees and students after hire or admission and then annually in a manner calculated to provide easy access and wide distribution, such as through electronic distribution, publication on the College District's website, and inclusion in the employee and student handbooks and other major College District publications.

**Review and Recommend Action to Adopt Local District Update Policies –
First Reading**

Purpose	To adopt the local policies listed in Appendix A to align with College operations.
Justification	<p>The local policies reflect the updates to the College's internal operations. Below is a justification for each local policy.</p> <p>This item was presented at the August 12, 2025, Committee Meeting and was deferred by the Committee Chair to the August 26, 2025 Regular Board Meeting so that all Board members would be available to review and vote. At the August 26, 2025, Regular Board Meeting, the item was not considered, and no action was taken.</p>
Enclosed Documents	Appendix A – List of Policies Appendix B – Policies
Staff Resource	Matthew Hebbard, Vice President for Student Affairs and Enrollment Management Cynthia Blanco, Dean of Enrollment Systems and Registrar Mary Del Paz, Vice President for Finance and Administrative Services Myriam Lopez, Associate Vice President - Finance and Management Claudia Olivares, Director for Human Resources – Employee Relations and Title IX George McCaleb, Executive Director - Facilities Operations and Maintenance
Recommendation	The Committee recommends Board approval to adopt the local district update policies listed in Appendix A, as presented, and which supersedes any previously adopted Board policy

Appendix A

Policy	Last Adopted Date	Justification
Policy DGBA (LOCAL) – Personnel – Management Relations: Employee Grievances	6/24/2025	Amended the Grievance Process, Level One, for clarity.
Policy FB (LOCAL) – Admissions	01/30/2024	A part of the 89 th Texas Legislature and pursuant to Senate Bill 365 and Texas Education Code, 51.931(c-2), each public institution of higher education is required to adopt, post on the institution's Internet website, and submit to the Texas Higher Education Coordinating Board a policy regarding the admissions made by the institution under this section, including the period for which an applicant's course credits or grades will be considered by the institution under the policy.
Policy GD (LOCAL) – Community Expression and Use of College Facilities	06/25/2024	Amended the “Fees for Use” section of the policy to include partnering school districts as an exception.

Appendix B

Policies follow in the packet.

PERSONNEL-MANAGEMENT RELATIONS
EMPLOYEE GRIEVANCES

DGBA
(LOCAL)

Employee Grievances	College District employees have the right to present grievances concerning their wages, hours of employment, or conditions of work, either individually or through a representative. Employees can seek to redress a grievance by filing a complaint in accordance with this policy.
Guiding Principles Informal Process	<p>The Board encourages employees to discuss their concerns with their supervisor who has the authority to address the concerns.</p> <p>Concerns should be expressed as soon as possible to allow early resolution at the lowest possible supervisory level.</p> <p>Even after initiating the formal grievance process, the College District encourages employees to seek informal resolution of concerns. An employee whose concerns are resolved may withdraw a formal grievance at any time. Informal resolution should not extend any deadlines in this policy, except by mutual written consent.</p>
Definition	<p>A complaint or grievance is defined as an unresolved issue concerning an employee's wages, hours of employment, unlawful dismissal/contract termination, or conditions of work.</p> <p>In this policy, the terms "complaint" and "grievance" shall have the same meaning.</p>
Notification of Rights	<p>The College District shall inform employees of this policy through appropriate College District publications.</p> <p>The processes described in this policy shall not create new or additional rights beyond those granted by law or other Board policies.</p>
Whistleblower Complaints	Employees shall file whistleblower complaints within the time specified by law. Such complaints shall first be filed in accordance with initiating grievances at Level Two, below. Timelines for the employee and the College District set out in this policy may be shortened to allow the College President to make a final decision within 60 days of the initiation of the complaint. [See DG(LEGAL)]
Other Complaint Processes	<p>Employees shall file complaints according to the procedures established by the College President, in accordance with Board policies, except as required by law. For complaints protected by law within this policy, employees shall file according to the policies listed below. Some of these policies require appeals to be submitted in accordance with DGBA(LOCAL) after the relevant complaint process:</p> <ol style="list-style-type: none">1. Complaints alleging discrimination, including violations of Title IX (gender), Title VII (sex, race, color, religion, national origin), ADEA (age), or Section 504 (disability). [See DIAA and DIAB]

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2. Complaints alleging certain forms of harassment, including harassment by a supervisor and violations of Title VII. [See DIAA and DIAB]
3. Complaints concerning retaliation relating to discrimination and harassment. [See DIAA and DIAB]
4. Complaints concerning a commissioned peace officer who is an employee of the College District. [See CHA]
5. Complaints concerning an employment preference for former foster children. [See DC]
6. Complaints arising from the dismissal of term contract faculty members. [See DMAA]
7. Complaints concerning the nonrenewal or termination of term contract faculty members. [See DMAB]

General Provisions

Filing

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

The employee complaint form must include the following information:

