

**South Texas College
Board of Trustees
Finance, Audit, and Human Resources Committee
Ann Richards Administration Building Board Room
Pecan Campus, McAllen, Texas
Tuesday, March 10, 2026 @ 5:00 p.m.**

Agenda

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

I.	Approval of February 10, 2026 Finance, Audit, and Human Resources Committee Minutes.....	1-33
II.	Review and Discussion of Mission Economic Development Authority (MEDA) Scholarship Fund Trust with Edward Jones for Student Scholarships and Report on Funds Distributed and Awarded	34-43
III.	Discussion and Action as Necessary to Ratify the Revised Allocation Structure of La Joya Windpower, LLC Scholarship Funds Received from South Texas College Education Foundation	44-49
IV.	Review and Action as Necessary on Award and Rejection of Proposals and Approval of Purchases, Purchase Renewals, Revision of Renewal Terms, and Contract Extension	50-69

Award of Proposals

- 1) Audio Visual Production Services – Commencement Ceremonies
- 2) Re-Bid One (1) Ton Pickup Truck for Fire Science Program
- 3) Vehicle and Wall Graphics

Rejection of Proposals

- 4) Delinquent Tax Collection Services
- 5) Mobile High-Pressure Air Compressor for Fire Science Training Program
- 6) Re-Bid Medium Duty Truck

Purchases

- 7) Computers, Laptops, Tablets, and Monitors
- 8) Furniture

Purchase Renewals

- 9) Internet Managed Services Agreement
- 10) Internet Services Agreement

Revision of Renewal Terms

- 11) Investment Advisory Services

Contract Extension

- 12) Delinquent Tax Collection Services

V.	Review and Recommend Action on Disposal of Surplus Property Valued at \$5,000 or More	70-72
VI.	Review and Recommend Action on Vehicle Re-Donation	73-74
VII.	Review and Recommend Action on Proposed Revisions to Tuition and Fees Schedules for FY 2026 – 2027	75-98
VIII.	Discussion and Action as Necessary on Evaluation Criteria Used for Delinquent Tax Collection Services	99-101
IX.	Review and Recommend Action on Change Orders for Contract with Precision Task Group (PTG) / Workday	102-104
X.	Review and Recommend Action on the Approval of the Statement of Work to Implement the Electronic Notice of Employment (NOE) in Workday Extend Professional.....	105-121
XI.	Update on FY 2026 – 2027 Budget Development	122-140
XII.	Presentation on Risk Assessment Process	141
XIII.	Review and Recommend Acceptance of Internal Audit Report in the Area of Fixed Assets	142-148
XIV.	Review and Recommend Action on Proposed Projects for Internal Auditor for FY 2025 – 2026.....	149-153
XV.	Review and Recommend Action to Adopt Local District Update Policy.....	154-157
	A. Adopt DCA (Local) – Employment Practices: Term Contracts	
XVI.	Review and Discussion of First Reading of Local Board Policy Included in Numbered Update 50	158-160
	A. Adopt CRB (Local) – Technology Resources: Artificial Intelligence	
XVII.	Review and Recommend Action to Adopt the Second Reading of Local Board Policies Included in Numbered Update 50.....	161-234
	A. Adopt CL (Local) – Facilities Planning	
	B. Revise CM (Local) – Facilities Construction	
	C. Revise CS (Local) – Information Security	
	D. Revise DC (Local) – Employment Practices	
	E. Revise DM (Local) – Termination of Employment	
	F. Revise EGA (Local) – Academic Achievement: Grading and Credit	
	G. Revise FB (Local) – Admissions	
	H. Revise FLB (Local) – Student Rights and Responsibilities: Student Conduct	
	I. Revise FLBE (Local) – Student Conduct: Alcohol and Drug Use	

- J. Revise FLD (Local) – Student Rights and Responsibilities: Student Complaints
- K. Revise GB (Local) – Public Complaints and Hearings

Supporting Documentation235-250

**Approval of February 10, 2026 Finance, Audit, and Human Resources Committee
Minutes**

Purpose The Minutes for the Finance, Audit, and Human Resources Committee Meeting of February 10, 2026, are presented for Committee approval.

**South Texas College
Board of Trustees
Finance, Audit, and Human Resources Committee
Ann Richards Administration Building Board Room
Pecan Campus, McAllen, Texas
February 10, 2026 @ 5:00 p.m.**

Minutes

The Finance, Audit, and Human Resources Committee Meeting was held on Tuesday, February 10, 2026 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 5:04 p.m. Chair, Ms. Dalinda Gonzalez-Alcantar presiding.

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

Other Trustees Present: Dr. Alejo Salinas, Jr, Ms. Victoria Cantu, and Mr. David De Los Rios via teleconference

Members absent: Mr. Paul Rodriguez

Also present: Dr. Ricardo J. Solis, Ms. Mary Del Paz, Dr. Jesus Campos, Dr. Anahid Petrosian, Ms. Myriam Lopez, Ms. Deyadira Leal, Ms. Alicia Correa, Ms. Claudia Olivares, Mr. Andrew Fish, Mr. George McCaleb, Dr. Brett Millan, Dr. Rodney Rodriguez, Dr. Matt Hebbard, Dr. Margo Vargas Ayala, Chief Ruben Suarez, Lt. Johnny Barboza, Ms. Lynda Lopez, Dr. Rebecca De Leon, Mr. Rick De La Garza, Dr. Marcos Silva, Ms. Katarina Bugariu via teleconference, Ms. Monica Perez, Mr. Romeo Cantu, Mr. Robert Pena, Mr. Stephen Crum, Ms. Beatriz Mata, Mr. Luis De La Garza, and Ms. Venisa Earhart.

**Approval of January 13, 2026 Finance, Audit, and Human
Resources Committee Minutes**

The Minutes for the Finance, Audit, and Human Resources Committee Meeting of January 13, 2026, were presented for Committee approval.

Ms. Gonzalez-Alcantar called for any corrections to the Minutes as written. Hearing no corrections, Ms. Gonzalez-Alcantar adopted the Minutes for the January 13, 2026 Committee Meeting as presented.

Discussion and Action as Necessary on Monte Cristo Phase II Windpower, LLC (Terra-Gen Development Company, LLC) Tax Abatement Agreement and Adoption of Resolution 2026-008

Purpose To approve the Monte Cristo Phase II Windpower, LLC (Terra-Gen Development Company, LLC) Tax Abatement Agreement and adoption of Resolution 2026-008.

A public hearing will be held on February 24, 2026, and proper notice will be provided at least 30 days prior to Board approval, which is schedule in accordance with Tax Code Chapter 312.

Justification Terra-Gen Development Company, LLC submitted an application for tax abatement for a wind-powered electric generation facility in Hidalgo County, approved by the Board on November 25, 2025.

The application for Monte Cristo II Windpower, LLC includes:

- A 50% tax abatement for the duration of the agreement;
- Construction to begin no later than December 31, 2027;
- An estimated project value of \$223,388,000;
- Approximately 53-62 wind turbines, each with a capacity of 3.X-4.X MW;
- A \$40,000 scholarship paid at commencement of construction;
- \$10,000 annual PILOT payments for 10 years (total \$100,000).

Property Tax Code Chapter 312 authorizes a taxing unit to enter into a tax abatement agreement in order to offer a temporary real property and/or tangible personal property tax abatement for a limited period of time as an inducement for financial investment in the development or redevelopment of certain taxable property.

Enclosed Documents Appendix A – PowerPoint Presentation
Appendix B – Resolution 2026-008
Appendix C – Proposed Tax Abatement Agreement

Staff Resource Mary Del Paz, Vice President for Finance and Administrative Service
Myriam Lopez, Associate Vice President – Finance and Management
Ben Castillo, South Texas College Legal Counsel
Robert Peña, Texas Energy Consultant

Recommendation The Committee recommends Board approval to approve the Monte Cristo Phase II Windpower, LLC (Terra-Gen Development Company, LLC) tax abatement agreement and the adoption of Resolution 2026-008.

Upon a motion by Mr. Danny Guzman and a second by Ms. Dalinda Gonzalez-Alcantar the Committee recommended Board approval to approve the Monte Cristo Phase II Windpower, LLC (Terra-Gen Development Company, LLC) tax abatement agreement and the adoption of Resolution 2026-008 pending legal review of the tax abatement and resolution.

The motion carried.

Discussion and Action as Necessary on Resolution 2026-012 for Monte Alto Windpower, LLC and Monte Alto Windpower, LLC – Phase II (Terra-Gen Development Company LLC)

Purpose To approve Resolution 2026-012 for Monte Alto Windpower, LLC and Monte Alto Windpower, LLC – Phase II (Terra-Gen Development Company, LLC) tax abatement agreements to designate the South Texas College Foundation as the recipient of scholarship and Payment In Lieu of Taxes (PILOT) payments.

The Tax Abatement Agreements approved on November 25, 2025, require the Owner to make specified monetary contributions for student scholarships and Payment in Lieu of Taxes (PILOT) payments. The proposed resolution authorizes such scholarship and PILOT payments to be made directly to the South Texas College Foundation, subject to use restrictions and reporting requirements, without modifying the underlying Agreements.

Justification Chapter 312 of the Texas Tax Code authorizes the College to enter into tax abatement agreements and to take actions necessary to administer and enforce such agreements in a manner consistent with their economic development purpose. Designating the South Texas College Foundation as the recipient of scholarship and PILOT payments.

The funds designated to the South Texas College Foundation for Monte Alto I and Monte Alto II Windpower, LLC are as follows:

- A \$40,000 scholarship paid at commencement of construction;
- \$10,000 annual Payment In Lieu of Taxes (PILOT) payments for 10 years (total \$100,000)

Enclosed Documents Appendix A - Resolution 2026-012 and Tax Abatement Agreements

Staff Resource Mary Del Paz, Vice President for Finance and Administrative Service
Myriam Lopez, Associate Vice President – Finance and Management
Ben Castillo, South Texas College Legal Counsel
Robert Peña, Texas Energy Consultant

Recommendation The Committee recommends Board approval of Resolution 2026-012 for Monte Alto Windpower, LLC and Monte Alto Windpower, LLC – Phase II (Terra-Gen Development Company, LLC) tax abatement agreements to designate the South Texas College Foundation as the recipient of scholarships and Payment in Lieu of Taxes (PILOT) payments.

Upon a motion by Mr. Danny Guzman and a second by Ms. Dalinda Gonzalez-Alcantar the Committee recommended Board approval of Resolution 2026-012 for Monte Alto Windpower, LLC and Monte Alto Windpower, LLC – Phase II (Terra-Gen Development Company, LLC) tax abatement agreements to designate the South Texas College Foundation as the recipient of scholarships and Payment in Lieu of Taxes (PILOT) payments as presented.

The motion carried.

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

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

Recommendation: It is requested that the Committee recommend for Board approval of the award and rejection of proposals, and approval of purchases, purchase renewals, and renewals at a total cost of \$1,320,360.39, as listed below:

- | | |
|-------------------------------|--|
| Award of Proposals | <p>1) Half-Ton Pick-Up Truck: award the proposal for a half-ton pick-up truck to Sames McAllen, Inc./ dba Sames McAllen Ford (McAllen, TX) at a total amount of \$39,865.00;</p> <p>2) Mid Valley Campus Building H - Classroom Audiovisual Equipment and Installation: award the proposal for Mid Valley Campus Building H - Classroom Audiovisual Equipment and Installation to Audio Visual Aids Company, LLC (San Antonio, TX) at a total amount of \$51,567.82;</p> <p>3) Technology Campus Building B and Starr County Campus Building C - Analog-to-Digital Audiovisual Upgrade: award the proposal for Technology Campus Building B and Starr County Campus Building C - Analog-to-Digital Audiovisual Upgrade to Audio Visual Aids Company, LLC (San Antonio, TX) at a total amount of \$68,405.87;</p> |
| Rejection of Proposals | <p>4) Delinquent Tax Collection Services: reject the two (2) proposals received for Delinquent Tax Collection Services;</p> <p>5) Primary Bank Depository Services: reject the six (6) proposals received for Primary Bank Depository Services;</p> |
| Purchases | <p>6) Computers, Laptops, and Tablets: purchase computers, laptops, and tablets from the vendors listed in Appendix A at a total amount of \$82,708.72;</p> |

APPENDIX A
Vendors List

Vendor (City, State)	Purchasing Cooperative	Amount
Apple, Inc. (Dallas, TX)	Choice Partners Cooperative	\$489.60
Dell Marketing, LP (Dallas, TX)	OMNIA Partners	\$82,219.12
Total Amount:		\$82,708.72

- 7) **Food and Related Non-Food Products:** purchase food and related non-food products from the vendors listed in Appendix A for the period beginning April 27, 2026 through April 26, 2027, at an estimated total amount of \$120,000.00;

APPENDIX A
Vendors List

Vendor (City, State)	Purchasing Cooperative	Amount
Ben E Keith Company (Fort Worth, TX)	Sourcewell	\$15,000.00
Labatt Institutional Supply Company/ dba Labatt Food Service LLC (San Antonio, TX)	Choice Partners	\$35,000.00
Sysco USA I, Inc./ dba Sysco Central Texas (Houston, TX)	OMNIA Partners	\$70,000.00
Total Amount:		\$120,000.00

- 8) **Furniture:** purchase furniture from the vendors listed in Appendix A at a total amount of \$106,025.58;

APPENDIX A
Vendors List

Vendor (City, State)	Purchasing Cooperative	Amount
Barco Products, LLC (Batavia, IL)	The Interlocal Purchasing System	\$38,574.34
Gateway Printing and Office Supply, Inc. (Edinburg, TX)	OMNIA Partners and The Interlocal Purchasing System	\$44,169.54
Landscape Forms, Inc. (Kalamazoo, MI)	OMNIA Partners	\$23,281.70
Total Amount:		\$106,025.58

- 9) **Graduation Facility Lease Agreement:** purchase a graduation facility lease agreement from **Viper Arena, LLC/ dba Bert Ogden Arena** (Edinburg, TX), a sole source vendor for the period beginning at 8:00 a.m. Thursday, May 7, 2026, through midnight Saturday, May 9, 2026, at an estimated total amount of \$65,000.00;
- 10) **Law Enforcement Vehicle:** purchase a law enforcement vehicle from **Caldwell Country Chevrolet II, LLC** (Caldwell, TX), a

Texas Association of School Boards (TASB) BuyBoard approved vendor, at a total amount of \$57,500.00;

11)Equipment and Accessories for Law Enforcement Vehicles: purchase equipment and accessories for law enforcement vehicles from **South Texas Communications, Inc.** (McAllen, TX), a Texas Association of School Boards (TASB) BuyBoard approved vendor, for the period beginning September 1, 2025, through August 31, 2026, at an estimated total amount of \$75,000.00;

Purchase Renewal

12)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, 2026 through April 5, 2027, at an estimated total amount of \$312,083.84;

13)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 March 17, 2026 through March 16, 2027, at an estimated total amount of \$207,818.56;

Purchase and Trade-In

14)External Auditor Services: renew the external auditor services with **Carr, Riggs, & Ingram, LLC** (McAllen, TX), beginning March 2, 2026, for audit of the fiscal year beginning September 1, 2025 through August 31, 2026, at an estimated total amount of \$135,000.00;

15)Online Continuing Education Services: renew the online continuing education services with **Cengage Learning, Inc.** (Mason, OH) for the period beginning May 1, 2026 through April 30, 2027 at no cost to the College.

Upon a motion by Mr. Danny Guzman and a second by Ms. Dalinda Gonzalez-Alcantar the Committee recommended approval of of the award and rejection of proposals, and approval of purchases, purchase renewals, and renewals at a total cost of \$1,320,360.39 excluding item #4 Delinquent Tax Collection Services which the Committee's recommendation was that this item be brought back in March Committee meeting.

The motion carried.

Review and Recommend Action as Necessary on the Disposal of an Office Portable Building

Purpose Approval of the disposal of an office portable building through an online auction.

Justification The office portable building, acquired in 2011 from the University of Texas–Pan American, underwent an evaluation process by Facilities Planning and Construction and was deemed unusable. It is requested that this building be auctioned to make room for the Pecan Campus Athletic Field Building R, a future construction project.

The auction will take place online at the contracted auctioneer's website, and the purchaser will be required to move it from its current location at the South Texas College Pecan North Campus, 3501 W Pecan Blvd, McAllen, Texas, North of Building M.

The asset information is as follows:

Asset No./Tag No.	Portable and Location	Acquisition Date	Purchase Amount	Tentative Auction Date
BA-10002977 / 22644	Pecan Campus Office Portable Building M13 – 440 sq ft –Fully Depreciated	08/10/2011	\$5,443.20	March 2026

The portable building is included in the College’s inventory in the Workday system and will need to be removed from the inventory and general ledger.

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

Recommendation The Committee recommends Board approval of the disposal of an office portable building through an online auction.

Upon a motion by Mr. Danny Guzman and a second by Ms. Dalinda Gonzalez-Alcantar the Committee recommended Board approval of the disposal of an office portable building through an online auction.

The motion carried.

Discussion and Action as Necessary on Evaluation Criteria Used for Primary Bank Depository Services

Purpose	Administration requests review and approval of the evaluation criteria used for Primary Bank Depository Services.
Justification	<p>To update, as necessary, the existing evaluation criteria and points used for the request for proposals for primary bank depository services.</p> <p>Administration seeks to receive feedback and approval from the Board of Trustees on the Evaluation Criteria to utilize for the Primary Bank Depository Services.</p> <p>The Evaluation Criteria requires reassessment to ensure alignment with project objectives and organizational requirements.</p>
Funding	Funds for this expenditure are budgeted in the Bank Fees budget for FY 2025 – 2026. Funds for subsequent fiscal years will be included in future proposed budgets.
Enclosed Documents	Appendix A – Current Evaluation Criteria Appendix B – Proposed Evaluation Criteria
Staff Resource	Mary Del Paz, Vice President for Finance and Administrative Services Myriam Lopez, Associate Vice President - Finance and Management Deyadira Leal, Director of Purchasing
Recommendation	The Committee recommends Board approval of the evaluation criteria used for Primary Bank Depository Services.

Upon a motion by Mr. Danny Guzman and a second by Ms. Dalinda Gonzalez-Alcantar the Committee recommended Board approval of the evaluation criteria used for Primary Bank Depository Services as presented.

The motion carried.

APPENDIX A
Current Evaluation Criteria

#	Evaluation Criteria	Weight (Points)
1	The interest rate bid or proposed on time deposits. A. Interest earnings on interest-bearing accounts.	Up to 30 points
2	The charges for keeping district accounts, records, and reports, and furnishing checks; A. Cost of services. B. Earnings credit calculation on compensating balance. C. Transition cost. D. Retention and transition offers and incentives. E. Compensation balance requirement.	Up to 30 points
3	The Respondent's ability to perform and provide the required and requested services. A. Provide the firm's overall ability to provide the services required in this solicitation. B. System reporting capabilities. C. Positive Pay fraud protection services (based on date, check number, amount, and payee name and default) D. Same-day funds availability. E. Provided examples of your firm's civic activities, awards, and recognitions that the institution has received. F. Provided firm's principal(s) and staff commitment in providing the services. G. Compliance with all applicable state and federal regulations for the services proposed. H. Relevant experience managing similar account relationships with other higher education institutions. I. Verification of References. J. Completeness of proposal. K. Financial strength and stability of the institution.	Up to 30 points
4	The accessibility and locations of the Bank's branches for employees and students in Hidalgo and Starr counties. A. Number of branch locations the vendor has in Hidalgo and Starr Counties. B. Cash deposit capabilities where no branch location is convenient.	Up to 10 points
Total Evaluation Points		100

APPENDIX B
Proposed Evaluation Criteria

#	Evaluation Criteria	Weight (Points)
1	The charges for maintaining district accounts, records, and reports, as well as the interest rate proposed on time deposits: A. Interest earnings on interest-bearing accounts. B. Cost of services. C. Earnings credit calculation on compensating balance. D. Transition cost. E. Retention and transition offers and incentives. F. Compensation balance requirement.	Up to 50 points
2	The Respondent's ability to perform and provide the required and requested services. A. Provide the firm's overall ability to provide the services required in this solicitation. B. System reporting capabilities. C. Positive Pay fraud protection services (based on date, check number, amount, and payee name and default) D. Same-day funds availability. E. Provided examples of your firm's civic activities, awards, and recognition that the institution has received. F. Provided firm's principal(s) and staff commitment in providing the services. G. Compliance with all applicable state and federal regulations for the services proposed. H. Relevant experience managing similar account relationships with other higher education institutions. I. Verification of References. J. Completeness of proposal. K. Financial strength and stability of the institution.	Up to 25 points
3	The accessibility and locations of the Bank's branches for employees and students in Hidalgo and Starr counties. A. Number of branch locations the vendor has in Hidalgo and Starr Counties. B. Cash deposit capabilities where no branch location is convenient.	Up to 25 points
Total Evaluation Points		100

Discussion and Action as Necessary on Evaluation Criteria Used for Delinquent Tax Collection Services

- Purpose** Administration requests review and approval of the evaluation criteria used for the Delinquent Tax Collection Services solicitation.
- Justification** To update, as necessary, the current evaluation criteria and points used for the delinquent tax collection services.
- Administration seeks to receive feedback and approval from the Board of Trustees on the Evaluation Criteria to utilize for the Delinquent Tax Collection Services.
- The Evaluation Criteria requires reassessment to ensure alignment with project objectives and organizational requirements.
- Funding** The delinquent tax collection services fee was paid to the delinquent tax attorney from delinquent tax collection revenues from Hidalgo County and Starr County.
- Enclosed Documents** Appendix A – Current Evaluation Criteria - RFP
Appendix B – Proposed Evaluation Criteria – RFQ
- Staff Resource** Mary Del Paz, Vice President for Finance and Administrative Services
Myriam Lopez, Associate Vice President - Finance and Management
Deyadira Leal, Director of Purchasing
- Recommendation** The Committee recommends Board approval of the evaluation criteria used for the Delinquent Tax Collection Services solicitation.

The Committee requested that this item be brought back to the March Committee meeting to allow for further study. No recommendation was made at this meeting.

APPENDIX A
Current Evaluation Criteria - RFP

#	Evaluation Criteria	Weight (Points)
1	The purchase price. A. The low bidder gets the maximum points B. Divide the lowest proposal by each of the other proposal(s)	Up to 37 points
2	The reputation of the vendor and of the vendor's goods or services. A. Number of Years in Business B. References (similar projects) C. Services/Installation D. Professional Licenses/Certifications	Up to 18 points
3	The quality of the vendor's goods or services. A. Warranty B. Service Support/Response Time C. Goods/Product (manufacturer life) D. Product Performance	Up to 16 points
4	The extent to which the goods or services meet the district's needs. A. Time Frame to complete the project B. Delivery Time Frame of product(s) C. Number of staff D. Meet or exceed the specifications	Up to 15 points
5	The vendor's past relationship with the district. A. Quality of Past Performances with STC ****New Vendors will receive two points	Up to 3 points
6	The impact on the ability of the district to comply with laws and rules relating to Historically Underutilized Businesses. A. Provided the Certification	Up to 1 point
7	The total long-term cost to the district to acquire the vendor's goods or services; and A. Annual Escalation Increase B. Annual Maintenance Cost	Up to 5 points
8	For a contract for goods and services other than goods and services: A. Has its place of business in this state; or B. Employs at least 500 persons in this state.	Up to 5 points
Total Evaluation Points		100

Note: The above criteria are as per the Texas Education Code 44.031 Purchasing Contracts Section B: Except as provided by this subchapter, in determining to whom to award a contract, the district shall consider the above criteria for an RFP.

APPENDIX B
Proposed Evaluation Criteria - RFQ

#	Evaluation Criteria	Weight (Points)
1	Qualifications and Experience A. Years of legal practice in delinquent tax under the Texas Property Tax Code B. Litigation experience (tax suits, foreclosures, bankruptcy) C. Volume and type of public clients served D. Capacity to manage the District's caseload	Up to 40 points
2	Approach, Strategy and Compliance A. Collection strategy and litigation plan B. Statutory compliance (Texas Property Tax Code) C. Case workflow, timelines, and internal controls D. Use of technology for tracking, reporting, and notices E. Procedures that protect the District and taxpayers	Up to 30 points
3	The extent to which the services meet the district's needs. A. Reporting capabilities B. Communication and accessibility C. Understanding of the District's specific needs	Up to 12 points
4	References A. Performance with similar Texas public entities B. Timeliness, communication, and litigation outcomes C. Demonstrated collection results	Up to 10 points
5	The vendor's past relationship with the district. A. Responsiveness B. Quality of past legal services C. Compliance with expectations	Up to 3 points
6	For a contract for goods and services other than goods and services: a. Has its place of business in this state; or b. Employs at least 500 persons in this state.	Up to 5 points
Total Evaluation Points		100 points

Review and Recommend Action on Legal Services Agreement with O’Hanlon, Demerath & Castillo

Purpose	Approval of legal services agreement with O’Hanlon, Demerath & Castillo (Austin, TX).
Justification	<p>The firm will provide support for institutional operations and ensure compliance with all applicable laws and regulations. Responsibilities include reviewing and negotiating contracts, assisting with the development and implementation of policies, advising on risk management and liability matters, and offering guidance on employment, labor, and student-related legal issues. These services are essential to safeguard the College’s interests and maintain compliance with federal, state, and local requirements.</p> <p>On June 24, 2024, the President approved a contract with O’Hanlon, Demerath & Castillo (ODC), as allowed by Policy BCC, with an initial term of six (6) months and automatic renewals for successive six (6) month periods.</p> <p>The contract is now presented for Board approval to provide advice and representation until terminated by either party by providing thirty (30) days advance written notice to the other party.</p> <p>This item was presented at the January 27, 2026 Board Meeting, and the item was discussed, but no action was taken. Further discussion would include the potential issuance of an RFQ for legal services.</p>
Funding	Funds for this expenditure are budgeted in the Legal Services budget for FY 2025 – 2026.
Enclosed Documents	Appendix A – Agreement for Legal Services Appendix B – Matrix of Legal Services Appendix C - Policy BCC Board Internal Organization: Attorney Appendix D – Timeline for Legal Services for ODC
Staff Resource	Dr. Ricardo J. Solis, President Mary Del Paz, Vice President for Finance and Administrative Services
Recommendation	The Committee recommends Board approval of legal services agreement with O’Hanlon, Demerath & Castillo (Austin, TX).

Upon a motion by Mr. Danny Guzman and a second by Ms. Dalinda Gonzalez-Alcantar the Committee recommended Board approval of legal services agreement with O’Hanlon, Demerath & Castillo (Austin, TX) with the stipulation that the duties for the firms of Javier Villalobos and O’Hanlon, Demerath & Castillo be clearly stated.

Dr. Alejo Salinas recommended that parameters be established regarding each law firm's duties.

The motion carried.

Presentation and Action as Necessary Regarding Acceptance of South Texas College Law Enforcement Racial Profiling Report for Calendar Year 2025

Purpose	To accept the South Texas College Law Enforcement Racial Profiling Report for Calendar Year 2025.
Justification	<p>Pursuant to Texas Occupations Code 1701.164, TCOLE is required to collect incident-based data, including racial profiling reports based upon vehicle traffic stops, in accordance with the <u>Code of Criminal Procedure Article 2.131-2.138</u>. Chief administrators of law enforcement agencies must submit the racial profiling reports to their governing body, in addition to the Texas Commission on Law Enforcement (TCOLE).</p> <p>During calendar year 2025, the South Texas College Department of Public Safety conducted traffic stops within its jurisdiction in accordance with Texas Education Code section 51.203.</p> <p>This report is utilized by the state in any investigation of a complaint of racial profiling against a law enforcement agency. The South Texas College Department of Public Safety has received no racial profiling complaints.</p>
Enclosed Documents	Appendix A – Racial Profiling Report for calendar year 2025 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 2025.

Upon a motion by Mr. Danny Guzman and a second by Ms. Dalinda Gonzalez-Alcantar the Committee recommended Board acceptance of the South Texas College Law Enforcement Racial Profiling Report for Calendar Year 2025.

The motion carried.

