South Texas College Board of Trustees

Finance, Audit, and Human Resources Committee

Ann Richards Administration Building Board Room Pecan Campus, McAllen, Texas Tuesday, February 18, 2025 @ 4:30 p.m.

Agenda

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

I.	Approval of January 14, 2025 Finance, Audit, and Human Resources Committee Minutes	1-10
II.	Review and Action as Necessary on Award of Proposals, Reject Proposal, Purchases, Renewals, and Lease Agreement	11-23
	Award of Proposals 1) Moving Services 2) Sport Utility Vehicle Reject Proposal 3) Food Truck Services – Technology Campus Purchases 4) Food and Related Non-Food Products Renewals 5) Adobe License Subscription Agreement 6) External Auditor Services 7) Firewall Servers and Software Maintenance Agreement 8) Server Software Maintenance and Support Agreement Lease Agreement 9) Graduation Facility Lease Agreement	
III.	Review and Recommend Action on Financial Advisor Services	24-30
IV.	Review and Recommend Action on Renewal of Delinquent Tax Collection Services for Hidalgo County and Starr County	31-33
V.	Review and Recommend Action on Resolution 2025-006 on a Written Statement for a Contingency Fee for Professional Legal Services Contract	34-36
VI.	Review and Recommend Action on Resolution 2025-007 to Impose an Additional 15 Percent Penalty and Additional Fees for Collection Cost of Delinquent Taxes as Authorized Under Sections 33.07, 33.08, and 33.48 of the Texas Property Tax Code for Attorney's Compensation	37-39

Finance, Audit, and Human Resources Committee Meeting February 18, 2025 @ 4:30 p.m. Agenda, Page 2

VII.	Presentation and Action as Necessary Regarding Acceptance of South Texas College Law Enforcement Racial Profiling Report for Calendar Year 2024
VIII.	Update on The College's Enterprise Resource Planning (ERP) System
IX.	Review and Recommend Action on Change Orders for Contract with Precision Task Group (PTG) / Workday60-62
Χ.	Review and Recommend Action on Ratification of Use of Unrestricted Fund Balance for Current Semester Unpaids
XI.	Discussion and Action as Necessary on Rio Grande City Debt Collection for Discrepancy on Water Billing for South Texas College Starr County Campus 64-66
XII.	Review and Recommend Action to Adopt New Personnel Policies and Retire Current Policies67-71
	 A-1. Adopt DHA (LOCAL) – Employee Standards of Conduct: Searches and Alcohol/Drug Testing A-2. Retire Policy #4213: Drug-Free and Alcohol-Free Workplace and Campus B-1. Adopt DMD (LOCAL) – Termination of Employment: Resignation B-2. Retire Policy #4922: Separation of Employment and Re-Employment
XIII.	Review and Recommend Action to Retire Current Policies72-76
	 A. Retire Policy #3120: Field and International Studies Courses B. Retire Policy #4118: Provision of Letter of Appointment: Faculty, Administrative, or Executive Employee
XIV.	Review and Recommend Action to Adopt Numbered Update 46, 47, and 48 Local Policies
	 A. BBD (Local) – Board Members: Orientation and Training B. CGC (Local) -Safety Program: Emergency Plans and Alerts C. DBA (Local) – Employment Requirements and Restrictions: Credentials and Records D. DC (Local) – Employment Practices E. DHB (Local) – Employee Standards of Conduct: Child Abuse and Neglect Reporting F. DK (Local) – Professional Development
Supp	orting Documentation89-98

Finance, Audit, and Human Resources Motions – February 18, 2025 Page 1, Revised 2/13/2025 @ 3:47:47 PM

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

Purpose The Minutes for the Finance, Audit, and Human Resources

Committee Meeting of January 14, 2025, are presented for Committee

approval.

Finance, Audit, and Human Resources Minutes January 14, 2025 Page 1, Revised 2/12/2025 @ 2:30:32 PM

South Texas College Board of Trustees

Finance, Audit, and Human Resources Committee Ann Richards Administration Building A Conference Room A-142 Pecan Campus, McAllen, Texas January 14, 2025 @ 5:00 p.m.

Minutes

The Finance, Audit, and Human Resources Committee Meeting was held on Tuesday, January 14, 2025 in the Ann Richards Administration Building A, Conference Room A-142 at the Pecan Campus in McAllen, Texas. The meeting commenced at 5:11 p.m. with Mrs. Dalinda Gonzalez-Alcantar presiding.

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

Other Trustees Present: Dr. Alejo Salinas, Jr., and Ms. Victoria Cantu

Members absent: None

Also present: Dr. Ricardo J. Solis, Ms. Mary Del Paz via teleconference, Dr. Jesus Campos, Dr. Anahid Petrosian, Mrs. Myriam Lopez, Ms. Deyadira Leal, Dr. Zachary Suarez, , Dr. Matt Hebbard, Mr. Joe Vela, Ms. Monica Benitez, Ms. Esmeralda Yniquez, Aashra Khahwani, Mr. Daniel Montez, and Mr. Andrew Fish.

Approval of October 15, 2024 Finance, Audit, and Human Resources Committee Minutes

The Minutes for the Finance, Audit, and Human Resources Committee Meeting of October 15, 2024, 2024, 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 October 15, 2024 Committee Meeting as presented.

Presentation on Status of Fiscal Year 2024 Financial Audit

Purpose Ms. Esmeralda Yniquez and staff from Carr, Riggs & Ingram, LLC

reviewed the results of the Annual Comprehensive Financial Report for the Fiscal Years Ended August 31, 2024 and 2023 with the

Committee and responded to any questions on the audit.

Justification demonstrate the College's dedication to transparency, To

accountability, and informed governance, the final Fiscal Year 2024 financial audit will be presented at the Board meeting on January 28,

2025.

Enclosed Draft of the Annual Comprehensive Financial Report for the Fiscal **Documents**

Years Ended August 31, 2024 and 2023 was included under separate

cover.

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

Services

Myriam Lopez, Associate Vice President - Finance and Management

Recommendation No action was required from the Committee. This item was presented

for information purposes.

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

Purpose and Justification – Administration requested the Committee recommend Board approval of the following award of proposal, purchases, renewals, and interlocal agreements at a total cost of \$862,172.26.

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

Upon a motion by Mr. Paul Rodriguez, and a second by Mr. Danny Guzma, the Committee recommended Board approval the award of proposals, purchases, renewals, and an interlocal agreement at a total cost of \$862,172.26, as listed below:

Award of **Proposals**

- 1) Audiovisual Upgrade Active Learning Classroom: award the proposal for an audiovisual upgrade active learning classroom to **Audio Visual Aids** (San Antonio, TX) at a total amount of \$193,282.82;
- 2) Electric Sport Utility Vehicle (Grant Funded): award the proposal for an electric sport utility vehicle to Caldwell Country Chevrolet (Caldwell, TX) at a total amount of \$48,675.00;
- 3) Mid Valley Campus Building F Multipurpose Room Audiovisual **Equipment Upgrade:** award the proposal for Mid Valley Campus Building F - multipurpose room audiovisual equipment upgrade to

Finance, Audit, and Human Resources Minutes January 14, 2025 Page 3, Revised 2/12/2025 @ 2:30:32 PM

CCS Presentation Systems (Houston, TX) at a total amount of \$39,786.84;

4) Pecan Campus Projector and Projector Screen Replacement Upgrade: award the proposal for Pecan Campus projector and projector screen replacement upgrade to Audio Visual Aids (San Antonio, TX), at a total amount of \$138,221.00;

Purchases

- 5) Automated Distribution Systems (Grant Funded): purchase automated distribution systems from Technical Laboratory Systems, Inc. (Houston, TX), The Interlocal Purchasing System (TIPS) approved vendor, at a total amount of \$175,170.00;
- 6) **Box Truck Fire Training Prop:** purchase a box truck fire training prop from **Fireblast Global, Inc.** (Murrieta, CA), a sole source vendor, at a total amount of \$95,167.00:
- 7) **Dispatch Console Equipment and Software:** purchase dispatch console equipment and software from **Motorola Solutions, Inc.** (Chicago, IL), a Houston-Galveston Area Council (HGAC) approved vendor, for the period beginning January 29, 2025 through January 28, 2030, at a total amount of \$117,159.60;
- 8) Refrigerant Recovery Charging System and Residential Heat Pump: purchase a refrigerant recovery charging system and a residential heat pump from Advanced Technologies Consultants (Plymouth, MI), The Interlocal Purchasing Systems (TIPS) approved vendor, at a total amount of 54,710.00.

The motion carried.

Review and Recommend Action on Appraisal District Allocated Cost Payments for Hidalgo County

Purpose

To approve the Appraisal District Allocated Cost Payments for Hidalgo County for property valuation assessments conducted annually for tax purposes during the tax year.

Justification

The Appraisal District is considered a sole source provider, and the College and other taxing entities must utilize their services to determine the assessed valuation of properties.

The estimated allocation for Tax Year 2024, according to the Hidalgo County budget, is in the amount of \$1,291,490.00 for the Hidalgo County Appraisal District. The first quarterly invoice is due by February 3, 2025. Each taxing unit is responsible for paying its allocation in four equal payments.

The County has informed us that the increased cost payment of \$328,174.00, from \$963,316.00 to \$1,291,490.00, is a result of increased expenses in their budget due to the construction of a new building and new software.

Finance, Audit, and Human Resources Minutes January 14, 2025 Page 4, Revised 2/12/2025 @ 2:30:32 PM

Enclosed Appendix A – Changes to Tax Year 2024 Allocations

Documents Appendix B – FY 2025 Allocated payments for Tax Year 2024

Funding Funds for these expenditures are budgeted in the Hidalgo

Appraisal/Collection Fee budget for FY 2024 - 2025.

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

Services

Myriam Lopez, Associate Vice President – Finance and Management

Recommendation The Committee recommended Board approval of the Appraisal

District Allocated Cost Payments for Hidalgo County in the amount of

\$1,291,490.00.

Upon a motion by Mr. Paul Rodriguez and a second by Mr. Danny Guzman the Committee recommended Board approval of the Appraisal District Allocated Cost Payments for Hidalgo County in the amount of \$1,291,490.00.

The motion carried.

Review and Recommend Action on Purchase of Extend Professional Software and Associated Deployment Services

Purpose To approve the purchase of Extend Professional software and

associated deployment services from Precision Task Group (PTG) / Workday in the amount of \$953,294 and \$750,000, respectively, for a total of \$1,703,294, as part of the Workday ERP System project and

budget.

Justification

The version of the Extend (Legacy) software purchased in September 2023, and budgeted for in the ERP budget is no longer available according to Workday. This software has not yet been implemented by the College. The software has since been upgraded to a more robust version that includes Artificial Intelligence (AI) capabilities, and therefore, results in an increased cost of \$639,658, from \$313,636 to \$953,294 (at a 60% discount if purchased before January 31, 2025). In addition, the associated deployment services total \$750,000, which were not included in the original budget. The total increase of the proposed purchases results in a \$1,389,658 increase to the budget.

The recommended sources of budget to cover for the increase in total cost consists of the following reallocation of budget:

- 1) Postpone the purchase of the previously budgeted Adaptive Planning software (\$422,482).
- 2) Utilize the previously budgeted amount for Extend (Legacy) (\$313,636)

- 3) Utilize unused Contingency budget (\$642,176)
- 4) Utilize unused Conferences budget (\$175,000)
- 5) Utilize unused Staff Augmentation budget (\$150,000)

As a result, the total budget will not increase. However, the Contingency budget will decrease by \$642,176, from \$806,168 to \$163,992, the Conferences budget will decrease by \$175,000, from \$286,836 to \$111,836, and the Staff Augmentation budget will decrease by \$150,000, from \$262,666 to \$112,666.

Extend Professional is a comprehensive solution that integrates with Workday to enhance functionality and streamline processes. It includes ten applications, which allow for extensive customization and development of applications tailored to the college's specific needs. These applications will automate the following processes: Notice of Employment (NOE), resignation requests, employees moving departments, assets transferred to auction, asset information updates, equipment relocation, lecture hours equivalency approvals, compensation review, letters of appointments, and security access.

Purchasing the deployment services of \$750,000 for Extend Professional will grant South Texas College access to expert support and training on how to implement and use Extend Professional.

Enclosed
Documents

Appendix A - Cost Breakdown and Budget Reallocation

Funding

Funds for this expenditure are budgeted in the Workday budget for FY 2024 – 2025 based on the proposed reallocation of the budget.

Staff Resource

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

Recommendation

The Committee recommended Board approval to purchase Extend Professional software and associated deployment services from Precision Task Group (PTG) / Workday in the amount of \$953,294 and \$750,000, respectively, for a total of \$1,703,294.

Upon a motion by Mr. Paul Rodriguez and a second by Mr. Danny Guzman the Committee recommended Board approval to purchase Extend Professional software and associated deployment services from Precision Task Group (PTG) / Workday in the amount of \$953,294 and \$750,000, respectively, for a total of \$1,703,294 as presented.

Mr. Danny Guzman did question the option of reallocating for a project we may continue later and/or if Workday pushes another change.

The motion carried.

Review and Discussion of Establishment of Yearly Goals for the Current Year and Beyond

Purpose Board Chair requested discussion of the identification and

> establishment of yearly goals that can be set for the Finance, Audit, and Human Resources Committee for the current year and beyond.

Justification In November 2024, the Board of Trustees held a Board Retreat and

> discussed topics contributed by each of the Board Members. The Board Members each ranked the importance of the topics discussed, and the top priorities were tabulated by the Board Chair. The Chairman has compiled the highest ranked topics into a list of

potential goals for the current year.

Enclosed Appendix A - Memo from Board to Chair to Board Members with

Documents topics to discuss as potential goals.

Staff Resources Venisa Earhart, Board Relations Administrator

Recommendation The Committee was asked to discuss the items on the Chairman's

list. This item was for discussion purposes only. No action was

requested.

This item was deferred and no action was taken by the Committee.

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

Purpose To adopt the new Personnel Policies and retire the current policies

to align with the Texas Association of School Boards (TASB) policy

manual.

Justification To provide the new policies in the TASB standardized format. In

addition to the policies and, as applicable, internal procedures are

currently in place and will continue to be enhanced.

The new and retired policies have been reviewed by staff, administrators, TASB staff, STC Legal Counsel, and the Vice

President for Finance and Administrative Services.

Enclosed Appendix A – List of New and Retired Policies

Documents Appendix B – New Policies

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

Services

Dr. Zachary Suarez, Executive Director of Human Resources and

Talent Development

Finance, Audit, and Human Resources Minutes January 14, 2025 Page 7, Revised 2/12/2025 @ 2:30:32 PM

Recommendation The Committee recommended Board approval to adopt the new

Personnel Policies and retire the current policies as presented, and

which supersedes any previously adopted Board policy.

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

The motion carried.

Review and Recommend Action to Retire Two (2) Current Policies

Purpose To retire the current policies to align with the Texas Association of

School Boards (TASB) policy manual.

Justification Based on internal operations and functions, content from the retired

policies may transition to a procedure, handbook, or operations

manual as deemed appropriate by College staff.

The retired policies have been reviewed by staff and administrators.

Enclosed Appendix A – List of Retired Policies **Documents** Appendix B – Retired Policies

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

Services

Dr. Zachary Suarez, Executive Director of Human Resources and

Talent Development

Recommendation The Committee recommended Board approval to retire two (2)

current policies, as presented, and which supersedes any previously

adopted Board policy.

Upon a motion by Mr. Paul Rodriguez and a second by Mr. Danny Guzman the Committee recommended Board approval to retire two (2) current policies, as presented, and which supersedes any previously adopted Board policy.

The motion carried.

Review and Recommend Action to Revise Student Policy

Purpose To revise Student policy to align with the Texas Association

of School Boards (TASB) policy manual.

Justification This revision is requested as part of the TASB 48th numbered

update.

TASB issues numbered updates semiannually (Spring and Fall) 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

a local policy made by TASB.

The revised policy has been reviewed by staff, administrators, TASB staff, STC Legal Counsel, and the Vice President for Finance and Administrative Services and the Vice President

for Student Affairs and Enrollment Management

Enclosed Documents Appendix A – List of Revised Policy

Appendix B – Revised Policy

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

Services

Dr. Matthew Hebbard, Vice President for Student Affairs and

Enrollment Management

Dr. Zachary Suarez, Executive Director of Human Resources

and Talent Development

Recommendation The Committee recommended Board approval to revise the

Student policy as presented, and which supersedes any

previously adopted Board policy.