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

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

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

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

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	<p>The College District may dismiss any grievance form that an employee submits as incomplete in any material aspect. The employee may refile the grievance with all the required information if the refiling is within five business days of the dismissal.</p>
<p>Scheduling Conferences</p>	<p>The College District shall make reasonable attempts, including no fewer than three, to schedule conferences at a mutually agreeable time. If the employee fails to appear at a scheduled conference, the College District may hold the conference and issue a decision in the employee's absence.</p>
<p>Response</p>	<p>At Levels One and Two, "response" shall mean a written communication to the employee. Responses may be hand-delivered, sent by electronic communication to the employee's email address of record, or sent by U.S. Mail to the employee's mailing address of record. Mailed responses shall be timely if they are postmarked by U.S. Mail on or before the deadline.</p>
<p>Days</p>	<p>"Days" shall mean College District business days, unless otherwise noted. In calculating timelines under this policy, the day a document is filed is "day zero." The following business day is "day one." A College District business day is defined as a day that the College District at large is open and conducting business.</p>
<p>Representative</p>	<p>"Representative" means any person or an organization that is designated by the employee to represent him or her in the complaint process.</p> <p>The employee may designate a representative through written notice at any level of this process. If the employee provides less than two days' notice to the College District before a scheduled conference, the College District may reschedule the conference to a later date, if desired, to allow time to consult with its counsel.</p> <p>The College District may be represented by counsel at any level of the process only in the event the grievant is represented or the grievant themselves is a licensed attorney. In such cases, the College District will provide at least two days' notice to the employee if it intends to have legal counsel present at a conference.</p>
<p>Consolidating Complaints</p>	<p>Complaints arising out of an event or a series of related events shall be addressed in one complaint. Employees shall not file separate or serial complaints arising from any event or series of events that have been or could have been addressed in a previous complaint.</p> <p>When two or more complaints are sufficiently similar in nature and remedy sought to permit their resolution through one proceeding, the College District may consolidate the complaints.</p>

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Time Limits and Cost All time limits shall be strictly complied with, unless extended by mutual written consent signed by both parties or by extenuating circumstances that are properly documented with the OHR and shared with both parties. Each party shall pay its own costs incurred during the course of the grievance, including attorney fees.

Grievance Process

Level One

*Immediate
Supervisor*

The Level One supervisor shall be the lowest level supervisor or designee in the employee's chain of command with the authority to remedy the alleged problem. If that supervisor is the vice president in the employee's chain of command or the College President, the grievance procedure shall begin at Level Two, as appropriate **following the procedure, including deadlines, for filing the complaint form at Level One.**

The Level One procedure is as follows:

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

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Level Two

Vice President

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

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

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

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

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

The Level Two administrator shall provide the employee a written response within 20 business days following the conference or 20 business days after the appeal notice is received. In reaching a decision, the Level Two administrator may consider information provided at the Level One conference, information provided at the Level Two conference, and any other relevant documents or information the Level Two administrator believes will help resolve the complaint. The employee complaint decision of the vice president is final and not appealable under this policy.

College President

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

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

The College President may consult with the executive director of human resources or designee and shall, not later than 20 business days following receipt of the complaint, issue a written decision, which shall be mailed and/or emailed to the employee. The decision of the College President may grant or deny the remedy being requested by the employee, or offer an alternative resolution. The employee complaint decision of the College President is final and not appealable under this policy.

**Public Comment to
the Board**

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

**Proposed
Termination of an At-
Will Employee**

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

Retaliation

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

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

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

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**Other Grievance
Provisions**

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

Employees who have identical grievances and who seek the same remedy may jointly file a group grievance. A group grievance must be signed by all of the employees in a group and be presented by a representative of the group. The grievance must identify the person acting as the representative of the group. The group representative may be one of the employees in the group or some other person or entity chosen by the group. Any communications regarding the grievance between the College District and the employee group and any decision regarding disposition of the grievance shall be made through the group representative only.

Nothing in this policy shall be construed to prevent the College District from addressing employee conduct that violates College District policies, procedures, or standards of conduct.

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

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

The College District has an open admissions policy that ensures that all persons who can benefit from postsecondary education have an opportunity to enroll. The College District shall not discriminate on the basis of race, color, sex, national origin, religion, disability, age, or military status in admissions.

Admission to the College District does not guarantee admittance to a particular course or program of study. A student may be required to satisfy certain requirements before enrolling in particular courses of study.

The College District shall disregard the credit earned by the applicant five years or more before the starting date of the semester in which the applicant wishes to enroll.

An applicant who makes the election to apply under this section and is admitted as a student may not receive any course credit for courses taken five years or more prior to enrollment.

The College District will apply standard admissions criteria generally applicable to persons seeking admission to the institution.

The College President shall develop procedures for student admissions, including any additional course admission requirements. The procedures shall be published in the College District catalog and other relevant College District publications.

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Note: For expression and use of College District facilities and distribution of literature by students and registered student organizations, see FLA. For expression and use of College District facilities by employees and employee organizations, see DGC. For use of the College District's internal mail system, see CHE.