**Update and Discussion on Revisions to FY 2025 – 2026 Employee Staffing Plan
Approved by College President**

- Purpose** To provide an update on revisions to vacant or filled position(s) that were approved by the President in accordance with Policy DEA (Local) Compensation and Benefits: Compensation Plan.
- Justification** The revisions were initiated by College Administrators and approved by the College President.
- They are based on assessments of the position’s duties, responsibilities, and the needs and objectives of the College department.
- These revisions are deemed critical and include changes on title and for pay grades, as appropriate to the position’s duties, and are effective in the month in which the President’s approval was received.
- The placement and rationale of the reclassified position(s) are included in Appendix A.
- Enclosed Documents** Appendix A – Reclassification of Filled or Vacant Non-Faculty Positions with Title Changes, Pay Grade Revisions, and/or Salary Adjustments and Organization Changes, Policy DEA (Local), Job Descriptions and Organizational Charts
- Funding** Funds for these reclassifications are available in the FY 2025 – 2026 salary budget, and the net effect on the FY 2025 – 2026 Salary Budget and Unrestricted Fund Budget is zero.
- Staff Resource** Mary Del Paz, Vice President for Finance and Administrative Services
Alicia Correa, Director - Benefits and Compensation
- Recommendation** No action is required from the Committee. This item is presented for information only.

This presentation was tabled until the February Board meeting.

Discussion and Action as Necessary on Revisions to FY 2025 – 2026 Employee Staffing Plan and Employee Compensation Plan

- Purpose** To propose revisions to filled or vacant position(s) in accordance with Policy DLC (Local) Employee Performance: Promotion and Demotion.
- Justification** College Administration proposes Board approval on revisions to the FY 2024 – 2025 Employee Staffing Plan and Employee Compensation Plan based on assessments of the position’s duties, responsibilities, and the needs and objectives of the College department.
- These revisions are deemed critical and include changes in title and pay grades, as appropriate to the position's duties.
- The placement and rationale of the reclassified position(s) are included in Appendix A.
- Enclosed Documents** Appendix A – Reclassification of Filled or Vacant Non-Faculty Positions with Title Changes, Pay Grade Revisions, and Salary Adjustments, Policy DLC (Local), Job Descriptions, and Organizational Charts
- Funding** Funds for these proposed revisions are available in the FY 2025 – 2026 salary budget, and the net effect on the FY 2025 – 2026 Salary Budget and Unrestricted Fund Budget is zero.
- Staff Resource** Mary Del Paz, Vice President for Finance and Administrative Services
Alicia Correa, Director - Benefits and Compensation
- Recommendation** The Committee recommends Board approval on revisions to the FY 2024 – 2025 Employee Staffing Plan and Employee Compensation Plan to reclassify filled or vacant position(s) in accordance with Policy DLC (Local).

This item was tabled until the February Board meeting.

Review and Recommend Action to Adopt Local District Update Policy

Purpose	To adopt the local policy listed in Appendix A to align with College operations.
Justification	The local policy reflects the updates to the College’s internal operations.
Enclosed Documents	Appendix A – List of Policy Appendix B – Policy
Staff Resource	Mary Del Paz, Vice President for Finance and Administrative Services Deyadira Leal, Director of Purchasing
Recommendation	The Committee recommends Board approval to adopt the local district update policies listed in Appendix A, as presented, and which supersedes any previously adopted Board policy.

Upon a motion by Mr. Danny Guzman and a second by Ms. Dalinda Gonzalez-Alcantar the Committee recommended Board approval to adopt the local district update policies listed in Appendix A, as presented, and which supersedes any previously adopted Board policy.

The motion carried.

Appendix A

Policy	Last Adopted Date	Justification
Policy CF (LOCAL) – Purchasing and Acquisition	10/29/2024	<p>Recommended revisions, as passed in Senate Bill 1173, effective September 1, 2025, have increased the aggregate purchasing threshold for RFPs and for Board approval from \$50,000 to \$100,000 for the purchase of goods and services. This change is rooted in the increase of inflation and transaction costs while maintaining thresholds that ensure competitive integrity in higher-value contracts.</p> <p>Additionally, incorporated new language to include the current practice of accepting electronic bids and proposals. This revision modernizes the procurement process by enabling vendors to submit responses through approved electronic platforms while maintaining the integrity and confidentiality of sealed submissions.</p>

Appendix B

Policy follows in the packet.

**Review and Recommend Action to Adopt Local Board Policies Included in
Numbered Update 50**

Purpose	To adopt the local policies listed in Appendix A to align with the Texas Association of School Boards (TASB) policy manual.
Justification	TASB issues numbered updates semiannually to the College. The number updates respond to changes to state and federal law, court cases, and decisions by the attorney general, and may also contain suggested changes to an existing local policy or the development of a new local policy made by TASB.
Enclosed Documents	Appendix A – List of Policies Appendix B – Policies
Staff Resource	Mary Del Paz, Vice President for Finance and Administrative Services Matthew S. Hebbard, Vice President for Student Affairs and Enrollment Management Claudia Olivares, Director for Employee Relations and Talent Development George McCaleb, Executive Director for Facilities Operations and Maintenance Pablo Hernandez, Dean for Student Affairs
Recommendation	The Committee recommends Board approval to adopt the numbered update local policies listed in Appendix A as presented, and which supersedes any previously adopted Board policy.

This item was tabled until the February Board meeting.

Appendix A

Item	Policy	Last Adopted Date	Update	Explanatory Notes
A.	DGC (Local) – Employee Rights and Privileges: Employee Expression and Use of College Facilities	6/25/2024	50	<p>Recommended revisions throughout this policy incorporate SB 2972, which addresses the regulation of expressive activities on college campuses. A definition of Expressive Activities has been added. At Prohibited Speech and Conduct, existing content from Limitations on Content, Approval, and Common Outdoor Areas has been consolidated and updated to reflect language from the bill prohibiting certain expressive activities on campus.</p> <p>Also, from SB 2972, language has been added at Time, Place, and Manner Restrictions prohibiting the distribution of materials in a manner that is materially and substantially disruptive to college operations. Language has been added to clarify when Identification must be provided. Employees and employee organizations distributing materials or using college facilities must provide identification to a college representative.</p> <p>Recommended revisions provide that the Distribution of Literature by faculty and other instructional personnel as part of instruction or other classroom activities is not governed by that section.</p> <p>Additional changes have been made for clarity.</p> <p>A response to the House Select Committee on Civil Discourse and Freedom of Speech in Higher Education was provided regarding the policies impacted by SB2972.</p>
B.	FLA (Local) – Student Rights and Responsibilities: Student Expression and Use of College Facilities	6/25/2024	50	<p>Recommended revisions throughout this policy incorporate SB 2972, which addresses the regulation of expressive activities on college campuses. A definition of Expressive Activities has been added. At Prohibited Speech and Conduct, existing content from Limitations on Content, Approval, and Common Outdoor Areas has been</p>

Item	Policy	Last Adopted Date	Update	Explanatory Notes
				<p>consolidated and updated to reflect language from the bill prohibiting certain expressive activities on campus. Also, from SB 2972, language has been added at Time, Place, and Manner Restrictions prohibiting the distribution of materials in a manner that is materially and substantially disruptive to college operations. Language has been added to clarify when Identification must be provided. Students and student organizations distributing materials or using college facilities must provide identification to a college representative. Additional changes have been made for clarity. A response to the House Select Committee on Civil Discourse and Freedom of Speech in Higher Education was provided regarding the policies impacted by SB2972.</p>
C.	GD (Local) – Community Expression and Use of College Facilities	11/25/2025	50	<p>Recommended revisions incorporate SB 2972, which addresses the regulation of expressive activities on college campuses. A definition of Expressive Activities has been added. At Prohibited Speech and Conduct, existing content from Approval, Designated Public Forums, and Limitations on Content has been consolidated and updated to reflect language from the bill prohibiting certain expressive activities on campus. Also, from SB 2972, language has been added at Time, Place, and Manner Restrictions prohibiting the distribution of materials in a manner that is materially and substantially disruptive to college operations. Language has been added to clarify when Identification must be provided. Community members and organizations distributing materials or using college facilities must provide identification to a college representative. Language related to Designated Public Forums has been added to require the board to designate common outdoor areas where</p>

Item	Policy	Last Adopted Date	Update	Explanatory Notes
				<p>community members may engage in permissible expressive activities and publish those areas on the college’s website and in other publications. Additional changes have been made for clarity. A response to the House Select Committee on Civil Discourse and Freedom of Speech in Higher Education was provided regarding the policies impacted by SB2972.</p>

Appendix B

Policies follow in the packet.

Review and Discussion of First Reading of Local Board Policies Included in Numbered Update 49 and Numbered Update 50

Purpose	To review proposed updates to the local policies listed in Appendix A to align with the Texas Association of School Boards (TASB) policy manual.
Justification	TASB issues numbered updates semiannually to the College. The number updates respond to changes to state and federal law, court cases, and decisions by the attorney general, and may also contain suggested changes to an existing local policy or the development of a new local policy made by TASB.
Enclosed Documents	Appendix A – List of Policies Appendix B - Policies
Staff Resource	Mary Del Paz, Vice President for Finance and Administrative Services Ricardo De La Garza, Executive Director for Facilities Planning and Construction George McCaleb, Executive Director for Facilities Operations and Maintenance Deyadira Leal, Director for Purchasing Claudia Olivares, Director for Employee Relations and Talent Development Alicia Correa, Director for Benefits and Compensations Dr. Jesus H. Campos, Vice President for Technology, Information, and Planning Services Luis Gonzalez, Chief Information Security Officer Dr. Matthew Hebbard, Vice President for Student Affairs and Enrollment Management Cynthia Blanco, Dean for Enrollment Systems and Registrar Pablo Hernandez, Dean for Student Affairs Maria Alonso, Director for Student Rights and Responsibilities Venisa Earhart, Board Relations Administrator
Recommendation	No action is required from the Board at this time. This item is presented as a First Reading to obtain feedback for staff, and will be scheduled for a Second Reading at the next Board meeting for Board action.

Dr. Salinas requested that the number of policies brought at one time to the Committee and/or Board be reduced so that each member could review carefully.

This First Reading was deferred to the February Board meeting.

Appendix A

Item	Policy	Last Adopted Date	TASB Update	TASB and Other Explanatory Notes
A.	BA (Local) – College District Governance	9/27/2022	50	Language from this policy has been moved to policy BAA to accommodate the reorganization of policies related to college district governance (Retire Policy).
B.	BAA (Local) – College District Governance: Board Legal Status	New	50	Language from policy BA has been moved to this policy to accommodate the reorganization of policies related to college district governance. If the college had content at this policy code, that content has been moved to policy BAAA.
C.	BBE (Local) – Board Members: Authority	9/27/2022	50	Recommended revisions to this policy address HB 4310, which establishes a procedure for board members to access records maintained by the college while preserving the Confidentiality of those records. Additional changes have been made for clarity. Appendices C and D were added as a reference for policy BBE.
D.	BCA (Local) – Board Internal Organization: Board Officers and Officials	9/27/2022	49	New recommended local policy language provides additional information about the selection of board officers and the duties and responsibilities of the officers. Additional revisions are to align the policy with applicable law.
E.	BD (Local) – Board Meetings	9/27/2022	50	Recommended revisions to this policy incorporate HB 1522, which updates the meeting notice requirements under the Open Meetings Act to require that notice of a meeting be posted three business days before the scheduled date of a meeting, at Notice to Members.
F.	CL (Local) – Facilities Planning	New	50	This new policy addresses SB 8 from the second special session, which requires a community college to designate certain private spaces by gender consistent with the bill's provisions.
G.	CM (Local) – Facilities Construction	10/29/2024	50	Recommended revisions, as passed in Senate Bill 1173, effective September 1, 2025, which increase the contract value threshold at which a community college may

Item	Policy	Last Adopted Date	TASB Update	TASB and Other Explanatory Notes
				use a statutory competitive procurement method for Construction Contracts from \$50,000 or above to \$100,000 or above. Additional recommended revisions allow a college president to approve lesser expenditures for construction materials or services without board approval, as permitted by law. This would align with the proposed Policy CF (Local) – Purchasing and Acquisition.
H.	CS (Local) – Information Security	9/24/2024	50	Recommended revisions to this policy incorporate HB 150, which requires a college to notify affected persons of cybersecurity incidents, formerly referred to as security incidents.
I.	DC (Local) – Employment Practices	2/25/2025	50	Recommended revisions address SB 37, which requires the board to approve hiring decisions for certain positions and allows the board to overturn hiring decisions for certain positions. Additional recommended revisions clarify the college president’s authority related to the Employment of Contractual Personnel and the Employment of Noncontractual Personnel.
J.	DH (Local) – Employee Standards of Conduct	3/25/2025	50	Recommended revisions address HB 46, which prohibits a college from restricting the storage of low-THC cannabis authorized by state law. Additional changes have been made for clarity.
K.	DHB (Local) – Employee Standards of Conduct: Child Abuse and Neglect Reporting	2/25/2025	50	Recommended revisions incorporate SB 571, which requires the Reporting of instances of child abuse or neglect to a law enforcement agency within 24 hours and amends the definition of law enforcement agency.
L.	DJA (Local) – Assignment, Work Load, and Schedules: Telework	New	50	This new recommended local policy addresses SB 2615. It permits employees to telework only under certain specified circumstances.

Item	Policy	Last Adopted Date	TASB Update	TASB and Other Explanatory Notes
M.	DM (Local) – Termination of Employment	9/24/2024	50	Language related to dismissal of noncontractual employees has been added to clarify the authority to terminate At-Will Employees. Additional revisions reference the employee grievance policy and provide clarity about pay for dismissed employees to ensure information relevant to employee termination is provided.
N.	EGA (Local) – Academic Achievement: Grading and Credit	1/30/2024	50	A cross-reference has been added to policy code FB to incorporate provisions related to the Academic Fresh Start program.
O.	FB (Local) – Admissions	11/25/2025	50	Recommended revisions address SB 37, clarifying that the board must develop admission procedures in collaboration with the college’s chief executive officer. The recommended revisions address SB 365, permitting the college to disregard course credits and grades earned by an applicant for admission 5-10 years prior to the start of the semester if chosen by the applicant, at Academic Fresh Start. Existing law requires a college to disregard credits earned 10 years prior to the start of the semester for an applicant under the Academic Fresh Start program. The number of years prior to admission at which credits will be disregarded reflects information submitted by the college. A cross reference has been added to policy code EGA to incorporate provisions related to transfer of credit.
P.	FLB (Local) – Student Rights and Responsibilities: Student Conduct	1/29/2024	50	At Behavior Targeting Others, a cross reference has been added to policy code FM to incorporate the definition of antisemitism required to be used in discipline for Student Code of Conduct violations, as provided by SB 326. At Misuse of Technology, a reference at list item #6 to “emails and websites” is recommended to be broadened to "electronic

Item	Policy	Last Adopted Date	TASB Update	TASB and Other Explanatory Notes
				means" to incorporate other forms of technology, such as mobile applications.
Q.	FLBE (Local) – Student Conduct: Alcohol and Drug Use	2/14/2023	50	Recommended revisions address HB 46, which prohibits a college from restricting the storage of low-THC cannabis authorized by state law. Additional changes have been made for clarity.
R.	FLD (Local) – Student Rights and Responsibilities: Student Complaints	10/29/2024	50	Language has been reorganized to clarify the structure of grievance processes. Recommended revisions require the college to provide Notice to Students on the college's website to ensure appropriate due process. At Formal Process, language has been added to clarify that certain complaints must begin at the board level. A cross-reference has been updated to incorporate the reorganization of policies related to security personnel.
S.	GB (Local) – Public Complaints and Hearings	7/22/2025	50	Language has been reorganized to clarify the structure of grievance processes. At Formal Process, language has been added to clarify that certain complaints must begin at the board level. Provisions have been added to provide clarity about what the Record includes, to allow a college to Remand a complaint for an incomplete record, and to allow an individual to make an Audio Recording of a hearing under this policy. A cross reference has been updated to incorporate the reorganization of policies related to security personnel. Additional changes have been made for clarity.
Policy Modifications are reflected as follows:				
Additions: blue font		Deletions: red font with a strikethrough.		Repositioned: <ul style="list-style-type: none"> • Moved From • <u>Moved To</u>

Appendix B

Policies follow in the packet.

Adjournment

There being no further business to discuss, the Finance, Audit, and Human Resources Committee Meeting of the South Texas College Board of Trustees adjourned at 6:24 p.m.

I certify that the foregoing are the true and correct Minutes of the February 10, 2026 Finance, Audit, and Human Resources Committee Meeting of the South Texas College Board of Trustees.

Mrs. Dalinda Gonzalez-Alcantar, Presiding

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

Purpose	To present a report on the Mission Economic Development Authority (MEDA) Scholarship Fund Trust.
Justification	<p>To provide the status of the MEDA Scholarship Fund Trust, including the annual obligated amount of distribution, and the activity of the trust, and the distribution of MEDA scholarship funds to the students.</p> <p>On August 29, 2012, the South Texas College Board of Trustees approved and authorized the acceptance of the Mission Economic Development Authority (MEDA) Scholarship Fund Endowment Agreement, which established a trust in excess of \$3 million, with Edwards Jones Trust Company as the sole Trustee and with South Texas College as the sole beneficiary, with funds to be used to establish and offer scholarships to students living in the City of Mission as described.</p> <p>The MEDA Scholarship Fund Trust Agreement and Agreement of Trustee establishes the provision of distributions. According to the MEDA Scholarship Fund Trust Annual Account Statement (January 1, 2025 – December 31, 2025), provided by Edward Jones Trust Company, the distribution to the college on August 6th, 2025 was based on the amount calculated under the agreement which is Five Percent (5%) of the fair market value of the undistributed income and corpus of the Trust as of the last day of the Trust’s previous fiscal year.</p>
Enclosed Documents	Appendix A – Recap of Market Value Activity, Distributions Received by South Texas College, and Fees of the Trust Appendix B – PowerPoint Presentation
Staff Resource	Mary Del Paz, Vice President for Finance and Administrative Services Dr. Matthew Hebbard, Vice President for Student Affairs and Enrollment Management Gustavo Garcia, Coordinator of Scholarships & Outreach
Recommendation	No action is required from the Committee. This item is presented for information and feedback to staff.

Appendix A

**Recap of Market Value Activity, Distributions Received by South Texas College,
 and Fees of the Trust**

Recap of Market Value Activity Period of January 1, 2025 through December 31, 2025	
Market Value-January 1, 2025	\$4,057,607.16
Cash & Security Transfers ⁽¹⁾	(2,124.00)
Contributions	-
Income & Capital Gain Distributions	126,165.99
Fees	(44,327.75)
Withdrawals (payments to STC)	(202,880.36)
Withdrawals (other disbursements)	-
Realized Gain/Loss	77,301.15
Cost Adjustments	-
Change in market value	363,266.93
Market Value-December 31, 2025	\$4,375,009.12

(1) Fiduciary Federal Income Tax

Distributions Received by South Texas College	
Month/Year	Amount
June 2013	\$160,784.54
June 2014	185,937.10
July 2015	187,900.18
May 2016	173,937.78
June 2017	180,511.68
May 2018	193,928.47
May 2019	174,239.09
May 2020	198,719.57
May 2021	211,984.14
June 2022	224,976.44
June 2023	205,924.00
July 2024	193,566.21
August 2025	202,880.36
Total Distributions Received	\$2,495,289.56

Fees of the Trust	
Expense Type:	Year to Date 12/31/25
Fee-applied to Principal Cash	(21,858.25)
Fee-applied to Income Cash	(21,858.25)
Administrative Expenses	(600.00)
Tax Relief Service Fee (MEDTRONIC PLC)	(11.25)
Total Other Disbursements	\$ (44,327.75)

MEDA Scholarship Update

Student Financial Services

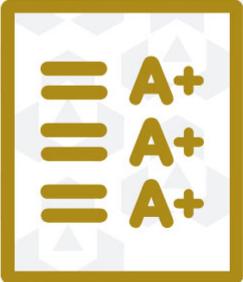


**SOUTH TEXAS
COLLEGE**

1

Initial Eligibility Requirements

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



2

Renewal Requirements

- Lives within the city limits of Mission
- Maintains a minimum 2.5 GPA per semester
- Enrolled in a minimum of two semesters
 - Complete at least 12 credits per year beginning with the first semester they were awarded.
- Remains in good standing



3

Meda Scholarship Enrollment Awards

Full-time:

- 12+ credit hours
- \$800

Three-quarters time:

- 9-11 credit hours
- \$600

Half-time:

- 6-8 credit hours
- \$400

Scholarship has a lifetime award of \$3,200

4

Funds Received vs. Funds Awarded

Funds received since 2013
o \$2,495,289.56

Funds paid to Mission residents
o \$2,016,200.00

5

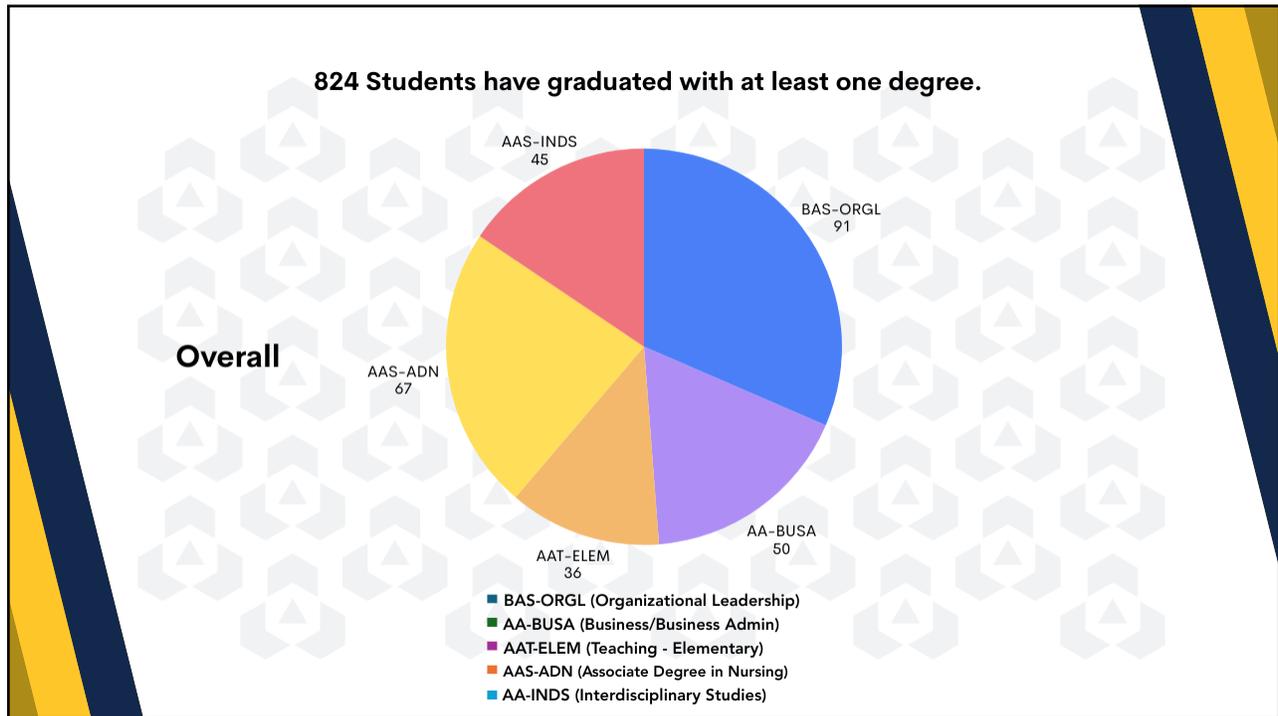
Allocation Received Date	Amount
June 2013	\$160,784.54
June 2014	\$185,937.10
July 2015	\$187,900.18
May 2016	\$173,937.78
June 2017	\$180,511.68
May 2018	\$193,928.47
May 2019	\$174,237.09
May 2020	\$198,719.57
May 2021	\$211,984.14
June 2022	\$224,976.44
June 2023	\$205,924.00
July 2024	\$193,566.21
August 2025	\$202,880.36
Total Funds Received	\$2,495,289.56

6

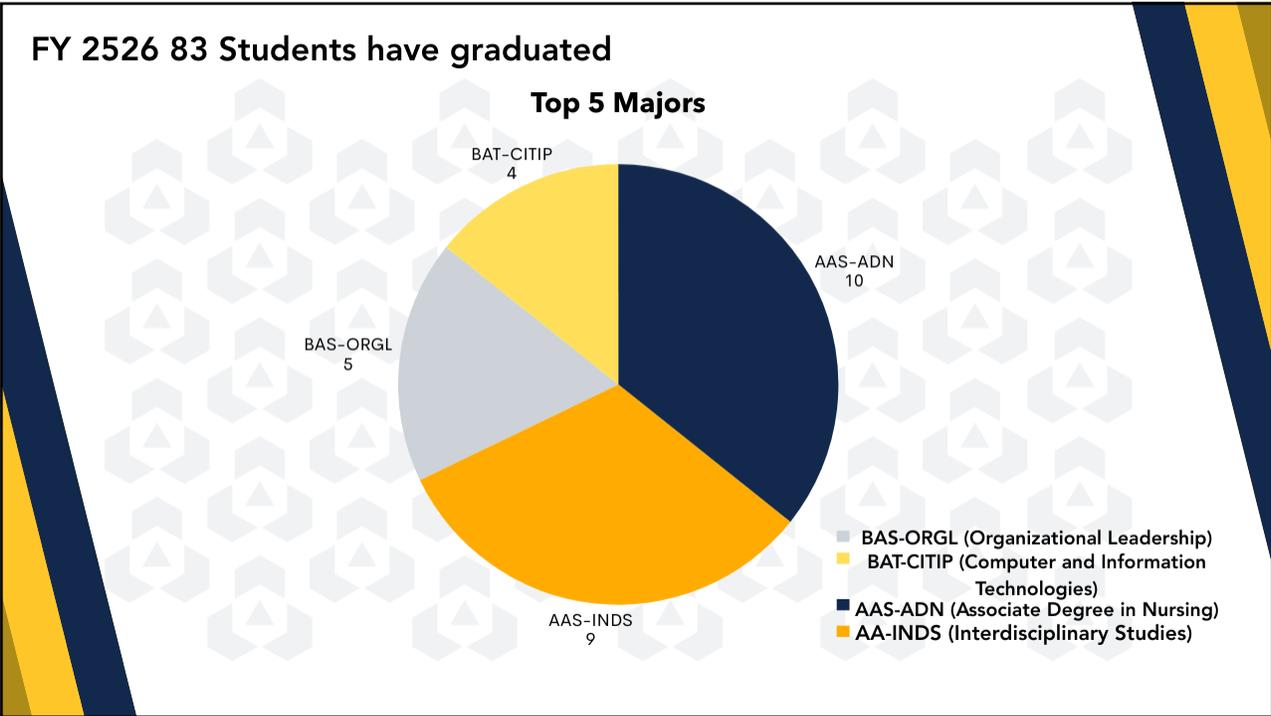
Total MEDA Scholarship Funds Received		\$2,495,289.56
Fiscal Year	Total Students	Funds Paid
2013-2014	47	\$64,200.00
2014-2015	96	\$113,000.00
2015-2016	97	\$130,000.00
2016-2017	148	\$156,800.00
2017-2018	143	\$184,600.00
2018-2019	146	\$158,000.00
2019-2020	119	\$139,800.00
2020-2021	101	\$117,600.00
2021-2022	132	\$139,800.00
2022-2023	120	\$138,400.00
2023-2024	218	\$260,800.00
2024-2025	279	\$276,200.00
2025-2026	134	\$137,000.00
Total Disbursed		\$2,016,200.00
Marketing Expenses		\$1,423.69
Remaining Budget		\$477,665.87