Upon a motion by Mr. Paul Rodriguez and a second by Mr. Danny Guzman the Committee recommended Board approval to revise the Student policy as present, and which supersedes any previously adopted Board policy.

The motion carried.

Finance, Audit, and Human Resources Minutes January 14, 2025 Page 9, Revised 2/12/2025 @ 2:30:32 PM

Adjournment

There being no further business to discuss, the Finance, Audit, and Human Resources Committee Meeting of the South Texas College Board of Trustees adjourned at 5:49 p.m.

I certify that the foregoing are the true and correct Minutes of the January 14, 2025 Finance, Audit, and Human Resources Committee Meeting of the South Texas College Board of Trustees.

Mrs. Dalinda Gonzalez-Alcantar, Presiding

Review and Action as Necessary on Award of Proposals, Reject Proposal, Purchases, Renewals, and Lease 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) Moving Services

Purpose Award the proposals for moving services to the vendors listed in

Appendix A.

Justification To provide the College with moving (relocation) services, within and

between the College campuses, when needed, primarily for office furniture (e.g., desks, bookcases, tables, chairs, etc.) and office equipment (e.g., copiers, printers, computers, and related items). Other items, such as lab equipment, may be moved in certain

instances.

Funding Funds for this expenditure are budgeted in the Facilities Planning and

Construction and Central Receiving budgets for FY 2024 - 2025. Funds for subsequent fiscal years will be included in future proposed

budgets.

Enclosed Appendix A – Vendors List

Documents Appendix B – Project Timeline and Information

Other information is included in the Supporting Documentation.

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

Ricardo De La Garza, Executive Director - Facilities Planning and

Construction

Recommendation The Committee recommended Board approval to award the

proposals for moving services to the vendors listed in Appendix A for the period beginning on March 1, 2025 through February 28, 2026, with two (2) one-year options to renew at an estimated total amount

of \$100,000.00.

<u>APPENDIX A</u>

Vendors List

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

Finance, Audit, and Human Resources Motions – February 18, 2025 Page 3, Revised 2/13/2025 @ 3:47:47 PM

APPENDIX B

Project Timeline and Information

Advertised RFP	January 15, 2025 and January 22, 2025
RFP Responses Due	January 30, 2025
RFP Issued To	Five Vendors
Responses Received From	Three Vendors
Responses Reviewed By	Purchasing Department
Highest Ranked Vendor	Vendors listed in Appendix A

Award of Proposals - 2) Sport Utility Vehicle

Purpose Award the proposal for a sport utility vehicle to Charles Clark

Chevrolet (McAllen, TX).

Justification To procure one (1) full-size utility vehicle for the Division of

Institutional Advancement, which includes External Affairs, Foundation, Communication and Creative Services, and Office of Sponsored Initiatives departments. The vehicle will provide ample space for transporting staff and equipment for expanded outreach and community engagement, institutional events, legislative meetings, and college-related conferences across Hidalgo & Starr

counties and out of the district.

Funding Funds for this expenditure are budgeted in the Institutional

Advancement and External Affairs budget for FY 2024 – 2025.

Enclosed Appendix A – Project Timeline and Information

Documents Other information is included in the Supporting Documentation.

Staff Resource Dr. Rodney Rodriguez, Vice President - Institutional Advancement

and Economic Development

Recommendation The Committee recommended Board approval to award the proposal

for a sport utility vehicle to Charles Clark Chevrolet (McAllen, TX) at

a total amount of \$72,609.60.

APPENDIX A

Project Timeline and Information

Advertised RFP	January 15, 2025 and January 22, 2025	
RFP Responses Due	January 30, 2025	
RFP Issued To	Six Vendors	
Responses Received From	Four Vendors	
Responses Reviewed By	Purchasing Department and Division of Institutional	
	Advancement	
Highest Ranked Vendor	Charles Clark Chevrolet	

Finance, Audit, and Human Resources Motions – February 18, 2025 Page 5, Revised 2/13/2025 @ 3:47:47 PM

Reject Proposal – 3) Food Truck Services – Technology Campus

Purpose Reject the one (1) proposal received for food truck services for the

Technology Campus.

Justification Administration has determined that the proposal is incomplete,

therefore these services will be re-solicited with updated

specifications.

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

Recommendation It is requested that the Board approve to reject the proposal for food

truck services for the Technology Campus.

Purchases - 4) Food and Related Non-Food Products

Purpose Purchase food and related non-food products from the purchasing-

cooperative approved vendors listed in Appendix A.

Justification To provide the Culinary Arts Program and Mid Valley Campus Child

Development Center with food and related non-food products to be used for student instruction and the preparation of meals for the center's enrolled children. These items consist of, but are not limited to, produce, meat, grains, poultry, dairy products, and essential consumable products such as paper plates, napkins, disposable cutlery, and other single-use items. These products are crucial for maintaining operational efficiency, ensuring hygiene, and complying

with health and safety regulations.

Funding Funds for this expenditure are budgeted in the Culinary Arts and Child

Development FY 2024 – 2025. Funds for subsequent fiscal years will

be included in future proposed budgets.

Enclosed Appendix A – Vendors List

Documents Other information is included in the Supporting Documentation.

Staff Resource Dr. Anahid Petrosian, Vice President and Provost for Academic

Affairs and Economic Development

Dr. Sara Lozano, Dean - Business, Public Safety and Technology Dr. Eric L Reittinger, Dean - Social and Behavioral Sciences

Recommendation The Committee recommends Board approval to purchase food and

related non-food products from the purchasing-cooperative approved vendors listed in Appendix A for the period beginning April 27, 2025 through April 26, 2026, at an estimated total amount of \$100,000.00.

<u>APPENDIX A</u>

Vendors List

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

Renewals - 5) Adobe License Subscription Agreement

Purpose Renew the Adobe license subscription agreement with SHI

Government Solutions (Somerset, NJ), The Interlocal Purchasing

System (TIPS) approved vendor.

Justification To provide access to a set of applications and services, with a one-

year software assurance, to the faculty, staff, and students districtwide, including upgrades for the currently used Adobe software that

will expire soon.

The applications and services are used primarily for student instruction and grant the user access to software used for graphic design, video editing, web development, photography, and optional

cloud services, amongst many other virtual services.

Funding Funds for this expenditure are budgeted in the various requesting

departments' budgets for FY 2024 - 2025. Funds for subsequent

fiscal years will be included in future proposed budgets.

Enclosed Documents

Other information is included in the Supporting Documentation.

Staff Resource Dr. Jesús Campos, Interim Vice President for Information Services,

Planning, Performance, & Strategic Initiatives

Lucio Gonzalez, Associate Vice President -Technology and Chief

Information Officer

Recommendation The Committee recommends Board approval to renew the Adobe

license subscription agreement with **SHI Government Solutions** (Somerset, NJ), The Interlocal Purchasing System (TIPS) approved vendor, for the period beginning April 6, 2025 through April 5, 2026,

at an estimated total amount of \$128,721.26.

Renewals - 6) External Auditor Services

Purpose Renew the external auditor services with Carr, Riggs & Ingram, LLC

(McAllen, TX).

Justification To perform the College's annual financial audit and issue an opinion

on the financial statements prepared by the College's Business Office staff. As required by the Texas Higher Education Coordinating Board, the audited Annual Comprehensive Financial Report (ACFR)

must be submitted annually by December 31st.

The external auditors start the interim audit work related to the financial audit prior to the fiscal-year end. Therefore, the College is

requesting to renew the contract at this time.

Funding Funds for this expenditure are budgeted in the Audit Services budget

for FY 2024 – 2025. Funds for subsequent fiscal years will be included

in future proposed budgets.

Enclosed Documents

Appendix A – Renewal Terms

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

Myriam M. Lopez, Associate Vice-President - Finance and

Management

Recommendation The Committee recommends Board approval to renew the external

auditor services with **Carr, Riggs & Ingram, LLC** (McAllen, TX), beginning March 3, 2025, for audit of the fiscal year beginning September 1, 2024 through August 31, 2025, at an estimated total

amount of \$135,000.00.

<u>APPENDIX A</u>

Renewal Terms

The Board awarded the contract as follows:

Term: February 22, 2022 – one year with four (4) one-year annual renewals			
Award	Board Meeting Date	Original Term	Renewal Term
		Fiscal Year Ending	
Original	02/22/2022	08/31/2022	
			Fiscal Year Ending
First Renewal	02/14/2023		08/31/2023

Finance, Audit, and Human Resources Motions – February 18, 2025 Page 9, Revised 2/13/2025 @ 3:47:47 PM

Term: February 22, 2022 – one year with four (4) one-year annual renewals			
Award	Board Meeting Date	Original Term	Renewal Term
Second Renewal	02/27/2024		Fiscal Year Ending 08/31/2024
Second Nenewal	02/2//2024		Fiscal Year Ending
Third Renewal	02/25/2025		08/31/2025

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

Renewals – 7) Firewall Servers and Software Maintenance Agreement

Purpose Renew the firewall servers and software maintenance agreement with

SHI Government Solutions (Somerset, NJ), The Interlocal

Purchasing System (TIPS) approved vendor.

Justification To safeguard the College's network against external threats by

offering policy-based visibility and control over applications, users, and potential security risks. Acquiring new firewall devices is crucial to ensuring the continued protection of the college's network, servers, and critical applications. Additionally, replacing the current firewalls that have reached their end of life and will no longer be supported.

Funding Funds for this expenditure are budgeted in the Systems and

Networking budget for FY 2024 – 2025. Funds for subsequent fiscal

years will be included in future proposed budgets.

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

Staff Resource Dr. Jesús Campos, Interim Vice President for Information Services,

Planning, Performance, & Strategic Initiatives

Lucio Gonzalez, Associate Vice President -Technology and Chief

Information Officer

Recommendation The Committee recommends Board approval to renew the firewall

servers and software maintenance agreement with **SHI Government Solutions** (Somerset, NJ), The Interlocal Purchasing System (TIPS) approved vendor, for the period beginning March 1, 2025 through February 28, 2030, at an estimated total amount of \$464,971.52 with an initial payment of \$92,994.32 and four (4) annual payments of

\$92,994.30.

Renewals – 8) Server Software Maintenance and Support Agreement

Purpose Renew the server software maintenance and support agreement with

Netsync Network Solutions (Houston, TX), The Interlocal

Purchasing System (TIPS) approved vendor.

Justification To provide one year of support and maintenance for the servers'

hardware and software. The software maintenance agreement ensures continuous support and maintenance for the college's computer servers, including servers used for virtual desktops deployed to student support, call centers, classroom podiums, and computer labs district-wide. The agreement provides 24-hour, year-

round support.

Funding Funds for this expenditure are budgeted in the Systems and

Networking budget for FY 2024 – 2025.

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

Staff Resource Dr. Jesús Campos, Interim Vice President for Information Services,

Planning, Performance, & Strategic Initiatives

Lucio Gonzalez, Associate Vice President -Technology and Chief

Information Officer

Recommendation The Committee recommends Board approval to renew the server

software maintenance and support agreement with **Netsync Network Solutions** (Houston, TX), The Interlocal Purchasing System (TIPS) approved vendor, for the period beginning January 25, 2025 through January 24, 2026, at an estimated total amount of

\$182,717.00.

Lease Agreement - 9) Graduation Facility Lease Agreement

Purpose Enter into a graduation facility lease agreement with Viper Arena,

LLC/dba Bert Ogden Arena (Edinburg, TX), a sole source vendor.

Justification To provide a venue for the South Texas College May 2025

Commencement Ceremonies, to be held on May 9 and 10, 2025.

The Bert Ogden Arena has been identified as offering the appropriate capacity, seating arrangements, lighting, signage infrastructure, and location for this event. Additional services not provided by the facility, such as audio and visual equipment, will be handled by the college's board-approved vendors, who must set up the equipment promptly before the event. The lease includes ample time to ensure smooth preparation and removal of equipment and material from the

additional services.

Funding Funds for this expenditure are budgeted in the Graduation budget for

FY 2024 – 2025.

Enclosed
Documents
Staff Resource

Other information is included in the Supporting Documentation.

Dr. Matthew S. Hebbard, Vice President - Student Affairs and

Enrollment Management

Recommendation The Committee recommends Board approval to enter into a

graduation facility lease agreement with **Viper Arena, LLC/dba Bert Ogden Arena** (Edinburg, TX), a sole source vendor, for the period beginning at 8:00 a.m. Thursday, May 8, 2025, through midnight, Saturday, May 10, 2025, at an estimated total amount of \$65,000.00.

Finance, Audit, and Human Resources

Motions - February 18, 2025

Page 13, Revised 2/13/2025 @ 3:47:47 PM

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

Award of Proposals

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

APPENDIX A Vendors List

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

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

Reject Proposal

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

Purchases

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

APPENDIX A Vendors List

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

Renewals

5) Adobe License Subscription Agreement: renew the Adobe license subscription agreement with SHI Government Solutions (Somerset, NJ), The Interlocal Purchasing System (TIPS) approved vendor, for the period beginning April 6, 2025 through April 5, 2026, at an estimated total amount of \$128,721.26;

Finance, Audit, and Human Resources Motions – February 18, 2025 Page 14, Revised 2/13/2025 @ 3:47:47 PM

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

Lease Agreement

9) **Graduation Facility Lease Agreement:** enter into a graduation facility lease agreement with **Viper Arena**, **LLC/dba Bert Ogden Arena** (Edinburg, TX), a sole source vendor, for the period beginning at 8:00 a.m. Thursday, May 8, 2025, through midnight, Saturday, May 10, 2025, at an estimated total amount of \$65,000.00.

Review and Recommend Action on Financial Advisor Services

Purpose Award the proposal for financial advisor services to TRB Capital

Markets, LLC dba Estrada Hinojosa.

Justification To provide independent and professional financial advisory services

regarding the authorization and issuance of debt in various amounts and forms. This includes guidance on the authorization, sale, issuance, and delivery of debt instruments, as well as advice on related financial matters such as credit rating considerations. The services also involve assisting with the negotiation of Paying Agent/Registrar agreements, providing updates on changes in laws, and offering advice and support for the exercise of call options or

refunding outstanding debt instruments.

Funding The rate for financial advisor services, typically based on the amount

of the bond issuance or refunding, is charged when a bond is issued or refunded. This fee is deducted from the bond proceeds at the time

of issuance.

Enclosed Appendix A – Project Timeline

Documents Appendix B – Summary of the Proposals, Evaluation Results, and

Evaluation Criteria

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

Myriam Lopez, Associate Vice President for Finance and

Management

Recommendation The Committee recommends Board approval to award the proposal

for financial advisor services to **TRB Capital Markets**, **LLC dba Estrada Hinojosa** for the period beginning March 1, 2025 through February 28, 2026, with two one-year options to renew as presented

		TRB Capital Markets, LLC
VENDOR	RBC Capital Markets, LLC	dba Estrada Hinojosa
ADDRESS	609 Main St Ste 3600	600 N Pearl St Ste 2100 (S Tower)
CITY/STATE/ZIP	Houston, TX 77002	Dallas, TX 75201
PHONE	713-651-3338	214-658-1670
FAX	713-651-3347	214-292-8849
CONTACT	Chris W. Allen	Miguel De los Santos
A. Company Profile		
1. Provide a brief history of the firm and its operations.	principal address for STC's engagement, with a Texas headquarters in Dallas, TX, and National headquarters in New York, NY. RBCCM's municipal finance practice has been built upon maintaining significant banking offices in select major population centers across the country. RBCCM's public finance practice, through the acquisition of industry leaders, has evolved over decades - since at least 1929, when J.M. Dain began	A new era for Estrada Hinojosa & Company, Inc. began on August 2, 2024, when Texas Regional Bank (TRB) acquired full ownership of Estrada Hinojosa. Estrada Hinojosa, headquartered in Dallas, was founded in January 1992 and specializes in public finance with strength in municipal underwriting and financial advisory services. Texas Regional Bank, headquartered in Harlingen, was founded in 2010 and is a full-service financial institution offering core banking, trust, wealth management, mortgage, international banking, insurance, foreign exchange, and economic development services.
2. Provide any other names under which Respondent has operated within the last 10 years and the length of time under each length of the length of		Estrada Hinojosa & Company, Inc. (32 years) TRB Capital Markets, LLC. (dba Estrada Hinojosa) 600 N Pearl St Ste 2100 (S Tower) Dallas, TX 75201 Year established: 2024 Number of Years in Business: 6 months
educational institutions or current commercial customers who can verify Texas Public Finance Authority (Texas Southern University) Texas Woman's University		Alvin Community College Brazosport College Dallas College Del Mar College Texas Southmost College
4. Explain Changes that have occurred over the last six (6) months regarding staffing, capital, organizational structure, as well as future changes you may expect to occur.	No material staffing, capital, organizational or other changes have occurred in RBCCM in the last six months and we do not currently expect any future changes.	Estrada Hinojosa & Company, Inc. began in August 2024 when Texas Regional Bank (TRB) acquired full ownership of Estrada Hinojosa (EH), transforming the Firm into a full-service institutional investment bank. Estrada Hinojosa operates as a wholly owned unit within the Capital Markets arm of Texas Regional Bank. TRB gives EH access to TRB Capital Markets capital and resources. Combined, the talented team of professionals expand the Firm's ability to offer our clients enhanced financial services to optimize their capital financing initiatives.
5. Does the respondent anticipate any mergers, transfers of organization ownership, management reorganization, or departure of key personnel within the next twelve (12) months?	transfer of organization ownership, management	Estrada Hinojosa & Company, Inc. began in August 2024 when Texas Regional Bank (TRB) acquired full ownership of Estrada Hinojosa (EH), transforming the Firm into a full-service institutional investment bank.