As defined by the Texas Government Code 448.001, "Antisemitism," means a certain perception of Jews that may be expressed as hatred toward Jews. The term includes rhetorical and physical acts of antisemitism directed toward Jewish or non-Jewish individuals or their property or toward Jewish community institutions and religious facilities. Examples of antisemitism are included with the International Holocaust Remembrance Alliance's "Working Definition of Antisemitism" adopted on May 26, 2016.

**Use of College
District Facilities**

The grounds and facilities of the College District shall be made available to members of the College District community and community organizations, including College District support organizations, when such use is for educational, recreational, civic, or social activities and the use does not conflict with use by, or any of the policies and procedures of, the College District.

Requests

To request permission to meet in College District facilities, interested community members or organizations shall file a written request with the campus administrator in accordance with administrative procedures.

The community members or organization making the request shall indicate that they have read and understand the policies and rules governing use of College District facilities and that they will abide by those rules.

Approval

Requests for community use of College District facilities shall be considered on a first-come, first-served basis.

The campus administrator shall approve or reject the request in accordance with provisions of and deadlines set out in this policy and administrative procedures, without regard to the religious, political, philosophical, ideological, academic viewpoint, or other content of the speech likely to be associated with the community members' or organization's use of the facility.

Approval shall not be granted when the official has reasonable grounds to believe that:

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1. The College District facility requested is unavailable, inadequate, or inappropriate to accommodate the proposed use at the time requested;
2. The applicant is subject to a sanction [see Violations of Policy, below] prohibiting the use of the facility;
3. The proposed use would constitute an immediate and actual danger to the peace or security of the College District that available law enforcement officials could not control with reasonable efforts;
4. The applicant owes a monetary debt to the College District and the debt is considered delinquent;
5. The proposed activity would disrupt or disturb the regular academic program;
6. The proposed use would result in damage to or defacement of property or the applicant has previously damaged College District property; or
7. The proposed use would constitute expression that is considered prohibited harassment or antisemitism.

*Common
Outdoor Area
Exception*

Common outdoor areas are traditional public forums and are not subject to the approval procedures. Community members and organizations may engage in expressive activities in common outdoor areas, unless:

1. The person's conduct is unlawful, including, but not limited to, expression that is considered prohibited harassment or antisemitism;
2. The use would constitute an immediate and actual danger to the peace or security of the College District that available law enforcement officials could not control with reasonable efforts;
3. The use would materially or substantially disrupt or disturb the regular academic program; or
4. The use would result in damage to or defacement of property.

For-Profit Use

The College District shall not permit individuals or for-profit organizations to use its facilities for financial gain; however, the College District shall permit private academic instruction, as well as public performances or presentations so long as no admission fee is charged, when these activities do not conflict with College District use or with this policy.

Nonprofit Use

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	The College District shall permit nonprofit organizations to conduct fundraising events on College District property when these activities do not conflict with College District use or with this policy.
<i>Campaign-Related Use</i>	Except to the extent a College District facility is used as an official polling place, College District facilities shall not be available for use by individuals or groups for political advertising, campaign communications, or electioneering, as those terms are used in state law.
<i>No Approval Required</i>	No approval shall be required for nonschool-related recreational use of the College District's unlocked, outdoor recreational facilities, such as the track, tennis courts, and the like, when the facilities are not in use by the College District or for another scheduled purpose.
<i>Written Notice if Request Rejected</i>	The campus administrator shall provide the applicant a written statement of the grounds for rejection if a request is denied.
Emergency Use	In case of emergencies or disasters, the College President may authorize the use of College District facilities by civil defense, health, or emergency service authorities.
Repeated Use	The College District shall permit repeated use by any community member or organization in accordance with administrative procedures.
<i>Exception</i>	Any limitations on repeated use by a community member or organization shall not apply to any group or organization when the primary participants in the activities are College District students, faculty, or staff.
Scheduling	Academic and extracurricular activities sponsored by the College District shall always have priority when any use is scheduled. The campus administrator shall have authority to cancel a scheduled use by a community member or organization if an unexpected conflict arises with a College District activity.
Use Agreement	Any community member or organization approved for a nonschool use of College District facilities shall be required to complete a written agreement indicating receipt and understanding of this policy and any applicable administrative regulations, and acknowledging that the College District is not liable for any personal injury or damages to personal property related to the nonschool use.
Fees for Use	<p>A community member or organization authorized to use College District facilities shall be charged a fee for the use of designated facilities.</p> <p>The Board shall establish and publish a schedule of fees based on the cost of the physical operation of the facilities, as well as any</p>