Funds Allocated for current and future terms		
FY 2526	126 Students	\$202,880.36

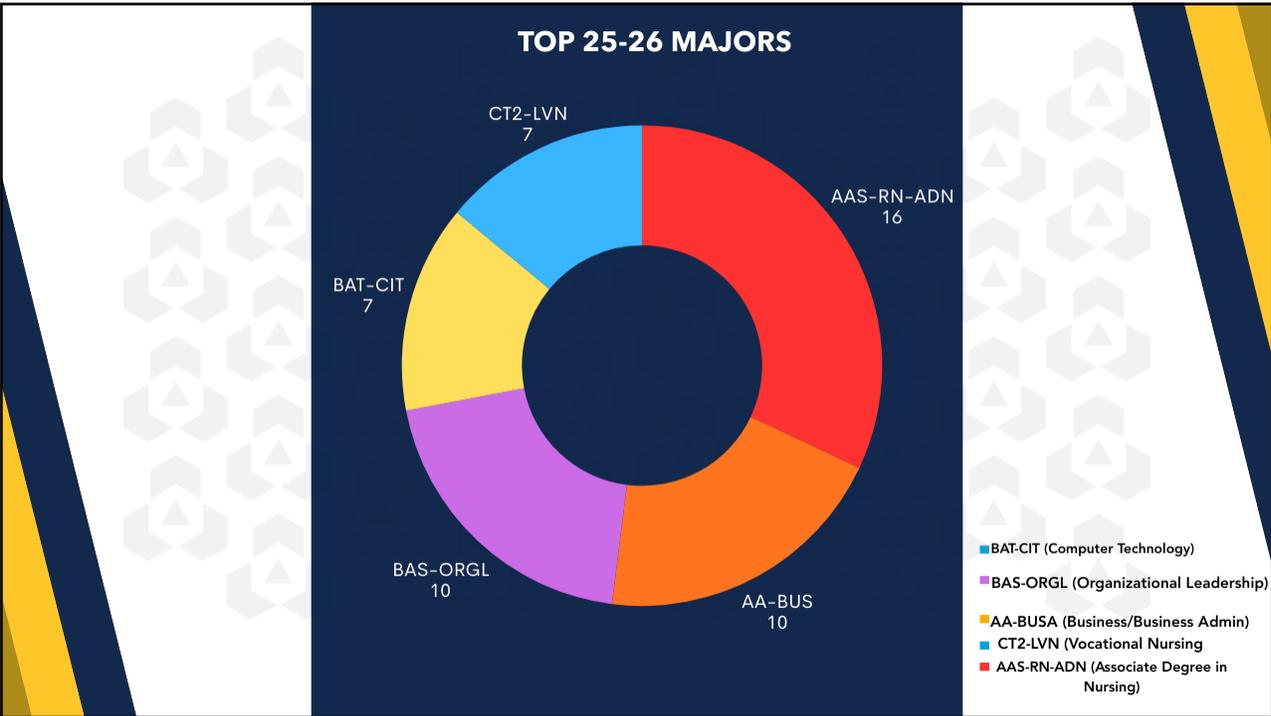
7



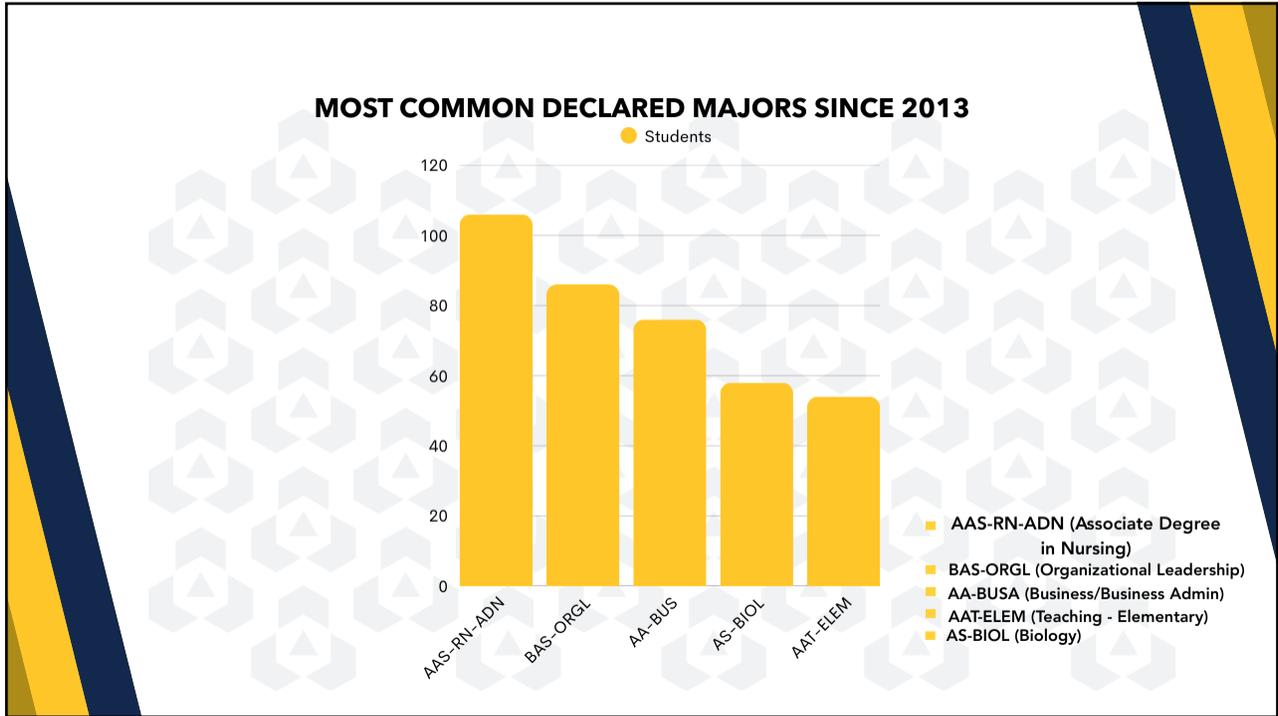
8



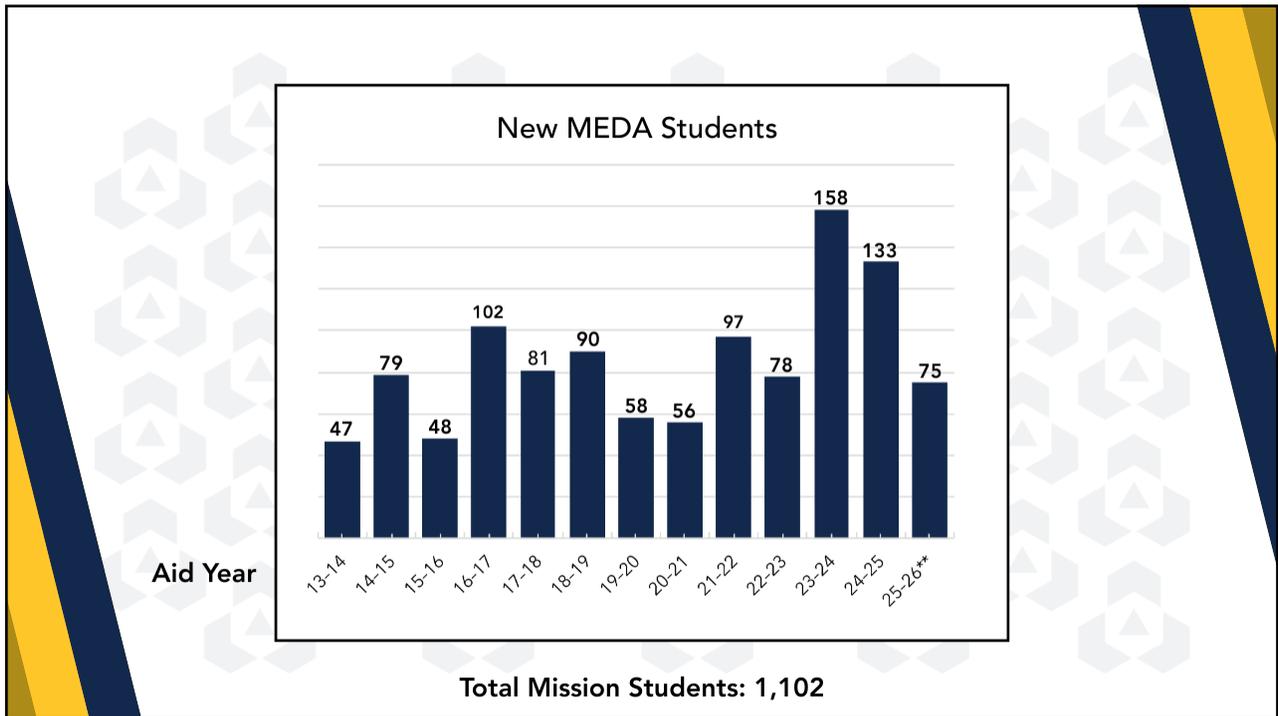
9



10



11



12



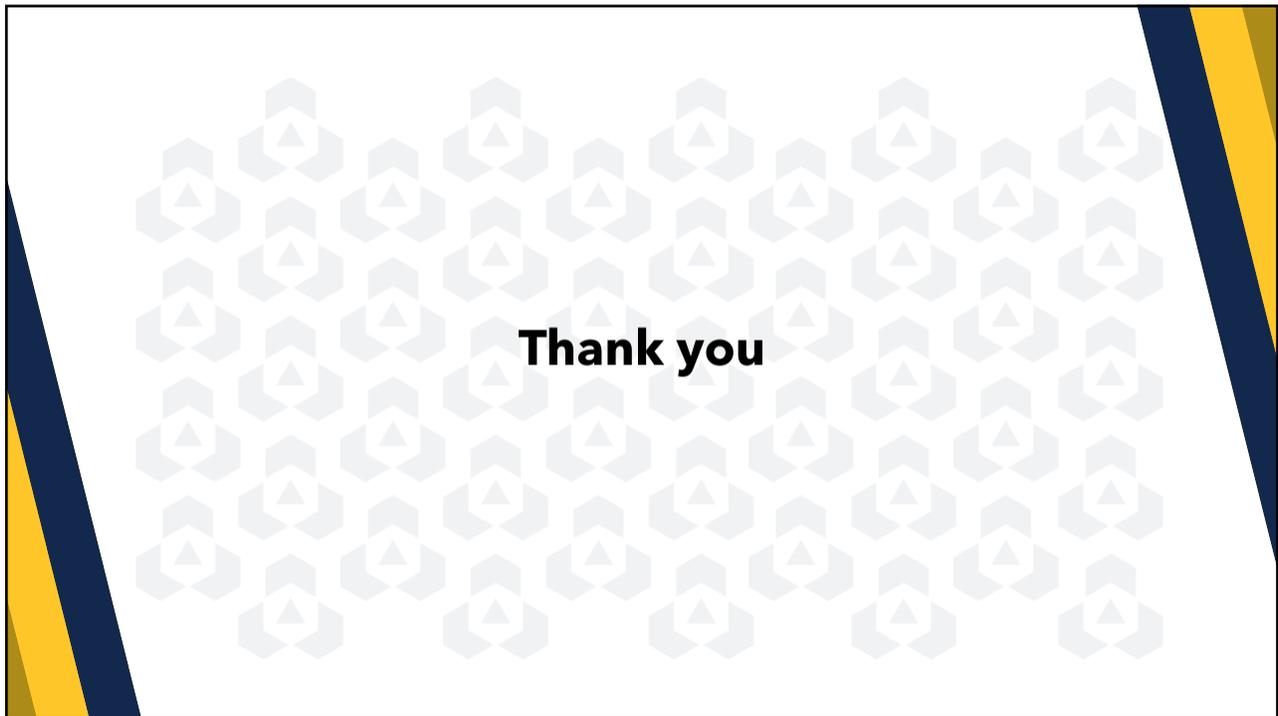
Communication

Potential recipients are being contacted

- Rack Cards
- Retractable Banners at HS and FA office
- Contacting each student individually
- Coordination with financial aid advisors from HS to encourage students to apply



13



Thank you

14

Discussion and Action as Necessary to Ratify the Revised Allocation Structure of La Joya Windpower, LLC Scholarship Funds Received from South Texas College Education Foundation

Purpose Administration requests to ratify the revised allocation structure of the La Joya Windpower, LLC Scholarship Funds received by South Texas College from the South Texas College Education Foundation.

Justification On March 6, 2023, the College received a \$40,000 contribution from Terra-Gen Development Company, LLC (La Joya Windpower, LLC) for student scholarships. The funds were subsequently transferred to the South Texas College Education Foundation following written authorization from the donor and Board approval.

Terra-Gen approved the transfer with a stipulation that the \$40,000 contribution be used for **student scholarships**.

Upon receipt of the funds from the South Texas College Education Foundation in January 2026, however, the College revised the allocation structure as approved by Terra Gen to the following:

- **\$10,000 – Technical Programs Scholarships**
To support students pursuing certificates and associate degrees in high-demand technical fields aligned with regional workforce needs.
- **\$10,000 – Emergency Student Support Fund**
To provide short-term financial assistance to students experiencing unexpected hardship that may impact persistence and completion.
- **\$20,000 – STC Promise & Jaguar Reconnect Scholarships**
To provide last-dollar scholarship assistance and wrap-around support for recent high school graduates and returning adult learners.

A letter was sent to Terra Gen with the proposed allocations, and the donor approved them as outlined in the letter.

Enclosed Documents Appendix A – Letter from La Joya Windpower, LLC on Request to Redesignate Scholarship Funds
Appendix B – Letter to Terra-Gen Development Company, LLC on Proposed Allocations
Appendix C – Approved Donation Disclosure Statement

Staff Resource Dr. Rodney H. Rodriguez, Vice President for Institutional Advancement and External Affairs
Dr. Marcos Silva, Executive Director for Foundation and External Affairs
Mary Del Paz, Vice President for Finance and Administrative Services

Recommendation The Committee recommends Board approval to ratify the revised allocation structure of the La Joya Windpower, LLC Scholarship Funds received by South Texas College from the South Texas College Education Foundation as presented.



Office of the President

3201 W. Pecan Blvd.
McAllen, TX 78501
t 956-872-8366
f 956-872-8368

P.O. Box 9701, McAllen, TX 78502-9701
www.southtexascollege.edu

March 30, 2023

Milton Howard, Vice President
Renewable Development
11455 El Camino Real Suite 160
San Diego, CA 92130
MHoward@Terra-Gen.com

Robert Peña, President
Texas Energy Consultant
2516 W. Freddy Gonzalez Dr.
Edinburg, TX 78539
robijrpena@texas-kwh.com

Subject: Request Authorization to Transfer the \$40,000 Contribution Received from Terra-Gen Development Company, LLC (La Joya Windpower, LLC) to the South Texas College Education Foundation

Dear Mr. Howard and Mr. Peña,

On behalf of South Texas College, I would like to thank you for the contribution in the amount of \$40,000 received on March 6, 2023, for student scholarships.

The contribution received fulfills Section IV (D) of the Amended & Restated Tax Abatement Agreement between South Texas College and La Joya Windpower, LLC, which stipulates that the contribution is to be used by the College for student scholarships.

* At this time, the College officially requests your approval in writing to transfer the \$40,000 student scholarship funds received for the La Joya Windpower, LLC project to the newly formed South Texas College Education Foundation for student scholarships. The South Texas College Education Foundation's main goal is to provide support to South Texas College.

At the April monthly Board Meeting, the College will notify the Board of Trustees of this request and recommend a modification to Section IV (D) of the Agreement.

The College will also request that the proposed amendments to the Monte Cristo and Monte Alto Tax Abatement Project agreements include a revision to indicate that the contribution of \$40,000 is awarded to the South Texas College Education Foundation instead of STC for student scholarships.

If you have any questions or need additional information, please do not hesitate to contact me or Ms. Mary G. Elizondo, Vice President for Finance and Administrative Services, at (956) 872-3558 or by email at marye@southtexascollege.edu.

Sincerely,

Dr. Ricardo J. Solis
President

* This is approved, 3/31/23
46

Terra-Gen Development Company, LLC

Dear Mr. Robert Pena,

On behalf of the South Texas College Foundation, thank you once again for your generous \$40,000 contribution to support South Texas College students. Your investment continues to make a meaningful difference in the lives of students pursuing career-advancing education in our region.

As we prepare to distribute these funds, we respectfully request your authorization to allocate the original \$40,000 gift into two strategic scholarship purposes that will maximize impact and reflect both the needs of our students and the workforce priorities of our community.

1. \$10,000 – Technical Programs Scholarships

We propose designating \$10,000 to support students pursuing certificates and associate degrees in high-demand fields within Architecture & Construction, Industrial Technology, and related technical areas. These pathways lead directly to well-paying careers and align closely with industry needs across the Rio Grande Valley.

2. \$10,000 – Establish Emergency Fund

We propose establishing a \$10,000 Emergency Student Support Fund to assist students facing unexpected financial hardships that may jeopardize their ability to stay enrolled. This fund will provide quick, short-term relief for essential needs, helping students remain on track toward completing their certificates and associate degrees.

3. \$20,000 – South Texas College Promise & Jaguar Reconnect Program

We further request approval to apply \$20,000 toward the STC Promise and Jaguar Reconnect initiatives, which provide last-dollar scholarships and wrap-around support services for qualified recent high-school graduates and returning adult learners. These programs remove financial barriers for students who are close to completing their academic goals and strengthen the region's long-term workforce capacity.

This distribution structure ensures your contribution is strategically invested, benefiting both technical career pipelines and college-completion efforts. Once approved, the Foundation will transfer the designated funds to the institution, and South Texas College will award scholarships directly to eligible students under established program guidelines.

We are deeply grateful for Terra-Gen Development Company, LLC's continued partnership and commitment to expanding educational opportunities for students in our region. Your support helps us move closer to a future where every student has the opportunity to thrive.

Please let me know if you approve this proposed allocation or if you would like to discuss alternative options. I would be happy to connect at your convenience.

With sincere appreciation,

Dr. Marcos Silva

Executive Director

South Texas College Foundation



**SOUTH TEXAS
COLLEGE
FOUNDATION**

DONATION DISCLOSURE STATEMENT

Name of donor: _____

Address: _____

City _____ State _____ Zip _____

Thank you for your contribution of _____

South Texas College Foundation received on (date) _____

South Texas College Foundation, Institutional Advancement and External Affairs

Department acknowledging the donation

Julissa Canales, Accountant 956-872-2160

Employee name: Telephone

Financial manager: Telephone

IMPORTANT - PLEASE SELECT YES OR NO

Is this donation restricted? _____ YES _____ NO

Restricted (explain how donation can be used) _____

Purpose of gift (check one):

- Cash
- Academic
- Public Service
- Library
- Endowment and Similar funds - Unrestricted Income
- Endowment and Similar funds - Restricted Income Loan Funds
- Other (please explain): _____
- Equipment (Inv # _____)
- Faculty & Staff Compensation
- Property, Building, & Equipment
- Operation & Maintenance of Physical Plant
- Scholarship

Instructional Program: _____ Required GPA: _____

Duration: _____ Amount or percentage that can be used as unrestricted: _____

IMPORTANT - PLEASE SELECT YES OR NO

Do you give permission to South Texas College Foundation to publicly acknowledge you?

_____ YES _____ NO

Disclosure statement:

Please check one:

- No goods or services were provided in exchange for your contribution
- In exchange for your contribution you received: _____
_____ with a fair market value of \$ _____

- * South Texas College Foundation is exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code
- * Contributions to South Texas College Foundation are deductible under section 170 of the Internal Revenue Code
- * The foundation is also qualified to receive tax deductible bequests, devises, transfers, or gifts under section 2055,2106, or 2522 of the Internal Revenue Code
- * All appraisal of real and personal property contributed to the foundation shall be done in accordance with Internal Revenue Service Publication 561, "Determining the Value of Donated Property"
- * Donors are strongly encouraged to consult with their tax advisor regarding all types of donations to the South Texas College Foundation

As per Section 170(f)(8) of the Internal Revenue Code and section 1.170A-13(f) of the Income Tax Regulations, if you received a good or service from South Texas College Foundation in return for your contribution, the amount of the contribution that is deductible for federal income tax purposes is limited to the excess of money (and the fair market value of property other than money) contributed by the donor over the value of goods or services provided by South Texas College Foundation.

Milton Howard

Donor Printed Name	Donor Signature	Date
--------------------	-----------------	------

THIS LETTER DOES NOT REPLACE A WRITTEN ACKNOWLEDGEMENT LETTER
 NOTE: *The donor acknowledges that items donated will be used at South Texas College Foundation discretion if no restriction is imposed.*
 FORM STCF-002
 Updated 10/1/2024

Review and Action as Necessary on Award and Rejection of Proposals, and Approval of Purchases, Purchase Renewals, Revision of Renewal Terms, and Contract Extension

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) Audio Visual Production Services – Commencement Ceremonies

Purpose Award the proposal for audio visual production services – commencement ceremonies to **Jim Melhart Piano & Organ Co., Inc./ dba Melhart Music** (McAllen, TX).

Justification To ensure a high-quality experience for graduates, families, and attendees, for the May and December commencement ceremonies, the institution requires professional audiovisual production services, including but not limited to staging, lighting, sound reinforcement, video projection, onsite technical support, and equipment operation throughout the event.

Funding Funds for this expenditure are budgeted in the Graduation budget for FY 2025 – 2026. Funds for subsequent fiscal years will be included in future proposed budgets.

Enclosed Documents Appendix A – Project Timeline and Information

Staff Resource Dr. Jesus Campos, Interim Vice President for Information Services, Planning, Performance, and Strategic Initiatives
Lucio Gonzalez, Associate Vice President for Technology and Chief Information Officer
Yolanda Martinez, Director of Educational Technologies

Recommendation The Committee recommends Board approval to award the proposal for audio visual production services – commencement ceremonies to **Jim Melhart Piano & Organ Co., Inc./ dba Melhart Music** (McAllen, TX) for the period beginning April 1, 2026 through March 31, 2027, with two one-year options to renew, at an estimated total amount of \$34,000.00.

APPENDIX A

Project Timeline and Information

Advertised RFP	January 28, 2026 and February 4, 2026
RFP Responses Due	February 12, 2026
RFP Issued To	Five Hundred and Twenty-Six (526) Vendors
Responses Received From	Four (4) Vendors
Responses Reviewed By	Education Technologies and Purchasing Department
Highest Ranked Vendor	Jim Melhart Piano & Organ Co., Inc./ dba Melhart Music

Award of Proposals – 2) Re-Bid One (1) Ton Pickup Truck for Fire Science Program

- Purpose** Award the proposal for re-bid one (1) ton pickup truck for Fire Science Program to **Sames McAllen, Inc./ dba Sames McAllen Ford** (McAllen, TX).
- Justification** To be used by the Fire Science Program to provide the necessary towing capacity for heavy equipment trailers that transport critical training props and instructional materials between the Regional Center for Public Safety Excellence, Starr, and Mid-Valley Campuses. With the continued expansion of the public safety programs and the upcoming expansion of the fire academy to the Mid-Valley Campuses, this purchase is essential to ensure efficient, safe, and timely delivery of equipment to meet the growing instructional and training demands of the region.
- Funding** Funds for this expenditure are budgeted in the Regional Center for Public Safety Excellence budget for FY 2025 – 2026.
- Enclosed Documents** Appendix A – Project Timeline and Information
- Staff Resource** Dr. Anahid Petrosian, Vice President and Provost for Academic Affairs and Economic Development
 Jose Vela, Point of Contact for Business, Public Safety, and Technology
 Robert Vela Jr., Site Administrator – Regional Center for Public Safety Excellence
- Recommendation** The Committee recommends Board approval to award the proposal for re-bid one (1) ton pickup truck for Fire Science Program to **Sames McAllen, Inc./ dba Sames McAllen Ford** (McAllen, TX) at a total amount of \$59,982.00.

APPENDIX A

Project Timeline and Information

Advertised RFP	February 4, 2026 and February 11, 2026
RFP Responses Due	February 19, 2026
RFP Issued To	Five Hundred and Eighty-Five (585) Vendors
Responses Received From	Four (4) Vendors
Responses Reviewed By	Purchasing Department
Highest Ranked Vendor	Sames McAllen, Inc./ dba Sames McAllen Ford

Award of Proposals – 3) Vehicle and Wall Graphics

- Purpose** Award the proposals for vehicle and wall graphics to the vendors listed in Appendix A.
- Justification** To enhance the College’s outreach by providing constant exposure through vehicle and wall graphics to a broad audience in local communities, at events, and during daily commutes. The graphics services consist of the installation of wraps and decals for College-owned vehicles and the installation of wall graphics (wall wraps and floor & surface vinyl) that may be placed on the interior or exterior of each building district-wide. These graphics services are purchased as needed throughout the fiscal year.
- Funding** Funds for this expenditure are budgeted in the various requesting departments’ budgets for FY 2025 – 2026. Funds for subsequent fiscal years will be included in future proposed budgets.
- Enclosed Documents** Appendix A – Vendors List
 Appendix B – Project Timeline and Information
 Other information is included in the Supporting Documentation.
- Staff Resource** Dr. Rodney Rodriguez, Vice President for Institutional Advancement and External Affairs
 Lynda Lopez, Executive Director of Public Relations and Marketing
- Recommendation** The Committee recommends Board approval to award the proposals for vehicle and wall graphics to the vendors listed in Appendix A for the period beginning April 23, 2026 through April 22, 2027, with two one-year options to renew, at an estimated total amount of \$100,000.00.

APPENDIX A

Vendors List

Vendor (City, State)	Vendor (City, State)
Huntington Sky Production, LTD/ dba FastSigns (McAllen, TX)	JettMedia, LLC (McAllen, TX)
O’ Conn, LLC/ dba ASAP Printing Solutions (McAllen, TX)	Sign Depot USA, LLC (Pharr, TX)

APPENDIX B

Project Timeline and Information

Advertised RFP	February 4, 2026 and February 11, 2026
RFP Responses Due	February 19, 2026
RFP Issued To	Eleven (11) Vendors
Responses Received From	Four (4) Vendors
Responses Reviewed By	Purchasing Department
Highest Ranked Vendor	Vendors listed in Appendix A

Rejection of Proposals – 4) Delinquent Tax Collection Services

Purpose	Reject the two (2) proposals received for delinquent tax collection services.
Justification	<p>Administration seeks to receive feedback and approval from the Board of Trustees on the Evaluation Criteria to utilize for the Delinquent Tax Collection Services.</p> <p>The Evaluation Criteria requires reassessment to ensure alignment with objectives and requirements.</p> <p>A new solicitation or RFQ will be advertised once the Evaluation Criteria have been Board-approved.</p>
Staff Resource	Mary Del Paz, Vice President for Finance and Administrative Services Myriam M. Lopez, Associate Vice President for Finance and Management
Recommendation	The Committee recommends Board approval to reject the two (2) proposals received for delinquent tax collection services.

Rejection of Proposals – 5) Mobile High-Pressure Air Compressor for Fire Science Training Program

- Purpose** Reject the two (2) proposals received for mobile high-pressure air compressor for Fire Science Training Program.
- Justification** Administration determined that the two (2) proposals received were significantly over budget.
- Staff Resource** Dr. Anahid Petrosian, Vice President and Provost for Academic Affairs and Economic Development
Jose Vela, Point of Contact for Business, Public Safety, and Technology
Robert Vela Jr., Site Administrator – Regional Center for Public Safety Excellence
- Recommendation** The Committee recommends Board approval to reject the two (2) proposals received for mobile high-pressure air compressor for Fire Science Training Program.

Rejection of Proposals – 6) Re-Bid Medium Duty Truck

Purpose	Reject the three (3) proposals received for re-bid medium duty truck.
Justification	Administration determined that the proposals received did not meet the necessary requirements for the product's use. A new Request for Proposal (RFP) will be solicited for this product with additional requirements.
Staff Resource	Mary Del Paz, Vice President for Finance and Administrative Services Deyadira Leal, Director of Purchasing
Recommendation	The Committee recommends Board approval to reject the three (3) proposals received for re-bid medium duty truck.