VIII OF	DDGC SIMIL WG	TRB Capital Markets, LLC		
VENDOR 6. Describe any disciplinary actions, regardless of how resolved (including current status), which have been taken by any self-regulatory entity or governmental entity against the firm or current or former staff member of the firm for violations of entity rules, or federal securities, laws, rules and regulations and rules of the Municipal Securities Rulemaking Board.	In September 2021, the SEC approved an order concluding an investigation into RBC's municipal bond practices, which commenced in June 2017 as part of a street wide review of dealings with certain parties known in the industry as "flippers". RBC settled this matter without admitting or denying the findings. The SEC settlement recognized that RBC has already undertaken and implemented certain remedial measures. Additional information may be obtained at www.rbc.com/investorrelations.	With regard to any litigation or regulatory action filed against the Proposer (or the "Firm"), please be advised that neither the Firm nor any individual shareholders or employees are currently the subjects of any ongoing municipal securities investigation, litigation, arbitration or are subject to any subpoena in connection with such investigation, litigation or arbitration. Previous regulatory actions which have been resolved within the last five years are detailed below, and it is significant to note that in no case has the Proposer's ability to serve as a financial advisor or bond underwriter been restricted.		
7. Has the Respondent or any of its principals been debarred or suspended from contracting with any public entity?	No	No		
B. Financial Advisor Experience a	nd Availability			
1. Identify the Financial Advisor who would serve in potential engagements with STC and provide contact information:	Name: Chris Allen Address: 609 Main St Ste 3600 City/State/Zip: Houston, Texas 77002 Telephone Number: 713-651-3338 Fax Number: 713-651-3347 Cellphone Number: 346-548-1321 Email Address: chris.allen@rbccm.com	Name: Dr. Miguel De Los Santos Address: 1508 S Lone Star Way Ste 1 City/State/Zip: Edinburg, TX 78539 Telephone Number: 214-658-1670 Fax Number: 214-292-8846 Cellphone Number: 956-457-1888 Email Address: mdelossantos@ehmuni.com		
2. Provide a brief biography to include background, experience, expertise and capabilities specific to providing the services as described in the Scope of Services.	RBCCM operates one of the largest municipal finance departments in the country, providing municipal advisory and underwriting services for higher education clients throughout the United States. With 27 offices nationwide positioned to serve Texas clients. Our Texas municipal finance group includes 20 banking professionals, 3 underwriters/traders, and 256 institutional/retail sales representative. Our regional banking network ensures accessibility and specialized expertise for clients like the College Dedicated professionals in our Houston and Dallas offices work closely with our underwriters, quantitative analysts, and other resources to provide seamless support throughout the advisory process. Over the past decade, RBCCM has served as municipal advisor on 829 bond sales in Texas totaling over \$33.6 billion in par.	provide Financial Advisor Services and Quantitative/Technical Support experts to the College. The financial advisory team members are Mr. N Hinojosa, Project Supervisor, Dr. M De Los Santos and Mr. B Villarreal, Co-Lead Bankers, Mr. D Gordon, Quantitative and Technical, Mr. A Magallanes, Banking/Analytical,		
3. Provide a brief summary describing a complex transaction or combination of transactions in which the Financial Advisor provided expertise which could be utilized and applied to STC's potential future transactions.	Provided two examples: Comanche County (CC) - A recent example of Mr. Allen and the proposed financial advisory teams expertise was demonstrated last month. On December 9, 2024, the proposed financing team helped CC, a small county in West Texas to issue its first Bonds in 15 years. The County needed \$3 million in matching funds to secure a \$9 million grant from the Texas Historical Commission to restore its historic courthouse. The County had a tight debt service cap, making public support and cost-effectiveness top priorities in the sale. Texas Public Finance Authority (TPFA) (Texas Southern University) (TSU) - Mr. Allen has served as municipal advisor on bond issuance for TPFA for over 14 years on 18 transactions totaling \$5.9 million in par. In July 1023, Mr. Allen served as municipal advisor on \$80,680,000 issuance for TPFA on behalf of TSU.	Case Study: Del Mar College Assisted with 17 general obligation debt and revenue bond transactions valued at \$505.6 million, in 2014 and 2016 assisted with two successful bond elections for \$157 and \$139 million respectfully, in 2018 issuance of \$44,275 million limited tax bonds (series 2018a and \$57.305 million limited tax bonds, series 2018b), 30-year bonds were sold with 5.0% coupons, 2020 issued their \$22.15 million limited tax bonds (series 2020a and \$56.285 million limited tax limited bonds services 2020b), and in 2021 completed their \$8.4 million limited tax refunding bond series 2021. Case Study: Texas Southmost College Helped the College complete four refunding issuances for savings which produced a total net value savings of about \$1.9 million		

VENDOR	RBC Capital Markets, LLC	TRB Capital Markets, LLC dba Estrada Hinojosa		
4. Provide a statement of availability to South Texas College.	Mr. Allen will be available to STC as needed. He is available to attend meetings, participate in conference call, and is always available by cellphone and email. As municipal advisor, we consider ourselves as an extension of the College's staff and will be available as necessary to answer any questions STC may have.	As Account Supervisor, Mr. Hinojosa is fully available and committed to helping the College meet its financing objectives and complete and contemplated transactions. As President, he pledges the full resources of the Firm to the College. Dr. De Los Santos and Mr. Villarreal will be available locally to serve the College.		
5. Include transactions in the past three (3) years in which this individual served as Financial Advisor. Specify if the experience was not with the current firm.	The twenty four (24) transactions have been completed in 2022, 2023, and 2024, a few are as follows: 2024 City of Leander Series 2024A - \$9,525,000 and Series 2024B \$21,320,000 2023 Texas Public Finance Authority (Texas Southern University) Series 2023 - \$298,400,000 and Series 2023 - \$364,600,000 2023 Austin ISD Series 2023 - \$541,910,000 2022 Klein ISD Series 2022 - \$142,675,000 2022 Austin ISD Series 2022B - \$101,670,000 Note: Also included 25 transactions - \$2.3 Billion - 5 Texas Colleges with their references, include Dallas (top 10 largest College)	The following five (5) transactions have been completed: -8/1/24 Weslaco ISD School Bldg Bonds - \$155,345,000 -2/15/22 Point Isabel ISD School Board Bonds - \$25,925,000 -11/15/21 Edinburg CISD Ref Bonds - \$17,765,000 -11/15/21 Sharyland ISD Ref Bonds - \$22,245,000 -10/1/21 South Texas College Ref Bonds - \$58,160,000 Note: Also included forty three (43) additional transactions for cities, counties, school districts, and STC.		
C. Technical and Quantitative Exp	pertise and Availability			
Identify the Quantitative Analyst who would serve in potential engagements with STC and provide contact information:	Name: Julie MacMillan Address: 200 Crescent Court Ste 1500 City/State/Zip: Dallas, TX 75201 Telephone Number: 214-989-1629 Fax Number: 713-651-3347 Cellphone Number: 469-371-5622 Email Address: julie.macmillan@rbccm.com	Name: Dr. Angel Magallanes Address: 1508 S Lone Star Way Ste 1 City/State/Zip: Dallas, TX 75201 Telephone Number: 214-658-1670 Fax Number: 214-292-8849 Cellphone Number: 956-393-7606 Email Address: amagallanes@ehmuni.com		
include background, experience, expertise and capabilities specific to providing the services as described in the Scope of Services.	Ms. MacMillian joined RBCCM in 2008. As Director, Ms. MacMillan actively banks a cross section of Texas issuers as both advisor and underwriter with a focus on providing technical, analytical, structuring, and quantitative resources to the client relationships. Ms. MacMillan has worked on underwriting transactions for junior colleges, school districts, cities, counties, special districts, and authorities and has served as an advisor to junior colleges, universities, school districts, cities, and counties. She is a FINRA registered securities representative, currently holding Series 7, 50, 53, and 63.	Estrada Hinojosa, will provide services to the college via teams of Financial Advisor and Technical and Quantitative Experts. The Technical and Quantitative function will be provided by Mr. D Gordon, Dr. A Magallanes, and Ms. M Hinojosa Kelly. Mr. Gordon has significant experience serving as financial advisor to many different entities throughout Texas including community colleges and school districts. He has completed approximately 500 total financial advisory transactions for a combined par value of over \$25 billion including over 30 for Texas community colleges for a combined value of nearly \$700 million. Dr. Magallanes has led the quantitative analysis for various transactions and defeasances in the last three years, including recent successful bonds at Donna ISD for \$120 million and Weslaco ISD for \$160 million.		
3. Provide a statement of availability to South Texas College.	Ms. MacMillian will be available to the College as needed. She is available daily via email and phone and in-person as needed.	Dr. Magallanes and Mrs. Hinojosa Kelly routinely serve as quantitative leads on transactions as well as for other bankers within the firm.		

VENDOR	RBC Capital Markets, LLC	TRB Capital Markets, LLC dba Estrada Hinojosa			
4. List Financial Advisor transactions in the past three (3) years in which this individual served as Quantitative Analyst (primary numbers runner on transactions). Specify if the experience was not with the current firm.	The thirty four (34) MA transactions have been completed in 2022, 2023, and 2024, a few are as follows: 2024 City of Lubbock 2024 - \$57,560,000 and Series 2024 \$45,610,000	The vendor submitted a total of seven (7) transactions. For 2022 a total of three (3) transactions were completed. For 2023 a total of two (2) transactions were completed. For 2024 a total of two (2) transactions were completed.			
5. Include a description of any quantitative capabilities, including type of financial software utilized and other technical tools utilized. RBCCM quantitative analysts use DBC Finance and Excel to model their clients debt. RBCCM regional offices are also equipped with Bloomberg terminals enabling their quantitative analyst to directly access extensive financial data. RBCCM's Texas bankers have access to comprehensive financial data available on the Texas Municipal Advisory Council website.		The team prepares financial models in Excel including tax rate impact statements, revenue bond coverage calculations, feasibility analyses, and many other modeling exercises. The quantitative team also uses DBC, the industry-standard bond sizing software package, to complete numbers for bond sales. For refunds, they also analyze escrow requirements and facilitate the purchase of appropriate securities (SLGS or open markets).			
D. Vendor's Qualification Statement					
1. How many years has your organization been in business under its present business name?		6 months			
2. If a corporation, answer the following:	years Executive Head of PRCCM Toxos: Mott Roles	Year Established: 2024 President, Municipal Capital Markets Division: Noe Hinojosa, Jr. President: John Tippit			
TOTAL EVALUATION POINTS	91.75	94.50			
RANKING	2	1			

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

SOUTH TEXAS COLLEGE FINANCIAL ADVISOR SERVICES PROJECT NO. 24-25-1042 EVALUATION SUMMARY

VENDOR		RBC Capital Markets, LLC		TRB Capital Markets, LLC dba Estrada Hinojosa		
ADDRESS		609 Main St Ste 3600		600 N Pearl St Ste 2100 (S Tower)		
CITY/STATE		Houston,	Houston, TX 77006		Dallas, TX 75201	
PHONE		713-65	713-651-3338		214-658-1670	
FAX		713-65	713-651-3347		214-292-8849	
CONTACT		Chris W. Allen		Miguel De Los Santos		
	Firms' qualifications and experience. (up to 20 points)	19		19		
1		20	19.25	20	19.25	
1		19		19		
		19		19		
		32	31.75	34	33.75	
2	Qualifications of personnel and team assigned to the College. (up to 35 points)	32		34		
2		32		34		
		31		33		
	Past experience with public entities, including, but not limited to, community colleges and references. (up to 35 points)	33	31.75	34	33.5	
3 ind co		30		34		
		32		33		
		32		33		
4	Compliance and regulatory matters. (up to 10 points)	9	9	8	8	
		9		8		
		9		8		
		9		8		
TO	TAL EVALUATION POINTS	91.75		94.50		
RAI	NKING	2		1		

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

SOUTH TEXAS COLLEGE FINANCIAL ADVISOR SERVICES REQUEST FOR QUALIFICATIONS - EVALUATION CRITERIA

		Financial Advisor		
		Points	Score Key	
1	Firm's Qualification and Experience. (up to 20 points) 1.1 The qualifications of the firm, years of experience	20	15-20 10-14 5-9 0-4	Excellent Acceptable Marginal Poor
2	Qualifications of Personnel and Team Assigned to the College (up to 35 points) 2.1 The qualifications of the staff assigned to the College vis-a-vis background, years of experience, number of issues engaged in size of issues, etc.	35	30-35 21-29 10-20 0-9	Excellent Acceptable Marginal Poor
3	Past Experience with Public Entities, including, but not limited to Community Colleges and References (up to 35 points) 3.1 Overall public finance experience and track record of the firm. 3.2 Specific experience of the firm and staff with the obligations issued by public entities. 3.2 Reference	35	30-35 21-29 10-20 0-9	Excellent Acceptable Marginal Poor
4	Compliance with Regulatory Matters (up to 10 points). 4.1 Investigations and litigation information provided.	10	7-10 4-6 1-3	Excellent Acceptable Marginal Poor

Total Points 100

Definitions of evaluation terms:

Excellent - respondent provided information which fully addressed or exceeded the requirements

 $\label{lem:condition} \textbf{Acceptable - respondent provided information which addressed most but not all of the requirements}$

Marginal - respondent provided minimal information on requirements

Poor- respondent provided inadequate responses to requirements or did not respond

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

Purpose To approve the renewal of delinquent tax collection services contracts

for Hidalgo County and Starr County with Linebarger Goggan Blair &

Sampson, LLP.

Justification To ensure that the College complies with Section 6.30 item (c) of the

Property Tax Code, which states:

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

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

Enclosed Documents

Appendix A – Summary of Contract Appendix B – Notice of Public Meeting

Funding The delinquent tax collection services fee of fifteen (15) percent

received from the taxpayer is paid to the delinquent tax attorney from the tax collection revenues collected by Hidalgo County and Starr

County.

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 of the renewal of the

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

interest collected.

Finance, Audit, and Human Resources Motions – February 18, 2025 Page 17, Revised 2/13/2025 @ 3:47:47 PM

Appendix A

Summary of Contract

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

NOTICE OF A PUBLIC MEETING

Notice is hereby given that a meeting of Board of Trustees will be held on February 25, 2025 at Ann Richards Administration Building Board Room for the purpose of considering and taking action on all matters on the agenda for the meeting, including approval of an agreement with the law firm of Linebarger Goggan Blair & Sampson, LLP as special counsel to perform all legal services necessary to collect delinquent property taxes and authorizing the execution of such agreement.

The agreement to be considered is necessary for the delinquent taxes owed to South Texas College to be collected in the most effective manner. South Texas College desires that such delinquent tax, penalties and interest be collected as provided in the Texas Tax Code.

The Linebarger Goggan Blair & Sampson, LLP firm is fully qualified to provide this representation, being the largest delinquent tax collection law firm in the State of Texas, as well as the United States and having been engaged in this specialized legal service for more than 40 years. In addition, the Linebarger Goggan Blair and Sampson, LLP firm possesses infrastructure and technology, such as call center technology, that the South Texas College does not currently possess.