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	applicable personnel costs for supervision, custodial services, food services, security, and technology services.
<i>Exception</i>	Fees shall not be charged when College District buildings are used for public meetings sponsored by state agencies , or local governmental agencies and partnering school districts .
Required Conduct	<p>Community members and organizations using College District facilities shall:</p> <ol style="list-style-type: none">1. Conduct business in an orderly manner;2. Provide identification when requested to do so by a College District representative;3. Abide by all laws, policies, and procedures, including, but not limited to, those prohibiting the use, sale, or possession of alcoholic beverages, illegal drugs, and firearms, and the use of tobacco products or e-cigarettes on College District property; [See CHF and GDA]4. Make no alteration, temporary or permanent, to College District property without prior written consent from the College President; and5. Be responsible for the cost of repairing any damages incurred during use and shall be required to indemnify the College District for the cost of any such repairs.
Distribution of Literature	<p>Written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials not sponsored by the College District shall not be sold, circulated, distributed, or posted on any College District premises by any community member or organization, including a College District support organization except in accordance with this policy.</p> <p>The College District shall not be responsible for, nor shall the College District endorse, the contents of any materials distributed by a community member or organization.</p>
Limitations on Content	<p>Materials shall not be distributed by a community member or organization on College District property if:</p> <ol style="list-style-type: none">1. The materials are obscene;2. The materials contain defamatory statements about public figures or others;3. The materials advocate imminent lawless or disruptive action and are likely to incite or produce such action;

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4. The materials are considered prohibited harassment or anti-semitism [see DIA series and FFD series];
5. The materials constitute unauthorized solicitation [see Use of College District Facilities, above]; or
6. The materials infringe upon intellectual property rights of the College District [see CT].

Time, Place, and
Manner Restrictions

Distribution of materials shall be conducted in a manner that:

1. Is not disruptive [see FLB];
2. Does not impede reasonable access to College District facilities;
3. Does not result in damage to College District property;
4. Does not coerce, badger, or intimidate a person;
5. Does not interfere with the rights of others; and
6. Does not violate local, state, or federal laws or College District policies and procedures.

The distributor shall clean the area around which the literature was distributed of any materials that were discarded or leftover.

The campus administrator shall designate times, locations, and means by which materials that are appropriate for distribution, as provided in this policy, may be made available or distributed by community members or organizations to others in College District facilities and in areas that are not considered common outdoor areas.

Posting of Signs

For the purposes of this policy, "sign" shall be defined as a billboard, decal, notice, placard, poster, banner, or any kind of hand-held sign; and "posting" shall be defined as any means used for displaying a sign.

No signs may be posted on College District property by a community member or organization unless the posting qualifies as a permitted campaign-related use or is in a common outdoor area subject to administrative procedures.

Exception

A College District support organization may post a sign in College District facilities with prior approval of the campus administrator in accordance with the procedures developed for that purpose.

Identification

A community member or organization distributing materials on campus shall provide identification when requested to do so by a College District representative.

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Violations of Policy	Failure to comply with this policy and associated procedures shall result in appropriate administrative action, including but not limited to, withdrawal of consent to remain on campus, the suspension of the individual's or organization's use of College District facilities and the confiscation of nonconforming materials.
Interference with Expression	Faculty members, students, or student organizations that interfere with the expressive activities permitted by this policy shall be subject to disciplinary action in accordance with the College District's discipline policies and procedures. [See DH, FM, and FMA]
Appeals	Decisions made by the administration in accordance with this policy may be appealed in accordance with GB(LOCAL), DGBA(LOCAL), and FLD(LOCAL) as applicable.
Publication	This policy and associated procedures must be posted on the College District's website and distributed in the employee and student handbooks and other appropriate publications.



Supporting Documentation

Award of Proposals/ Purchases/ Purchase Renewals/ Renewals/ Interagency Agreement

TABLE OF CONTENTS

Items	Attached Documents
Award of Proposals	
1) Campus Dining and/or Food Truck Services – Pecan Campus	1) Summary – Terms
2) Re-Bid Campus Dining and Food Truck Services – Technology Campus	2) Summary – Terms
Purchases	
3) Professional Support Services for Software Integration	3) Summary – Price
4) Graduation Facility Lease Agreement	4) Summary – Price
Purchase Renewals	
5) End Point Protection Software Cloud Subscription	5) Summary – Price
6) Microsoft Campus License Agreement	6) Summary – Price
7) Dual Enrollment Software License Agreement	7) Summary – Price
8) Subscription Training and Equipment Partnership Lease Agreement	8) Summary – Price
Renewals	
9) Equipment Rental Services	9) N/A
a. Satori Exhibits, LLC	
b. Texas First Rentals, LLC	
10) Industrial Supplies, Materials, and Accessories	10) N/A
a. Airgas USA LLC	
b. AOC	
c. Burton Companies	
d. CV Industrial Hardware LLC	
e. Linde Gas and Equipment Inc.	
f. Matheson Tri Gas	
g. Triple S Steel/ dba Alamo Iron Works	
h. United Welding Supply LLC	
11) Merchant Services	11) N/A
a. PNC Merchant Services	
Interagency Agreement	
12) Employee Assistance Program (EAP) Agreement	12) Summary – Price