Purchases – 7) Computers, Laptops, Tablets, and Monitors

- Purpose** Purchase computers, laptops, tablets, and monitors from the vendors listed in Appendix A.
- Justification** To provide new systems, replace out-of-warranty systems (over five years old), and meet software requirements for those systems that exceed the capacity for students, faculty, and staff based on the Information Technology criteria.
- The requested systems meet the College’s standard configurations.
- Funding** Funds for these expenditures are budgeted in the requesting department budgets for FY 2025 – 2026 as follows:
 Technology Projects, Library Automation Program, Technology Renewal Fund, Learning Commons and Open Labs, AACC EmptyED 2025 Grant, History Program, Computer Science Program, Bachelor’s of Nursing, Mathematics Program, Associate Degree Nursing, Purchasing Department, Dual Credit Pathways, Facilities Planning and Construction, Information Security, Academic Operations and Instruction, Curriculum, Communication and Creative Services, Division of Academic Affairs, Technology Campus, Advising, and Business Office.
- Enclosed Documents** Appendix A – Vendors List
 Appendix B – District-Wide Technology Request Summary
 Other information is included in the Supporting Documentation.
- Staff Resource** Dr. Jesus Campos, Interim Vice President for Information Services, Planning, Performance, & Strategic Initiatives
 Lucio Gonzalez, Associate Vice President for Technology and Chief Information Officer
- Recommendation** The Committee recommends Board approval to purchase computers, laptops, tablets, and monitors from the vendors listed in Appendix A at a total amount of \$519,131.95.

APPENDIX A
Vendors List

Vendor (City, State)	Purchasing Cooperative	Amount
Dell Marketing, LP (Dallas, TX)	OMNIA Partners	\$502,584.00
Apple, Inc. (Dallas, TX)	Choice Partners Cooperative	\$16,547.95
Total Amount:		\$519,131.95

APPENDIX B
District-Wide Technology Request Summary

Student Computers	
1	Technology Projects
6	Library Automation Program
349	Technology Renewal Fund
2	Learning Commons and Open Labs
Student Laptops	
1	AACC EmplYED 2025 Grant
Faculty Computers	
1	History Program
51	Technology Renewal Fund
Faculty Laptops	
2	Computer Science Program
2	Bachelor of Nursing
Faculty Tablets	
4	Mathematics Program
Faculty Monitors	
14	Associate Degree Nursing
5	Bachelor of Nursing

Staff Computers	
1	Purchasing Department
Staff Laptops	
1	Computer Science Program
1	Dual Credit Pathways
1	Facilities Planning and Construction
1	Information Security
1	Academic Operations and Instruction Program
1	Curriculum
2	Communication and Creative Services
1	Division of Academic Affairs
2	Technology Campus
Staff Tablets	
1	Advising
1	Business Office
Staff Monitors	
4	Advising
1	Computer Science Program

Purchases – 8) Furniture

- Purpose** Purchase furniture from the vendors listed in Appendix A.
- Justification** To provide new furniture that will enhance the everyday activities of our academic environment while upgrading or replacing outdated and worn-out items that no longer serve our students, faculty, and staff effectively. This investment will enable students, faculty, and staff to engage comfortably and productively in classes, study sessions, collaborative projects, and daily operations.
- Funding** Funds for these expenditures are budgeted in the requesting department budgets for FY 2025 – 2026 as follows:

Educational Technologies, Library Public Services, Sign Language Program, Division of Social and Behavioral Sciences, Cosmetology Program, and Facilities Planning and Construction.
- Enclosed Documents** Appendix A – Vendors List
 Appendix B – District-Wide Furniture Request Summary
 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 of Facilities Planning and Construction
- Recommendation** The Committee recommends Board approval to purchase furniture from the vendors listed in Appendix A at a total amount of \$207,501.25.

APPENDIX A

Vendors List

Vendor (City, State)	Purchasing Cooperative	Amount
Computer Comforts, Inc. (Kemah, TX)	The Interlocal Purchasing System	\$21,393.68
Gateway Printing & Office Supply, Inc. (San Antonio, TX)	The Interlocal Purchasing System	\$14,602.76
Global Equipment Co., Inc. (Port Washington, NY)	BuyBoard	\$1,693.03
Indeco Sales, Inc. (Belton, TX)	BuyBoard and Sourcewell	\$169,811.78
Total Amount:		\$207,501.25

APPENDIX B
District-Wide Furniture Request Summary

Pecan Campus
4 Faculty/Staff Chairs for the Social & Behavioral Sciences Division.
1 Flammable Cabinet, 1 Faculty/Staff Chair, 1 Bookcase, 1 Guest Chair, and 1 Faculty/Staff Desk for the Cosmetology Program.
12 Faculty/Staff Chairs, 8 Conference Chairs, 9 Bookcases, 2 Filing Cabinets, 9 Faculty/Staff Desks, 10 Guest Chairs, 5 Classroom Tables, 6 Round Tables, 12 Computer Lab Chairs, 4 Lounge Chairs, 5 Instructor Chairs, 4 Sofas for Reception Area, 6 Computer Lab Tables, 108 Student Chairs, 3 Conference Tables, and 5 Shelving for Storage for the Kinesiology Program.
2 Classroom Tables for the Sign Language Program.
Mid Valley Campus
3 Classroom Podiums for Educational Technologies.
Technology Campus
2 Classroom Podiums for Educational Technologies.
Starr County Campus
1 Classroom Podium for Educational Technologies.

Purchase Renewals – 9) Internet Managed Services Agreement

Purpose	Renew the internet managed services agreement with Spectrum Enterprise through the Texas Department of Information Resources (DIR) (Austin, TX).
Justification	<p>To support the College’s assets at the disaster recovery location, Tyler Junior College, by hosting South Texas College’s public and library websites in a secure off-site location. The agreement provides technical support and the ability to keep the websites running during events such as hurricanes or routine systems maintenance. The service also provides redundancy to the College’s public website in the event of a shutdown of computing resources.</p> <p>Tyler Junior College serves as a backup, providing access to critical services, including Banner and Workday data and other applications necessary to support students, faculty, and staff.</p>
Funding	Funds for this expenditure are budgeted in the Systems and Networking budget for FY 2025 – 2026. Funds for subsequent fiscal years will be included in future proposed budgets.
Enclosed Documents	Other information is included in the Supporting Documentation.
Staff Resource	Dr. Jesus Campos, Interim Vice President for Information Services, Planning, Performance, & Strategic Initiatives Lucio Gonzalez, Associate Vice President for Technology and Chief Information Officer
Recommendation	The Committee recommends Board approval to renew the internet managed services agreement with Spectrum Enterprise through the Texas Department of Information Resources (DIR) (Austin, TX) for the period beginning May 1, 2026 through April 30, 2027, at an estimated monthly amount of \$6,942.58 and an estimated total annual amount of \$83,310.96.

Purchase Renewals – 10) Internet Services Agreement

Purpose	Renew the internet services agreement with Spectrum Enterprise through the Texas Department of Information Resources (DIR) (Austin, TX).
Justification	<p>To support the College’s assets at the disaster recovery location, Tyler Junior College, by providing point-to-point internet services. These services are crucial in ensuring business continuity in unforeseen circumstances such as fire, power outages, or inclement weather that can render the Pecan Campus Data Center inaccessible.</p> <p>Tyler Junior College serves as a backup, providing access to critical services, including Banner and Workday data and other applications necessary to support students, faculty, and staff.</p>
Funding	Funds for this expenditure are budgeted in the Systems and Networking budget for FY 2025 – 2026. Funds for subsequent fiscal years will be included in future proposed budgets.
Enclosed Documents	Other information is included in the Supporting Documentation.
Staff Resource	Dr. Jesus Campos, Interim Vice President for Information Services, Planning, Performance, & Strategic Initiatives Lucio Gonzalez, Associate Vice President for Technology and Chief Information Officer
Recommendation	The Committee recommends Board approval to renew the internet services agreement with Spectrum Enterprise through the Texas Department of Information Resources (DIR) (Austin, TX) for the period beginning April 1, 2026 through March 31, 2027 at an estimated monthly amount of \$5,578.72 and an estimated total annual amount of \$66,944.64.

Revision of Renewal Terms – 11) Investment Advisory Services

Purpose Renew the investment advisory services agreement with **Valley View Consulting, LLC** (Huddleston, VA) and revise the terms approved by the Board from three years to four years, to align with those stipulated in the original Request for Qualification.

Justification To revise the term for the investment advisory services by one renewal period since the approval requested from the Board at the February 14, 2023 meeting was inadvertently submitted for three years, instead of four years.

The terms are as follows:

	Terms
Request for Qualification	4 years
Board Approved (2/14/2023)	3 years
Executed Agreement	To obtain Board approval for one (1) additional year to align with the RFQ

The investment advisory services firm provides the College with professional advice on investments, yield rates, risks, the accuracy and completeness of the College’s investment policy, and other important information on an as-needed basis. The firm develops an investment portfolio plan that is diversified and consistent with the College’s Investment Policy, objectives and guidelines, and Texas State Law.

Funding Funds for this expenditure are budgeted in the Investment Advisor budget for FY 2024 – 2025 and FY 2025 – 2026. Funds for subsequent fiscal years will be included in future proposed budgets.

Enclosed Documents Appendix A – Renewal Terms Previously Approved by the Board
 Appendix B – Renewal Terms Aligning with the Request for Qualifications

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 renew the investment advisory services agreement with **Valley View Consulting, LLC** (Huddleston, VA) for the period beginning April 1, 2026 through March 31, 2027, at an estimated total amount of \$85,000.00, and revise the terms approved by the Board from three

years to four years, to align with those stipulated in the original Request for Qualification.

APPENDIX A

Renewal Terms Previously Approved by the Board

The Board awarded the agreement for 3 years.

Term: February 14, 2023 – one year with two (2) one-year annual renewals			
Award	Board Meeting Date	Original Term	Renewal Term
Original (Year 1)	02/14/2023	04/01/2023 – 03/31/2024	
First Renewal (Year 2)	01/30/2024		04/01/2024 – 03/31/2025
Final Renewal (Year 3)	11/19/2024		04/01/2025 – 03/31/2026

APPENDIX B

Renewal Terms Aligning with the Request for Qualification

The original Request for Qualification reflected an award for 4 years.

Term: February 14, 2023 – two years with two (2) one-year annual renewals			
Award	Board Meeting Date	Original Term	Renewal Term
Year 1 and Year 2	02/14/2023	04/01/2023 – 03/31/2024	
	01/30/2024		04/01/2024 – 03/31/2025
Year 3	11/19/2024		04/01/2025 – 03/31/2026
Year 4 - Proposed	3/24/2026		04/01/2026 – 03/31/2027

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

Contract Extension – 12) Delinquent Tax Collection Services

Purpose	Extend the contract for delinquent tax collection services for one (1) additional month with Linebarger Goggan Blair & Sampson, LLP (Austin, TX).
Justification	<p>To allow sufficient time for the solicitation and evaluation of new proposals and to prevent any interruption in services, while allowing for an orderly transition, if necessary.</p> <p>The current contract is scheduled to expire on April 30, 2026, and an extension is requested through June 30, 2026.</p>
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 extend the contract for delinquent tax collection services for one (1) additional month with Linebarger Goggan Blair & Sampson, LLP (Austin, TX) through June 30, 2026.

Recommendation: It is requested that the Committee recommend for Board approval of the award and rejection of proposals, and approval of purchases, purchase renewals, revision of renewal terms, and contract extension at a total cost of \$1,155,870.79, as listed below:

Award of Proposals

- 1) **Audio Visual Production Services – Commencement Ceremonies:** award the proposal for audio visual production services – commencement ceremonies to **Jim Melhart Piano & Organ Co., Inc./ dba Melhart Music** (McAllen, TX) for the period beginning April 1, 2026 through March 31, 2027, with two one-year options to renew, at an estimated total amount of \$34,000.00;
- 2) **Re-Bid One (1) Ton Pickup Truck for Fire Science Program:** award the proposal for re-bid one (1) ton pickup truck for Fire Science Program to **Sames McAllen, Inc./ dba Sames McAllen Ford** (McAllen, TX) at a total amount of \$59,982.00;
- 3) **Vehicle and Wall Graphics:** award the proposals for vehicle and wall graphics to the vendors listed in Appendix A for the period beginning April 23, 2026 through April 22, 2027, with two one-year options to renew, at an estimated total amount of \$100,000.00;

APPENDIX A
Vendors List

Vendor (City, State)	Vendor (City, State)
Huntington Sky Production, LTD/ dba FastSigns (McAllen, TX)	JettMedia, LLC (McAllen, TX)
O' Conn, LLC/ dba ASAP Printing Solutions (McAllen, TX)	Sign Depot USA, LLC (Pharr, TX)

Rejection of Proposals

- 4) **Delinquent Tax Collection Services:** reject the two (2) proposals received for delinquent tax collection services;
- 5) **Mobile High-Pressure Air Compressor for Fire Science Training Program:** reject the two (2) proposals received for mobile high-pressure air compressor for Fire Science Training Program;
- 6) **Re-Bid Medium Duty Truck:** reject the three (3) proposals received for re-bid medium duty truck;

Purchases

- 7) **Computers, Laptops, Tablets, and Monitors:** purchase computers, laptops, tablets, and monitors from the vendors listed in Appendix A at a total amount of \$519,131.95;

APPENDIX A

Vendors List

Vendor (City, State)	Purchasing Cooperative	Amount
Dell Marketing, LP (Dallas, TX)	OMNIA Partners	\$502,584.00
Apple, Inc. (Dallas, TX)	Choice Partners Cooperative	\$16,547.95
Total Amount:		\$519,131.95

- 8) **Furniture:** purchase furniture from the vendors listed in Appendix A at a total amount of \$207,501.25;

APPENDIX A

Vendors List

Vendor (City, State)	Purchasing Cooperative	Amount
Computer Comforts, Inc. (Kemah, TX)	The Interlocal Purchasing System	\$21,393.68
Gateway Printing & Office Supply, Inc. (San Antonio, TX)	The Interlocal Purchasing System	\$14,602.76
Global Equipment Co., Inc. (Port Washington, NY)	BuyBoard	\$1,693.03
Indeco Sales, Inc. (Belton, TX)	BuyBoard and Sourcwell	\$169,811.78
Total Amount:		\$207,501.25

Purchase Renewals

- 9) **Internet Managed Services Agreement:** renew the internet managed services agreement with Spectrum Enterprise through the **Texas Department of Information Resources (DIR)** (Austin, TX) for the period beginning May 1, 2026 through April 30, 2027, at an estimated monthly amount of \$6,942.58 and an estimated total annual amount of \$83,310.96;
- 10) **Internet Services Agreement:** renew the internet services agreement with Spectrum Enterprise through the **Texas Department of Information Resources (DIR)** (Austin, TX) for the period beginning April 1, 2026 through March 31, 2027, at an estimated monthly amount of \$5,578.72 and an estimated total annual amount of \$66,944.64;

Revision of Renewal Terms

- 11) **Investment Advisory Services:** to renew the investment advisory services agreement with **Valley View Consulting, LLC** (Huddleston, VA) for the period beginning April 1, 2026 through March 31, 2027, at an estimated total amount of \$85,000.00, and revise the terms

approved by the Board from three years to four years to align with those stipulated in the original Request for Qualification;

**Contract
Extension**

12) Delinquent Tax Collection Services: extend the contract for delinquent tax collection services for one (1) additional month with **Linebarger Goggan Blair & Sampson, LLP** (Austin, TX) through June 30, 2026.

**Review and Recommend Action on Disposal of Surplus Property Valued at
\$5,000 or More**

Purpose	Approval of the disposal of surplus property valued at \$5,000 or more through a live auction. These assets will be removed, as applicable, from the College's inventory system and general ledger.
Justification	<p>The Fixed Assets Department is requesting approval to dispose of obsolete, damaged, and non-functioning property due to safety concerns and limited storage capacity for surplus items.</p> <p>Surplus property undergoes an evaluation process by the respective departments to determine whether the items are beyond repair and no longer usable within the College district. They are disposed of in accordance with Policy CIB – Equipment and Supplies Management: Disposal of Property and established departmental procedures. Once evaluated, departments submit a formal request to have the items removed and relocated to the Central Receiving Warehouse.</p> <p>The items designated for auction are currently stored at South Texas College's Central Receiving Warehouse on the Technology Campus.</p> <p>Due to space limitations at the warehouse, the auction is scheduled to take place in Spring 2026 at the auctioneer's designated site.</p>
Enclosed Documents	Appendix A – Capital Assets List No. 227 Appendix B – Capital Assets Components List No. 227-A
Staff Resource	Mary Del Paz, Vice-President for Finance and Administrative Services Deyadira Leal, Director of Purchasing
Recommendation	The Committee recommends Board approval for the disposal of surplus property valued at \$5,000 or more through a live auction and for these assets to be removed, as applicable, from the College's inventory system and general ledger.

**APPENDIX A
SOUTH TEXAS COLLEGE
SURPLUS PROPERTY VALUED AT \$5,000 AND ABOVE - CAPITAL ASSETS LIST NO. 227
FEBRUARY 3, 2026**

#	Pallet	Qty	Description	Ptag	Serial Number	Silver Tag	Purchase Date	Asset Cost	Asset ID	Net Book Value	Condition
1	210	1	2009 Ford Escape XLS, White - Unit #18	N00017319	1FMCU02779KB08768	17768	1/5/2009	\$ 16,483.10	BA-10003328	\$ -	Obsolete
2	227	1	2013 XUV 825i Golf Car - Unit #46	N00021121	1M0825GSVDM063007	27377	7/11/2013	\$ 9,515.42	BA-10003335	\$ -	Obsolete
3	211	1	2014 John Deere XUV 825i - Unit #69	N00021869	1M0825GSAEM082031	26502	6/18/2014	\$ 10,020.59	BA-10003346	\$ -	Damaged
4	228	1	Crown WP3035-45 Electric Pallet Jack	N00025766	7A303517	28074	6/14/2017	\$ 7,400.00	BA-10001845	\$ 1,294.82	Damaged
5	209	1	Nursing Anne Simulator	N00031576	320UMM3118004	36407	8/6/2018	\$ 11,700.00	BA-10002185	\$ 3,422.98	Incomplete
6	209	1	Nursing Anne Simulator	N00031577	320UMM3118005	36408	8/6/2018	\$ 11,700.00	BA-10002186	\$ 3,422.97	Incomplete
								\$ 66,819.11		\$ 8,140.77	

**APPENDIX B
SOUTH TEXAS COLLEGE
SURPLUS PROPERTY VALUED AT \$5,000 AND ABOVE - CAPITAL ASSETS COMPONENTS LIST NO. 227-A
FEBRUARY 3, 2026**

#	Pallet	Qty	Description	Ptag	Serial Number	Silver Tag	Purchase Date	Building Asset Value	Action	Component Adjustment Amount	Asset ID	Building Asset Net Book Value	Condition
1	226	2	STC Logo and Illuminated Letters (Component of PCN Bldg X ST 21190)	000005750		21190	8/31/2000	\$ 12,927,406.50	Decrease	\$ 20,049.80	BA-10000005	\$ 7,301,699.52	Obsolete/Replaced
2	229	1	HUFCO 5500R Partition System (Component of Starr Cnty Bldg A B C / ST 21191)	000005751		21191	8/31/2000	\$ 4,542,844.51	Decrease	\$ 16,041.67	BA-10000006	\$ 2,720,124.18	Obsolete/Replaced
3	230	1	Partition System (Component of NAH Bldg A ST 21199)	0000006983		21199	8/31/2001	\$ 15,345,615.16	Decrease	\$ 16,041.67	BA-10000011	\$ 9,173,769.47	Obsolete/Replaced
4	212	1	VSX-VSC Bell & Gossett Vertical Split Case Pump (Component of PCN Bldg E ST 21204)	000012745	C02220601F60	21204	8/31/2005	\$ 6,091,481.63	Decrease	\$ 21,659.56	BA-10000023	\$ 3,735,073.92	Obsolete/Replaced
5	213	1	Carrier Commercial Air Handling Unit (Component of MV Bldg F ST 21220)	000012741	2004F34246	21220	8/31/2005	\$ 2,753,544.38	Decrease	\$ 53,142.41	BA-10000019	\$ 1,856,195.37	Obsolete/Replaced
6	214	1	Carrier Commercial Air Handling Unit (Component of MV Bldg F ST 21220)	00012741		21220	8/31/2005	\$ 2,753,544.38	Decrease	\$ 53,142.41	BA-10000019	\$ 1,856,195.37	Obsolete/Replaced
7	215	1	Carrier Commercial Air Handling Unit (Component of MV Bldg E ST 21218)	000012539	2004F34200	21218	8/31/2005	\$ 3,800,188.13	Decrease	\$ 53,022.75	BA-10000017	\$ 2,690,401.22	Obsolete/Replaced
8	216	1	Carrier Commercial Air Handling Unit (Component of MV Bldg E ST 21218)	000012539		21218	8/31/2005	\$ 3,800,188.13	Decrease	\$ 53,022.75	BA-10000017	\$ 2,690,401.22	Obsolete/Replaced
9	217	1	Carrier Commercial Air Handling Unit (Component of MV Bldg E ST 21218)	000012539		21218	8/31/2005	\$ 3,800,188.13	Decrease	\$ 53,022.75	BA-10000017	\$ 2,690,401.22	Obsolete/Replaced
10	218	1	Carrier Commercial Air Handling Unit (Component of MV Bldg E ST 21218)	000012539		21218	8/31/2005	\$ 3,800,188.13	Decrease	\$ 53,022.75	BA-10000017	\$ 2,690,401.22	Obsolete/Replaced
11	219	1	Carrier Commercial Air Handling Unit (Component of MV Bldg G ST 21219)	000012740	1104F21622	21219	8/31/2005	\$ 10,424,830.47	Decrease	\$ 58,478.97	BA-10000018	\$ 6,932,094.51	Obsolete/Replaced
12	220	1	Carrier Commercial Air Handling Unit (Component of MV Bldg G ST 21219)	000012740	1104F21542	21219	8/31/2005	\$ 10,424,830.47	Decrease	\$ 58,478.97	BA-10000018	\$ 6,932,094.51	Obsolete/Replaced
13	221	1	Carrier Commercial Air Handling Unit (Component of MV Bldg G ST 21219)	000012740	1004F21563	21219	8/31/2005	\$ 10,424,830.47	Decrease	\$ 58,478.97	BA-10000018	\$ 6,932,094.51	Obsolete/Replaced
14	222	1	Carrier Commercial Air Handling Unit (Component of MV Bldg G ST 21219)	000012740	1004F21531	21219	8/31/2005	\$ 10,424,830.47	Decrease	\$ 58,478.97	BA-10000018	\$ 6,932,094.51	Obsolete/Replaced
15	223	1	Carrier Commercial Air Handling Unit (Component of MV Bldg G ST 21219)	000012740		21219	8/31/2005	\$ 10,424,830.47	Decrease	\$ 58,478.97	BA-10000018	\$ 6,932,094.51	Obsolete/Replaced
16	224	1	Carrier Commercial Air Handling Unit (Component of MV Bldg G ST 21219)	000012740		21219	8/31/2005	\$ 10,424,830.47	Decrease	\$ 58,478.97	BA-10000018	\$ 6,932,094.51	Obsolete/Replaced
17	225	1	Carrier Commercial Air Handling Unit (Component of MV Bldg G ST 21219)	000012740		21219	8/31/2005	\$ 10,424,830.47	Decrease	\$ 58,478.97	BA-10000018	\$ 6,932,094.51	Obsolete/Replaced
18	231	1	Watts 6" Back Flow Preventer & Check Valve Assembly (Component of MV Bldg F ST 36738)	N00028934		36738	1/31/2018	\$ 4,436,941.75	Decrease	\$ 15,015.80	BA-10000052	\$ 3,808,132.95	Obsolete/Replaced
										\$ 816,537.11			

Review and Recommend Action on Vehicle Re-Donation

Purpose Approval of vehicle re-donation from South Texas College to the Dual Credit Automotive Program at Donna High School.

Justification The vehicle was previously donated to the South Texas College Division of Business, Public Safety, and Technology - Automotive Program in May 2021 by the General Motors (GM) Automotive Service Educational Program (ASEP) for student instruction.

The STC Automotive Program currently maintains four (4) vehicles with identical operating systems, which adequately meet curriculum, instructional, and training needs within the GM ASEP program.

In January 2026, the South Texas College Dual Credit Programs partnered with Donna High School to begin a Dual Credit Automotive Program, which currently has thirty-one (31) students enrolled. It is necessary to make this vehicle available to the dual credit program to support hands-on, industry-aligned instruction, allowing students to build foundational automotive skills aligned with post-secondary education. This program will serve as a feeder pathway into STC’s Automotive Programs, and access to the vehicle will strengthen student preparedness and transition to STC.

The vehicle qualifies for re-donation under GM ASEP guidelines, due to its age, ensuring continued educational use. General Motors has formally approved the re-donation, confirming compliance with ASEP requirements; however, Board approval is required.

The asset information is as follows:

Asset No./Tag No.	Asset Description	Acquisition Date	Asset Cost	Net Book Value
BA-100003630/49279	2019 Chevrolet Silverado	05/07/2021	\$21,870.94	\$11,482.16

The vehicle is included in the College’s inventory in the Workday system and will be removed from the inventory and general ledger upon Board approval and completion of the re-donation documents.

Staff Resource Mary Del Paz, Vice President for Finance and Administrative Services
 Dr. Anahid Petrosian, Vice President and Provost for Academic Affairs and Economic Development

Jose Vela, Point of Contact for Business, Public Safety, and
Technology
Deyadira Leal, Director of Purchasing

Recommendation The Committee recommends Board vehicle re-donation from South Texas College to the Dual Credit Automotive Program at Donna High School.

Review and Recommend Action on Proposed Revisions to Tuition and Fees Schedules for FY 2026 – 2027

Purpose Approve proposed revisions to the Tuition and Fees Schedules for FY 2026 – 2027.

Justification The proposed revisions are as follows:

- Update the name for “Nursing and Allied Health (NAH)” to “Health Science Professions (HSP)” in the Credit Students and Dual Credit Students Sponsored by Partnering School District Tuition and Fees schedules.
- Add a new textbook fee for the course NURS 3370 for the BSN Program. This textbook will be used for the entire BSN program. The listed pricing is approximately \$100 less expensive than if the student purchases the book directly, with pricing negotiated through a three-year contract. The contract also provides technical support to help case manage student progress through the program.
- Delete the Parking Permit Fee and the Additional Parking Permit Fee from the CATA and CWED Students Tuition and Fees schedules.
- Revise the Regional Center for Public Safety Excellence (RCPSE) Tuition and Fees schedule to include the appropriate fees as follows:
- Add new Reservation Cancellation Fee – Facility, Training Grounds, and Equipment (reservations exceeding 3 days). This fee will be charged for cancellation of reservations of more than three consecutive days since they are unavailable to other agencies, which limits the ability to accommodate additional requests.
- Revise the Fire Vent Trailer Fee to include Vehicles and Trailers.
- Delete the Air Trailer Fee as it is now included under the previous item.
- Revise the Fire Training Props Fee since it is impractical to list every available prop individually.

- Increase to the Child Development Center Students Tuition and Fees is also proposed due to an increase in operational costs and is reflected on the schedule.

The proposed revisions are highlighted in yellow on the Schedules.

Enclosed Document

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

Staff Resource

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

Recommendation

The Committee recommends Board approval of the proposed revisions to the Tuition and Fees Schedules for FY 2026 – 2027 listed in Appendix A as presented.