Linebarger Goggan Blair & Sampson, LLP has represented South Texas College for the past twenty-seven (27) years with competence and professionalism, in the collection of delinquent property taxes, beginning on May 1, 1997.

The specialized legal services required by this agreement cannot be adequately performed by the attorneys and supporting personnel of the South Texas College due to the high cost of implementing the appropriate infrastructure and technology and employing sufficient in-house attorneys and staff with the level of experience and competence necessary to perform these activities.

Linebarger will be compensated on a contingent fee basis as provided in the Texas Tax Code Sections 6.30, 33.07, 33.08, and 33.48. These Texas Tax Code sections specifically provide for an additional penalty on delinquent taxes to compensate collection attorneys. A contract to pay inside or outside attorneys on an hourly basis would represent an additional cost to the South Texas College.

Entering into the proposed agreement is in the best interests of the residents of South Texas College because the delinquent taxes will be professionally and competently collected without the additional costs to the South Texas College of implementing infrastructure and technology, and employing in-house personnel or paying outside counsel on an hourly fee basis which would otherwise be required.

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

Purpose

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

Justification

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

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

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

Enclosed Documents

Appendix A – Resolution 2025-006 for Approving a Contract with a delinquent tax attorney firm.

Funding

No funding.

Staff Resource

Mary Del Paz, Vice President for Finance and Administrative Services Kelly Salazar, Linebarger Goggan Blair & Sampson, LLP

Recommendation

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

RESOLUTION 2025-006 TO APPROVE LEGAL SERVICES CONTRACT WITH LINEBARGER GOGGAN BLAIR & SAMPSON, LLP

WHEREAS, after having provided adequate notice as required by Sec. 2254.1036 of the Texas Government Code, the Agreement for Delinquent Tax Collection Services with Linebarger Goggan Blair & Sampson, LLP is approved and the President is authorized to execute this Agreement.

After exercising its due diligence, The South Texas College finds that:

- 1. There is a substantial need for the legal services to be provided pursuant to the Agreement for Delinquent Tax Collection Services;
- 2. These legal services cannot be adequately performed by the attorneys and supporting personnel of the South Texas College at a reasonable cost;
- 3. These legal services cannot reasonably be obtained from attorneys in private practice under a contract providing only for the payment of hourly fees, without regard to the outcome of the matter, because of the nature of delinquent tax penalties provided by Texas Tax Code Sections 6.30, 33.07, 33.08, and 33.48 and because South Texas College does not have the funds to pay the estimated amounts required under a contract only for the payment of hourly fees;
- 4. Linebarger Goggan Blair & Sampson, LLP, is well qualified and competent to perform the legal services required to comply with the terms of this contract;
- 5. Linebarger Goggan Blair & Sampson, LLP provides specialized legal services to South Texas College and the College is well satisfied with the quality and outcome of the legal services since the inception of the agreement.
- 6. The contract with Linebarger Goggan Blair & Sampson, LLP is the result of an arm's length transaction between South Texas College and Linebarger Goggan Blair & Sampson, LLP and is fair and reasonable.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF THE TRUSTEES OF SOUTH TEXAS COLLEGE that the South Texas College Board of Trustees hereby approves and authorizes the execution of the contract with Linebarger Goggan Blair & Sampson, LLP for the collection of delinquent taxes for the period of May 1, 2025 through April 30, 2026.

PASSED, APPROVED and	d ADOPTED this	day of	, 2025.
South Texas College			
ATTEST:			
BY:			
Dr. Alejo Salinas, Jr.			
Chair			
ATTEST:			
miles.			
BY:			
Danny Guzman			
Secretary			

Finance, Audit, and Human Resources Motions – February 18, 2025 Page 19, Revised 2/13/2025 @ 3:47:47 PM

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

Purpose To approve Resolution 2025-007 to impose an additional 15 percent

> penalty and additional fees for the collection cost of delinquent taxes as authorized under Section 33.07, 33.08, and 33.48 of the Texas

Property Tax Code for attorney's compensation.

Justification The resolution authorizes the College to levy an additional percent

> penalty and additional fees to the delinquent is needed to enforce the collection of delinquent taxes by compensating the attorney for the collection of delinquent taxes, penalty, and interest, which will remain

delinquent on July 1, 2024.

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

services.

Enclosed Appendix A - Resolution 2025-007 to be completed with the **Documents**

delinquent tax attorney firm awarded for the collection for Delinquent

Taxes.

Funding No funding.

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

Recommendation The Committee recommends Board approval on Resolution 2025-

> 007 to impose an additional 15 percent penalty and additional fees for the collection cost of delinquent taxes as authorized under Section 33.07, 33.08, and 33.48 of the Texas Property Tax Code for

attorney's compensation.

RESOLUTION NO. 2025-007

A RESOLUTION OF THE BOARD OF TRUSTEES OF SOUTH TEXAS COLLEGE LEVYING AN ADDITIONAL PENALTY OF 15% AND ADDITIONAL FEES TO THE DELINQUENT 2024 DISTRICT TAXES PURSUANT TO SECTIONS 33.07, 33.08, and 33.48 OF THE STATE OF TEXAS PROPERTY TAX CODE.

STATE OF TEXAS	§
COUNTY OF STARR	§
AND HIDALGO	§
SOUTH TEXAS COLLEGE DISTRICT	§

WHEREAS, South Texas College (the "College") has an amount of uncollected delinquent taxes due and owing the College for the tax year 2024; and

WHEREAS, pursuant to Section 33.07 of the Texas Property Code, the Board of Trustees is authorized to levy an additional penalty to recover the cost of collection of the amount of taxes, penalty, and interest due on 2024 taxes which remain delinquent on July 1, 2025; and,

WHEREAS, pursuant to Section 33.08 of the Texas Property Code, the Board of Trustees is authorized to levy an additional penalty to recover the cost of collection of the amount of taxes, penalty, and interest due on 2024 taxes which remain delinquent on June 1, 2025 under Sections 26.075 (j), 2615 (e), 31.03, 31.031, 31.032, 31.033, 31.04, or 42.42; and,

WHEREAS, pursuant to Section 33.48 of the Texas Property Code, the Board of Trustees is authorized to recover other costs and expenses in a suit to collect a delinquent tax and,

WHEREAS, the College has contracted Linebarger Goggan Blair & Sampson, LLP for delinquent tax collection in Hidalgo County and Starr County; and

WHEREAS, both contracts provide for compensation, pursuant to Section 6.30 of the Texas Property Tax Code, at a rate of fifteen (15%) percent of collections.

NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF TRUSTEES OF SOUTH TEXAS COLLEGE, THAT;

1. Pursuant to Sections 33.07 and 33.08 of the Texas Property Tax Code, there is hereby levied on all 2024 delinquent taxes, the penalty of fifteen (15%) percent on the amount of taxes, penalty and interest due as of July 1, 2025, and thereafter for taxes

levied for the tax year 2024. Such penalty is for the purpose of defraying costs of collection under the contract with the attorneys representing the College pursuant to the authority of Section 6.30 of the Texas Property Tax Code.

- 2. Pursuant to Section 33.48 of the Texas Property Tax Code, there is hereby assessed additional fees to recover other costs and expenses in a suit to collect a delinquent tax.
- 3. The Tax Assessor-Collectors for the College are hereby ordered and authorized to deliver a Notice of Delinquency and Notice of Additional Penalty to the property owners who have outstanding delinquent taxes for the tax year 2024 at least thirty (30) and not more than sixty (60) days before July 1, 2025.
- 4. A tax lien shall attach to the property on which the 2024 tax is imposed to secure payment of the penalty herein adopted and levied.

CONSIDERED, PASSED, APPROVED AND SIGNED this _______day of ________, 2025 at a regular meeting of the Board of Trustees of South Texas College at which a quorum was present and which was held in accordance with the provisions of Texas Government Code Chapter 551.

SOUTH TEXAS COLLEGE

	BY:
	Chairman
ATTEST:	
BY:Secretary	

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

Purpose To accept the South Texas College Law Enforcement Racial

Profiling Report for Calendar Year 2024.

Justification Pursuant to Texas Occupations Code 1701.164, TCOLE is

required to collect incident-based data, including racial profiling reports based upon vehicle traffic stops, in accordance with the Code of Criminal Procedure Article 2.131-2.138. Chief administrators of law enforcement agencies must submit the racial profiling reports to their governing body, in addition to the Texas

Commission on Law Enforcement (TCOLE).

During calendar year 2024, the South Texas College Department of Public Safety conducted traffic stops within its jurisdiction in

accordance with Texas Education Code section 51.203.

This report is utilized by the state in any investigation of a complaint of racial profiling against a law enforcement agency. The South Texas College Department of Public Safety has received no racial profiling

complaints.

Enclosed Appendix A – Racial Profiling Report for calendar year 2024

Documents Appendix B – Comparative Analysis and Explanation of Report

Statistics

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

Ruben Suarez, Chief of Police for the Department of Public Safety

Recommendation The Committee recommends Board acceptance of the South Texas

College Law Enforcement Racial Profiling Report for Calendar Year

2024.

Racial Profiling Report | Full

Agency Name: South Texas College Department of Public Safety

Reporting Date: 01/09/2025 TCOLE Agency Number: 215006

Chief Administrator: RUBEN SUAREZ

Agency Contact Information:

Phone: (956) 872-2589

Email: rsuarez8@southtexascollege.edu

Mailing Address:

2509 PECAN BLVD MCALLEN, TX 78501

This Agency filed a full report

South Texas College Department of Public Safety has adopted a detailed written policy on racial profiling. Our policy:

- 1) clearly defines acts constituting racial profiling;
- 2) strictly prohibits peace officers employed by the <u>South Texas College Department of Public Safety</u> from engaging in racial profiling;
- 3) implements a process by which an individual may file a complaint with the <u>South Texas College Department</u> of <u>Public Safety</u> if the individual believes that a peace officer employed by the <u>South Texas College Department</u> of <u>Public Safety</u> has engaged in racial profiling with respect to the individual;
- 4) provides public education relating to the agency's complaint process;
- 5) requires appropriate corrective action to be taken against a peace officer employed by the <u>South Texas</u> <u>College Department of Public Safety</u> who, after an investigation, is shown to have engaged in racial profiling in violation of the <u>South Texas College Department of Public Safety</u> policy;
- 6) requires collection of information relating to motor vehicle stops in which a warning or citation is issued and to arrests made as a result of those stops, including information relating to:
 - a. the race or ethnicity of the individual detained;
 - b. whether a search was conducted and, if so, whether the individual detained consented to the search;
 - c. whether the peace officer knew the race or ethnicity of the individual detained before detaining that individual:
 - d. whether the peace officer used physical force that resulted in bodily injury during the stop;
 - e. the location of the stop;
 - f. the reason for the stop.
- 7) requires the chief administrator of the agency, regardless of whether the administrator is elected, employed, or appointed, to submit an annual report of the information collected under Subdivision (6) to:
 - a. the Commission on Law Enforcement; and
 - b. the governing body of each county or municipality served by the agency, if the agency is an agency of a county, municipality, or other political subdivision of the state.

The South Texas College Department of Public Safety has satisfied the statutory data audit requirements as prescribed

in Article 2.133(c), Code of Criminal Procedure during the reporting period.

Executed by: RAY GUTIERREZ Police Compliance Coordinator

Date: 01/09/2025

Total stops: 146

US highway County road State highway	stop 136 1 0 0
Was race or ethnicity known prior to stop?	
Yes	0
No	146
Race / Ethnicity	
-	0
Asian / Pacific Islander	0
Black	1
White	11
Hispanic / Latino	134
Gender	
Female	63
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	1
White	3
Hispanic / Latino	59
Male	83
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	8
Hispanic / Latino	75
Reason for stop?	_
VIOLATION OF IGHT	0
	0
/totall / I dolllo lotallad!	0
	0
White	0

	Hispanic / Latino	0
Pree	xisting knowledge	0
	Alaska Native / American Indian	0
	Asian / Pacific Islander	0
	Black	0
	White	0
	Hispanic / Latino	0
Movi	ng traffic violation	138
	Alaska Native / American Indian	0
	Asian / Pacific Islander	0
	Black	1
	White	9
	Hispanic / Latino	128
Vehic	cle traffic violation	8
	Alaska Native / American Indian	0
	Asian / Pacific Islander	0
	Black	0
	White	1
	Hispanic / Latino	7
Was a s	search conducted?	
mao a c	oaioii ooiidaotoa i	
Yes		1
Yes	Alaska Native / American Indian	-
Yes	Alaska Native / American Indian	0
Yes	Asian / Pacific Islander	0
Yes	Asian / Pacific Islander Black	0 0
Yes	Asian / Pacific Islander Black White	0 0 0
	Asian / Pacific Islander Black	0 0 0 0
Yes	Asian / Pacific Islander Black White	0 0 0
	Asian / Pacific Islander Black White	0 0 0 0
	Asian / Pacific Islander Black White Hispanic / Latino	0 0 0 0 1 145
	Asian / Pacific Islander Black White Hispanic / Latino Alaska Native / American Indian	0 0 0 0 1 145
	Asian / Pacific Islander Black White Hispanic / Latino Alaska Native / American Indian Asian / Pacific Islander	0 0 0 0 1 145 0
	Asian / Pacific Islander Black White Hispanic / Latino Alaska Native / American Indian Asian / Pacific Islander Black	0 0 0 0 1 145 0 0
No	Asian / Pacific Islander Black White Hispanic / Latino Alaska Native / American Indian Asian / Pacific Islander Black White Hispanic / Latino	0 0 0 0 1 145 0 0
No	Asian / Pacific Islander Black White Hispanic / Latino Alaska Native / American Indian Asian / Pacific Islander Black White Hispanic / Latino for Search?	0 0 0 0 1 145 0 0 0
No	Asian / Pacific Islander Black White Hispanic / Latino Alaska Native / American Indian Asian / Pacific Islander Black White Hispanic / Latino for Search? sent	0 0 0 0 1 145 0 0 0
No	Asian / Pacific Islander Black White Hispanic / Latino Alaska Native / American Indian Asian / Pacific Islander Black White Hispanic / Latino for Search? sent Alaska Native / American Indian	0 0 0 0 1 145 0 0 0
No	Asian / Pacific Islander Black White Hispanic / Latino Alaska Native / American Indian Asian / Pacific Islander Black White Hispanic / Latino for Search? sent Alaska Native / American Indian Asian / Pacific Islander	0 0 0 0 1 145 0 0 0
No	Asian / Pacific Islander Black White Hispanic / Latino Alaska Native / American Indian Asian / Pacific Islander Black White Hispanic / Latino for Search? sent Alaska Native / American Indian	0 0 0 0 1 145 0 0 0

	Hispanic / Latino	1				
Con	traband	0				
	Alaska Native / American Indian	0				
	Asian / Pacific Islander	0				
	Black	0				
	White	0				
	Hispanic / Latino	0				
Prob	pable	0				
	Alaska Native / American Indian	0				
	Asian / Pacific Islander	0				
	Black	0				
	White	0				
	Hispanic / Latino	0				
Inve	ntory	0				
	Alaska Native / American Indian	0				
	Asian / Pacific Islander	0				
	Black	0				
	White	0				
	Hispanic / Latino	0				
Incid	dent to arrest	0				
	Alaska Native / American Indian	0				
	Asian / Pacific Islander	0				
	Black	0				
	White	0				
	Hispanic / Latino	0				
Was Co	ontraband discovered?					
Yes		0	Did th	e finding r	esult in	arrest?
			(total s	should equa	al previo	us column)
	Alaska Native / American Indian	0	Yes	0	No	0
	Asian / Pacific Islander	0	Yes	0	No	0
	Black	0	Yes	0	No	0
	White	0	Yes	0	No	0
	Hispanic / Latino	0	Yes	0	No	0
No		1				
	Alaska Native / American Indian	0				
	Asian / Pacific Islander	0				
	Black	0				
	White	0				
	Hispanic / Latino	1				

Description of contraband	
Drugs	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
Weapons	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
Currency	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
Alcohol	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
Stolen property	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
Other	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
Result of the stop	
Verbal warning	5

Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	5
Written warning	97
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	1
White	8
Hispanic / Latino	88
Citation	44
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	3
Hispanic / Latino	41
Written warning and arrest	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
Citation and arrest	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
Arrest	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
Arrest based on	
Violation of Penal Code	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0

	Black	0
	White	0
	Hispanic / Latino	0
Viola	tion of Traffic Law	0
	Alaska Native / American Indian	0
	Asian / Pacific Islander	0
	Black	0
	White	0
	Hispanic / Latino	0
Viola	tion of City Ordinance	0
	Alaska Native / American Indian	0
	Asian / Pacific Islander	0
	Black	0
	White	0
	Hispanic / Latino	0
Outs	tanding Warrant	0
	Alaska Native / American Indian	0
	Asian / Pacific Islander	0
	Black	0
	White	0
	Hispanic / Latino	0
Was nh	ysical force resulting in bodily injury	used during stop?
Yes	yerear received recarming in beauty injury	0
. 00	Alaska Native / American Indian	0
	Asian / Pacific Islander	0
	Black	0
	White	0
	Hispanic / Latino	0
	Resulting in Bodily Injury To:	
	Suspect	0
	Officer	0
	Both	0
No	20	146
	Alaska Native / American Indian	0
	Asian / Pacific Islander	0
	Black	1
	White	11
		101

Hispanic / Latino

Number of complaints of racial profiling

Total	0
Resulted in disciplinary action	0
Did not result in disciplinary action	0
Comparative Analysis	
Use TCOLE's auto generated analysis	X
Use Department's submitted analysis	

Optional Narrative

N/A

Submitted electronically to the



The Texas Commission on Law Enforcement

South Texas College Department of Public Safety

2024 Racial Profiling Report Comparative Analysis

Traffic Stops			College Students		
Ethnicity	Ethnicity Population Percentage Ethnicity Population		Population	Percentage	
Alaska/Native			Alaska/Native		
American/Indian	0	0.00%	American/Indian	22	0.08%
Asian/Pacific			Asian/Pacific		
Islander	0	0.00%	Islander	176	0.64%
Black	1	0.69%	Black	116	0.42%
White	11	7.53%	White	522	1.89%
Hispanic/Latino	134	91.78%	Hispanic/Latino	26,486	95.81%
Other	0	0.00%	Other	322	1.16%
Total	146	100.00%	Total	27,644	100.00%

No person has filed a complaint of racial discrimination for a traffic stop since the department's inception in 2012.