SOUTH TEXAS COLLEGE
1. CAMPUS DINING AND/OR FOOD TRUCK SERVICES - PECAN CAMPUS
PROJECT NO. 25-26-1013

VENDOR		Chick-fil-A Sharyland Towne Crossing	Chick-fil-A 27th Nolana	Holy Smokes BBQ & Catering	Laredo Comidas, LLC
ADDRESS		2501 E US Expway 83	2709 W Nolana Ave	30204 FM 801	1000 S 10th Ste 5022
CITY/STATE/ZIP		Mission, Texas 78572	McAllen, Texas 78504	San Benito, Texas 78586	McAllen, Texas 78501
PHONE		956-682-0055	956-686-7441	956-990-9963	956-994-8950
CONTACT		Jennifer Venecia	Vanessa Magdaleno	Dirk Gullion	Juan Francisco Ochoa, Jr.
#	Description	Proposed	Proposed	Proposed	Proposed
Proposed Menu and Services:					
1	Menu and Pricing	CFA Original Chicken Sandwich, Spicy Chicken Sandwich, Grilled Market Salad, Grilled Wrap, Fruit Cup, CFA Chips, Cookie, Brownie, CFA Sandwich Meal, Spicy Sandwich Meal Range: \$1.82 - \$10.66	Original Chick-fil-A Sandwich, Waffle Potato Chips, Chocolate Chunk Cookie, Grilled Market Salad Range: \$2.15 - 12.59	6 Piece Wings & Fries, Smoked Brisket Salad, Brisket Smashburger & Fries, 2 Brisket Tacos & Corn, Brisket Sandwich & Fries, Brisket Elote in a Cup, Bourbon BBQ Chicken Sandwich & Fries Range: \$7.00 - \$12.00	Casero Taco, Pirata Jr, Fajita Taco, Chicken Taco, Sirloin Taco, Bean Cheese Taco, Quesadilla Single, Single Quesadilla Fajita, Single Quesadilla Chicken, Single Quesadilla Sirloin, Panchitos Fajita, Panchitos Sirloin, Plate Beef Fajita, Plate Sirloin, Plate Chicken Fajita Range: \$2.91 - \$15.29
2	Breakfast Menu and Pricing			Breakfast Sandwich, Fruit & Grain Breakfast Bowl Range: \$5.00 - \$7.00	Potato Egg Taco, Bacon Egg Taco, Chorizo Egg Taco, Chilaquiles Taco, Bean Taco, Potato Chorizo Taco Range: \$2.03 - \$3.36
3	Beverages and Pricing	Lemonade, Sweet Tea, Canned Drink, Bottled Water, Original/Vanilla Iced Coffee Range: \$2.41 - \$3.62	Canned Soda, Bottle Water, Bottle Sweet Tea, Bottle Lemonade Range: \$1.99 - \$3.59	Handcrafted Lemonade, Downhome Sweet Tea, Milkshakes Range: \$5.00 - \$6.00	Café, Bottled Water, Canned Drink Range: \$1.90 - \$2.44
Proposed Location and Hours:					
4	Offering to operate the cafeteria	Yes	Yes	Yes	Yes
5	Offering to operate a food truck	No	No	No	No
6	I can operate from 7:00 a.m. - 2:00 p.m. - Monday through Friday	No	Yes	Yes	Yes
7	I cannot operate from 7:00 a.m. - 2:00 p.m. Monday through Friday, but offer to operate at these hours	10:30 a.m. - 2:00 p.m.	10:30 a.m. - 2:00 p.m.		
8	Can you expand hours beyond 2:00 pm if requested?		Depending on the need, we foresee being able to begin selling 10:30 a.m. - 2:00 p.m. unless there is a demand from 7:00 a.m. - 10:30 a.m. Otherwise, we'd kindly ask to begin at 10:30 a.m. the first week, if we are successful vendors.	4:00 p.m.	Yes we can if requested by Staff to provide any particular service as needed, outside our regular hours.
9	Escalation 2nd Year	5%	2%	4% Over previous year	3%
10	Escalation 3rd Year	5%	2%	4% Over previous year	3.5%
11	Commission	2%	2%	2%	2%
TOTAL EVALUATION POINTS		87.98	93.66	89.66	93.66
RANKING		3	1	2	1