Tuition and Fees Schedules

FY 2026 – 2027

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



**CREDIT STUDENTS
TUITION AND FEES
FY 2026-2027**

	Board Approved FY 2024-2025	Board Approved FY 2025-2026	PROPOSED FY 2026-2027
RESIDENT TUITION-IN-DISTRICT HIDALGO & STARR COUNTIES PER CREDIT HOUR:			
In-District per credit hour	164.00	164.00	164.00
RESIDENT TUITION-OUT OF DISTRICT-OTHER TEXAS COUNTIES PER CREDIT HOUR:			
Out-of-District per credit hour	174.00	174.00	174.00
OUT-OF-STATE/INTERNATIONAL FLAT TUITION RATE			
Out-of-state /International Flat Tuition per credit hour *	254.00 flat rate	254.00 flat rate	254.00 flat rate
*Applicable fees will be assessed.			
DIFFERENTIAL TUITION PER CREDIT HOUR:			
Nursing and Allied Health (NAH)			
Health Science Professions (HSP)	75.00	75.00	75.00
PROGRAM SPECIFIC FEES:			
Fire Academy Fees: (per student/per semester) includes: • Gear Rental • Self Contained Breathing Apparatus • Testing • Ambulance Standby (Live Fire) • Uniform	Recovery of costs and processing fees	Recovery of costs and processing fees	Recovery of costs and processing fees
Police Academy Fees: (per student/per course) Includes: Ammunition (pistol, rifle, and shotgun), less lethal (taser cartridges, OC Canisters), duty gear (holster, pouches, handcuffs, etc.), uniform • For the following courses: CJLE 1506, CJLE 1512, CJLE 1518, CJLE 1524, CJLE 1429	165.00	165.00	165.00
HSP NAH and Other Course Fees: <i>Liability Insurance/ Exams/ Booklets/ Badges/ Special Program ID/ Certificates/ Pinning Ceremony/ Other Activities</i>	Recovery of costs and processing fees	Recovery of costs and processing fees	Recovery of costs and processing fees
BSN Program Fees • Textbook - NURS 3370			788.00
Welding and Other Course Fees: Certification (non- "S" Section) (per course) • For the following courses: WLDG 1312, WLDG 1457, WLDG 1428, WLDG 2406, WLDG 2451	150.00	150.00	150.00
Information Technology and Other Course Fees: Certification (per course) • For the following courses: CPMT 1447 and CPMT 2350	Recovery of costs and processing fees	Recovery of costs and processing fees	Recovery of costs and processing fees
Technology Programs Fees: Insurance	Recovery of costs and processing fees	Recovery of costs and processing fees	Recovery of costs and processing fees
Law Enforcement and Fire Safety Programs Fees: Insurance	Recovery of costs and processing fees	Recovery of costs and processing fees	Recovery of costs and processing fees
Culinary Arts Program Fees: Insurance	Recovery of costs and processing fees	Recovery of costs and processing fees	Recovery of costs and processing fees



**CREDIT STUDENTS
TUITION AND FEES
FY 2026-2027**

	Board Approved FY 2024-2025	Board Approved FY 2025-2026	PROPOSED FY 2026-2027
Cosmetology Program Fees			
• Tool Kit - CSME 1401	575.00	575.00	623.55
• Register in SHEARS – CSME 1401	25.00	25.00	25.00
• Testing Fee - CSME 2441	131.00	131.00	131.00
Cosmetology Program Fees: Insurance	Recovery of costs and processing fees	Recovery of costs and processing fees	Recovery of costs and processing fees
Architectural & Engineering Design Technology Program Fees: AutoCAD Certified User Exam + 1 Retest (per semester)	Recovery of costs and processing fees	Recovery of costs and processing fees	Recovery of costs and processing fees
• For the following course: DFTG 1409			
Automotive Technology Program Fees: Automotive Service Excellence Exam (per user seat license for students to take multiple exams during the semester)	Recovery of costs and processing fees	Recovery of costs and processing fees	Recovery of costs and processing fees
• For the following courses: AUMT 2434 and CSIR 1355			
Construction Supervision Program Fees: NCCER Accreditation Exam: NCCER Core + NCCER Project Management (per semester)	Recovery of costs and processing fees	Recovery of costs and processing fees	Recovery of costs and processing fees
• Assessed to students enrolled in CNBT Courses			
Electrician Program Fees: NCCER Accreditation Exam: NCCER Core + NCCER Electrical Level 1 (per semester)	Recovery of costs and processing fees	Recovery of costs and processing fees	Recovery of costs and processing fees
• Assessed to students enrolled in ELPT Courses			
HVAC-R Program Fees: NCCER Accreditation Exam: NCCER Core + NCCER HVAC Level 1 (per semester)	Recovery of costs and processing fees	Recovery of costs and processing fees	Recovery of costs and processing fees
• Assessed to students enrolled in HVAC Courses			
INCIDENTAL FEES- GENERAL:			
Audit Fee	Tuition	Tuition	Tuition
Course Repeat Fee per credit hour			
• Third or more attempt (Excludes Developmental)	125.00	125.00	125.00
• Enrollment in Developmental Studies Courses (>18 credit hours)	125.00	125.00	125.00
Emergency Loan Late Payment Fee	35.00	35.00	35.00
Installment Plan Fee	35.00	35.00	35.00
Installment Plan Late Payment Fee	35.00	35.00	35.00
Reinstatement Fee (after Census date)	200.00	Delete	Delete
Returned Check	30.00	30.00	30.00
Student ID Replacement Fee	15.00	15.00	15.00
Student Insurance Fee (voluntary)	Fee is paid to approved insurance carrier. Subject to change	Fee is paid to approved insurance carrier. Subject to change	Fee is paid to approved insurance carrier. Subject to change
INCIDENTAL FEES- LIBRARY FEES:			
Lost or Damaged Library Item	Cost of item plus processing fee	Cost of item plus processing fee	Cost of item plus processing fee



**CREDIT STUDENTS
TUITION AND FEES
FY 2026-2027**

	Board Approved FY 2024-2025	Board Approved FY 2025-2026	PROPOSED FY 2026-2027
Lost or Damaged Library Item Processing Fee per item	10.00	10.00	10.00
Overdue Inter-Library Loan or TexShare Item per day	Fine as assessed and charged by lending library	Fine as assessed and charged by lending library	Fine as assessed and charged by lending library
Lost or Damaged Inter-Library Loan or TexShare Item per day	Fine and/or replacement cost as assessed and charged by lending library	Fine and/or replacement cost as assessed and charged by lending library	Fine and/or replacement cost as assessed and charged by lending library
INCIDENTAL FEES- PARKING/MOVING TRAFFIC VIOLATIONS FEES:			
<i>Stated fees are for administrative parking citations issued by an STC security guard only. STC Police Officers also issue citations but those citations are referred to the municipal or justice of the peace courts in which the campus is located.</i>			
Parking Permit Fee	25.00	35.00	35.00
Additional Parking Permit Fee	25.00	35.00	35.00
Parking Violations:			
<i>First</i>	30.00	30.00	30.00
<i>Second</i>	50.00	50.00	50.00
<i>Third</i>	80.00	80.00	80.00
<i>Fourth</i>	100.00	100.00	100.00
<i>Fifth</i>	120.00	120.00	120.00
Vehicle Boot Removal Fee	100.00	100.00	100.00
Fire Lane Violations*:			
<i>First</i>	50.00	50.00	50.00
<i>Second</i>	90.00	90.00	90.00
Handicap Parking Violations*	150.00	150.00	150.00
Moving Traffic Violations*:			
<i>First</i>	30.00	30.00	30.00
<i>Second</i>	50.00	50.00	50.00
<i>Third</i>	90.00	90.00	90.00
<i>*If a citation for fire lane parking, handicap parking, or moving violations is issued by an STC Police Officer the fees will vary depending on the municipal or justice of the peace courts in which the campus is located.</i>			
Proposed Skateboard and Other Appliance Violation:			
<i>First</i>	Warning	Warning	Warning
<i>Second</i>	30.00	30.00	30.00
<i>Third</i>	50.00	50.00	50.00
<i>Fourth</i>	70.00	70.00	70.00
<i>Fifth</i>	90.00	90.00	90.00



**DUAL CREDIT STUDENTS SPONSORED BY
PARTNERING SCHOOL DISTRICTS
TUITION AND FEES
FY 2026-2027**

	Board Approved FY 2024-2025	Board Approved FY 2025-2026	PROPOSED FY 2026-2027
DUAL CREDIT TUITION:			
Per credit hour tuition for out-of-district dual credit students sponsored by partnering school districts (within Texas, outside of service district)	30.00	30.00	30.00
COURSE FEES:			
HSP NAH and Other Course Fees: <i>Liability Insurance/ Exams/ Booklets/ Badges/ Special Program ID/ Certificates/ Pinning Ceremony/ Other Activities</i> (charged to School District)	Recovery of costs and processing fees	Recovery of costs and processing fees	Recovery of costs and processing fees
PROGRAM SPECIFIC FEES:			
Fire Academy Fees: (per student/per semester) includes: (charged to School District) <ul style="list-style-type: none"> • Gear Rental • Self Contained Breathing Apparatus • Testing • Ambulance Standby (Live Fire) • Uniform 	Recovery of costs and processing fees	Recovery of costs and processing fees	Recovery of costs and processing fees
INCIDENTAL FEES- GENERAL:			
Fee per credit hour for dual credit students attempting a course three or more times (charged to School District)	125.00	125.00	125.00
Dual Credit Late Processing Fee per course per student after Census Day (charged to School District)	200.00	200.00	200.00
INCIDENTAL FEES- LIBRARY:			
Lost or Damaged Library Item	Cost of item plus processing fee	Cost of item plus processing fee	Cost of item plus processing fee
Lost or Damaged Library Item Processing Fee per item	10.00	10.00	10.00
Overdue Inter-Library Loan or TexShare Item per day	Fine as assessed and charged by lending library	Fine as assessed and charged by lending library	Fine as assessed and charged by lending library
Lost or Damaged Inter-Library Loan or TexShare Item per day	Fine and/or replacement cost as assessed and charged by lending library	Fine and/or replacement cost as assessed and charged by lending library	Fine and/or replacement cost as assessed and charged by lending library
INCIDENTAL FEES- PARKING/MOVING TRAFFIC VIOLATIONS:			
<i>Stated fees are for administrative parking citations issued by an STC security guard only. STC Police Officers also issue citations but those citations are referred to the municipal or justice of the peace courts in which the campus is located.</i>			
Parking Permit Fee	25.00	35.00	35.00
Additional Parking Permit Fee	25.00	35.00	35.00
Parking Violations:			
<i>First</i>	30.00	30.00	30.00
<i>Second</i>	50.00	50.00	50.00
<i>Third</i>	80.00	80.00	80.00



**DUAL CREDIT STUDENTS SPONSORED BY
PARTNERING SCHOOL DISTRICTS
TUITION AND FEES
FY 2026-2027**

	Board Approved FY 2024-2025	Board Approved FY 2025-2026	PROPOSED FY 2026-2027
<i>Fourth</i>	100.00	100.00	100.00
<i>Fifth</i>	120.00	120.00	120.00
Vehicle Boot Removal Fee	100.00	100.00	100.00
Fire Lane Violations*:			
<i>First</i>	50.00	50.00	50.00
<i>Second</i>	90.00	90.00	90.00
Handicap Parking Violations*	150.00	150.00	150.00
Moving Traffic Violations*:			
<i>First</i>	30.00	30.00	30.00
<i>Second</i>	50.00	50.00	50.00
<i>Third</i>	90.00	90.00	90.00
<i>*If a citation for fire lane parking, handicap parking, or moving violations is issued by an STC Police Officer the fees will vary depending on the municipal or justice of the peace courts in which the campus is located.</i>			
Proposed Skateboard and Other Appliance Violation:			
<i>First</i>	Warning	Warning	Warning
<i>Second</i>	30.00	30.00	30.00
<i>Third</i>	50.00	50.00	50.00
<i>Fourth</i>	70.00	70.00	70.00
<i>Fifth</i>	90.00	90.00	90.00



**DUAL CREDIT STUDENTS - NON-SPONSORED
TUITION AND FEES
FY 2026-2027**

	Board Approved FY 2024-2025	Board Approved FY 2025-2026	PROPOSED FY 2026-2027
INDEPENDENT DUAL CREDIT TUITION PER CREDIT HOUR:			
In-district dual credit students who are enrolled in a school district with a Memorandum of Understanding or an Interlocal Agreement with South Texas College <u>who do not receive approval</u> to enroll in a regular (non-S) section(s).	30.00	30.00	30.00
In-district home schooled or dual credit students who are not enrolled in a school district with a Memorandum of Understanding or an Interlocal Agreement with South Texas College.	30.00	30.00	30.00
Out-of-district dual credit students who are enrolled in a school district with a Memorandum of Understanding or an Interlocal Agreement with South Texas College who do not receive approval to enroll in a regular (Non-S) section(s).	30.00	30.00	30.00
Out-of-district home schooled or dual credit students who are not enrolled in a school district with a Memorandum of Understanding or an Interlocal Agreement with South Texas College.	30.00	30.00	30.00
Non-resident dual credit students who are not enrolled in a school district with a Memorandum of Understanding or an Interlocal Agreement with South Texas College. (Outside of Texas, but within U.S.)	30.00	30.00	30.00
INDEPENDENT DUAL CREDIT FEES:			
In-district dual credit student who are enrolled in a school district with a Memorandum of Understanding or an Interlocal Agreement with South Texas College <u>who do not receive approval</u> to enroll in a regular (non-S) section(s).	Applicable Incidental fees will be assessed	Applicable Incidental fees will be assessed	Applicable Incidental fees will be assessed
In-district home schooled or dual credit students who are not enrolled in a school district with a Memorandum of Understanding or an Interlocal Agreement with South Texas College.	Applicable Incidental fees will be assessed	Applicable Incidental fees will be assessed	Applicable Incidental fees will be assessed
Out-of-district dual credit students who are enrolled in a school district with a Memorandum of Understanding or an Interlocal Agreement with South Texas College who do not receive approval to enroll in a regular (Non-S) section(s).	Applicable Incidental fees will be assessed	Applicable Incidental fees will be assessed	Applicable Incidental fees will be assessed
Out-of-district home schooled or dual credit students who are not enrolled in a school district with a Memorandum of Understanding or an Interlocal Agreement with South Texas College.	Applicable Incidental fees will be assessed	Applicable Incidental fees will be assessed	Applicable Incidental fees will be assessed
Non-resident dual credit students who are not enrolled in a school district with a Memorandum of Understanding or an Interlocal Agreement with South Texas College. (Outside of Texas, but within U.S.)	Applicable Incidental fees will be assessed	Applicable Incidental fees will be assessed	Applicable Incidental fees will be assessed
DUAL CREDIT ACADEMIES PARTICIPATION FEES:			
Dual Credit Academies Participation Fee – Fall and Spring, per student per semester (charged to School District)	\$600 for recovery of costs and processing fees	\$600 for recovery of costs and processing fees	\$600 for recovery of costs and processing fees
Dual Credit Academies Participation Fee – Summer, per student per credit hour (charged to School District)	\$50 for recovery of costs and processing fees	\$50 for recovery of costs and processing fees	\$50 for recovery of costs and processing fees



**DUAL CREDIT STUDENTS - NON-SPONSORED
TUITION AND FEES
FY 2026-2027**

	Board Approved FY 2024-2025	Board Approved FY 2025-2026	PROPOSED FY 2026-2027
DUAL CREDIT REIMBURSEMENT OF COSTS:			
School Districts Requesting South Texas College Faculty to Teach Dual Credit Courses, per course per semester (charged to School District)	Recovery of faculty salaries, fringe benefits, mileage, and other associated costs and processing fees	Recovery of faculty salaries, fringe benefits, mileage, and other associated costs and processing fees	Recovery of faculty salaries, fringe benefits, mileage, and other associated costs and processing fees
Late Cancellation Fee for Dual Credit Sections Assigned to South Texas College Faculty to Teach, per section per semester (charged to School District)	900.00	900.00	900.00
INCIDENTAL FEES- GENERAL:			
Fee per credit hour for dual credit students attempting a course three or more times	125.00	125.00	125.00
Dual Credit Late Processing Fee per course per student after Census Day	200.00	200.00	200.00
Reinstatement Fee (after Census date)	200.00	Delete	Delete
Returned Check	30.00	30.00	30.00
Student ID Replacement Fee	15.00	15.00	15.00
Student Insurance Fee (voluntary)	Fee is paid to approved insurance carrier. Subject to change	Fee is paid to approved insurance carrier. Subject to change	Fee is paid to approved insurance carrier. Subject to change
INCIDENTAL FEES- LIBRARY:			
Lost or Damaged Library Item	Cost of item plus processing fee	Cost of item plus processing fee	Cost of item plus processing fee
Lost or Damaged Library Item Processing Fee per item	10.00	10.00	10.00
Overdue Inter-Library Loan or TexShare Item per day	Fine as assessed and charged by lending library	Fine as assessed and charged by lending library	Fine as assessed and charged by lending library
Lost or Damaged Inter-Library Loan or TexShare Item per day	Fine and/or replacement cost as assessed and charged by lending library	Fine and/or replacement cost as assessed and charged by lending library	Fine and/or replacement cost as assessed and charged by lending library
INCIDENTAL FEES- PARKING/MOVING TRAFFIC VIOLATIONS:			
<i>Stated fees are for administrative parking citations issued by an STC security guard only. STC Police Officers also issue citations but those citations are referred to the municipal or justice of the peace courts in which the campus is located.</i>			
Parking Permit Fee	25.00	35.00	35.00
Additional Parking Permit Fee	25.00	35.00	35.00



**DUAL CREDIT STUDENTS - NON-SPONSORED
TUITION AND FEES
FY 2026-2027**

	Board Approved FY 2024-2025	Board Approved FY 2025-2026	PROPOSED FY 2026-2027
Parking Violations:			
<i>First</i>	30.00	30.00	30.00
<i>Second</i>	50.00	50.00	50.00
<i>Third</i>	80.00	80.00	80.00
<i>Fourth</i>	100.00	100.00	100.00
<i>Fifth</i>	120.00	120.00	120.00
Vehicle Boot Removal Fee	100.00	100.00	100.00
Fire Lane Violations*:			
<i>First</i>	50.00	50.00	50.00
<i>Second</i>	90.00	90.00	90.00
Handicap Parking Violations*	150.00	150.00	150.00
Moving Traffic Violations*:			
<i>First</i>	30.00	30.00	30.00
<i>Second</i>	50.00	50.00	50.00
<i>Third</i>	90.00	90.00	90.00
<i>*If a citation for fire lane parking, handicap parking, or moving violations is issued by an STC Police Officer the fees will vary depending on the municipal or justice of the peace courts in which the campus is located.</i>			
Skateboard and Other Appliance Violation:			
<i>First</i>	Warning	Warning	Warning
<i>Second</i>	30.00	30.00	30.00
<i>Third</i>	50.00	50.00	50.00
<i>Fourth</i>	70.00	70.00	70.00
<i>Fifth</i>	90.00	90.00	90.00



**CENTER FOR ADVANCED TRAINING AND
APPRENTICESHIPS (CATA) NON-CREDIT STUDENTS
TUITION AND FEES
FY 2026-2027**

	Board Approved FY 2024-2025	Board Approved FY 2025-2026	PROPOSED FY 2026-2027
CENTER FOR ADVANCED TRAINING AND APPRENTICESHIPS (CATA) TUITION AND FEES:			
CATA Level 1 (tuition per contact hour) Example: • Youth Camp Programs		10.00 or variable tuition including zero	10.00 or variable tuition including zero
CATA Level 2 (tuition per contact hour) Examples: • Animal Healthcare • Operations & Organizational Mngt. • Building Construction • Electrical & Electronic Systems		11.00 or variable tuition including zero	11.00 or variable tuition including zero
CATA Level 3 (tuition per contact hour) Examples: • Advanced Manufacturing Processes • Information Technologies • Welding Technologies		12.00 or variable tuition including zero	12.00 or variable tuition including zero
CATA Level 4 (tuition per contact hour) Examples: • Logistics and Supply Chain • Workplace Safety and Health		13.00 or variable tuition including zero	13.00 or variable tuition including zero
CATA Level 5 (tuition per contact hour) Example: • Robotic Systems and Automation		14.00 or variable tuition including zero	14.00 or variable tuition including zero
Materials and Supplies		Variable, based on recovery of costs	Variable, based on recovery of costs
CATA Non-Credit Late Registration Fee	10.00	10.00	10.00
CATA Conferences/Seminars/Summer Camps/Workshops/ Customized Training/Other Training Activities and Events	Negotiated recovery of costs and processing fees including exemption of both	Negotiated recovery of costs and processing fees including exemption of both	Negotiated recovery of costs and processing fees including exemption of both
INCIDENTAL FEES- LIBRARY FEES:			
Lost or Damaged Library Item	Cost of item plus processing fee	Cost of item plus processing fee	Cost of item plus processing fee
Lost or Damaged Library Item Processing Fee per item	10.00	10.00	10.00
Overdue Inter-Library Loan or TexShare Item per day	Fine as assessed and charged by lending library	Fine as assessed and charged by lending library	Fine as assessed and charged by lending library
Lost or Damaged Inter-Library Loan or TexShare Item per day	Fine and/or replacement cost as assessed and charged by lending library	Fine and/or replacement cost as assessed and charged by lending library	Fine and/or replacement cost as assessed and charged by lending library



**CENTER FOR ADVANCED TRAINING AND
APPRENTICESHIPS (CATA) NON-CREDIT STUDENTS
TUITION AND FEES
FY 2026-2027**

	Board Approved FY 2024-2025	Board Approved FY 2025-2026	PROPOSED FY 2026-2027
INCIDENTAL FEES- PARKING/MOVING TRAFFIC VIOLATIONS FEES:			
<i>Stated fees are for administrative parking citations issued by an STC security guard only. STC Police Officers also issue citations but those citations are referred to the municipal or justice of the peace courts in which the campus is located.</i>			
Parking Permit Fee	25.00	35.00	Delete
Additional Parking Permit Fee	25.00	35.00	Delete
Parking Violations:			
<i>First</i>	30.00	30.00	30.00
<i>Second</i>	50.00	50.00	50.00
<i>Third</i>	80.00	80.00	80.00
<i>Fourth</i>	100.00	100.00	100.00
<i>Fifth</i>	120.00	120.00	120.00
Vehicle Boot Removal Fee	100.00	100.00	100.00
Fire Lane Violations*:			
<i>First</i>	50.00	50.00	50.00
<i>Second</i>	90.00	90.00	90.00
Handicap Parking Violations*	150.00	150.00	150.00
Moving Traffic Violations*:			
<i>First</i>	30.00	30.00	30.00
<i>Second</i>	50.00	50.00	50.00
<i>Third</i>	90.00	90.00	90.00
<i>*If a citation for fire lane parking, handicap parking, or moving violations is issued by an STC Police Officer the fees will vary depending on the municipal or justice of the peace courts in which the campus is located.</i>			
Proposed Skateboard and Other Appliance Violation:			
<i>First</i>	Warning	Warning	Warning
<i>Second</i>	30.00	30.00	30.00
<i>Third</i>	50.00	50.00	50.00
<i>Fourth</i>	70.00	70.00	70.00
<i>Fifth</i>	90.00	90.00	90.00



**CONTINUING EDUCATION AND WORKFORCE
DEVELOPMENT (CEWD) NON-CREDIT STUDENTS
TUITION AND FEES
FY 2026-2027**

	Board Approved FY 2024-2025	Board Approved FY 2025-2026	PROPOSED FY 2026-2027
CONTINUING EDUCATION AND WORKFORCE DEVELOPMENT TUITION AND FEES:			
Continuing Education Non-Credit Tuition per contact hour or variable tuition including zero tuition *Effective date: On or after December 14, 2021	7.00 or variable tuition including zero	Deleted	Deleted
CEWD Level 1 (tuition per contact hour) Examples: • ESL • GED • Real Estate • Kids Camps		7.00 or variable tuition including zero	7.00 or variable tuition including zero
CEWD Level 2 (tuition per contact hour) Examples: • Healthcare programs • Computer/Technology Skills		9.00 or variable tuition including zero	9.00 or variable tuition including zero
CEWD Level 3 (tuition per contact hour) Examples: • Truck driving • Bus driving		26.00 or variable tuition	26.00 or variable tuition
Materials and Supplies		Variable, based on recovery of costs	Variable, based on recovery of costs
CEWD Non-Credit Late Registration Fee	10.00	10.00	10.00
CEWD Installment Plan Fee	5.00	5.00	5.00
CEWD Non-Credit Installment Plan Late Payment Fee	10.00	10.00	10.00
CEWD Conferences/Seminars/Summer Camps/Workshops/Customized Training/Other Training Activities and Events	Negotiated recovery of costs and processing fees including exemption of both	Negotiated recovery of costs and processing fees including exemption of both	Negotiated recovery of costs and processing fees including exemption of both
INCIDENTAL FEES- LIBRARY FEES:			
Lost or Damaged Library Item	Cost of item plus processing fee	Cost of item plus processing fee	Cost of item plus processing fee
Lost or Damaged Library Item Processing Fee per item	10.00	10.00	10.00
Overdue Inter-Library Loan or TexShare Item per day	Fine as assessed and charged by lending library	Fine as assessed and charged by lending library	Fine as assessed and charged by lending library
Lost or Damaged Inter-Library Loan or TexShare Item per day	Fine and/or replacement cost as assessed and charged by lending library	Fine and/or replacement cost as assessed and charged by lending library	Fine and/or replacement cost as assessed and charged by lending library



**CONTINUING EDUCATION AND WORKFORCE
DEVELOPMENT (CEWD) NON-CREDIT STUDENTS
TUITION AND FEES
FY 2026-2027**

	Board Approved FY 2024-2025	Board Approved FY 2025-2026	PROPOSED FY 2026-2027
INCIDENTAL FEES- PARKING/MOVING TRAFFIC VIOLATIONS FEES:			
<i>Stated fees are for administrative parking citations issued by an STC security guard only. STC Police Officers also issue citations but those citations are referred to the municipal or justice of the peace courts in which the campus is located.</i>			
Parking Permit Fee	25.00	35.00	Delete
Additional Parking Permit Fee	25.00	35.00	Delete
Parking Violations:			
<i>First</i>	30.00	30.00	30.00
<i>Second</i>	50.00	50.00	50.00
<i>Third</i>	80.00	80.00	80.00
<i>Fourth</i>	100.00	100.00	100.00
<i>Fifth</i>	120.00	120.00	120.00
Vehicle Boot Removal Fee	100.00	100.00	100.00
Fire Lane Violations*:			
<i>First</i>	50.00	50.00	50.00
<i>Second</i>	90.00	90.00	90.00
Handicap Parking Violations*	150.00	150.00	150.00
Moving Traffic Violations*:			
<i>First</i>	30.00	30.00	30.00
<i>Second</i>	50.00	50.00	50.00
<i>Third</i>	90.00	90.00	90.00
<i>*If a citation for fire lane parking, handicap parking, or moving violations is issued by an STC Police Officer the fees will vary depending on the municipal or justice of the peace courts in which the campus is located.</i>			
Proposed Skateboard and Other Appliance Violation:			
<i>First</i>	Warning	Warning	Warning
<i>Second</i>	30.00	30.00	30.00
<i>Third</i>	50.00	50.00	50.00
<i>Fourth</i>	70.00	70.00	70.00
<i>Fifth</i>	90.00	90.00	90.00



REGIONAL CENTER FOR PUBLIC SAFETY EXCELLENCE (RCPSE)
TUITION AND FEES
FY 2026-2027

	Board Approved FY 2024-2025	Board Approved FY 2025-2026	PROPOSED FY 2026-2027
CONTINUING EDUCATION PUBLIC SAFETY COURSES:			
Tuition and Fees	As per Workforce/ Continuing Education Tuition and Fees Section on 2024-2025 Non- Credit Students Tuition and Fee Schedule	7.00 or variable tuition including zero	7.00 or variable tuition including zero
FEES:			
Firearms Scenario-Based Simulator Training (per student for 30 minutes)	Variable, based on recovery of costs	Variable, based on recovery of costs	Variable, based on recovery of costs
Target Range Qualifier Simulator Training (per student for 30 minutes)	Variable, based on recovery of costs	Variable, based on recovery of costs	Variable, based on recovery of costs
Driving Simulator Training (per student for 30 minutes)	Variable, based on recovery of costs	Variable, based on recovery of costs	Variable, based on recovery of costs
Car Fire Simulator Training (per 4 hours) (Effective July 27, 2021)	Variable, based on recovery of costs	Variable, based on recovery of costs	Variable, based on recovery of costs
Emergency Vehicle Operations Course (EVOC) (per agency)	Variable, based on recovery of costs	Variable, based on recovery of costs	Variable, based on recovery of costs
Skills Pad (per agency per hour)	Variable, based on recovery of costs	Variable, based on recovery of costs	Variable, based on recovery of costs
Classroom w/Technology (per day beyond 3 days of consecutive usage)	114.00	114.00	114.00
Reservation Cancellation Fee – Facility, Training Grounds, and Equipment (reservations exceeding 3 days)			100.00
Two-Story Residential Fire Training Structure	Variable, based on recovery of costs	Variable, based on recovery of costs	Variable, based on recovery of costs
Air Trailer (per 8 hour use)		Variable, based on recovery of costs	Delete
FireVent Trailer (per 8 hour use)		Variable, based on recovery of	
Fire Training Vehicles and Trailers (per 8 hour use)			Variable, based on recovery of costs