Ruben Suarez

Chief of Police for the South Texas College Department of Public Safety

South Texas College Department of Public Safety

Explanation of Report Statistics

Additional information on the Racial Profiling Report is as follows:

Race or Ethnicity known prior to stop

Traffic stops are conducted when a police officer observes an infraction and pulls over the vehicle to speak with the driver. Since infractions are normally observed when the police officer is behind the vehicle committing the infraction, the police officer is unaware of the ethnicity of the driver until the driver is approached.

The example of how to file a Racial Profiling Report on the Texas Commission on Law Enforcement (TCOLE) website shows a zero in the section to identify traffic stops in which the officer was aware of the ethnicity of the driver before the traffic stop was made. South Texas College police officers receive training in traffic stops and the racial profiling prohibition. The statistics of those who are stopped by South Texas College police documents that the ethnicity is in line with the population of the college and the Rio Grande Valley and that there is no racial profiling being conducted.

Search Conducted:

There was one search conducted during the calendar year 2024.

 Street address or approximate location of the stop: Pecan Campus: 3201 W. Pecan Blvd.

One vehicle stop resulted in a search when the operator was observed stationary and parked in a handicap space without a handicap placard. The officer detected a strong odor of marihuana coming from the vehicle. When questioned, the operator admitted to the officer that her husband used marihuana occasionally in the vehicle, but at this time, there were no drugs in the car, and the scent was from prior use. Consent was granted by the operator for a search of the vehicle. A search of the vehicle was conducted, but no drugs or contraband were found. As a result, a citation was issued for the handicap violation.

Texas state law requires police officers to take action when they observe a danger to the public. The traffic stops on city streets were conducted when the officers observed violations that were a threat to the safety of the public, including driving to endanger and proceeding through red lights when required to stop. The traffic stops are as follows:

Description	Year 2023 Stops Conducted	Year 2024 Stops Conducted
Stops conducted adjacent to campuses on streets paralleling the campus to address safety threats to students	17	116

Description	Year 2023 Stops Conducted	Year 2024 Stops Conducted
Stops conducted on entering/ leaving campuses - driving infractions on college property	9	9
Stops conducted on public roadways where violations posted a liable danger to public safety	15	21
Total	41	146

Traffic stops are being conducted to proactively keep students, faculty, staff, and visitors safe. Below is a breakdown of the stops conducted by the different categories as follows:

Description	Year 2023 Stops Conducted	Year 2024 Stops Conducted
Red Light	12	15
Speeding	8	52
Turned Where Prohibited	4	19
Failure to Stop/ Stop at Sign	1	2
Unsafe Lane Change	2	-
Failed to Stop for a School Bus	-	1
Failure to Yield – Crosswalk / Intersection	2	14
Driving w/o Lights when Lights are Required	2	6
Obstructed or/ No License Plate Displayed	-	2
Stopping, Standing, Parking Prohibited in Certain Places	-	2
Expired License Plates	-	15
Unsafe Speed	1	3
Failure to Stop at Designated Point	-	1
Operating an Unregistered Vehicle	-	1
Parked in Handicap	2	8
Parked in Fire Lane	1	-
Deflective Equipment	-	3
Improper Left Turn	4	-
Following to Close	-	1
Crossing a Business	-	1
Total	41	146

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

Purpose Mary Del Paz, Vice President for Finance and Administrative Services

will provide an update on the College's Enterprise Resource Planning

(ERP) System.

Justification At the September 12, 2023, Public Hearing and Special Board

Meeting, the Board of Trustees approved the purchase of the

Enterprise Resource Planning System, Workday.

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

Module.

Enclosed Appendix A - Workday ERP Implementation Status Report

Documents PowerPoint

Funding Funds for this expenditure were Board approved in the ten-year

budget for Workday in the amount of \$42,934,470, which has been revised to \$38,893,437 due to two Change Orders reducing

Subscription and Staff Augmentation budgets.

Staff Resource 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.



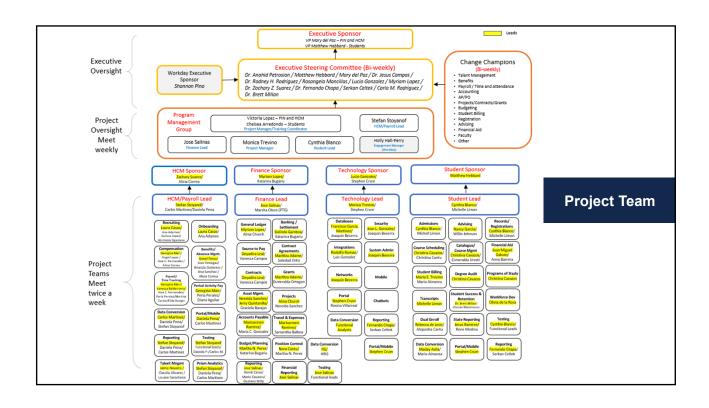
Workday ERP Implementation Status Report Finance, Audit & Human Resources Committee Meeting

February 18, 2025

Agenda

- 01 Project Team
- 02 Workday is Live!
- **02** Total Project Budget
- 03 FY25 Project Budget
- **04** Project Timeline
- **05** Workday Launch Platform Deployment
- **06** Brighter Workday Resources
- **07** Post-production Support

54







Congratulations

South Texas College is LIVE on Workday HCM and Financial Management.



Effective January 1, 2025, the College began using Workday for Financial Management, Human Capital Management, and Payroll-related functions and processes.

Employees can now use the following functions in Workday:

- · Post a position,
- · Screen and hire a candidate,
- Create requisitions,
- Review paystubs,
- · View and request an absence,
- · Create spend authorizations (travel authorization),
- · Submit expense reports.

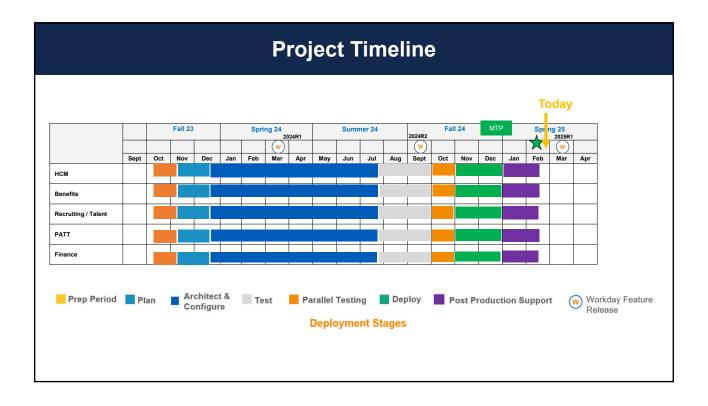
55

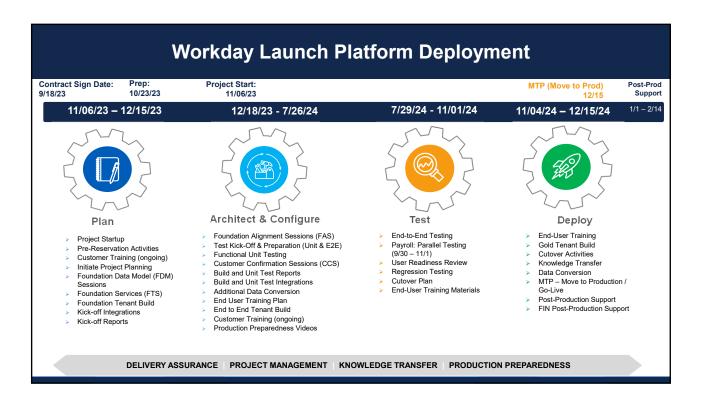
Total Project Budget Contract term: Sep 2023 – Aug 2033

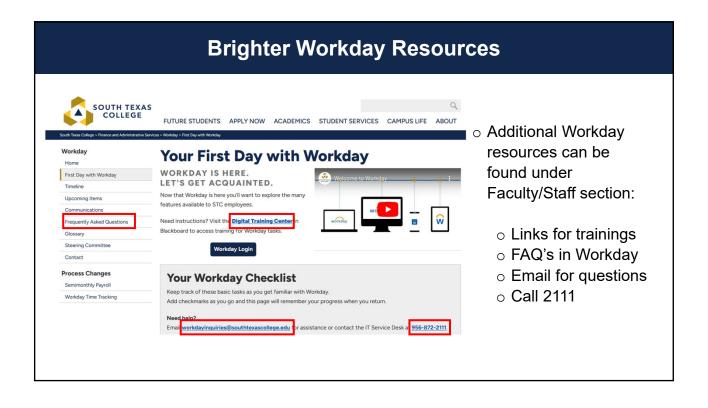
	Original Budget	Amended Budget	Actual Paid to Date	Budget Balance
ERP Subscription	\$14,896,565	\$11,669,457	\$1,623,056	\$10,046,401
ERP Deployment	\$16,423,820	\$17,673,820	\$3,179,211	\$14,494,609
Advisory Services	\$5,420,800	\$5,958,712	\$421,208	\$5,537,504
Additional Costs	\$6,193,285	\$3,591,448	\$408,788	\$3,182,660
Total	\$42,934,470	\$38,893,437	\$5,632,263	\$33,261,174

	Summary of Cont		9	
		Amount	Budget	
Original Budget			\$42,934,470	
#1 Change Order – Sta	ff Augmentation	(813,925)		
#3 Change Order - Sub	scription	(3,227,108)		
Amended Budget			38,893,437	
	Change Orders			
Date	Description	Amount		
May-24	#2 ERP Deployment	(105,321)		
Jul-24	#4 Training Credits	33,250		
Oct-24	#5 ERP Deployment	105,321		
Nov-24	#6 Advisory Services	(150,000)		
1407-24	#7 Advisory Services	49,500		*The changes are funded with budget reallocation from other budget lines. The total Workday budge
Dec-24	#8 Advisory Services	100,500		therefore, will not be impacted.
	#9 Training Credits	24,150		·
Jan-25	#10 ERP (Advising) Deployment	48,000		
Jan-25	#11 Extend Pro & Deployment	1,700,120		
	#12 Advisory Services	48,300		
	#13 Advisory Services	3,000		
Feb-25	#14 Training Credits	69,000		
	#15 Advisory Services	7,200		
	#16 Transition to Bi-Weekly Payroll	80,000		
	Total Change Orders (#2 & #4 – #16)		2,013,020	
Funding Source – Budget Reallocation			(2,013,020)	
Amended Budget			\$38,893,437	

56







Post-Production Support

The college is aiming to implement additional features in Workday:

Prism

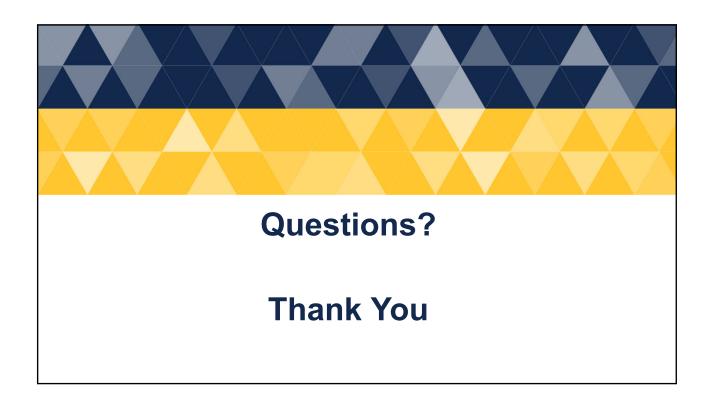
Prism uses data from different sources to create reports and dashboards.

Extend Pro

• Workday Extend Pro will enable the team to build, deploy, and share apps that run on Workday and are tailored to the college's specific business needs.

Adaptive Planning

Adaptive Planning is mainly use for budget forecasting and projections.



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

Purpose To approve Change Orders for Contract with Precision Task Group

(PTG) / Workday.

Justification To gain approval of 5 Change Orders (#12 – # 16) for PTG for the

following services, not to exceed the listed amounts:

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

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

Enclosed Documents

Appendix A - Cost Breakdown and Budget Reallocation Appendix B - Summary of Contract Change Orders

Funding

Funds for this expenditure are budgeted in the Workday budget for FY 2024 – 2025 based on the proposed reallocation of the budget.

Staff Resource

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

Recommendation

The Board of Trustees of South Texas College approves and authorizes the 5 Change Orders in the amount of \$207,500 for the Contracts with Precision Task Group (PTG) / Workday as presented.

Finance, Audit, and Human Resources Motions – February 18, 2025 Page 23, Revised 2/13/2025 @ 3:47:47 PM

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

	<u> </u>	. 0,	2020		•
Cost Breakdown	Change Order Costs		Budget	Budget Reallocation	Remaining Balance
AMS Post Production Support	\$48,300			\$48,300	\$48,300
Conf. Changes on Expenses	3,000			3,000	3,000
Training Credits	69,000			69,000	69,000
Additional Tenant for Backup	7,200			7,200	7,200
Transition to Bi-Weekly Payroll	80,000			80,000	80,000
Training			69,000	(69,000)	-
Staff Augmentation			112,666	(48,300)	64,366
Contingency			167,167	(90,200)	76,967
Total	\$207,500		\$348,833	\$-	\$348,833

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

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

Finance, Audit, and Human Resources Motions – February 18, 2025 Page 24, Revised 2/13/2025 @ 3:47:47 PM

Date	Description	Change Amount
	#7 Advisory Services Statement of Work Modification – Job Aids	49,500
December 2024	#8 Advisory Services Statement of Work Modification – Job Aids	100,500
	#9 Training Training Credits	24,150
	#10 Extend Professional and Deployment	1,700,120
January 2025	#11 ERP Deployment Change Order Modification – Addition of Workday Advisory Services	48,000
	#12 Advisory Services Statement of Work Addition – Advisory Services	48,300
	#13 Advisory Services Statement of Work Addition – Configure Changes on Business Processes	3,000
February 2025	#14 Training Training Credits	69,000
	#15 Advisory Services Statement of Work Addition – Additional Tenant for Backup	7,200
	#16 Advisory Services Statement of Work Transition to Bi-Weekly Payroll	80,000
Change Order Ch	nanges	(2,028,013)

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

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

Purpose Administration proposes the ratification for expanding the Relgnite

Scholarship funds approved by the Board of Trustees from assisting students with prior debt to also assisting students with their current

semester unpaid balances.