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

SOUTH TEXAS COLLEGE
1. CAMPUS DINING AND FOOD TRUCK SERVICES - PECAN CAMPUS
PROJECT NO. 25-26-1013
EVALUATION SUMMARY

VENDOR		Chick-fil-A Sharyland Towne Crossing		Chick-fil-A 27th Nolana		Holy Smokes BBQ & Catering		Laredo Comidas, LLC	
ADDRESS		2501 E US Expway 83		2709 W Nolana Ave		30204 FM 801		1000 S 10th Ste 5022	
CITY/STATE/ZIP		Mission, Texas 78572		McAllen, Texas 78504		San Benito, Texas 78586		McAllen, Texas 78501	
PHONE		956-682-0055		956-686-7441		956-990-9963		956-994-8950	
CONTACT		Jennifer Venecia		Vanessa Magdaleno		Dirk Gullion		Juan Francisco Ochoa, Jr.	
1	The respondent's proposal (up to 42 points)	42	42	41	41	39	39	40	40
		42		41		39		40	
		42		41		39		40	
2	The respondent's experience and reputation in providing the goods and/or services requested in the RFP. (up to 18 points)	16	15.66	16	16	16	16	16	16.33
		16		16		17		17	
		15		16		15		16	
3	The quality and variety of product offered by the respondent. (up to 16 points)	15	14.33	15	15	15	14.33	15	15.33
		15		15		14		16	
		13		15		14		15	
4	The respondent's policy in handling customer service complaints/issues. (up to 15 points)	14	13.33	14	14	14	13.33	14	14
		13		14		14		14	
		13		14		12		14	
5	The respondent's past relationship with the College.(up to 3 points)	3	2.66	3	2.66	2	2	3	3
		3		3		2		3	
		2		2		2		3	
6	The impact on the ability of the College to comply with laws and rules relating to Historically Underutilized Business. (up to 1 point)	0	0	0	0	0	0	0	0
		0		0		0		0	
		0		0		0		0	
7	For a contract of goods and services, other than goods and services related to telecommunications and information materials, whether the vendor or the respondent'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 point)	0	0	5	5	5	5	5	5
		0		5		5		5	
		0		5		5		5	
TOTAL EVALUATION POINTS		87.98		93.66		89.66		93.66	
RANKING		3		1		2		1	

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

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

SOUTH TEXAS COLLEGE
1. PROPOSAL CRITERIA - SERVICE ONLY

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

Definitions of evaluation terms:

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

SOUTH TEXAS COLLEGE
2. RE-BID CAMPUS DINING AND FOOD TRUCK SERVICES - TECHNOLOGY CAMPUS
PROJECT NO. 25-26-1014

VENDOR		Chick-fil-A Sharyland Towne Crossing
ADDRESS		2501 E US Expway 83
CITY/STATE/ZIP		Mission, Texas 78572
PHONE		956-682-0055
CONTACT		Jennifer Venecia
#	Description	Proposed
Proposed Menu and Services:		
1	Menu and Pricing	CFA Original Chicken Sandwich, Spicy Chicken Sandwich, Grilled Market Salad, Grilled Wrap, Fruit Cup, CFA Chips, Cookie, Brownie, CFA Sandwich Meal, Spicy Sandwich Meal Range \$1.82 - \$10.66
2	Breakfast Menu and Pricing	
3	Beverages and Pricing	Lemonade, Sweet Tea, Canned Drink, Bottled Water, Original/Vanilla Iced Coffee Range \$2.41 - \$3.62
Proposed Location and Hours:		
4	Offering to operate the cafeteria	Yes
5	Offering to operate a food truck	No
6	I can operate from 7:00 a.m. - 2:00 p.m. - Monday through Friday	No
7	I cannot operate from 7:00 a.m. - 2:00 p.m. Monday through Friday, but offer to operate at these hours	10:30 a.m. - 2:00 p.m.
8	Can you expand hours beyond 2:00 p.m. if requested?	
9	Escalation 2nd Year	5%
10	Escalation 3rd Year	5%
11	Commission	2%
TOTAL EVALUATION POINTS		91.66
RANKING		1

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

SOUTH TEXAS COLLEGE
2. RE-BID CAMPUS DINING AND FOOD TRUCK SERVICES - TECHNOLOGY CAMPUS
PROJECT NO. 25-26-1014
EVALUATION SUMMARY

VENDOR		Chick-fil-A Sharyland Towne Crossing	
ADDRESS		2501 E US Expway 83	
CITY/STATE/ZIP		Mission, Texas 78572	
PHONE		956-682-0055	
CONTACT		Jennifer Venecia	
1	The financial respondent’s proposal. (up to 42 points)	42	42
		42	
		42	
2	The respondent’s experience and reputation in providing the goods and/or services requested in this RFP. (up to 18 points)	17	17
		17	
		17	
3	The quality and variety of product offered by the respondent. (up to 16 points)	15	15.33
		16	
		15	
4	The respondent’s policy in handling customer service complaints/issues. (up to 15 points)	14	14.33
		15	
		14	
5	The respondent’s past relationship with the College. (up to 3 points)	3	3
		3	
		3	
6	The impact on the ability of the district to comply with laws relating to historically underutilized businesses. (up to 1 point)	0	0
		0	
		0	
7	For a contract of goods and services, other than goods and services related to telecommunications and information materials, whether the respondent or the respondent’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)	0	0
		0	
		0	
TOTAL EVALUATION POINTS		91.66	
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	Criterion 1: The purchase price a. The low bidder gets the maximum points b. Divide the lowest proposal by each of the other proposal(s)	40	
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4	Criterion 4: The extent to which the goods or services meet the district's needs a. Time Frame to complete the project b. Delivery Time Frame of product(s) c. Number of staff d. Meet or exceed the specifications	15	12-15 7-11 3-6 0-2 Excellent Acceptable Marginal Poor/No Response
5	Criterion 5: The vendor's past relationship with the district a. Quality of Past Performances with STC ****New Vendors will receive two points	3	3 2 1 0 Excellent Acceptable/New Vendor Marginal Poor/No Response
6	Criterion 6: The impact on the ability of the district to comply with laws and rules relating to Historically Underutilized Businesses a. Provided the Certification	1	1 0 Yes No
7	Criterion 7: The total long-term cost to the district to acquire the vendor's goods or services; and a. Annual Escalation Increase b. Annual Maintenance Cost	5	5 3-4 1-2 0 Excellent Acceptable Marginal Poor/No Response
8	Criterion 8: Any other relevant factor specifically listed in the request for bids or proposals, e.g.: a. Financial Standing b. Potential or Pending Sale of Business		Up to 5 points will be used from the purchase price if applicable
Total Points		100	