REGIONAL CENTER FOR PUBLIC SAFETY EXCELLENCE (RCPSE)
TUITION AND FEES
FY 2026-2027

	Board Approved FY 2024-2025	Board Approved FY 2025-2026	PROPOSED FY 2026-2027
Fire training props (per 8 hour use)		Variable, based on recovery of costs	Variable, based on recovery of costs
Fire Training Props, Various (per 8 hours use)			
⇒ Bbq Pit			
⇒ Dumpster Fire			
⇒ Foreeable Entry Doors			
⇒ Pressure Vessel Prop			
TCOLE Licensing Certification Exam			
⇒ Basic Peace Officer Exam	35.00	35.00	35.00
⇒ Basic Jailer Exam	35.00	35.00	35.00
⇒ Telecommunicator Exam	35.00	35.00	35.00
⇒ Police Officer to Jailer Exam	35.00	35.00	35.00
INCIDENTAL FEES- LIBRARY FEES:			
Lost or Damaged Library Item		Cost of item plus processing fee	Cost of item plus processing fee
Lost or Damaged Library Item Processing Fee per item		10.00	10.00
Overdue Inter-Library Loan or TexShare Item per day		Fine as assessed and charged by lending library	Fine as assessed and charged by lending library
Lost or Damaged Inter-Library Loan or TexShare Item per day		Fine and/or replacement cost as assessed and charged by lending library	Fine and/or replacement cost as assessed and charged by lending library



**CHILD DEVELOPMENT CENTER STUDENTS
TUITION AND FEES
FY 2026-2027**

	Board Approved FY 2024-2025	Board Approved FY 2025-2026	PROPOSED FY 2026-2027
CHILD DEVELOPMENT CENTER FEES:			
Tuition fee per week • 0 - 12 years	130.00/week 26.00/day	140.00/week 28.00/day	150.00/week 30.00/day
Registration Fee: (upon enrollment) • Fall - Spring • Summer Session	50.00 25.00	60.00 30.00	60.00 30.00
Late Pick-Up Fee	\$5/first 5 minutes and \$1/ea. add'l minute	\$5/first 5 minutes and \$1/ea. add'l minute	\$5/first 5 minutes and \$1/ea. add'l minute
Supply Fee: (per semester/session) • Fall Semester • Spring Semester • Summer Session	40.00 40.00 20.00	50.00 50.00 25.00	50.00 50.00 25.00
Reservation Fee: (optional) • Fall Semester • Summer Session	65.00 25.00	65.00 25.00	65.00 25.00
INCIDENTAL FEES- GENERAL:			
Returned Check	30.00	30.00	30.00



TESTING FEES FY 2026-2027

	Board Approved FY 2024-2025	Board Approved FY 2025-2026	PROPOSED FY 2026-2027
TESTING FEES:			
American Welding Society Certification Testing and Material Fees	Recovery of costs and processing fees	Recovery of costs and processing fees	Recovery of costs and processing fees
Credit By Examination	Tuition	Tuition	Tuition
Proctoring/Professional Testing Services Fee	Recovery of costs and processing fees to be negotiated	Recovery of costs and processing fees to be negotiated	Recovery of costs and processing fees to be negotiated
Health Education Services Inc. (HESI) Exam Fee	45.00 Students will register and pay fees for each attempt when signing up for the exam through the Market Place website. The College purchases the units through Elsevier Inc. Fees will be subject to change	45.00 Students will register and pay fees for each attempt when signing up for the exam through the Market Place website. The College purchases the units through Elsevier Inc. Fees will be subject to change	45.00 Students will register and pay fees for each attempt when signing up for the exam through the Market Place website. The College purchases the units through Elsevier Inc. Fees will be subject to change
TCOLE Licensing Examination (per exam)			
• Basic Peace Officer Exam	35.00	35.00	35.00
• Basic Jailer Exam	35.00	35.00	35.00
• Telecommunicator Exam	35.00	35.00	35.00
• Police Officer to Jailer Exam	35.00	35.00	35.00
GED Exam Fee-1st and 4th Attempts			
• GED Exam Fee- \$36.25 English Language Arts	Students will register and pay fees to Pearson VUE for GED on-line testing services and subject to change	Students will register and pay fees to Pearson VUE for GED on-line testing services and subject to change	Students will register and pay fees to Pearson VUE for GED on-line testing services and subject to change
• GED Exam Fee- \$36.25 Mathematics only			
• GED Exam Fee- \$36.25 Science only			
• GED Exam Fee- \$36.25 Social Studies only			
GED Retest Exam Fee-2nd, 3rd, 5th, and 6th Attempts			
• GED Retest Exam Fee- \$16.25 English Language Arts	Students will register and pay fees to Pearson VUE for GED on-line testing services and subject to change	Students will register and pay fees to Pearson VUE for GED on-line testing services and subject to change	Students will register and pay fees to Pearson VUE for GED on-line testing services and subject to change
• GED Retest Exam Fee- \$16.25 Mathematics only			
• GED Retest Exam Fee- \$16.25 Science only			
• GED Retest Exam Fee- \$16.25 Social Studies only			



TESTING FEES FY 2026-2027

	Board Approved FY 2024-2025	Board Approved FY 2025-2026	PROPOSED FY 2026-2027
HiSET Exam Fee (All Five Exams-1st and 4th Attempts) <ul style="list-style-type: none"> • HiSET Exam Fee-Reading only \$25.00 • HiSET Exam Fee-Writing only \$25.00 • HiSET Exam Fee-Math only \$25.00 • HiSET Exam Fee-Science only \$25.00 • HiSET Exam Fee-Social Studies only \$25.00 	Students will register through the ETS website and pay all applicable fees online, including Test Center Fees. Fees subject to change	Delete	Delete
HiSET Exam Fee (All Five Exams-2nd, 3rd, 5th, and 6th Attempts) <ul style="list-style-type: none"> • HiSET Exam Fee-Reading only \$15.00 • HiSET Exam Fee-Writing only \$15.00 • HiSET Exam Fee-Math only \$15.00 • HiSET Exam Fee-Science only \$15.00 • HiSET Exam Fee-Social Studies only \$15.00 	Students will register through the ETS website and pay all applicable fees online, including Test Center Fees. Fees subject to change	Delete	Delete
TSI Assessment Exam Fees: Effective January 11, 2021			
• TSI Assessment Reservation Fee	25.00	25.00	25.00
• TSI Assessment Exam Fee- Both exams	29.00	29.00	29.00
• TSI Assessment Exam Fee - Math only	15.00	15.00	15.00
• TSI Assessment Exam Fee-English Language Arts and Reading	15.00	15.00	15.00
TSI Assessment Exam Retesting Fees: Effective January 11, 2021			
• TSI Assessment Reservation Fee	25.00	25.00	25.00
• TSI Assessment Exam Retesting Fee- Both exams	29.00	29.00	29.00
• TSI Assessment Exam Fee - Retesting Math only	15.00	15.00	15.00
• TSI Assessment Exam Fee-Retesting English Language Arts and Reading only	15.00	15.00	15.00

**EMPLOYEE FEES
FY 2026-2027**

	Board Approved FY 2024-2025	Board Approved FY 2025-2026	PROPOSED FY 2026-2027
CHILD DEVELOPMENT CENTER FEES:			
		Refer to Child Development Center Students Tuition and Fees Schedule	Refer to Child Development Center Students Tuition and Fees Schedule
Tuition fee per week			
• 0 - 17 months	Deleted		
• 18 months - 12 years	Deleted		
• 0 - 12 years	130.00/week 26.00/day		
Registration Fee: (upon enrollment)			
• Fall - Spring	50.00		
• Summer Session	25.00		
Late Pick-Up Fee	\$5/first 5 minutes and \$1/ea. add'l minute		
Supply Fee: (per semester/session)			
• Fall Semester	40.00		
• Spring Semester	40.00		
• Summer Session	20.00		
Reservation Fee: (optional)			
• Fall Semester	65.00		
• Summer Session	25.00		
INCIDENTAL FEES- GENERAL:			
Keyless Access Card Replacement Fee	10.00	10.00	10.00
Returned Check	30.00	30.00	30.00
INCIDENTAL FEES- LIBRARY FEES:			
Lost or Damaged Library Item	Cost of item plus processing fee	Cost of item plus processing fee	Cost of item plus processing fee
Lost or Damaged Library Item Processing Fee per item	10.00	10.00	10.00
Overdue Inter-Library Loan or TexShare Item per day	Fine as assessed and charged by lending library	Fine as assessed and charged by lending library	Fine as assessed and charged by lending library
Lost or Damaged Inter-Library Loan or TexShare Item	Fine and/or replacement cost as assessed and charged by lending library	Fine and/or replacement cost as assessed and charged by lending library	Fine and/or replacement cost as assessed and charged by lending library



**EMPLOYEE FEES
FY 2026-2027**

	Board Approved FY 2024-2025	Board Approved FY 2025-2026	PROPOSED FY 2026-2027
INCIDENTAL FEES- PARKING/MOVING TRAFFIC VIOLATIONS FEES:			
<i>Stated fees are for administrative parking citations issued by an STC security guard only. STC Police Officers also issue citations but those citations are referred to the municipal or justice of the peace courts in which the campus is located.</i>			
Parking Permit Fee	25.00	35.00	35.00
Additional Parking Permit Fee	25.00	35.00	35.00
Parking Violations:			
<i>First</i>	30.00	30.00	30.00
<i>Second</i>	50.00	50.00	50.00
<i>Third</i>	80.00	80.00	80.00
<i>Fourth</i>	100.00	100.00	100.00
<i>Fifth</i>	120.00	120.00	120.00
Vehicle Boot Removal Fee	100.00	100.00	100.00
Fire Lane Violations*:			
<i>First</i>	50.00	50.00	50.00
<i>Second</i>	90.00	90.00	90.00
Handicap Parking Violations*	150.00	150.00	150.00
Moving Traffic Violations*:			
<i>First</i>	30.00	30.00	30.00
<i>Second</i>	50.00	50.00	50.00
<i>Third</i>	90.00	90.00	90.00
<i>*If a citation for fire lane parking, handicap parking, or moving violations is issued by an STC Police Officer the fees will vary depending on the municipal or justice of the peace courts in which the campus is located.</i>			
Proposed Skateboard and Other Appliance Violation:			
<i>First</i>	Warning	Warning	Warning
<i>Second</i>	30.00	30.00	30.00
<i>Third</i>	50.00	50.00	50.00
<i>Fourth</i>	70.00	70.00	70.00
<i>Fifth</i>	90.00	90.00	90.00



**NON-EMPLOYEE/ NON-STUDENT FEES
FY 2026-2027**

	Board Approved FY 2024-2025	Board Approved FY 2025-2026	PROPOSED FY 2026-2027
CHILD DEVELOPMENT CENTER FEES:			
		Refer to Child Development Center Students Tuition and Fees Schedule	Refer to Child Development Center Students Tuition and Fees Schedule
Tuition fee per week			
• 0 - 17 months	Deleted		
• 18 months - 12 years	Deleted		
• 0 - 12 years	130.00/week 26.00/day		
Registration Fee: (upon enrollment)			
• Fall - Spring	50.00		
• Summer Session	25.00		
Late Pick-Up Fee	\$5/first 5 minutes and \$1/ea. add'l minute		
Supply Fee: (per semester/session)			
• Fall Semester	40.00		
• Spring Semester	40.00		
• Summer Session	20.00		
Reservation Fee: (optional)			
• Fall Semester	65.00		
• Summer Session	25.00		
INCIDENTAL FEES- GENERAL:			
Returned Check	30.00	30.00	30.00
INCIDENTAL FEES- LIBRARY FEES:			
Lost or Damaged Library Item	Cost of item plus processing fee	Cost of item plus processing fee	Cost of item plus processing fee
Lost or Damaged Library Item Processing Fee per item	10.00	10.00	10.00
INCIDENTAL FEES- PARKING/MOVING TRAFFIC VIOLATIONS FEES:			
<i>Stated fees are for administrative parking citations issued by an STC security guard only. STC Police Officers also issue citations but those citations are referred to the municipal or justice of the peace courts in which the campus is located.</i>			
Parking Violations:			
<i>First</i>	30.00	30.00	30.00
<i>Second</i>	50.00	50.00	50.00
<i>Third</i>	80.00	80.00	80.00
<i>Fourth</i>	100.00	100.00	100.00
<i>Fifth</i>	120.00	120.00	120.00



**NON-EMPLOYEE/ NON-STUDENT FEES
FY 2026-2027**

	Board Approved FY 2024-2025	Board Approved FY 2025-2026	PROPOSED FY 2026-2027
Vehicle Boot Removal Fee	100.00	100.00	100.00
Fire Lane Violations*:			
<i>First</i>	50.00	50.00	50.00
<i>Second</i>	90.00	90.00	90.00
Handicap Parking Violations*	150.00	150.00	150.00
Moving Traffic Violations*:			
<i>First</i>	30.00	30.00	30.00
<i>Second</i>	50.00	50.00	50.00
<i>Third</i>	90.00	90.00	90.00
<i>*If a citation for fire lane parking, handicap parking, or moving violations is issued by an STC Police Officer the fees will vary depending on the municipal or justice of the peace courts in which the campus is located.</i>			
Proposed Skateboard and Other Appliance Violation:			
<i>First</i>	Warning	Warning	Warning
<i>Second</i>	30.00	30.00	30.00
<i>Third</i>	50.00	50.00	50.00
<i>Fourth</i>	70.00	70.00	70.00
<i>Fifth</i>	90.00	90.00	90.00

Discussion and Action as Necessary on Evaluation Criteria Used for Delinquent Tax Collection Services

Purpose	Administration requests review and approval of the evaluation criteria to be used in the solicitation for Delinquent Tax Collection Services, transitioning from an RFP-based evaluation model to an RFQ-based model without considering the purchase price (delinquent fee percentage).
Justification	<p>To update, as necessary, the current evaluation criteria and points used for the delinquent tax collection services.</p> <p>Administration seeks to receive feedback and approval from the Board of Trustees on the Evaluation Criteria to utilize for the Delinquent Tax Collection Services.</p> <p>The Evaluation Criteria require reassessment to ensure alignment with objectives and requirements.</p> <p>In addition to ensuring compliance with the Texas Property Tax Code and applicable procurement requirements, the revised Evaluation Criteria are designed to:</p> <ul style="list-style-type: none">• Emphasize professional qualifications, experience, and demonstrate effectiveness in delinquent tax collection.• Focus on the firm’s capacity, methodology, and ability to safeguard the District’s legal and financial interests; and• Promote a qualifications-based selection process consistent with the specialized nature of delinquent tax legal services.
Funding	The delinquent tax collection services fee was paid to the delinquent tax attorney from delinquent tax collection revenues from Hidalgo County and Starr County.
Enclosed Documents	Appendix A – Current Evaluation Criteria - RFP Appendix B – Proposed Evaluation Criteria – RFQ
Staff Resource	Mary Del Paz, Vice President for Finance and Administrative Services Myriam Lopez, Associate Vice President - Finance and Management Deyadira Leal, Director of Purchasing
Recommendation	The Committee recommends Board approval of the evaluation criteria used for the Delinquent Tax Collection Services solicitation.

APPENDIX A

Current Evaluation Criteria - RFP

#	Evaluation Criteria	Weight (Points)
1	The purchase price. A. The low bidder gets the maximum points B. Divide the lowest proposal by each of the other proposal(s)	Up to 37 points
2	The reputation of the vendor and of the vendor's goods or services. A. Number of Years in Business B. References (similar projects) C. Services/Installation D. Professional Licenses/Certifications	Up to 18 points
3	The quality of the vendor's goods or services. A. Warranty B. Service Support/Response Time C. Goods/Product (manufacturer life) D. Product Performance	Up to 16 points
4	The extent to which the goods or services meet the district's needs. A. Time Frame to complete the project B. Delivery Time Frame of product(s) C. Number of staff D. Meet or exceed the specifications	Up to 15 points
5	The vendor's past relationship with the district. A. Quality of Past Performances with STC ****New Vendors will receive two points	Up to 3 points
6	The impact on the ability of the district to comply with laws and rules relating to Historically Underutilized Businesses. A. Provided the Certification	Up to 1 point
7	The total long-term cost to the district to acquire the vendor's goods or services; and A. Annual Escalation Increase B. Annual Maintenance Cost	Up to 5 points
8	For a contract for goods and services other than goods and services: A. Has its place of business in this state; or B. Employs at least 500 persons in this state.	Up to 5 points
Total Evaluation Points		100

Note: The above criteria are as per the Texas Education Code 44.031 Purchasing Contracts Section B: Except as provided by this subchapter, in determining to whom to award a contract, the district shall consider the above criteria for an RFP.

APPENDIX B

Proposed Evaluation Criteria - RFQ

#	Evaluation Criteria	Weight (Points)
1	Qualifications and Experience A. Years of legal practice in delinquent tax under the Texas Property Tax Code B. Litigation experience (tax suits, foreclosures, bankruptcy) C. Volume and type of public clients served D. Capacity to manage the District's caseload	Up to 40 points
2	Approach, Strategy and Compliance A. Collection strategy and litigation plan B. Statutory compliance (Texas Property Tax Code) C. Case workflow, timelines, and internal controls D. Use of technology for tracking, reporting, and notices E. Procedures that protect the District and taxpayers	Up to 30 points
3	The extent to which the services meet the district's needs. A. Reporting capabilities B. Communication and accessibility C. Understanding of the District's specific needs	Up to 12 points
4	References A. Performance with similar Texas public entities B. Timeliness, communication, and litigation outcomes C. Demonstrated collection results	Up to 10 points
5	The vendor's past relationship with the district. A. Responsiveness B. Quality of past services C. Compliance with expectations	Up to 3 points
6	For a contract for goods and services other than goods and services: a. Has its place of business in this state; or b. Employs at least 500 persons in this state.	Up to 5 points
Total Evaluation Points		100 points

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

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

Justification To gain approval of one Change Order (#21) for PTG for Support Services, not to exceed \$355,960. The additional services will be funded by the Finance and Human Resources ERP budget as follows:

Date	Description	Available Budget	Planned Expenses	Revised Available Budget
January 2026	Designation for ERP System	\$ 2,955,200	(\$ 355,960)	\$ 2,599,240
March 2026	#21 – PTG Support for integrations, security, presentations, enhancements	\$ -	\$ 355,960	\$ 355,960
Total		\$ 2,955,200	\$ -	\$ 2,955,200

Precision Task Group (PTG) will continue supporting the college with advisory services to enhance the business processes, provide presentations prior to Workday releases, and implement Artificial Intelligence features in Workday Human Capital Management and Financial Management modules.

The contract runs from April 1, 2026, to December 31, 2026, and adds 1,618 hours to the project for PTG services.

Enclosed Documents Appendix A – Change Order

Funding The proposed funding for this expenditure will be taken from the Unrestricted Fund Balance Designation for the ERP System, recently approved in the amount of \$3,195,000.

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

Recommendation The Committee recommends Board approval of one Change Order for the estimated upcoming expenses of \$355,960 for the Contract with Precision Task Group (PTG) / Workday as presented.

CHANGE ORDER

Reseller Name	Precision Task Group, Inc. (" Team Workday " or " PTG ")
Customer Name	South Texas College (" Customer ")
Workday Entity Name	Workday, Inc. 6110 Stoneridge Mall Rd., Pleasanton, CA 94588
Name of Master Agreement	State of Texas Department of Information Resources Contract # DIR-CPO-5657 (" Agreement ")
Agreement Effective Date	December 14, 2019
Name of Technical Service Agreement	Appendix D, Technical Services Agreement for Workday Services (" TSA ")
TSA Effective Date	August 11, 2023
SOW Effective Date / SOW #	February 26, 2025
Change Order Effective Date	April 1, 2026
Currency	USD
Fee Type	Time & Materials
Change Order Fees	\$220 / hour

Customer/Partner Project Manager	Mary Elizondo
SOW Name	South Texas College Workday Application Management Services (" Project " or " SOW ")
Project Sponsor	Dave Meyers
Workday Engagement Manager	David Mills
Billing Contact Email (Required)	marye@southtexascollege.edu

Fees:

The current project fees and hours in the SOW are listed below:

Current SOW

This Change Order extends the SOW from 4/1/26 through 12/31/26 and adds up to 1,618 hours to the Project for use for AMS as shown below:

Change Order / Extension

PTG Workday Application Management Services (AMS) - Extension	Hours	Rate	Estimated Fees
AMS Support Hours 4/1/26 - 12/31/26	1,618	\$220	\$ 355,960
AMS Total	1,618		\$ 355,960

Assumptions

- If all 1,618 hours are exhausted before 12/31/26, the SOW will terminate at that point.

Payment Terms

- PTG will invoice STC monthly beginning on 4/1/26 on a time & materials basis for any hours used during the previous month

Amendment

This Change Order amends the SOW identified above. Except as expressly amended by this Change Order, the terms of the SOW shall remain in full force and effect.

CHANGE ORDER

Change Order Reason(s)

- Extend the end date, hours and budget for continued Workday AMS support from PTG.

IN WITNESS WHEREOF, the parties' authorized signatories have duly executed this Change Order as of the later dates beneath the parties' signatures below.

South Texas College

Precision Task Group, Inc.

Signature

Signature

Name

Name

Title

Title

Date Signed

Date Signed

Review and Recommend Action on the Approval of the Statement of Work to Implement the Electronic Notice of Employment (NOE) in Workday Extend Professional

Purpose To approve the Statement of Work to Implement the Electronic Notice of Employment (NOE) in Workday Extend Professional.

Justification The Workday Extend Professional software is a comprehensive solution that integrates with Workday to enhance system functionality and streamline institutional processes. This feature enables the college to develop customized, in-house applications with technical support from Workday Services. The Workday Extend Professional feature, along with associated deployment services, was approved by the Board on January 28, 2025, to deploy the ten applications by 2033.

Date	Description	Available Budget	Planned Expenses	Revised Available Budget
January 2026	Designation for ERP System	\$ 2,955,200	(\$ 628,297)	\$ 2,326,903
March 2026	#21 – PTG Support for integrations, security, presentations, enhancements	\$ -	\$ 355,960	\$ 355,960
March 2026	Statement of Work - NOE Process in Workday Extend Professional	\$ -	\$ 272,337	\$ 272,337
Total		\$ 2,955,200	\$ -	\$ 2,955,200

One of the initial applications the college intends to automate is the Notice of Employment (NOE) process. Currently managed via paper forms, the NOE process will transition to a fully electronic workflow on the Workday Extend Professional platform.

Through this implementation, the college will be able to: initiate Notices of Employment for new hires, rehires, and employee status changes, screen candidates within the system, route and collect electronic approvals, track and monitor application status in real time, and complete related employment processes directly within Workday.

The total project implementation cost is \$272,337, with an anticipated completion timeline of 25 working weeks.

Enclosed Documents	Appendix A – Statement of Work
Funding	The proposed funding for this expenditure will be taken from the previously approved \$750,000 for Workday Extend deployment services.
Staff Resource	Mary del Paz, Vice President for Finance and Administrative Services Myriam Lopez, Associate Vice-President-Finance and Management
Recommendation	The Committee recommends Board approval of the Statement of Work to Implement the Electronic Notice of Employment (NOE) in Workday Extend Professional, in the amount of \$272,337.



STATEMENT OF WORK

Signature Document

Statement of Work #	SOW #P545458
Hiring Party	Precision Task Group, Inc. (“Reseller” or “PTG”)
Customer Name	South Texas College (“Customer”)
Name of Master Agreement	State of Texas Department of Information Resources Contract # DIR-CPO-5657 (the “Agreement”)
Master Agreement Effective Date	December 10, 2024
Name of Technical Services Agreement	Appendix D, Technical Services Agreement for Workday Services (“TSA”)
TSA Effective Date	July 28, 2023
SOW Effective Date	The later of the dates beneath the parties’ signatures below.
Currency	USD
Project Name	Workday Extend (“Project”)

Customer Contact Information	Billing Contact	Project Contact
Contact Name	Mariacarmen Ramirez	Victoria Lopez
Street Address City, State Zip Code Country	3201 W Pecan Boulevard McAllen, TX 78501 United States	3201 W Pecan Boulevard McAllen, TX 78501 United States
Phone #	956-872-4609	956-872-6973
Email (Required)	mramirez@southtexascollege.edu	vlopez48@southtexascollege.edu

Primary Location(s) for Onsite Work (if applicable)	
Street Address City, State Zip Code Country	All work will be performed remotely.



STATEMENT OF WORK

Attachments to Statement of Work	
Appendix 1	SOW Terms
Appendix 2	Financial Terms
Appendix 3	Description of Technical Services
Appendix 4	Current State Business Process

By executing this SOW (“**Signature Document**”), the undersigned agree that they are duly authorized signatories and that all attachments listed in the above table (the “**Attachments**”) are entered into between the parties, effective as of the SOW Effective Date.

The offer set forth in this SOW is valid only through March 27, 2026 (“**SOW Offer Expiration Date**”), and if this SOW is not executed by the parties on or before that date, Reseller has the right to rescind the offer, in which case this SOW is null and void. Neither party will have any obligation to the other party hereunder until the TSA and this SOW are executed by both parties. Unless otherwise defined herein, capitalized terms used in this SOW and applicable Attachments have the same meaning as set forth in the TSA or in the primary Service subscription agreement between the Customer and Reseller (the “**MSA**”), as applicable.

South Texas College

Precision Task Group, Inc.

Signature

Name

Title

Date

Signature

Name

Title

Date

STATEMENT OF WORK

Appendix 1 SOW Terms

General. Customer and Reseller have executed this Statement of Work (including the Signature Document and the Attachments, this “SOW”) as of the SOW Effective Date. Upon execution, this SOW is appended to and governed by the TSA between Customer and Reseller. In the event of a conflict between the terms of this SOW and the terms of the TSA, the terms of this SOW will prevail with respect to the subject matter hereof.

Technical Services and Scope. This SOW describes the Technical Services that Workday, as a subcontractor of PTG, will perform for Customer. Workday will have no obligation to perform any services that are not expressly described in this SOW unless Customer and Reseller execute a mutually agreed Change Order or separate statement of work. Upon execution, any Change Order is incorporated into this SOW. To facilitate communication between the Customer, Reseller and Workday under this SOW, Customer and Workday may input limited data, screenshots, or other content from Customer’s Tenant, Instance, or File Transfer Server folder into third-party project management or collaboration tools (e.g., email, Smartsheet). The parties will make reasonable efforts to limit such content to non-sensitive data, which will be treated as Confidential Information but is not Covered Data, Customer Data, or Technical Services Data.

Termination.

Customer may terminate this SOW at any time by giving Reseller fifteen (15) days prior written notice of termination. Either party may terminate this SOW for cause: (i) upon thirty (30) days prior written notice to the other party of a material breach by the other party (including repeated delays) if such breach remains uncured at the expiration of such notice period; or (ii) immediately in the event the other party becomes the subject of a petition in bankruptcy or any other proceeding relating to insolvency, receivership, liquidation or assignment for the benefit of creditors.

Unless either party terminates this SOW in accordance with the TSA or the terms hereof, this SOW automatically terminates upon the earlier of: (i) completion of the Technical Services performed hereunder, (ii) the termination of the TSA, or (iii) the end of a fixed term, if any, set forth in this SOW. Notwithstanding any other provision to the contrary, termination or breach of this SOW hereunder by either party for any reason will not terminate nor give that party the right to terminate the MSA or any Order Forms thereto.

Upon receipt of any outstanding Customer payment(s) at the time of termination, Workday, through Reseller, will provide to Customer any partially-completed Deliverables in the form they exist as of the effective date of termination on an “as-is” basis, without warranty or further Reseller and Workday obligation of any kind. Reseller will refund Customer any excess prepaid fees for the affected Technical Services that were not performed prior to the effective date of termination. If Customer terminates this fixed fee SOW, the unpaid fees for all Technical Services performed up to the date of termination that are not directly covered by any prior invoice or payment will be invoiced on a time and materials basis and no refunds will be provided.