Justification At the September 24, 2024 meeting, the Board of Trustees approved

the use of \$150,000 from the College's Unrestricted Fund Balance for Relgnite student scholarships, aimed at helping students with prior

debt who are returning to complete a certificate or degree.

Legal counsel confirmed the use of these funds is appropriate.

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

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

Funding Funds for this expenditure were Board approved in the Unrestricted

Fund Balance Amendment dated September 24, 2024.

Staff Resource Dr. Matthew Hebbard, Vice President for Student Affairs and

Enrollment Management

Recommendation The Committee recommends Board approval of the ratification for

expanding the Relgnite Scholarship funds to assist returning students by covering their current semester unpaid balances using

Unrestricted Fund Balance.

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

Purpose To address the debt collection letter received from Rio Grande City

on February 4, 2025, dated January 30, 2025, for a significant discrepancy in the water billing for the South Texas College Starr

County Campus.

Justification The letter received from Rio Grande City states that an audit was

conducted on the account and inaccurate readings were discovered resulting in an outstanding balance of \$561,982.19 due by February

27, 2025.

The letter also states that the College has the right to dispute the debt

by submitting a notice within 15 days of receiving the letter.

Enclosed
Documents
Staff Resource

Appendix A – Letter received from Rio Grande City

Mary Del Paz, Vice President for Finance and Administrative Services

George McCaleb, Executive Director - Facilities Operations &

Maintenance

Recommendation It is requested that the Committee recommend approval at the Board

meeting or defer the decision to the full Board on the Rio Grande City Debt Collection for Discrepancy on Water Billing in the amount of

\$561,982.19 for the Starr County Campus as presented.



RIO GRANDE CITY Hill Country of the Valley

Mayor Gilberto Falcon Mayor Pro-Tem Ediel Barrera Commissioner Ben de Leon Commissioner Rogerio "Roger" Olivarez Commissioner Eudolio "Nune" Barrera III City Manager Gilberto Millan

DEBT COLLECTION

To: South Texas College Account No: 11-120000-01

January 30,2025

RE: URGENT DEBT COLLECTION

We hope this letter finds you well. We are writing to address a significant discrepancy in the water billing for your facility. An audit of your account has been conducted, there were inaccurate readings discovered. An investigation is currently underway to determine the reasons for these inaccurate meter readings.

Historically, South Texas College has a monthly water consumption usage of an average of 2,062,893 gallons/month based on the four months prior readings. As of January 29, 2025, the updated charges are now reflective on your account, resulting in an unpaid balance of \$561,982.19.

Notice and Demand for Compliance

In accordance with Texas Water Code § 13.250 and other applicable regulations, we hereby notify you of the following:

- 1. Immediate Payment: South Texas College is required to pay the outstanding balance of \$561,982.19 by February 27, 2025. Failure to make this payment may result in further legal action.
- 2. Future Compliance: South Texas College must ensure timely payment of all future water bills based on accurate meter readings. Failure to comply with this requirement may result in additional penalties and potential discontinuation of water services.

Legal Remedies

Should the outstanding balance remain unpaid, the City of Rio Grande City reserves the right to pursue the following legal remedies:

- a. Civil Litigation: We may file a civil lawsuit to recover the unpaid balance, including applicable interest and legal fees.
- b. Administrative Remedies: We may pursue administrative remedies through the Texas Commission on Environmental Quality (TCEQ) or other relevant regulatory bodies.

- c. Contractual Remedies: If applicable, we may enforce any existing contracts or agreements regarding water services.
- d. Negotiation and Settlement: We are open to negotiating a settlement to resolve this matter amicably.

Statutory Warning

Under Texas Water Code § 13.250, we are required to provide adequate notice and an opportunity to remedy the situation before discontinuing water services. This letter serves as your formal notice. If the outstanding balance is not paid, and the necessary steps for meter inspection and maintenance are not taken within 30 days from the date of this letter, we may be compelled to take further action, including the discontinuation of water services to the Starr County Jail.

You have the right to dispute this debt by submitting a notice within 15 days of receiving this letter. If you fail to dispute this letter within the timeframe above, the collection will be considered as accepted.

Please remit payment to: RGC Public Utilities at 5332 E. Highway 83, Rio Grande City, TX 78582.

We understand the critical nature of the services provided by the jail and are committed to working with you to resolve this issue promptly and amicably. Please contact our office at 956-487-0672 to discuss the next steps and to arrange for the meter inspection.

Thank you for your immediate attention to this matter.

Sincerely,

270

Eric Flores Public Utilities Director Finance, Audit, and Human Resources

Motions - February 18, 2025

Page 27, Revised 2/13/2025 @ 3:47:47 PM

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

Purpose To adopt the new Personnel Policies and retire the current policies to

align with the Texas Association of School Boards (TASB) policy

manual.

Justification To provide the new policies in the TASB standardized format. In

addition to the policies and, as applicable, internal procedures are

currently in place and will continue to be enhanced.

The new and retired policies have been reviewed by staff,

administrators, TASB staff, STC Legal Counsel, and the Vice

President for Finance and Administrative Services.

Enclosed Appendix A – List of New and Retired Policies

Documents Appendix B – New Policies

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

Dr. Zachary Suarez, Executive Director of Human Resources and

Talent Development

Recommendation The Committee recommends Board approval to adopt the new

Personnel Policies and retire the current policies as presented, and

which supersedes any previously adopted Board policy.

Appendix A

List of New and Retired Policies

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

Appendix B

New policies follow in the packet.

Reasonable Suspicion Searches

The College District reserves the right to conduct searches when the College District has reasonable cause to believe that a search will uncover evidence of work-related misconduct. The College District may search the employee, the employee's personal items, work areas, lockers, and private vehicles parked on College District premises or worksites. Searches that reveal a violation of the College District's standards of conduct may result in disciplinary action and any items discovered may be referred to law enforcement. [See DH]

Reasonable Suspicion Alcohol and Drug Testing

The College District may remove an employee from duty and require the employee to submit to alcohol or drug testing if there is reasonable suspicion that the employee is under the influence of alcohol or drugs used in violation of College District policy. The determination of reasonable suspicion may be based on specific observations of the appearance, behavior, speech, or body odors of the employee whose motor ability, emotional equilibrium, or mental acuity seems to be impaired while on duty or other relevant information. Any employee who is asked to submit to drug or alcohol screening shall be given the opportunity to provide relevant information about prescription or nonprescription medications that may affect the screening.

A College District employee who refuses to comply with a directive to submit to testing based upon reasonable suspicion shall be subject to disciplinary action, up to and including termination.

A College District employee confirmed to have violated the College District's policy pertaining to alcohol or drugs may be subject to disciplinary action. [See DM series and DH]

Note:

The following provisions apply to employees who are covered by the federal Department of Transportation (DOT) rules.

Federally Required DOT Testing Program

In accordance with DOT rules, the College District shall establish an alcohol and controlled substances testing program to help prevent accidents and injuries resulting from the misuse of alcohol and controlled substances by the drivers of commercial motor vehicles. The primary purpose of the testing program is to prevent impaired employees from performing safety-sensitive functions.

The College President shall designate a College District official who shall be responsible for ensuring that information is disseminated to employees covered under this testing program regarding prohibited driver conduct, alcohol and controlled substances tests, and the consequences that follow positive test results.

DATE ISSUED: 4/12/2022

UPDATE 43 DHA(LOCAL)-BJC 1 of 3

Drug-related Violations

The following constitute drug-related violations under the DOT rules:

- 1. Refusing to submit to a required test for alcohol or controlled substances.
- 2. Providing an adulterated, diluted, or substituted specimen on an alcohol or controlled substances test.
- 3. Testing positive for alcohol, at a concentration of 0.04 or above, in a post-accident test.
- 4. Testing positive for controlled substances in a post-accident test.
- 5. Testing positive for alcohol, at a concentration of 0.04 or above, in a random test.
- 6. Testing positive for controlled substances in a random test.
- 7. Testing positive for alcohol, at a concentration of 0.04 or above, in a reasonable suspicion test.
- 8. Testing positive for controlled substances in a reasonable suspicion test.

An employee who operates a commercial motor vehicle, including a bus, and commits a drug-related DOT violation as defined above may be reinstated as a driver if he or she successfully completes a return-to-duty test. The employee may also be subject to follow-up tests.

Alcohol Results Between 0.02 and 0.04 In accordance with DOT rules, a driver tested under this policy and found to have an alcohol concentration of 0.02 or greater, but less than 0.04, shall be suspended from driving duties for at least 24 hours.

[In the event of a subsequent positive test result for alcohol of 0.02 or greater but less than 0.04, see the disciplinary consequences at College District-Imposed Consequences, below.]

Reasonable Suspicion DOT Testing Only supervisors specifically trained in accordance with federal regulations may, based upon reasonable suspicion, remove a driver from a safety-sensitive position and require testing for alcohol and/or controlled substances. The determination of reasonable suspicion shall be based on specific observations of the appearance, behavior, speech, or body odors of the driver whose motor ability, emotional equilibrium, or mental acuity seems to be impaired. Such observations must take place just preceding, during, or just after the period of the workday that the driver is on duty.

DATE ISSUED: 4/12/2022

UPDATE 43 DHA(LOCAL)-BJC The observations may include indication of the chronic and withdrawal effects of controlled substances. Within 24 hours of the observed behavior, the supervisor shall provide a signed, written record documenting the observations leading to a controlled substance reasonable suspicion test.

College District-Imposed Consequences In addition to the consequences established by federal law, a College District employee confirmed to have violated the College District's policy pertaining to alcohol or controlled substances, including a second or subsequent positive test result for alcohol of 0.02 or greater but less than 0.04, shall be subject to College Districtimposed discipline, as determined by his or her supervisor(s) and the College President. Such discipline may include any appropriate action from suspension without pay during the period of removal from safety-sensitive functions, up to and including termination of employment. A DOT driver tested under this policy and found to have an alcohol concentration of 0.02 or greater shall be removed from safety sensitive duties and terminated. A DOT driver who operates a commercial motor vehicle, including a bus, and commits a drug-related DOT violation will be immediately removed from safety sensitive duties and will be terminated.

In cases where a driver is also employed in a nondriving capacity by the College District, disciplinary action imposed for violation of alcohol and controlled substances policies shall apply to the employee's functions and duties that involve driving. Additionally, upon recommendation of the employee's supervisor, disciplinary measures up to and including termination of employment with the College District may be considered.

DATE ISSUED: 4/12/2022

UPDATE 43

DHA(LOCAL)-BJC

General Requirements

All resignations shall be submitted in writing to the executive director of human resources and talent development or other person designated by the College President in accordance with this policy. The employee shall give reasonable notice on a form provided by the College District and may include in the notice a statement of the reasons for resigning. A prepaid certified or registered notice of resignation shall be considered submitted upon mailing.

If an employee provides a resignation to a supervisor who has not been designated by the College President to accept resignations, the supervisor shall instruct the employee to submit the resignation to the executive director of human resources and talent development or other person designated by the College President.

Contract Employees

End of Contract Term Any employee serving under any type of term contract may resign the employee's position and leave the employment of the College District effective at the end of the contract term without penalty, provided the employee submits a notice of resignation, in accordance with administrative regulations and the provisions at General Requirements, above.

The executive director of human resources or other person designated by the College President shall be authorized to accept a term contract employee's resignation effective at the end of the contract term.

Prior to End of the Contract Term

An employee serving under a term contract wishing to resign prior to the end of the contract term must submit a notice of resignation in accordance with the provisions at General Requirements. The consent of the College President or other person designated by Board action is required for resignations effective prior to the end of the contract term.

At-Will Employees

The College President shall be authorized to accept the resignation of an at-will employee at any time. The College President may delegate to other administrators the authority to accept a resignation of an at-will employee.

Board Report

At the next Board meeting, the College President shall provide to the Board a list of the employees who have resigned since the last Board meeting.

Withdrawal of Resignation

Once submitted and accepted, the resignation of an employee may not be withdrawn without the consent of the College President.

DATE ISSUED: 10/27/2021

UPDATE 42

DMD(LOCAL)-AJC

Review and Recommend Action to Retire Current Policies

Purpose To retire the current policies to align with the Texas Association of

School Boards (TASB) policy manual.

Justification Based on internal operations and functions, content from the retired

policies may transition to a procedure, handbook, or operations

manual as deemed appropriate by College staff.

The retired policies have been reviewed by staff and administrators.

Enclosed Appendix A – List of Retired Policies

Documents Appendix B – Retired Policies

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

Dr. Zachary Suarez, Executive Director of Human Resources and

Talent Development

Dr. Anahid Petrosian, Vice President and Provost for Academic

Affairs and Economic Development

Dr. Brett Millan, Associate Vice President for Academic Success and

Advancement

Recommendation The Committee recommends Board approval to retire current policies

as presented.

Appendix A

List of Retired Policies

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

Appendix B

Policies follow in the packet.

Title Field and International Studies Courses 3120

Legal Authority Texas Higher Education Coordinating Board

Southern Association of Colleges & Schools

Approval of the Board of Trustees

Date Approved by Board Board Minute Order dated November 9, 1995

Combining study and travel is an important alternative learning experience for students. Field courses taught away from the College and international studies courses taught outside the United States incorporate substantial learning experiences that take advantage of environments not available in a traditional classroom setting. All such courses will:

- 1. Be of college-level rigor and complexity;
- 2. Be in the approved Course Inventory Listing and be offered as described in the college catalog;
- 3. Meet all applicable regulations stipulated by the Texas Higher Education Coordinating Board, the Southern Association of Colleges and Schools, and any other applicable accrediting agencies;
- 4. Be planned and structured in cooperation with the appropriate academic units of the College if college credit is awarded;
- 5. Incorporate a core of stated learning outcomes or activities which all students are required to demonstrate in order to successfully complete the course;
- 6. Require individual assessment to determine which students have acquired the learning outcomes;
- 7. Be taught, evaluated, or directly supervised by an instructor who has met the institutions' qualifications for appointment to the College faculty; and
- 8. Conform to all applicable College procedures.

Title Provision of Letter of Appointment: Faculty, 4118

Administrative, or Executive Employee

Legal Authority Approval of the Board of Trustees Page 1 of 3

Date Approved by Board Board Minute Order dated February 21, 2002

As Amended by Board Minute Order dated April 28, 2015 As Amended by Board Minute Order dated January 31, 2017

Notice of Letter of Appointment Renewal or Non-renewal: Faculty

The College shall notify each faculty member whose Letter of Appointment is about to expire whether the College proposes to renew or not renew the Letter of Appointment for the next academic year as follows: Faculty members who have already completed a year of employment as full time regular faculty members with the College shall be given notice not later than February 15. Faculty members who are in their first year of employment with the College shall be given notice not later than April 15.

The College shall be deemed to have given the faculty member timely notice if it provides notice electronically or hand delivers the notice to the faculty member or deposits the notice to the custody of the U.S. Postal Service by the deadline date in a sealed envelope addressed to the faculty member to the address specified by the faculty member.

The College's failure to provide this notice by the specified date shall be deemed an election by the College to employ the faculty member in the same professional capacity for the following academic year.

Acceptance of Offer of Appointment: Faculty, Administrative, or Executive Employee

The College shall provide notice to each faculty member, administrative, or executive employee who is proposed to be renewed for the next academic or fiscal year, as applicable, an offer of appointment for the upcoming academic year or fiscal year, as applicable. The letter of appointment, if accepted, must be electronically or manually signed by the respective employee and returned to the Office of Human Resources by the stated deadline. Failure to respond by the deadline date indicated on the letter of appointment will constitute a rejection of the offer.

Notice Under Letter of Appointment: Faculty, Administrative, or Executive Employee

Before a faculty member, administrative, or executive employee employed under a Letter of Appointment may be terminated, suspended without pay, or released because of a necessary reduction of personnel, the President must notify the faculty member, administrative, or executive employee in writing of the proposed action and the grounds for the action.

Hearing Under Letter of Appointment: Faculty, Administrative, or Executive Employee

If a faculty member, administrative, or executive employee employed under a Letter of Appointment desires a hearing after receiving notice of the proposed termination, proposed non-renewal, or proposed suspension without pay, the faculty member, administrative, or executive employee shall notify the President in writing not later than the 10th business day after the date the faculty member, administrative, or executive employee receives the notice of the proposed action. The President shall schedule a hearing to be held not later than the 20th business day after the date the President receives the request for a hearing unless the parties agree in writing to a different date.