Definitions of evaluation terms:

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SOUTH TEXAS COLLEGE
3. PROFESSIONAL SUPPORT SERVICES FOR SOFTWARE INTEGRATION

VENDOR			TouchNet Information Systems, Inc.	
ADDRESS			PO Box 936565	
CITY/STATE/ZIP			Atlanta, GA 31193-6565	
PHONE			816-294-6754	
CONTACT			Nathan Elder	
Period: 09/01/2025 - 10/31/2028				
#	Qty	Description	Unit Price	Extension
1	1	Professional Services associated with ERP conversion from Banner to Workday for the following software: TouchNet Payment Gateway Credit Card, ACH and Debit Engines, Account Center, e Refunds, eBill, TouchNet Payment Plabs, Mobile Bill+Payment, TouchNet Marketplace uPay, TouchNet Marketplace uStores, Mobile Marketplace, Student Account Advisor - Dashboard, Student Account Advisor Payments, and all existing TouchNet Ready Integrations. Includes: Integrated Cross-Border Payments Integrated Tuition Protection	\$ 60,000.00	\$ 60,000.00
TOTAL AMOUNT			\$ 60,000.00	

SOUTH TEXAS COLLEGE
4. GRADUATION FACILITY LEASE AGREEMENT

VENDOR			Viper Arena, LLC / dba Bert Ogden Arena	
ADDRESS			4900 S I-69	
CITY/STATE/ZIP			Edinburg, TX 78539	
PHONE			(956) 562 -7362	
CONTACT			Alejandro Candelaria	
Period: 12/12/2025 - 12/13/2025				
#	Qty	Description	Unit Price	Extension
1	1	Graduation Facility Lease Agreement for South Texas College December 2025 Graduation Ceremonies	\$ 45,000.00	\$ 45,000.00
TOTAL AMOUNT			\$ 45,000.00	

SOUTH TEXAS COLLEGE
5. END POINT PROTECTION SOFTWARE CLOUD SUBSCRIPTION

VENDOR			Netsync Network Solutions, Inc.	
ADDRESS			2500 W Loop S Ste 410	
CITY/STATE/ZIP			Houston, TX 77027	
PHONE			210-428-7332	
CONTACT			Xavier A Trevino	
Year 1 Period: 11/13/2025 - 11/12/2026				
#	Qty	Description	Unit Price	Extension
1	1	Singularity Platform - includes initial SDL Ingest, SLED, 1 Yr	\$ 860.06	\$ 860.06
2	8600	Complete Protection Platform with AI (Per Workstation). EPP + EDR, with NGAV (AI), Rogues IoT, Firewall Control, Device Control, Remote Shell, EDR Hunting and Investigation and up to 100 concurrent STAR Rules, Annual Purple Query, Standard Support Plan	\$ 14.73	\$ 126,678.00
3	400	Complete Cloud Workload Security with AI (Per Server). EPP + EDR, with NGAV (AI), Rogues IoT, Firewall Control, Device Control, Remote Shell, Deep Visibility and up to 100 concurrent STAR Rules, Annual Purple Query, Standard Support Plan, SLED	\$ 32.88	\$ 13,152.00
4	1	Premium Support includes 24x7 Support, e-mail/web/phone channels, SLED, 1 Yr.	\$ 17,161.35	\$ 17,161.35
Year 1 Total:				\$ 157,851.41
Year 2 Period: 11/13/2026 - 11/12/2027				
5	1	Singularity Platform - includes initial SDL Ingest, SLED, 1 Yr	\$ 860.06	\$ 860.06
6	8600	Complete Protection Platform with AI (Per Workstation). EPP + EDR, with NGAV (AI), Rogues IoT, Firewall Control, Device Control, Remote Shell, EDR Hunting and Investigation and up to 100 concurrent STAR Rules, Annual Purple Query, Standard Support Plan	\$ 14.73	\$ 126,678.00
7	400	Complete Cloud Workload Security with AI (Per Server). EPP + EDR, with NGAV (AI), Rogues IoT, Firewall Control, Device Control, Remote Shell, Deep Visibility and up to 100 concurrent STAR Rules, Annual Purple Query, Standard Support Plan, SLED	\$ 32.88	\$ 13,152.00
8	1	Premium Support includes 24x7 Support, e-mail/web/phone channels, SLED, 1 Yr.	\$ 17,161.35	\$ 17,161.35
Year 2 Total:				\$ 157,851.41
Year 3 Period: 11/13/2027 - 11/12/2028				
9	1	Singularity Platform - includes initial SDL Ingest, SLED, 1 Yr	\$ 860.06	\$ 860.06
10	8600	Complete Protection Platform with AI (Per Workstation). EPP + EDR, with NGAV (AI), Rogues IoT, Firewall Control, Device Control, Remote Shell, EDR Hunting and Investigation and up to 100 concurrent STAR Rules, Annual Purple Query, Standard Support Plan	\$ 14.73	\$ 126,678.00
11	400	Complete Cloud Workload Security with AI (Per Server). EPP + EDR, with NGAV (AI), Rogues IoT, Firewall Control, Device Control, Remote Shell, Deep Visibility and up to 100 concurrent STAR Rules, Annual Purple Query, Standard Support Plan, SLED	\$ 32.88	\$ 13,152.00
12	1	Premium Support includes 24x7 Support, e-mail/web/phone channels, SLED, 1 Yr.	\$ 17,161.35	\$ 17,161.35
Year 3 Total:				\$ 157,851.41
TOTAL AMOUNT				\$ 473,554.23