Processing and Security of Personal Data. If the Security Exhibit between the parties does not expressly apply to Technical Services, the Workday Universal Security Exhibit located at <https://www.workday.com/en-us/legal/universal-contract-terms-and-conditions/index.html> will apply to this SOW as if fully set forth herein. If Customer’s Data Processing Exhibit or Data Protection Agreement does not expressly apply to Technical Services, the Workday Universal Data Processing Exhibit located at <https://www.workday.com/en-us/legal/universal-contract-terms-and-conditions/index.html> will apply to the processing of Personal Data as part of the Technical Services performed by Workday.

Deletion of Technical Services Data. If the deletion of Technical Services Data is not expressly addressed in Customer’s TSA, this Section will apply. Workday will delete the Technical Services Data by deletion of Customer’s files on the File Transfer Server; provided, however, that Workday will not be required to remove copies of the Technical Services Data from its backup media and servers until such time as the backup copies are scheduled to be deleted, provided further that in all cases Workday will continue to protect the Technical Services Data in accordance with the TSA until deleted.

Definitions.



STATEMENT OF WORK

“Change Order,” if not defined in the TSA, means an agreement executed by the parties to document any change(s) in Project scope, the estimated level of effort, Project timeline, and/or other changes in the Technical Services to be performed by Workday pursuant to a SOW between Customer and Reseller.

“File Transfer Server,” if not defined in the TSA, means a server provided and controlled by Workday using secure file transfer (or successor protocol) to transfer the Technical Services Data between Customer and Workday for deployment purposes.

“Instance,” if not defined in the MSA, means a unique instance of the Service, with a separate set of Customer Content held by Workday in a logically separated database (i.e., a database segregated through password-controlled access). A **“Tenant”** is a type of Instance.

“Technical Services Data,” if not defined in the Universal Data Processing Exhibit, Data Processing Exhibit, or Data Protection Agreement (as applicable) between the parties, means electronic data or information that is provided to Workday under the TSA for the purpose of being input into the Service, or other Covered Data accessed within or extracted from a Service to perform the Technical Services.

“Workday Adaptive Planning Service” (fka Adaptive Insights Service) means the subscription-based online Workday Adaptive Planning service purchased by Customer from Reseller.

“Workday Strategic Sourcing” (fka Scout) means the subscription-based online Workday Strategic Sourcing service purchased by Customer from Reseller, if applicable.



STATEMENT OF WORK

**Appendix 2
Financial Terms – Time and Materials**

Workday Technical Services Rates. Workday will perform the Technical Services and provide Deliverables under this SOW on a time and materials basis at the hourly rates set forth in the table below.

TIME AND MATERIALS TECHNICAL SERVICES HOURLY RATES			
Workday Technical Services Resource	Standard Hourly Rate	Discounted Hourly Rate	Estimated Hours
Engagement Manager	\$506	\$364	118
Senior Consultant	\$473	\$341	602
Principal Consultant	\$528	\$380	64
Workday Total Estimated Hours		784	
Workday Total Estimated Technical Services Fees		\$272,337	

Technical Services performed by Workday Technical Services Resources with “Offshore” in their role title (in the table above) will be performed remotely by Workday personnel located in one or more of the following countries: Costa Rica, India, Mexico, or Poland.

The Hourly Rates set forth above will be in effect for Customer through the completion of the Project. Thereafter, the then-current rates will apply.

Travel and other expenses incurred by Workday related to Technical Services (“T&E”) are not included in the Total Estimated Technical Services Fees.

Estimated Fees, Invoicing and Payment.

The estimated fees, resources, and timelines set forth herein are good faith estimates based on Workday’s experience with similar projects and the accuracy and completeness of the information provided by Customer. Notwithstanding any estimated hours or fees, Customer will pay for all Technical Services performed based upon actual hours performed rather than estimated ones. Excluding travel time, all tasks including but not limited to system-specific configuration, status reviews, meetings, Project planning, and troubleshooting performed by Workday resources are billable activities.

All Technical Services Fees due under this SOW (except fees subject to good faith dispute) are due and payable as provided in the TSA. Reseller will invoice Customer for Technical Services Fees and any T&E incurred under this SOW on a monthly basis.

Reseller will send electronic invoices only, which are effective upon receipt, or if Reseller receives a bounceback message, the invoice is deemed to be effective on the next business day. Reseller will invoice Customer for any T&E incurred under this SOW on a monthly basis.

Customer will direct all remittance advice and invoice inquiries via email to accounting@ptg.com. Upon Reseller’s request, Customer will make payments via electronic bank transfer.

Unless otherwise provided in the TSA or expressly designated in this SOW, Customer’s address set forth in the MSA will be used to determine any Taxes to be collected and/or paid hereunder.

STATEMENT OF WORK

Appendix 3 Description of Technical Services Workday Extend Deployment

1. Workday Methodology.

Workday follows the methodology in this Appendix for the deployment of Workday Extend and the application(s) created hereunder (each, a “**Workday Extend Application**”). The Project scope will be defined and documented as a result of one or more design sessions with Customer and it will be captured in the Workday Extend Design Specification as described herein. This SOW does not amend or modify the Developer Terms applicable to the Workday Extend Developer tools. In the event of a conflict between the terms of this SOW and the terms of this Appendix, this Appendix will control. In the event of a conflict between the terms of this SOW and the Developer Terms, the terms of this SOW will control with respect to the subject matter hereof.

2. Workday Roles.

Workday Project team roles and responsibilities included in this SOW are described below. The extent of each Workday team member’s involvement will vary by task as set forth in a mutually agreed upon Project Plan. Workday will notify Customer of any change in the Workday team mix that may be necessary from time to time.

2.1 Engagement Manager

The Engagement Manager manages the overall Project and is responsible for working directly with Customer’s Project Manager. The Engagement Manager helps guide the Project as it relates to Workday Project management techniques, the use of Workday tools and templates, interaction with the Workday operations team, and leveraging the Workday implementation methodology. The Engagement Manager staffs the Project with resources responsible for the activities and directs these activities based on the Project Plan. The Engagement Manager is responsible for resolving Project-related issues that may be outside the direct control of the Project team (e.g., coordinating the resolution of issues with the Workday development team). The Engagement Manager provides overall Project status to key members of Workday’s Technical Services management team and Customer through the participation on weekly Project status meetings. Serves on the Steering Committee.

2.2 Consultant(s)

The Workday Extend consultant roles are assigned to the Project based on Customer’s specific scope and Project complexity. This role completes hands-on Workday Extend technical Project activities and provides guidance to Customer. Throughout the Project, the Workday Extend consultants lead design sessions to assist Customer in understanding and utilization of the features and functions of the Workday Extend Application included in this SOW. The consultants work directly with Customer’s team to complete the Workday Extend Application design and will build the Workday Extend Application components such as VPS screens, custom business objects, and custom business processes. Workday consultants may also gather functional requirements and reporting requirements. The consultants also provide guidance during Customer’s testing activities as stipulated in the Statement of Work. Workday consultants with assistance from Engagement Manager manage escalations of deployment and product issues, interfacing with Workday Product Management and Development.

3. Customer Roles. Customer will assume responsibility for the following roles and obligations:

3.1 Executive Sponsor/Steering Committee

The Executive Sponsor/Steering Committee is responsible for championing the Project, ensuring that the appropriate Customer resources are available for the Project, working with the Project Manager to resolve escalated issues in a timely manner, and sign off on key deliverables throughout the Project. The Executive Sponsor must be an active and visible resource on the Project and is expected to participate in regularly scheduled Steering Committee meetings to ensure the Project is meeting the goals/objectives and timeframes outlined in the beginning of the Project.

3.2 Project Manager(s)

STATEMENT OF WORK

The Project Manager(s) is responsible for managing the Project to completion. The Project Manager performs a variety of tasks including (a) co-developing, managing and maintaining the Project Plan, (b) managing the issue and key decision log, (c) setting deadlines and evaluating milestones, (d) assigning responsibilities, and (e) delivering status reports to upper management on a regular basis. The Project Manager also escalates issues that may impact the go-live date to the Steering Committee. Serves on the Steering Committee.

3.3 Change Manager(s)

The Change Manager is responsible for facilitating change and end user adoption of the new system within Customer's user community through communication and training. The Change Manager is responsible for enterprise-wide communication of the Project, developing training strategies and plans, and ensuring that Customer's users are ready and willing to adopt the Workday Extend Application(s) upon deployment.

3.4 Business Analysts

Business analysts are responsible for identifying data to be converted, cleansing data, validating the data conversion, testing the business processes and configuration in Workday related to the Workday Extend Application, and developing Customer-specific training and documentation for the Workday Extend Application. They are also responsible for providing functional knowledge and expertise on Customer requirements such as business processes, data mapping, organizations, and system configurations. They also escalate to the Project Manager issues that may impact the go-live date.

3.5 Technical Analysts

Technical Analysts are responsible for providing technical knowledge and expertise related to the Workday Extend Application being considered for implementation and any integration, data conversion, and reporting requirements. Technical Analysts will be responsible for building the Workday Extend Application with guidance from Workday consultants. Technical Analysts will also develop any Custom Integrations and custom reports required as part of the Workday Extend Application deployment. Technical Analysts is responsible for design, build, and deployment of any non-Workday technology components required for the Workday Extend Application. Technical Analysts will extract the data from Customer's current systems, test the Workday Extend Application, and ensure Customer's environment can support the integrations to same.

3.6 Workday Administrator(s)

Workday Administrators are the people responsible for the Service when it is in Production, providing "Tier 1" support to Customer organization and serving as the point-of-contact for the Workday Production Support team. Workday Extend consultants will closely work with these Workday Administrators to define any security and business process configuration changes to the Service as required for the operation of the Workday Extend Application. The Workday Administrator role is typically distributed across two distinct responsibilities:

- (a) **Security Administrator** – The Workday Security Administrator is a role which is responsible for the security configuration for the entire system. The team members filling the role will complete Workday training to learn the overall security capabilities and functionality of the Service. These team members are responsible for managing the creation, maintenance, and editing of on-going system roles utilized by Customer. The Security Administrator will also be responsible for determining what roles employees will be granted in the Service, performing periodic audits to ensure users are regularly reviewed, and providing guidance on system security capabilities.
- (b) **Business Process Administrator** – The Workday Business Process Administrator is responsible for creating, maintaining, and managing Customer's business processes as defined in the Service. The business process steps, roles assigned, and organizations assigned to each process are monitored and maintained by team members filling this role. The Business Process Administrator will also serve as a "super user" and can assist other Customer users of the Service in resolving issues involving the business process steps.

STATEMENT OF WORK

- (c) **Workday Extend Technical Lead** - The Workday Extend Technical Lead is responsible for Workday Extend Applications, related components and configurations deployed. They are responsible for support, operations, and maintenance of all Workday Extend Applications. This role also governs Customer’s rules applicable to all security, access, and all policies related to all Workday Extend Applications.

4. Activities.

The Workday Deployment Methodology consists of the following four stages: Plan, Architect & Configure, Test, and Deploy (each, a “**Stage**”). The Technical Services and Deliverables within each Stage of the methodology are explained below. The Project scope has been defined through several discussions with Customer and is detailed in the Workday Project Scope section also included below. Deliverables and the respective responsible parties are listed for each Stage. Based on a projected Project Start Date of approximately 4-6 weeks after SOW is signed, the estimated duration and estimated completion dates of each Project Stage is listed below, pending timely execution of the SOW and availability of resources and training:

Stage	Plan	Architect & Configure	Test	Deploy	Post-Production Support
Estimated Duration from Project Start Date*	5 weeks	12 weeks	4 weeks	2 weeks	2 weeks

*Subject to Production availability of the Workday Extend components required by Customer.

“**Responsible Party**” means the party primarily responsible for providing or delivering the deliverable, including coordinating with and obtaining contributions from the Secondary Responsible Party.

“**Secondary Responsible Party**” means the party responsible for providing contributions and/or assistance as may be required to enable Responsible Party to complete the deliverable (e.g., input, information, time, information, expertise, data), but is not primarily responsible for delivering the deliverable.

BUILD & DELIVER

Stage	Activities	Output	Responsible Party	Secondary Responsible Party
Plan	Project Kick-off Call	Kick-off meeting agenda and presentation	Workday Engagement Manager	Customer, Workday Consultant
Architect & Configure	Design Workshops	Design Document	Workday Consultant	Customer
	Workday Extend Application Build	Workday Extend Application	Workday Consultant	Customer
Test	User Acceptance Testing (UAT)	Completed testing by a select group of Customer end users	Customer	
Deploy	Go-live	Deployment of Workday Extend Application to Production	Workday Consultant	Workday Engagement Manager, Customer
	Knowledge Transfer	Updated and completed Design Document	Workday Consultant	Customer
	Post-Production Support	Commencement of Workday Post-Production Support, which begins once the Workday Extend Application	Workday Consultant	

STATEMENT OF WORK

Stage	Activities	Output	Responsible Party	Secondary Responsible Party
		has been moved into Production.		

4.1 Plan Stage.

The objectives of the Plan Stage are to further define the overall Project scope and to develop the procedures and mechanisms required to plan and control the Project. This Stage formally documents the detailed Project scope to facilitate its execution through the Project Plan. The Plan Stage also defines the team members, roles, and responsibilities, and the parties will use the Workday project communication approach throughout the Project. This Stage concludes with a kickoff meeting for the Project team. The Plan Stage also defines the team members, roles and responsibilities, and the communication plan that will be used throughout the Project. Customer will identify requirements for the Workday Extend Application in the Plan Stage.

Plan Stage Assumptions

- (a) Customer will provide detailed business and technical requirements for the use case it is considering implementing using the Workday Extend Application. Customer will have knowledge of or provide documentation that reflects existing business processes and/or the proposed Workday Extend Application.

4.2 Architect & Configure Stage.

The Architect & Configure Stage of a Workday deployment enables Customer and Workday Project team members to come to a common understanding of architecture and design requirements, data model, and business process definitions for the Workday Extend Application. Workday consultant(s) will work with Customer to understand application and business processes requirements. Any requirement to use non-Workday technology components and tools also will be finalized during this Stage. Customer and Workday Project team will also identify any changes to functional configurations, Custom Integrations, reports, and data conversion requirements during this Stage. It is during this Stage that detailed design document will be created to drive the business decisions necessary to build and implement the Workday Extend Application. Such design documents will identify which party will lead the build effort for each of the various activities and must be mutually agreed upon in writing by the parties before moving to the next Stage (the “**Workday Extend Design Document**”). Any changes to the Workday Extend Design Document after this Stage must be mutually agreed upon in writing by both parties.

Also in this Stage, the build and configuration of the Workday Extend Application based on the detailed design will be completed. Build and configuration of any non-Workday technology or components required by the Workday Extend Application also must be completed by Customer during this Stage. Any Custom Integrations and custom reports required for the Workday Extend Application will be completed during this Stage. Any data conversion requirements are finalized. The Deployment Team and Customer then meet to discuss the build review results to confirm all parties understand the contents, architecture patterns, and runtime of a Workday Extend Application.

Architect & Configure Stage Assumptions

- (a) Workday and Customer Project teams will work together to prioritize user interface screens and elements, custom business process, data model, reports, and any Custom Integrations to be included in the design and will mutually agree upon the full Project scope, with consideration given to Workday Extend capabilities and timeline.
- (b) Customer Project team will use the associated design sessions to validate and refine the Workday Extend Application use case and business processes associated with the Workday Extend Application, and to obtain acceptance of the Workday Extend Application design from Customer’s internal stakeholders and global business process owners.

STATEMENT OF WORK

- (c) Workday will document and deliver a detailed design specification for the Workday Extend Application (the “**Workday Extend Design Specification**”) with inputs from Project team. Customer’s Project team will provide detailed inputs and assistance required to complete the Workday Extend Design Specification. If the Workday Extend Application requires the incorporation or use of any non-Workday technology or components, only high level dependencies for such items will be documented in the Workday Extend Design Specification. Customer will be responsible for detailed design of any non-Workday technology and components used in or by the Workday Extend Application.
- (d) Workday Project team will prototype and build the Workday Extend Application using various Workday Extend components.
- (e) If the Workday Extend Application uses any non-Workday technology or components, Customer resources will be completely responsible for prototyping, building, and integrating those items into the Workday Extend Application. Customer will be responsible for obtaining all rights to use such non-Workday technology or components. Workday will provide only advisory support on how Workday Extend components can interact with non-Workday components.
- (f) The Workday Project team will advise and assist in debugging and troubleshooting activities.
- (g) Customer and Workday will document all outstanding items from the build.

4.3 Test Stage.

The Test Stage will focus on testing the Workday Extend Application and data conversion in support of Customer’s business requirements and as described in the final version of the Workday Extend Design Document.

4.4 Deploy Stage.

Once the Test Stage results have been reviewed and accepted, Customer is ready to move to the Deploy Stage. This Stage includes the steps necessary to move the Workday Extend Application into Production with the implemented features and functions described in this Appendix 3 and described in more detail in the final version of the Workday Extend Design Document. This Stage includes the completion of final training for Customer’s end users, the final data load into the Service is validated, and the Go-Live Checklist is completed to confirm that Customer is ready for deployment. Workday Extend Design Document will also be delivered as part of knowledge transfer activities described in the Project Scope at deployment.

5. Deployment Stage Assumptions

- (a) Workday will migrate and deploy the Workday Extend Application components to Customer’s sandbox and Production Tenants.
- (b) Customer is responsible for migrating and deploying any non-Workday technology or components to appropriate test and Production environments in timely manner.

6. General Project Assumptions for Workday Extend SOWs

- (a) Customer and Workday will assign a Project Manager to manage such respective party’s roles and responsibilities for the Project, and a representative to a “Steering Committee” comprised of team members from the respective parties as noted in the Workday Roles and Customer Roles section (or their respective designees).
- (b) Issues that cannot resolved by the Project teams in a timely manner will be escalated to the Customer Project Manager and Workday Engagement Manager then, if not resolved, to the Steering Committee.
- (c) Customer is responsible for granting Tenant or Instance access to all Project members as reasonably required to perform the Technical Services.
- (d) Workday will perform all Technical Services remotely except for specific activities where travel is mutually agreed to in writing by Customer and Reseller. Customer will provide adequate workspace and network connections when Technical Services are performed at an onsite location.
- (e) Workday will perform Technical Services during common business hours in the location where such services are performed, excluding holidays as observed by Customer and Workday.
- (f) Customer will timely provide knowledgeable and appropriate resources to actively participate in all required Project activities. Customer understands that certain Project meetings and activities may occur in US-based

STATEMENT OF WORK

time zones.

- (g) Customer is responsible for the timely coordination of internal resources and external vendors necessary to timely perform all required activities in this SOW. Customer is responsible for timely obtaining and maintaining all licenses and other agreements with its third party service providers and other suppliers required for Workday to perform the Technical Services.
- (h) Change management, internal communications, testing, and training are outside the scope of this SOW, except to the extent expressly provided herein.
- (i) Customer will ensure that its resources timely complete all Workday-required training for their respective roles prior to the commencement of the appropriate stage. This SOW does not include any Workday-required training courses, which Customer may purchase from Reseller by separate agreement.
- (j) The pricing and schedule set forth in this SOW are based on using Workday-provided systems, tools, and devices. Any use of Customer-provided systems, tools, or devices must be pre-approved in writing by Workday, in its sole discretion, and are subject to a Change Order and TSA amendment.
- (k) Delays caused by incorrect or incomplete Customer-provided information and Customer's failure to timely meet obligations may result in schedule delays and/or other impacts to the Project scope and fees.
- (l) Customer's delay or failure to meet its obligations may result in a pause in performance until the parties have reached mutual agreement.
- (m) All Technical Services, Deliverables, agreements, communications, and documentation will be written, executed, and/or delivered (as the case may be) in the English language. Any translation into any other language will be at the discretion and cost of Customer.
- (n) Customer chooses how the Service is configured to meet its business and legal needs, and Customer understands that it is responsible for determining if its chosen configuration and use of the Service complies with Law. The foregoing does not modify or limit Workday's obligations set forth in the UDPE or other data processing agreement between the parties.
- (o) To the extent applicable, Customer is responsible for the development of the test strategy and user test scenarios for the Deliverables. Workday will provide standard test scenarios to be used as a foundation; however, Customer will create detailed test scenarios and cases based on its user requirements and system configuration.
- (p) Customer is responsible for completing hands-on testing activities and validations.
- (q) Customer is responsible for providing a deployment tenant unless a deployment tenant is included per the Workday Deployment Tenant Policy and Pricing, currently set forth in Workday Community.
- (r) Security configuration compliance is the responsibility of the Customer and should be thoroughly tested including persona-based visibility and confirming user access.
- (s) Customer is accountable for any impact configuration changes related to security modifications may produce.
- (t) Customer will provide adequate workspace and network connections when Workday performs Technical Services at Customer's site.
- (u) For any scheduled onsite session, Customer will provide documented requirements at least two (2) weeks prior to the onsite visit.
- (v) Customer will actively participate in all design sessions required for Workday to obtain any functional and technical design requirements and technical design specifications necessary to assist design and build the Workday Extend Application.
- (w) Customer's IT organization is responsible for workstation compliance to Workday's minimum technical requirements, as provided by Workday.
- (x) The Project's proposed start date is 4-6 weeks after Statement of Work is signed and the estimated duration is around 25 weeks including two (2) weeks part-time Post-Production Support. The duration of the Project is dependent upon the complexity of Customer's Workday Extend Application requirements and could be longer or shorter. If the Project start date is delayed by Customer for any reason, Customer understands that Workday's ability to staff the engagement and meet the target go-live date could be at risk. Workday will work closely with Customer to identify the impacts of any delays and will discuss available options and additional costs before coming to a written agreement on the next steps.

STATEMENT OF WORK**7. Workday Extend-Specific Project Assumptions**

- (a) Customer will provide an implementation tenant available during the deployment project to facilitate code promotion and migration from Development to Production.
- (b) Customer acknowledges that a Tenant refresh may cause Customer to lose work created under this SOW. When requested by Customer, Tenant refreshes are performed automatically so that Workday will not seek any separate confirmation before executing the refresh. Therefore, Customer will not request Tenant refreshes without the written approval of the Workday consultants assigned to this Project. Workday is not responsible for any work lost due to a Tenant refresh.
- (c) Workday will migrate the Workday Extend Application components from the implementation Tenant to Customer's Production Tenant when such components are ready to migrate to Production.
- (d) Customer is responsible for design, build, test, and deployment of any integrations and reports required as part of the Workday Extend Application that are not expressly identified in the Project scope.
- (e) If any new functional or business process configurations are required or any changes to existing functional or business process configurations are required as part of the Workday Extend Application, Customer is responsible for those changes. If Customer needs assistance on functional or business process changes from Workday, that will require a Change Order executed by Customer at agreed-upon rates to bring Workday functional consultants.
- (f) Customer is responsible for design, build, test, and deployment of any non-Workday technology and components used in the Workday Extend Application.
- (g) The Workday Extend Developer site, which contains documentation and tutorials on Cloud Platform services and related developer tools, is only in English at this time.
- (h) Support for Workday Extend is also only offered in the English language at this time.
- (i) Workday Extend is not designed for use with PCI or PHI data and all such data is out of scope. Customer will first identify and redact all PCI or PHI data to Workday or the Workday Extend Application.
- (j) Customer is solely responsible for maintaining and supporting the Workday Extend Application upon completion of this Project.
- (k) Filterable grids are limited to non-editable grids.
- (l) No Data Migration included in scope; Workday will provide standard data loading templates for loading data Extend Model objects, the Customer will be responsible for extraction, mapping/translation, cleansing, verification of data and loading to Extend Objects.
- (m) Customer is responsible for ensuring Extend is enabled in the targeted tenants, configuration of all relevant security domains, and assigning roles for developers in the Extend Developer Site. The project timeline will be commensurate with the requested features and functionality required to fulfill the expressed business requirements.
- (n) An administrative user story may contain up to 3 pages, a single data model, and be accessed by a single persona / security group. Changes to this may result in additional level of effort outside of the scope of this statement of work.
- (o) Setup data will be stored in either an application business object or appropriate custom object. Additional data models to support more advanced setup configurations is outside the scope of this statement of work.
- (p) Workday does not expose an SMTP server for customer use. The notification framework will be used to deliver emails, and the customer is responsible for any required tenant configuration. If an external SMTP server is to be leveraged, additional integration effort will need to be scoped.
- (q) Where possible, Workday core functional data will be leveraged to maximize the use of the entire Workday platform through shared data objects, security domains and relevance APIs. If instances arise where the core platform does not accommodate a needed element/component, a new data model/element may be developed through Workday Extend to accomplish the project's goals. Where needed, Workday services will utilize a presentation element usually in the form of a header-detail or parent-child format, where there can be one or many detail records related to a header or parent. As appropriate, access to relevant data may be secured by security role and/or security domain. Defined data elements will be populated with relevant setup data prior to go-live. The app's data will be retained within the Extend platform and/or Workday core platform for the specified period of time required for perpetual and successful app functionality. There is no defined need to purge app data for any reason.

STATEMENT OF WORK

- (r) The Extend business processes in scope for this application allow for up to five (5) condition rules and six (6) approval steps.
- (s) Customer is responsible for providing the necessary end points and authentication information for any external / third party systems that the Workday Extend application will be interacting with.
- (t) Authentication and communication methods must be supported by the Workday Extend framework and any derivations may require additional effort.
- (u) Up to 1 custom BIRT report is in scope.
- (v) Payroll integration is not in scope.
- (w) Other design assumptions
 - (i) calcDynamic NOE Header: Capture Type (Original, Revised, Cancellation), Employee ID, and Assignment Dates
 - (ii) Multi-Step Approval Chain
 - (A) Financial Manager (for Funding validation).
 - (B) Department Chair
 - (C) Dean
 - (D) Vice President
 - (E) HR Staffing (Final Clearance)
 - (F) Payroll (For entry into the system of record)
- (x) Hiring Guide Enforcement
 - (i) If New Hire: Require Checklist, Intent to Hire, Reference Checks, and Transcripts.
 - (ii) If Transition (e.g., Adjunct to Lecturer): Bypass Reference Checks but require Credential Review

8. Project Risks. The fees and timeline for this Project are based on the preceding Project Stage Assumptions, General Project Assumptions and Workday Extend-Specific Project Assumptions. If any of these assumptions are not met, Workday may (a) promptly advise Customer in writing; (b) use reasonable efforts to mitigate delays and additional costs or fees; and (c) increase its fees to reflect the additional services rendered as a result of Customer's failure to meet the identified assumptions.

8.1 Project Risks. Workday has identified, as most significant, the following Project Risks for this deployment:

- (a) Change Management is critical to the success of any deployment. Customer must establish a change management leader early in the Project to ensure that the communication and education relating to the Workday Extend Application is provided.
- (b) Timely decision making is critical to the progress and ultimate success of the deployment. When a decision cannot be made through consensus, the Project management team will escalate the decision through the appropriate channels to have a resolution, including through the Steering Committee. If key decisions cannot be made in a timely manner, the deployment timeline and/or resources may be impacted.
- (c) Many Project delays can be attributed to challenges in cleaning and converting Technical Services Data. Customer must prioritize this Project activity as soon as is reasonably possible after Project commencement in order to reduce any impact to the Project timeline.

8.2 Workday Scope – Workday Extend

(a) Project Scope

- (i) Product/Functionality: The Workday Technical Services team will design and build the Workday Extend Application based on the available Workday Extend Application features and functionality. The configuration of each component listed below will be designed during the early stages of the Project. The listed Workday Extend Application components are representations of areas of the Workday Extend Application to be designed and configured. The final list will be determined during the Plan and Design Stages of the Project, with appropriate consideration given to Project timeline, resources, and budget. The final mutually agreed details will be documented in a Workday Extend Design Document and any changes must be mutually agreed to in writing. Workday will provide a

STATEMENT OF WORK

solution for the identified requirements using Workday technology, including Workday Extend or other Workday technology(ies), as appropriate. The below scope applies only to the Workday Extend use cases.