Title Provision of Faculty Letter of Appointment: 4118

Faculty, Administrative, or Executive Employee

Legal Authority Approval of the Board of Trustees Page 2 of 3

At the hearing, the faculty member, administrative, or executive employee may:

- (1) be represented by legal counsel or a representative of the faculty member administrative, or executive employee's choice;
- (1) hear the evidence supporting the reason for the proposed action;
- (2) call witnesses;
- (3) cross-examine witnesses; and
- (4) present evidence.

Decision of President

If the faculty member, administrative, or executive employee does not request a hearing, the President shall:

- (1) proceed to take the appropriate action to terminate the or suspend the faculty member, administrative, or executive employee without pay without further notice to the faculty member, administrative, or executive employee before taking such action; and
- (2) notify the faculty member, administrative, or executive employee in writing of that action not later than the 20th business day after the date the notice of proposed action was sent to the faculty member, administrative, or executive employee.

If the faculty member, administrative, or executive employee requests a hearing, following the hearing the President shall notify the faculty member, administrative, or executive employee in writing of that action not later than the 15th business day after the date on which the hearing is concluded.

Resignation Under Letter of Appointment: Faculty

To resign in good standing, a faculty member employed under a Letter of Appointment whose term has not yet commenced, shall be required to file a written request to be released from the Letter of Appointment with the Office of Human Resources or the President's designee not later than the 45th calendar day before the effective date of letter of appointment of the following academic year. A written resignation mailed by prepaid certified or registered mail to the Office of Human Resources, the President or the President's designee at the post office address of the College is considered filed at the time of mailing.

A faculty member employed under a Letter of Appointment may request a release from the Letter of Appointment in good standing at any other time with the approval of the President or the President's designee by submitting a written request to be released from the Letter of Appointment not less than 45 calendar days prior to the effective date of the resignation.

Title Provision of Faculty Letter of Appointment: 4118

Faculty, Administrative, or Executive Employee

Legal Authority Approval of the Board of Trustees Page 3 of 3

Resignation Under Letter of Appointment: Administrative, or Executive Employee

Executive and Administrative staff employed under a Letter of Appointment may request a release from the Letter of Appointment not less than 45 calendar days prior to the effective date of the resignation. Approval of release of appointment must be obtained from the President.

A faculty member, administrative, or executive employee who does not resign in good standing shall not be eligible for re-employment.

Termination or Suspension Under Letter of Appointment: Faculty, Administrative, or Executive Employee

The President may terminate a Letter of Appointment and discharge a faculty member administrative, or executive employee at any time for good cause or a financial exigency or program change that requires a reduction in personnel as determined by Board Policy.

A faculty member, administrative, or executive employee terminated for cause will not be eligible for reemployment with the College.

In this policy, business days is defined as Monday through Friday, not including days the College is officially closed.

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

Purpose To revise policies to align with the Texas Association of School

Boards (TASB) policy manual.

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

numbered updates.

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

a new local policy made by TASB.

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

Administrative Services.

Enclosed Documents

Appendix A – List of Policies

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

Ruben Suarez, Chief of Police

Dr. Zachary Suarez, Executive Director of Human Resources and

Talent Development

Venisa Earhart, Board Relations Administrator

Recommendation The Committee recommends Board approval to adopt the revised

numbered update policies as presented, and which supersedes any

previously adopted Board policy.

Appendix A

Item	Policy	Update	Explanatory Notes				
Α	BBD (Local) – Board	46	Revisions to this local policy address HB				
	Members: Orientation and		3033, which requires board members to				
	Training		complete Public Information Act Training if				
	_		the attorney general determines the college				
			failed to comply with the Public Information				
			Act (PIA). The revisions clarify that the				
			existing delegation of the responsibility to				
			take the PIA training to the public information				

Finance, Audit, and Human Resources Motions – February 18, 2025 Page 30, Revised 2/13/2025 @ 3:47:47 PM

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

Appendix B

Policies follow in the packet.

BOARD MEMBERS
ORIENTATION AND TRAINING

BBD (LOCAL)

Orientation

The Board and the College President College President shall provide an orientation for new Board members within the calendar year of their election to assist them in understanding the Board's function, policies, and procedures. Assistance given in the orientation of new Board members may include the following, as appropriate or available:

- 1. Selected materials on the responsibilities of being a contributing member of the Board.
- 2. Material pertinent to meetings and an explanation of its use.
- Invitations to meet with the College President College
 President and other administrative personnel designated by
 the College President College President to discuss services
 the administration performs for the Board.
- 4. Access to a copy of the Board's policies and administrative regulations and other documents and information currently in use by other Board members.
- 5. Information regarding appropriate meetings and workshops.
- 6. A formal orientation on legal and budgetary oversight responsibilities of the Board.
- 7. Other information and activities as the Board or the College President deems useful in fulfilling the role of Board member.

Annual Training Plan

The College President Shall work with the Board to develop and implement an annual plan to address the training needs of Board members.

Cybersecurity Training

The College President College President or designee shall determine, from the list of cybersecurity training programs certified by the Department of Information Resources (DIR) and published to DIR's website, the cybersecurity training program to be used in the College District. The College President The College President may remove access to the College District's computer systems and databases for noncompliance with training requirements as appropriate.

The College President College President shall periodically require an internal review of the College District to ensure compliance with the cybersecurity training requirements.

BOARD MEMBERS ORIENTATION AND TRAINING

BBD (LOCAL)

Public Information CoordinatorAct Training

The College PresidentAfter Election or Appointment The College President or designee shall fulfill the responsibilities of the public information coordinator and shall receive, on behalf of Board members, the Public Information Act (PIA) training specified by Government Code 552.012- to be completed no later than the 90th day after the member takes the oath of office.

After a Violation

A Board member who receives written notice from the attorney general that the member must complete the PIA training described by Section 552.012 following the College District's failure to comply with a PIA requirement shall complete the training within the timelines described in law.

DATE ISSUED: 10/19/202212/13/2023 <u>LDU 2022.02</u>**UPDATE 46** BBD(LOCAL)-AJC

Adopted: 9/27/2022

SAFETY PROGRAM EMERGENCY PLANS AND ALERTS

CGC (LOCAL)

Emergency Operations Plan

In accordance with state requirements, the College District shall maintain a multihazard emergency operations plan that provides for appropriate employee training; adequate communications technology and infrastructure, including employee access to emergency communication devices; coordination with state and local entities; and implementation of a safety and security auditain any other requirements established by the Texas School Safety Center (TxSSC).

Emergency Response and Evacuation Procedures In accordance with federal law, the College District shall maintain effective emergency response and evacuation procedures that can be implemented on short notice and that will ensure optimum safety for students and personnel.

Emergency Alert System

In accordance with state requirements, the College District shall maintain an emergency alert system that provides for timely notification to students, faculty, and staff of emergencies affecting the College District or its students and employees.

EMPLOYMENT REQUIREMENTS AND RESTRICTIONS CREDENTIALS AND RECORDS

DBA (LOCAL)

Personnel File

The College District shall maintain personnel files on College District employees adequate for local and state needs and regional accrediting organizations. The permanent personnel file for all full-time and part-time employees is stored in the Office of Human Resources. Personnel records shall include, but not be limited to:

- 1. Official transcripts from all colleges attended;
- 2. A completed College District employment application form; and
- 3. Personal data forms as may be required for proper and effective use.

Custodian of Personnel File

The College District designates the executive director of human resources or designee as the custodian of personnel records to serve as the agent of the College President and maintain all records relating to all present and past employees of the College District.

Law Enforcement Personnel Files

The College President or designee and the College District police department shall develop regulations, in accordance with law, for the compilation and retention of, and access to, personnel files maintained with respect to peace officers and telecommunicators.

Social Security Number

The College District shall not use an employee's social security number as an employee identifier, except for tax purposes [see DC]. In accordance with law, the College District shall keep an employee's social security number confidential.

Credentials

Degrees, credit hours, and certificates will be evaluated and recognized by using the following criteria:

- 1. The degree and/or credit hours are from a college/university accredited (or in pre-accreditation status) by a nationally recognized accrediting agency or an accrediting agency recognized by the Coordinating Board. Accredited institutions and nationally recognized accrediting agencies will be determined by using the following:
 - a. Accredited Institutions of Higher Education;
 - b. U.S. Department of Education;
 - c. Coordinating Board;
 - d. Council for Higher Education Accreditation; and
 - e. Other agencies or publications that will establish national recognition or accreditation; and

DATE ISSUED: 10/6/20235/17/2024 LDU 2023.05UPDATE 47 DBA(LOCAL)-X

Adopted: 8/22/2023

EMPLOYMENT REQUIREMENTS AND RESTRICTIONS CREDENTIALS AND RECORDS

DBA (LOCAL)

 If the degree/certificate is from a college, university, school, institution, or association outside the United States, it must be verified (must be evaluated/verified by an accredited member of the National Association of Credential Evaluation Services) through a nationally recognized independent foreign transcript evaluation service or by a university in the United States qualified to conduct such evaluations.

Faculty Qualifications

The College District shall employ faculty members who meet faculty credential guidelines consistent with the Southern Association of Colleges and Schools Commission on Colleges' (SACSCOC) Comprehensive Standard, as well as qualifications specified by the Coordinating Board, and other discipline-specific accrediting or licensing authorities.

Minimum Educational Requirements of Staff (Non-Faculty) The College District reserves the right to modify the minimum educational requirements for certain entry-level positions. A committee, determined by the executive director of human resources or designee, must receive and review recommendations from the appropriate supervisor prior to making a decision on matters involving the modification of the minimum education requirements necessary of staff (non-faculty) positions at the College District.

Confidentiality of Records and Business Matters

The College District maintains the confidentiality of its records and matters relating to the conduct of its business as permitted by the Texas Public Information Act and Student Confidentiality Statutes. No employee of the College District is permitted to disclose information that concerns any students or former, active, or prospective personnel that is exempt from disclosure under the Texas Public Information Act or other privacy law.

Employees with access to such information will be asked to sign an Employee Non-Disclosure Agreement and to comply with the provisions of that agreement.

Personal Status Change

Any personal status changes affecting recordkeeping, mailing address, emergency contact phone numbers, or employee benefits must be reported to the Office of Human Resources.

The College District is not liable if the employee does not report changes in a timely fashion.

DATE ISSUED: 10/6/20235/17/2024 LDU 2023.05UPDATE 47

Adopted: 8/22/2023

EMPLOYMENT PRACTICES

DC (LOCAL)

Posting Vacancies

The College President or designee shall establish guidelines for advertising employment opportunities and posting notices of vacancies. These guidelines shall advance the Board's commitment to equal opportunity employment and to recruiting well-qualified candidates. Current College District employees may apply for any vacancy for which they have appropriate qualifications.

Applications

All applicants shall complete the application form supplied by the College District and certify that the information provided by the applicant is true and correct.

Employment of Certain Law Enforcement Personnel The College President or designee and the College District police department shall develop regulations, in accordance with law, for the employment of peace officers and telecommunicators. The regulations shall address:

- 1. The investigation of the applicant's background;
- 2. Medical and psychological examination and drug screening of the applicant;
- 3. The applicant's qualification to carry a firearm, if applicable;
- 4. A provisional hiring period applicable upon employment; and
- 5. The submission of any required forms to the Texas Commission on Law Enforcement (TCOLE).

DATE ISSUED: 4/5/17/2024 LDU 2024.03UPDATE 47 DC(LOCAL)-X

Adopted: 3/26/2024

EMPLOYEE STANDARDS OF CONDUCT CHILD ABUSE AND NEGLECT REPORTING

DHB (LOCAL)

Reporting

Any person who has reasonable cause to believe that a child's physical or mental health or welfare has been adversely affected by abuse or neglect has a responsibility under state law to immediately report the suspected abuse or neglect to an appropriate authority.

As defined in state law, child abuse and neglect include both sex and labor trafficking of a child.

A professional who has reasonable cause to believe that a child has been or may be abused or neglected or may have been a victim of indecency with a child has an additional legal obligation to submit a written or oral report within 48 hours after the professional first has reasonable cause to believe the abuse or neglect has occurred or may be occurring. A "professional" is anyone licensed or certified by the state who has direct contact with children in the normal course of duties for which the individual is licensed or certified.

A person is required to make a report if the person has reasonable cause to believe that an adult was a victim of abuse or neglect as a child and the person determines in good faith that disclosure of the information is necessary to protect the health and safety of another child or an elderly or disabled person.

Oral Reports

As required by law, an oral report made to the Texas Department of Family and Protective Services (DFPS) is recorded.

Making a Report

Reports may be made to any of the following:

- 1. A state or local law enforcement agency;
- 2. The Child Protective Services (CPS) division of the Texas Department of Family and Protective Services (DFPS)DFPS at (800) 252-5400 or the Texas Abuse Hotline Website¹;
- 3. A local CPS office; or
- 4. If applicable, the state agency operating, licensing, certifying, or registering the facility in which the suspected abuse or neglect occurred.

However, if the suspected abuse or neglect involves a person responsible for the care, custody, or welfare of the child, the report must be made to DFPS, unless the report is to the state agency that operates, licenses, certifies, or registers the facility where the suspected abuse or neglect took place; or the report is to the Texas Juvenile Justice Department as a report of suspected abuse or neglect in a juvenile justice program or facility.

DATE ISSUED: 2/21/202312/12/2024 LDU 2023.01UPDATE 48 DHB(LOCAL)-AJC Adopted: 1/31/2023

EMPLOYEE STANDARDS OF CONDUCT CHILD ABUSE AND NEGLECT REPORTING

DHB (LOCAL)

An individual does not fulfill the person's responsibilities under the law by only reporting suspicion of abuse or neglect to the College President or another College District staff member. The College District shall not require an employee to first report the employee's suspicion to a College District or campus administrator.

In accordance with law, an individual must provide the individual's name and telephone number. If the individual making the report is a professional, as defined by law, the individual must also provide the individual's business address and profession.

Confidentiality

In accordance with state law, the The identity of a person making a report of suspected child abuse or neglect shall be kept confidential and shall be disclosed only in accordance with law and the rules of the investigating agency.

Immunity

A person who in good faith reports or assists in the investigation of a report of child abuse or neglect is immune from civil or criminal liability.

Failure to Report

By failing to report suspicion of child abuse or neglect, an employee:

- 1. May be placing a child at risk of continued abuse or neglect;
- 2. Violates the law and may be subject to legal penalties, including criminal sanctions for knowingly failing to make a required report; and
- 3. Violates Board policy and may be subject to disciplinary action, including possible termination of employment.

It is a criminal offense to coerce someone into suppressing or failing to report child abuse or neglect.

Responsibilities Regarding Investigations

In accordance with law, College District officials shall be prohibited from:

- Denying an investigator's request to interview a child on campus in connection with an investigation of child abuse or neglect;
- 2. Requiring a parent or College District employee be present during the interview; or
- 3. Coercing someone into suppressing or failing to report child abuse or neglect.

College District personnel shall cooperate fully and without parental consent with an investigation of reported child abuse or neglect.

DATE ISSUED: 2/21/202312/12/2024 LDU 2023.01UPDATE 48 DHB(LOCAL)-AJC Adopted: 1/31/2023

EMPLOYEE STANDARDS OF CONDUCT CHILD ABUSE AND NEGLECT REPORTING

DHB (LOCAL)

Adverse Employment Action Prohibited The College District prohibits any adverse employment action, including termination or discrimination, against any employee who in good faith reports child abuse or neglect or participates in a related investigation.

Training

The College District shall provide training to employees as required by law. Training shall address reporting requirements and techniques to prevent and recognize sexual abuse, trafficking, and all other maltreatment of children.

¹ Texas Abuse Hotline Website: https://www.txabusehotline.org

PROFESSIONAL DEVELOPMENT

DK (LOCAL)

Each employee shall meet the professional development standards described by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)College District's accreditor [see GK] as well as any professional development required of the employee by state or federal law or administrative regulations.

Each employee shall seek approval prior to pursuing professional development in accordance with administrative regulations.

Cybersecurity Training

The College President or designee shall determine, from the list of cybersecurity training programs certified by the Department of Information Resources (DIR) and published to DIR's website, the cybersecurity training program to be used in the College District. The College President shall verify and report to DIR, in the form required by DIR, the compliance of each employee required to complete the program. The College President may remove access to the College District's technology resources for noncompliance with training requirements as appropriate.

The College President shall periodically require an internal review of the College District to ensure compliance with the cybersecurity training requirements.