SOUTH TEXAS COLLEGE
6. MICROSOFT CAMPUS LICENSE AGREEMENT

VENDOR			SHI Government Solutions	
ADDRESS			290 Davidson Ave	
CITY/STATE/ZIP			Somerset, NJ 08873	
PHONE			732-868-8754	
CONTACT			Jeremy Freedma	
Period: 11/01/2025 - 10/31/2026				
#	Qty	Description	Unit Price	Extension
1	400	Win Server Standard Core ALng LSA 2L	\$ 5.94	\$ 2,376.00
2	45	Power BI Premium USL Edu a Sub Per User	\$ 49.57	\$ 2,230.65
3	2900	Defender O365 P1 Edu Sub Per User	\$ 15.39	\$ 44,631.00
4	800	Win VDA Device ALng Sub Per Device	\$ 31.15	\$ 24,920.00
5	14	Power Apps Plan Edu Sub Per User	\$ 96.96	\$ 1,357.44
6	15	Visual Studio Pro MSDN ALng LSA	\$ 53.57	\$ 803.55
7	6	Project P5 Edu Sub Per User	\$ 113.32	\$ 679.92
8	116000	M365 A3 Unified Edu Sub Student Use Benefit Per User	\$ -	\$ -
9	42	Power BI Pro Edu Sub Per User	\$ 23.15	\$ 972.30
10	100	Win Remote Desktop Services CAL ALng LSA DCAL	\$ 8.97	\$ 897.00
11	28	M365 Copilot Edu Sub Add-on	\$ 363.60	\$ 10,180.80
12	116000	Defender O365 P1 Edu Sub Per User Student Benefit	\$ -	\$ -
13	100	Win Server DC Core ALng LSA 2L	\$ 37.69	\$ 3,769.00
14	2900	M365 A3 Unified Edu Sub Per User	\$ 53.57	\$ 155,353.00
15	2	Azure prepayment	\$ 1,212.00	\$ 2,424.00
16	1	M365 Copilot Edu - Additional Licenses as needed	\$ 50,000.00	\$ 50,000.00
TOTAL AMOUNT				\$ 300,594.66

SOUTH TEXAS COLLEGE
7. DUAL ENROLLMENT SOFTWARE LICENSE AGREEMENT

VENDOR			CourseMaven, Inc. /dba DualEnroll.com	
ADDRESS			43498 Butler Place	
CITY/STATE/ZIP			Leesburg, VA 20176	
PHONE			703-884-9131	
CONTACT			Janet Van Pelt	
Period: 12/01/2025 - 11/30/2026				
#	Qty	Description	Unit Price	Extension
1	1	Dual Enrollment Software License Agreement	\$ 67,330.00	\$ 67,330.00
TOTAL AMOUNT				\$ 67,330.00

SOUTH TEXAS COLLEGE
8. SUBSCRIPTION TRAINING AND EQUIPMENT PARTNERSHIP LEASE
AGREEMENT

VENDOR			VirTra, Inc.	
ADDRESS			295 E Corporate Pl	
CITY/STATE/ZIP			Chandler, AZ 85225	
PHONE			800-968-1488	
CONTACT			Scott Goodhart	
Period: 11/16/2025 - 11/15/2026				
#	Qty	Description	Unit Price	Extension
1	1	Subscription Training and Equipment Partnership (STEP) Agreement	\$ 63,793.11	\$ 63,793.11
TOTAL AMOUNT				\$ 63,793.11

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

VENDOR			The University of Texas Health Science Center at Houston	
ADDRESS			7000 Fannin St Suite 1670	
CITY/STATE/ZIP			Houston, TX 77030	
PHONE			713-500-4964	
CONTACT			Christine G Betters	
Period: 11/01/2025 - 10/31/2026				
#	Qty	Description	Unit Price	Extension
1	12	Employee Assistance Program (EAP) Agreement - Full-Time Employees: 1,646 Employee Monthly Rate: \$1.10	\$ 1,810.60	\$ 21,727.20
TOTAL AMOUNT			\$ 21,727.20	