DATE ISSUED: 4/5/17/2024 LDU 2024.03UPDATE 47 DK(LOCAL)-X

Adopted: 2/27/2024



Supporting Documentation

Award of Proposals/ Reject Proposal/ Purchases/ Renewals/ Lease Agreement Supporting Documentation

TABLE OF CONTENTS

	Items		Attached Documents
Av	vard of Proposals		
1) 2)	Moving Services Sport Utility Vehicle	1) 2)	Summary – Terms Summary – Terms and Price
Re	ject Proposal		
3)	Food Truck Services – Technology Campus	3)	N/A
Pu	rchases		
4)	Food and Related Non-Food Products	4)	Summary – Price
Re	newals		
5) 6)	Adobe License Subscription Agreement External Auditor Services a. Carr, Riggs & Ingram, LLC		Summary –Price N/A
7) 8)	Firewall Servers and Software Maintenance Agreement Server Software Maintenance and Support Agreement	7) 8)	Summary –Price Summary –Price
Le	ase Agreement		
9)	Graduation Facility Lease Agreement	9)	Summary – Price

SOUTH TEXAS COLLEGE 1. MOVING SERVICES PROJECT NO. RFP 24-25-1045

	VENDOR	Chapa's Expre		_		Gateway & Office S		_	C	Groves Movi	ng &	Storage
	ADDRESS	4206 S	Ware	Rd		315 S Clo	snei	r Blvd		1200 E L	aure	l Ave
	CITY/STATE/ZIP	McAllen,	TX 78	8503		Edinburg,	TX	78539		McAllen,	TX 7	78501
	PHONE	956-68	36-324	17		956-38	3-38	361		956-42	3-10	00
	FAX					956-38	3-46	574		956-42	3-43	28
	CONTACT	Raul Gu James				Chris	Dia	ız		Regina .	Alm	ond
#	Description	Rates Regular Hours		eekend Rates	Reg	Rates gular Hours	Weekend Rates		Reg	Rates ular Hours	7	Veekend Rates
1	Supervisor	\$ 75.00	\$	95.00	\$	51.50	\$	77.25	\$	80.00	\$	120.00
2	Laborer (Move, Lift, Carry, etc.)	\$ 65.00	\$	85.00	\$	36.05	\$	53.56	\$	50.00	\$	75.00
3	Laborer (Packing/Unpack, etc.)	\$ 65.00	\$	85.00	\$	36.05	\$	53.56	\$	50.00	\$	75.00
4	Vehicles (any size)	\$100 / Day	\$10	00 / Day	\$	46.35	\$	46.35	\$	35.00	\$	52.50
5	Furniture Assembly and Disassembly	\$ 65.00	\$	85.00	\$	55.65	\$	81.40	\$	50.00	\$	75.00
6	Rental of boxes (any size)	\$1.50	/ Eacl	n	\$1.55 / Each			\$2.75 / Each				
7	Enter any other applicable charges:	Extra charges will apply for other materials deemed necessary to perform moves safe and efficiently.										
8	2 Year Price Escalation	5	1 %			3%			3%			
9	3rd Year Price Escalation	5	5%			30	%			39	%	

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

SOUTH TEXAS COLLEGE
2. SPORT UTILITY VEHICLE
PROJECT NO. 24-25-1044

		VENDOR	Caldwell Chevrole	Caldwell Country Chevrolet II, LLC	Charles Clark Chevrolet	k Chevrolet	Fiesta Chevrolet, Inc.	vrolet, Inc.	Sames McAllen Ford	Allen Ford
		ADDRESS	800 E I	800 E Hwy 21	801 W Bus 83	Bus 83	4002 S Expway 281	pway 281	1400 E Expway 83	tpway 83
		CITY/STATE/ZIP	Caldwell,	, TX 77836	McAllen, TX 78501	TX 78501	Edinburg, TX 78542	TX 78542	McAllen, TX 78501	FX 78501
		PHONE	979-56	979-567-1500	956-686-5441	6-5441	956-330-1502	0-1502	956-686-7411	5-7411
		FAX			956-686-1623	6-1623				
		CONTACT	Ben La	Ben Laureano	Sky Gomez	omez	Jorge Fuentes	uentes	Raul Gonzalez	ınzalez
#	Qty	Description	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
	Pro	Proposed Make and Model	2025 Cl Tahoe l	2025 Chevrolet Tahoe Premier	2025 Chevrolet Tahoe Premier	nevrolet remier	2025 Chevrolet Tahoe Premier	nevrolet Premier	2025 Ford Expedition Platinum	Ford Platinum
1	1	Sport Utility Vehicle	\$ 78,095.00	\$ 78,095.00	\$ 72,609.60	\$ 72,609.60	\$ 75,156.07	\$ 75,156.07	\$ 68,000.00	\$ 68,000.00
2	1	Delivery Charges								
3	1	Number of Days for Delivery Upon Placement of Order	120) days	1 day	ay	1 day	ay	90-120 days) days
4	1	List Any Other Applicable Charges								
TO	TAL.	TOTAL AMOUNT PROPOSED	\$	78,095.00	\$	72,609.60	\$	75,156.07	\$	68,000.00
TO	TAL	TOTAL EVALUATION POINTS	87	87.25	96.01	01	92.52	52	94.83	83
RA	RANKING	4G	7	4	1		3	8	2	

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

SOUTH TEXAS COLLEGE
2. SPORT UTILITY VEHICLE
PROJECT NO. 24-25-1044
EVALUATION SUMMARY

	-		_						
	VENDOR	Caldwell Country Chevrolet II, LLC	Country II, LLC	Charles Cla	Charles Clark Chevrolet	Fiesta Chevrolet, Inc.	vrolet, Inc.	Sames McAllen Ford	Allen Ford
	ADDRESS	800 E Hwy 21	[wy 21	801 W	801 W Bus 83	4002 S Expway 281	pway 281	1400 E Expway 83	spway 83
	CITY/STATE/ZIP	Caldwell, TX 77836	FX 77836	McAllen,	McAllen, TX 78501	Edinburg, TX 78542	TX 78542	McAllen, TX 78501	FX 78501
	PHONE	979-567-1500	7-1500	89-926	956-686-5441	956-330-1502	0-1502	956-686-7411	5-7411
	FAX			956-68	956-686-1623				
	CONTACT	Ben Laureano	ıreano	Sky C	Sky Gomez	Jorge Fuentes	uentes	Raul Gonzalez	onzalez
		40.92		44.01		42.52	•	47	
1	The purchase price (up to 47 points)	40.92	40.92	44.01	44.01	42.52	42.52	47	47
		40.92		44.01		42.52		47	
		6		10		6	-	9.5	
2	The reputation of the vendor and of the vendor's goods or services. (up to 10 points)	8	8.33	10	10	6	6	9.5	9.5
		8		10		6		9.5	
		16		16		16		16	
8	The quality of vendor's goods or services. (up to 16 points)	16	16	16	16	16	16	15	15
		16		16		16		14	
		14		18		18		15	
4	The extent to which the goods or services meet the districts needs. (up to 18 points)	14	14	18	18	18	18	16	15.33
		14		18		18		15	
	:	3		3		2		3	
S	The Vendor's past relationship with the district. (up to 3 points)	3	8	3	3	2	2	3	ю
		3		3		2		3	
	The impact on the ability of the district to comply with laws	0		0		0		0	
9		0	0	0	0	0	0	0	0
	(up to 1 point)	0		0		0		0	
	For a contract for goods and services, other than goods and services related to telecommunications and information	5		5		5	•	5	
7	materials, whether the vendor or the vendor's ultimate parent company or majority owner (up to 5 points):	5	'n	5	5	5	'n	5	'n
	a. Has its place of business in this state; or b. Employs at least 500 persons in the state.	5		5		5		5	
TO	TOTAL EVALUATION POINTS	87.25	25	96	96.01	92.52	52	94.83	83
RA	RANKING	4				3		2	

The Director of Purchasing has reviewed all the responses and evaluations completed. *The proposal criteria follows in the packet for further explanation of each criteria.

SOUTH TEXAS COLLEGE 2. PROPOSAL CRITERIA - PRODUCT ONLY

			Prod	luct Only
		Points		Score Key
1	Criterion 1: The purchase price a. The low bidder gets the maximum points b. Divide the lowest proposal by each of the other proposal(s)	47		
2	Criterion 2: The reputation of the vendor and of the vendor's goods or services a. Number of Years in Business b. References (similar projects)	10	8-10 5-7 2-4 0-1	Excellent Acceptable Marginal Poor/No Response
3	Criterion 3: The quality of the vendor's goods or service a. Warranty b. Service Support/Response Time c. Goods/Product (manufacturer life) d. Product Performance	16	14-16 9-13 4-8 0-3	Excellent Acceptable Marginal Poor/No Response
4	Criterion 4: The extent to which the goods or services meet the district's needs a. Delivery Time Frame of product(s) b. Meet or exceed the specifications	18	14-18 9-13 4-8 0-3	Excellent Acceptable Marginal Poor/No Response
5	Criterion 5: The vendor's past relationship with the district a. Quality of Past Performances with STC	3	3 2 1	Excellent Acceptable/New Vendor Marginal
6	****New Vendors will receive two points 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	Poor/No Response Yes No
7	Criterion 7: The total long-term cost to the district to acquire the vendor's goods or services a. Annual Maintenance Cost b. Annual Escalation Increase			Up to 5 points will be used from the purchase price if applicable
8	Criterion 8: For a contract for goods and services, other than goods and services related to telecommunications and information materials, whether the vendor or the vendor's ultimate parent company or majority owner: a. Has its place of business in this state; or b. Employs at least 500 persons in this state.	5	5 0	Yes No
9	Criterion 9: Any other relevant factor specifically listed in the request for bids or proposals, e.g.: a. Financial Standing b. Potential or Pending Sale of Business c. Trade-In of outdated equipment	400		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 4. FOOD AND RELATED NON-FOOD PRODUCTS

		VENDOR ADDRESS CITY/STATE/ZIP PHONE CONTACT	PO Bo Fort Worth (210) 50	h Company x 1570 , TX 76101 07-6320 Mandry		ry Park Dr. o, TX 78218 24-6868	1390 Encla Houston, (956) 90	ntral Texas ve Parkway TX 77077 05-5440 Perez	
			Perio	d: 04/27/2025 - 0					
#	Qty	Description	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	
1	1	Food And Related Non-Food Products i) Culinary Arts Program - For Student Instruction ii) Mid Valley Campus Child Development Center - For the Preparation of Meals For The Center's Enrolled Children	\$ 15,000.00	\$ 15,000.00	\$ 35,000.00	\$ 35,000.00	\$ 50,000.00	\$ 50,000.00	
		SUBTOTALS	\$	15,000.00	\$	35,000.00	\$ 50,000.00		
					тот	AL AMOUNT	\$ 100,000,00		

SOUTH TEXAS COLLEGE 5. ADOBE LICENSE SUBSCRIPTION AGREEMENT

		VENDOR	SHI Governme	ent S	olutions
		ADDRESS	290 David	lson .	Ave.
		CITY/STATE/ZIP	Somerset,	NJ 0	8873
		PHONE	(732) 86	8-87	54
		CONTACT	Joseph Ma	arron	aro
		Period: 04/06/2025 - 04/05/2026			
#	Qty	Description	Unit Price		Extension
1	450	Adobe Creative Cloud for Enterprise - All Apps - Enterprise Licensing Subscription Renewal - 1 device - academic - Value Incentive Plan - level 4 (100+) - Shared Device Education License Lab and Classroom	\$ 205.26	\$	92,367.00
2	10	Adobe Creative Cloud for Enterprise - All Apps - Enterprise Licensing Subscription New - 1 device - academic - Value Incentive Plan - level 4 (100+) - Shared Device Education License Lab and Classroom	\$ 205.26	\$	2,052.60
3	5	Adobe Creative Cloud for Enterprise - All Apps - Enterprise Licensing Subscription Renewal - 1 named user - academic - Value Incentive Plan - level 4 (100+)	\$ 340.34	\$	1,701.70
4	15	Adobe Creative Cloud for Enterprise - All Apps - Enterprise Licensing Subscription New - 1 named user - academic - Value Incentive Plan - level 4 (100+)	\$ 333.85	\$	5,007.75
5	12	Adobe Captivate for Enterprise - Enterprise Licensing Subscription Renewal - 1 user - academic - Value Incentive Plan - level 4 (100+)	\$ 172.26	\$	2,067.12
6	13	Adobe Captivate for Enterprise - Enterprise Licensing Subscription New - 1 user - academic - Value Incentive Plan - level 4 (100+)	\$ 172.26	\$	2,239.38
7	4	Adobe Acrobat Pro DC for Enterprise - Enterprise Licensing Subscription Renewal - 1 named user - academic - Value Incentive Plan - level 4 (100+)	\$ 209.88	\$	839.52
8	96	Adobe Acrobat Pro DC for Enterprise - Enterprise Licensing Subscription New - 1 named user - academic - Value Incentive Plan - level 4 (100+)	\$ 209.88	\$	20,148.48
9	1	Adobe Stock for teams (Large) - Team Licensing Subscription Renewal - 1 named user, 750 assets - academic - Value Incentive Plan - level 4 (100+)	\$ 2,297.71	\$	2,297.71
гот	AL A	MOUNT	\$		128,721.26

SOUTH TEXAS COLLEGE 7. FIREWALL SERVERS AND SOFTWARE MAINTENANCE AGREEMENT

		VENDOR		SHI Govern	men	t Solutions
		ADDRESS		290 Dav	vidsc	on Ave.
		CITY/STATE/ZIP		Somerse	et, N.	J 08873
		PHONE		(732)	868-	8754
		CONTACT		Joseph	Marı	ronaro
		Period: 03/01/2025 - 02/28/20	30			
#	Qty	Description		Unit Price		Extension
1	1	QuickStart Service for NGFW: PA-5200/5400 Series (Except PA-5450) - Includes One Cutover	\$	28,040.79	\$	28,040.79
2	2	PA-5410- Advanced WildFire subscription for one (1) device in an HA pair. Term: 5 years (60 months)	\$	48,204.82	\$	96,409.64
3	2	Premium support, PA-5410	\$	69,890.94	\$	139,781.88
4	100	Training Credit - To be redeemed with Authorized Training Partners (ATPs)	\$	103.26	\$	10,326.00
5	2	Palo Alto Networks PA-5410 with redundant AC power supplies	\$	32,822.66	\$	65,645.32
6	1	On-Site Spare Palo Alto Networks PA-5410 with redundant AC power supplies	\$	26,760.68	\$	26,760.68
7	2	Advanced Threat Prevention subscription 5-year term for device in an HA pair, PA- 5410	\$	48,204.82	\$	96,409.64
8	1	QSFP+ form factor, 40Gb active optical cable with 2 transceivers and 10m of cable permanently bonded as an assembly	\$	1,597.57	\$	1,597.57
тот	CAL AI	MOUNT	\$			464,971.52

SOUTH TEXAS COLLEGE 8. SERVER SOFTWARE MAINTENANCE AND SUPPORT AGREEMENT

ı — —			T	
		VENDOR	Netsync Net	work Solutions
		ADDRESS	2500 West Loop	South, Ste. 410/510
		CITY/STATE/ZIP	Houston,	, TX 77027
		PHONE	(713) 2	218-5000
		CONTACT	Xavier	· Treviño
		Period: 01/25/2025 - 01	/24/2026	
#	Qty	Description	Unit Price	Extension
1	1	Academic Omnissa Horizon Standard Plus - Core - Concurrent User - Qty 10 - Production Support - 12 Months	\$ 1,026.50	\$ 1,026.50
2	177	Academic Omnissa Horizon Standard Plus - Addon to Core - Concurrent User - Qty 10 - Production Support - 12 Months	\$ 1,026.50	\$ 181,690.50
тот	AL AN	IOUNT	\$	182,717.00

SOUTH TEXAS COLLEGE 9. GRADUATION FACILITY LEASE AGREEMENT

VENDOR			Viper Arena, LLC dba Bert Ogden Arena			
ADDRESS			4900 S. I69			
CITY/STATE/ZIP			Edinburg, TX 78539			
PHONE			956-562-7362			
CONTACT			Hondo Candelaria			
#	Qty	Description		Unit Price		Extension
1	1	Bert Ogden Arena South Texas College May 2025 Commencement Ceremonies Event Days: May 8, 2025 - May 10, 2025	\$	65,000.00	\$	65,000.00
TOTAL AMOUNT			\$			65,000.00