- (ii) Workday Extend – scope components and use cases (within the scope set forth in the Workday Extend Design Document):
 - (A) Visual Presentation Service based User Interface Screens
 - (B) Business Objects
 - (C) Custom Tasks
 - (D) Custom Reports
 - (E) Custom Security Domains
 - (F) Authentication and REST
 - (G) Knowledge Transfer Activities. Workday will provide knowledge transfer activities as it deems appropriate. These activities may include:
 - Workday Extend Application walk through
 - (H) Knowledge transfer activities do not include:
 - Formal training offered through Workday Education
 - Formal user guides or manuals

(iii) Workday Extend Application Uses Cases

Application Name	Application Feature Development in Scope Description
Notice of Employment (NOE)	<ul style="list-style-type: none"> • Ability to initiate a NOE form for new hires, rehires, or status transitions; enter assignment details such as Start Date (first class day) and End Date (last day of finals) as defined by college policy and creating job request. System to allow select the NOE type (Original, Revised, or Cancellation) to ensure correct processing. Ability to specify the Funding Source (Unrestricted, Restricted/Grant, or Split Funded) and enter the corresponding Organization Codes to ensure budget accuracy • Ability to screen candidates (manager screening and review) • Ability to provider multi step approvals (Dept chair, Dean, VP, Recruiter/Primary Recruiter, Financial/Cost Center Manager • Ability to validate if a candidate requires a new Background Check based on a gap of employment greater than seven (7) months and enter the Annual Salary, Pay Grade, and Step into the NOE after a successful credential review. • Ability for a Payroll Specialist to review Earn Code, Position Suffix, and Hours per Pay to send appropriate data to Payroll System, depending on FLAC compensation and NOE compensation so that they can process payments through the correct channel. • Ability to do administrative setup as per the hiring guides and definitions. • Ability to view the status (and details) of all approved, rejected, in progress, to be reviewed and submitted items

8.3 Project Scope Exclusions

- (a) This Project is solely focused on the implementation of the Workday Extend Application for mutually agreed upon Workday Extend Application(s). No other Workday functionality is in scope. Workday Extend is available for Production use only. As such, feature functionality may change and result in features being

STATEMENT OF WORK

delivered using the continuous deployment methodology.

- (b) Any services, activities, product features, functionality, or configurations not expressly listed in this Appendix are not in scope for this SOW. The parties agree that no additional Technical Services or Deliverables are implied under this SOW.

9. Subcontracting. In the course of performing the Technical Services and/or providing Deliverables hereunder, Workday, through PTG, is permitted to, in its discretion, draw on the resources of and subcontract to any of the subcontractors set forth on Workday's website (currently at <https://www.workday.com/en-us/legal/subprocessors.html>) as Subprocessors for Technical Services (each, a "**Subcontractor**"). In such instances, Customer agrees that Workday is permitted to provide information Workday receives in connection with this SOW to the applicable Subcontractor(s) for the purpose of the Technical Services and related administration. Reseller will be responsible for the acts and omissions of any Subcontractor to the same extent as if the acts or omissions were performed by Reseller.

10. Change Order Process During the Project in this SOW, new information may surface that necessitates a change in business requirements resulting in a change in Project scope and, therefore, changes in the estimated level of effort, Project timeline, or Service features. Upon Customer's or Workday's or Reseller's request, Reseller will describe such requested changes, and the associated fees for additional Technical Services to be provided, in a proposed Change Order. Each proposed Change Order will contain the requested change, the impact on the current engagement under this SOW, and the estimated resources and time to complete the Technical Services for the work described in the Change Order. Reseller will submit the Change Order to Customer for review and approval, then will circulate the mutually agreed Change Order for signature. Proposed Change Orders will remain valid for a period of fifteen (15) business days from the date of submission. If Customer does not approve the Change Order in writing within the fifteen (15) business days, and Reseller has not extended the period of validity in writing, the Change Order will automatically expire. Upon the parties' execution of a Change Order, Workday will begin performing the Technical Services described in the Change Order.

Update on FY 2026 – 2027 Budget Development

- Purpose** Mary Del Paz, Vice President for Finance and Administrative Services will provide an update on the College’s FY 2026 – 2027 Budget Development.
- As part of the budget planning process, the College is evaluating the revenue and expenditure budget considerations influencing the preparation of the FY 2026 – 2027 budget.
- Justification** The College’s annual budget cycle includes the budget planning process that consists of projecting revenues and expenditures based on historical trend and assumptions for the upcoming fiscal year. The revenue and expenditure budget development considerations serve as the basis for the upcoming fiscal year's assumptions and are a fundamental component of developing a proposed balanced budget. The proposed balanced budget is reviewed by staff, the President’s Cabinet, and the Finance, Audit, and Human Resources Committee before it is presented for approval by the Board of Trustees at the annual Budget Hearing.
- Enclosed Documents** Appendix A – PowerPoint
- Staff Resource** Mary Del Paz, Vice President for Finance and Administrative Services
- Recommendation** No action is required from the Committee. This item is presented for information and feedback to staff.

Update of FY 2026-2027 Budget Development

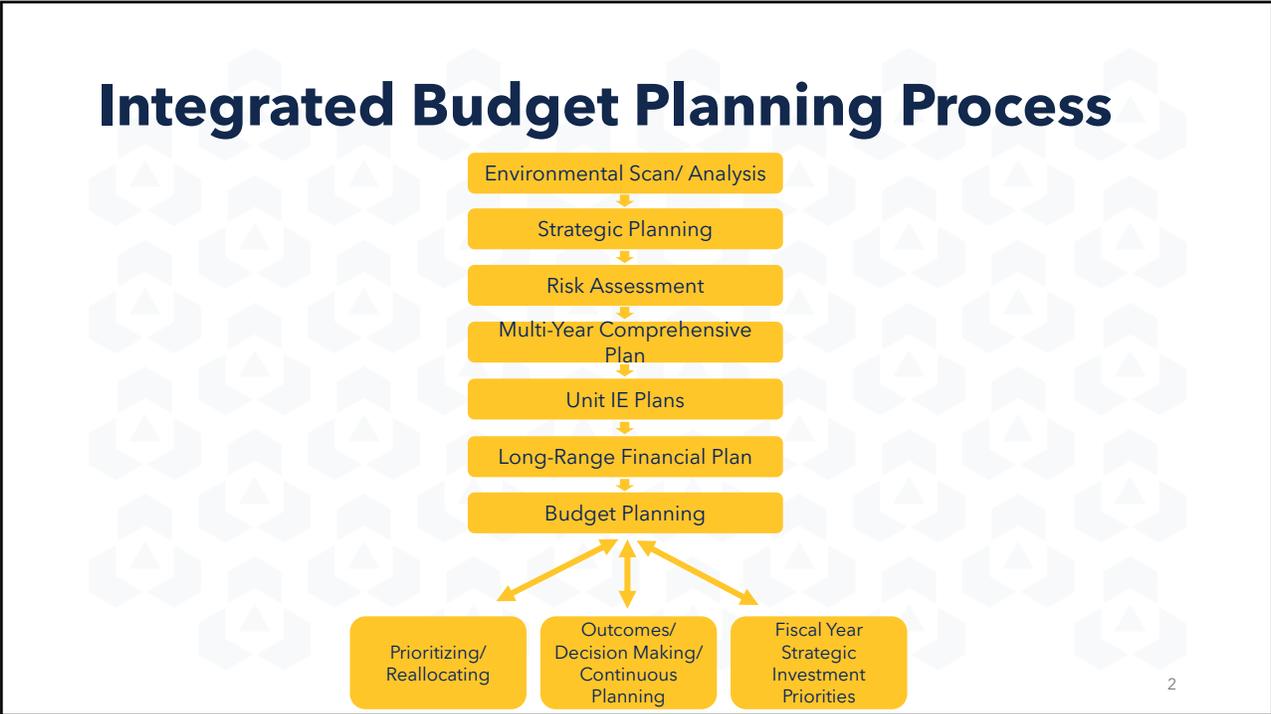
Mary Del Paz, MBA, CPA, CFE, CGMA
Vice President for Finance and Administrative Services
March 10, 2026



**SOUTH TEXAS
COLLEGE**

1

1



2

FY 2026-2027 Key Highlights

- State Appropriation Revenue
 - Flat Formula Funding
 - Projection pending from THECB
 - FAST Funding
- Tuition and Fee Revenue
 - Flat Traditional Student Enrollment
 - Per Governor Order - No tuition increases
 - Maintain Simplified Tuition Rates at FY 2024-2025 Level
- Property Tax Revenue
 - Net Taxable Assessed Valuation and Collections
 - Certified Values Determined in July
 - Increase in Personal Property Tax Exemption
- Declining Interest Revenue

3

3

FY 2026-2027 Key Highlights

- Salary and Benefits
 - TASB Compensation Maintenance Review
 - Annual Faculty and Staff Salary Increase, New Positions and Salary Adjustments/Position Reclassifications
 - Streamlined Salary Budget Process and Vacant Position Analysis
- Voluntary Early Retirement Program Funding
 - Carryover from Fund Balance
- Operating Expenditures
 - 5% Approximate Increase
- Technology Expenditures
 - 8% Approximate Increase
- Stricter Control on Budget Transfers
- Zero-Based Budgeting for Operating, Travel, and Technology

4

4

Budget Cycle Timeline

	September-December	January	February	March	April	May	June	July	August
Integrated Budget Planning Process	Environmental Scan/Analysis, Strategic Planning, Risk Assessment, Multi-Year Comprehensive Operation Plan, Departmental IE Plans, Long-Range Financial Plan, Budget Planning (Prioritize/Reallocate, Outcomes/Decision Making/Continuous Planning, Fiscal Year Strategic Investment Priorities)								
Budget Planning and Development	Revenue Projections		Revenue and Expenditure Projections						
		Instructions, Guidelines, and Alert Notice							
			Department Requests - Operating						
			Department Requests - Staffing						
Budget Development Review				Budget Development Presentation	Preliminary Review by Finance, Audit, and Human Resources Committee				
Preliminary Budget Review					Department and Cabinet Review				
					Preliminary Review by Finance, Audit, and Human Resources Committee				
Budget Approval						Construction Budget Approval		Budget Hearing and Budget Approval	
						Staffing Requests and TASB Approval	Staffing Plan and Pay Plan Approval		

5

5

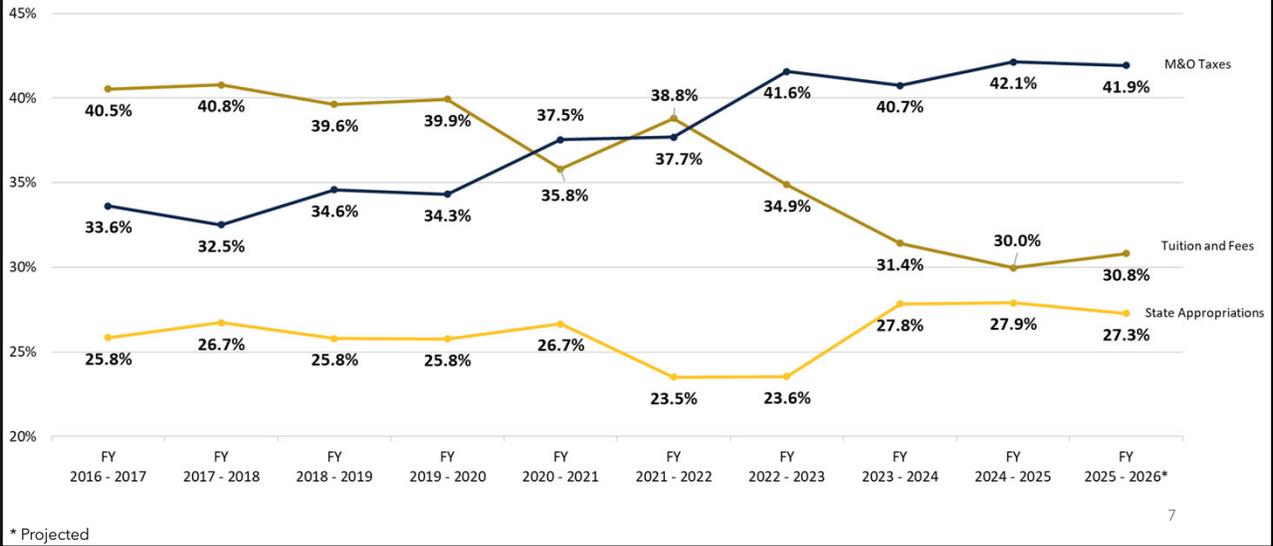
Three Primary Revenue Sources

- State Appropriations
- Tuition and Fees
- M&O Property Taxes

6

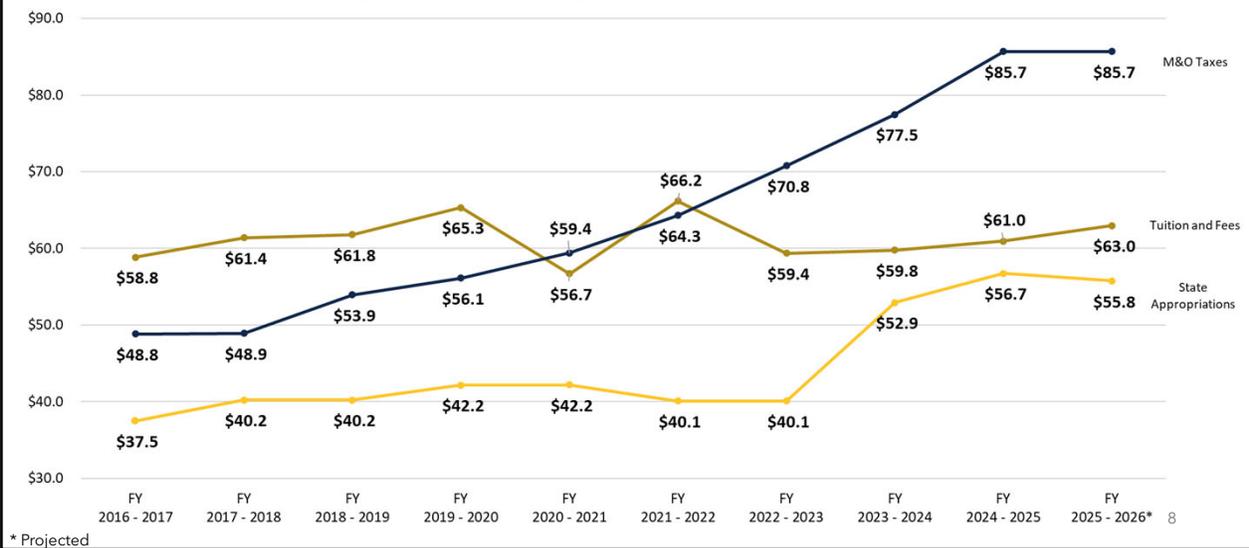
6

10-Year Trend for Three Primary Revenue Sources By Percentage



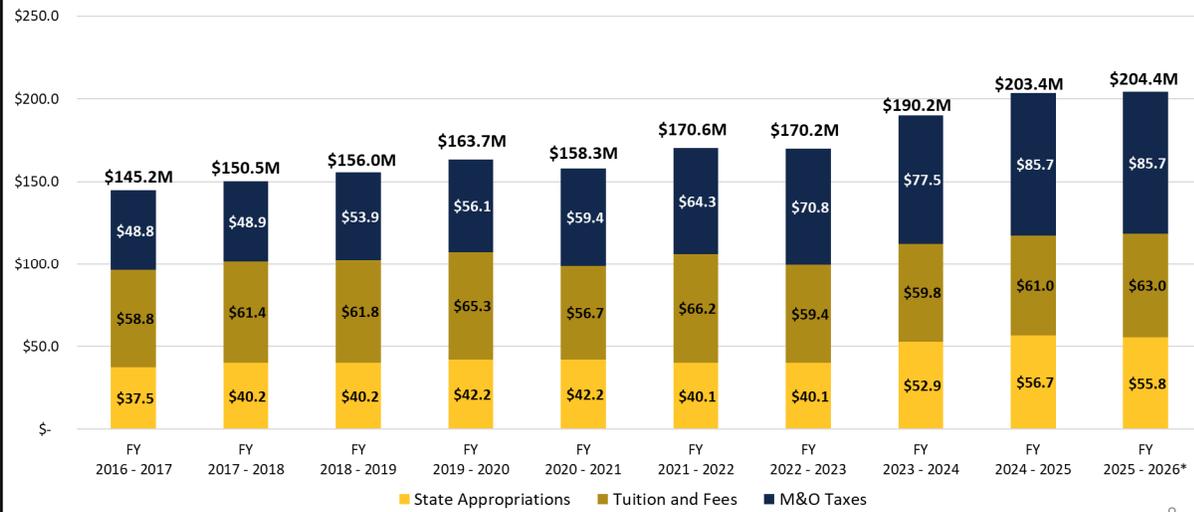
7

10-Year Trend for Three Primary Revenue Sources By Amount (\$ Millions)



8

10-Year Trend for Three Primary Revenue Sources Grand Total Amount (\$ Millions)



* Projected

9

9

10-Year Increase for Three Primary Revenue Sources (\$ Millions)

Revenue Source	FY 2016 - 2017	FY 2025 - 2026	Increase	Percent Increase
State Appropriations	\$37.5	\$55.8	\$18.3	48.80%
Tuition and Fees	58.8	63.0	4.2	7.14%
M&O Taxes	48.8	85.7	36.9	75.61%
Total	\$145.1	\$204.5	\$59.4	40.94%

10

10

State Appropriations

Performance Tier
Financial Aid for Swift Transfer (FAST)

11

11

State Appropriations Funding Model Background

Legacy Funding Model

- Success Points
- Core Operations
- Contact Hours

HB 8 Funding Model

- Performance Tier 95%
- Base Tier 5%

12

12

Changes to Community College Financing

PREVIOUS FUNDING MODEL

- 1 State funding for colleges was focused on inputs, including student contact hours (78% of previous formula)
- 2 Variation in local taxes and revenue made it difficult for some colleges to fund instruction and operational needs
- 3 Colleges received static allocations of state funding each fiscal year based on a predetermined formula

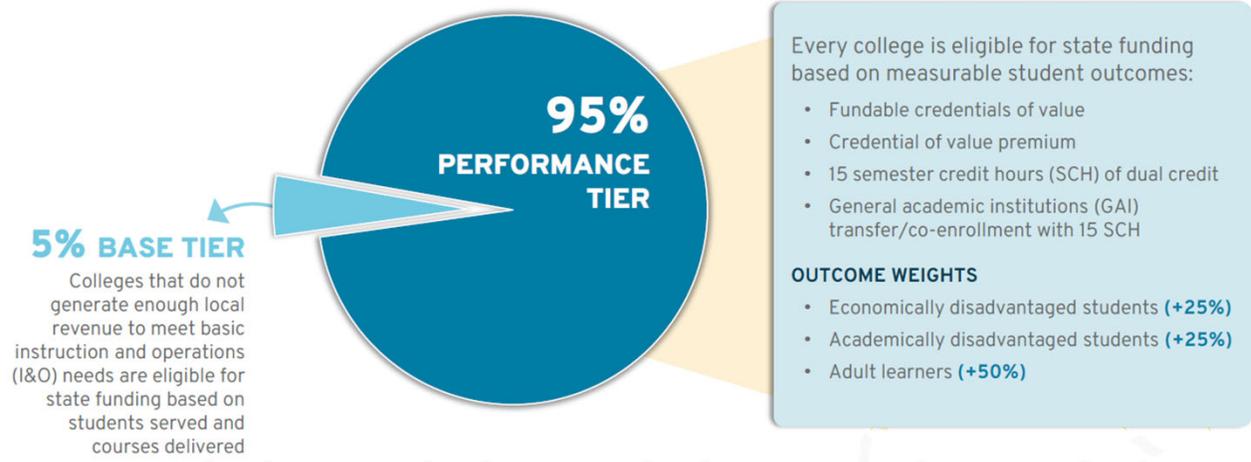
NEW FUNDING MODEL

- PERFORMANCE OUTCOMES** now determine the largest tranche of state funding allocated to colleges
- BASE TIER** funding ensures that all colleges have a baseline level of funding for instruction and operational needs
- Funding for colleges will be based on a **DYNAMIC MODEL** that accounts for changes against measurable outcomes

13

13

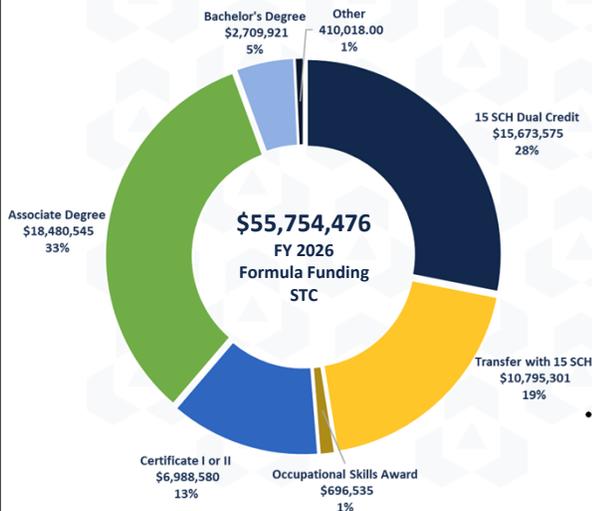
Community College Finance: Dynamic, Outcomes-Based Funding



14

14

Performance Funding Outcomes and Weights



- Outcomes:
 - 15 SCH Dual Credit
 - Transfer with 15 SCH
 - Co-enrollment with 15 SCH
 - Institutional Credential leading to Licensure or Certification
 - Occupational Skills Award
 - Continuing Education Certificate
 - Advanced Technical Certificate
 - Certificate Credential of Value Premium
 - Associate Degree
 - Associate Degree Credential of Value Premium
 - Bachelor's Degree
 - Bachelor's Degree Credential of Value Premium
 - Opportunity High School Diploma
- Outcome Weights:
 - Economically disadvantaged students (+25%)
 - Academically disadvantaged students (+25%)
 - Adult learners (+50%)

15

15

Financial Aid for Swift Transfer (FAST) Background

Through FAST, Foundation School Program (FSP) funding allows public institutions to **provide dual credit courses at no cost to economically disadvantaged high school students** (grades 9-12) and provides key benefits to students and institutions:



Increases access to college-level classes, FAST-tracking students to earn credentials of value



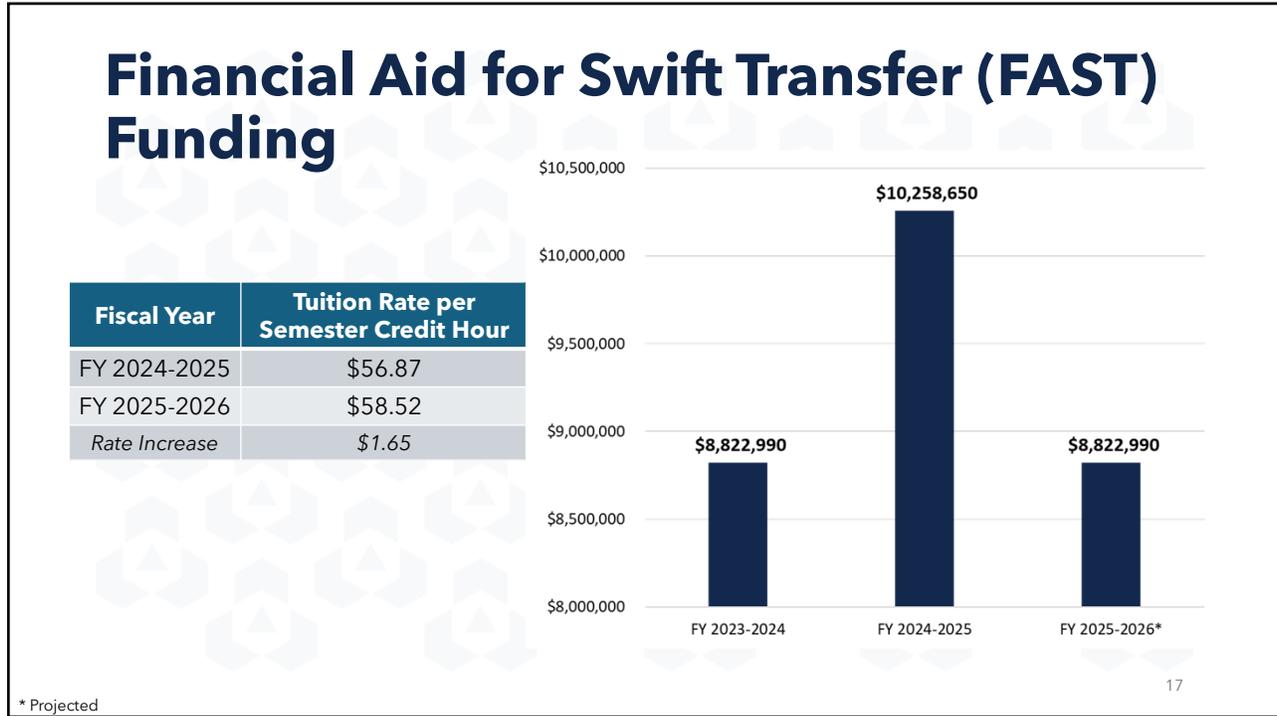
Enables participating institutions to receive funding equal to the state's adopted FAST tuition rate

WHO IS ELIGIBLE FOR FAST?

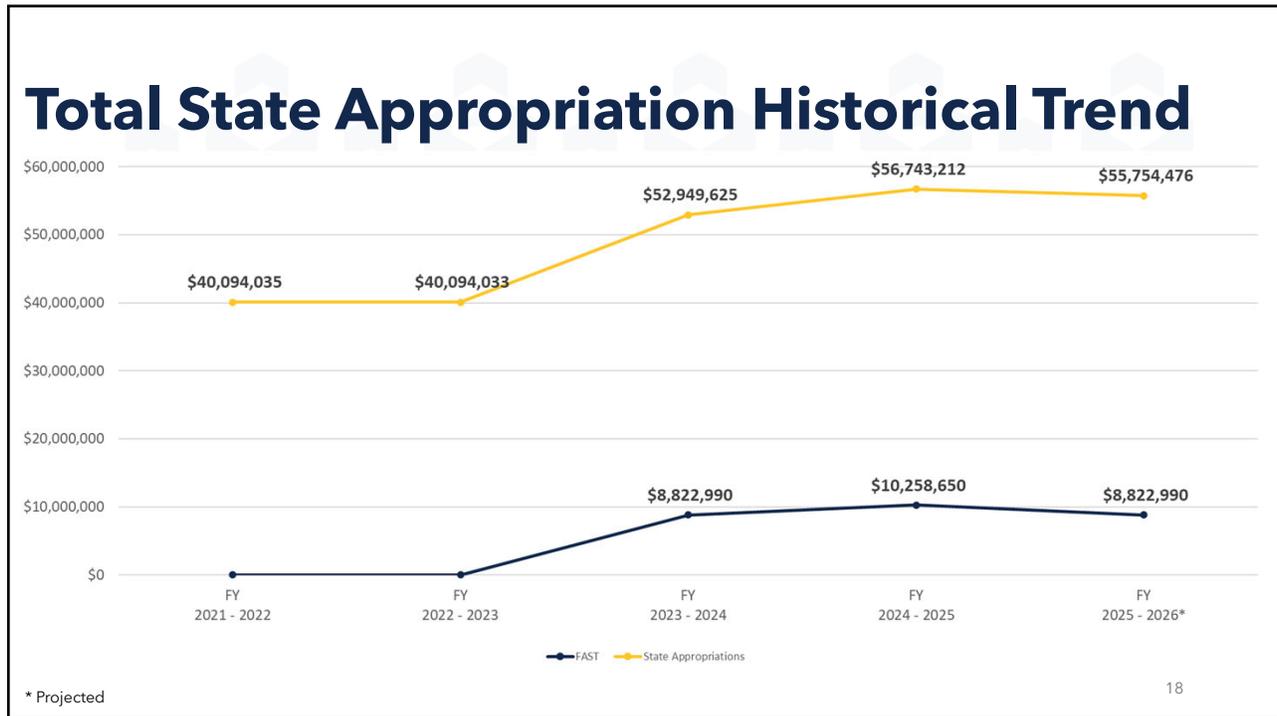
- ✓ Enrolled in an eligible dual credit course in a public school district or charter school
- ✓ Taking a course offered through an agreement from an institution that has opted to participate in FAST
- ✓ Qualified for free/reduced-price lunch in the current year or any of the 4 years before the academic year when they enroll in the dual credit course

16

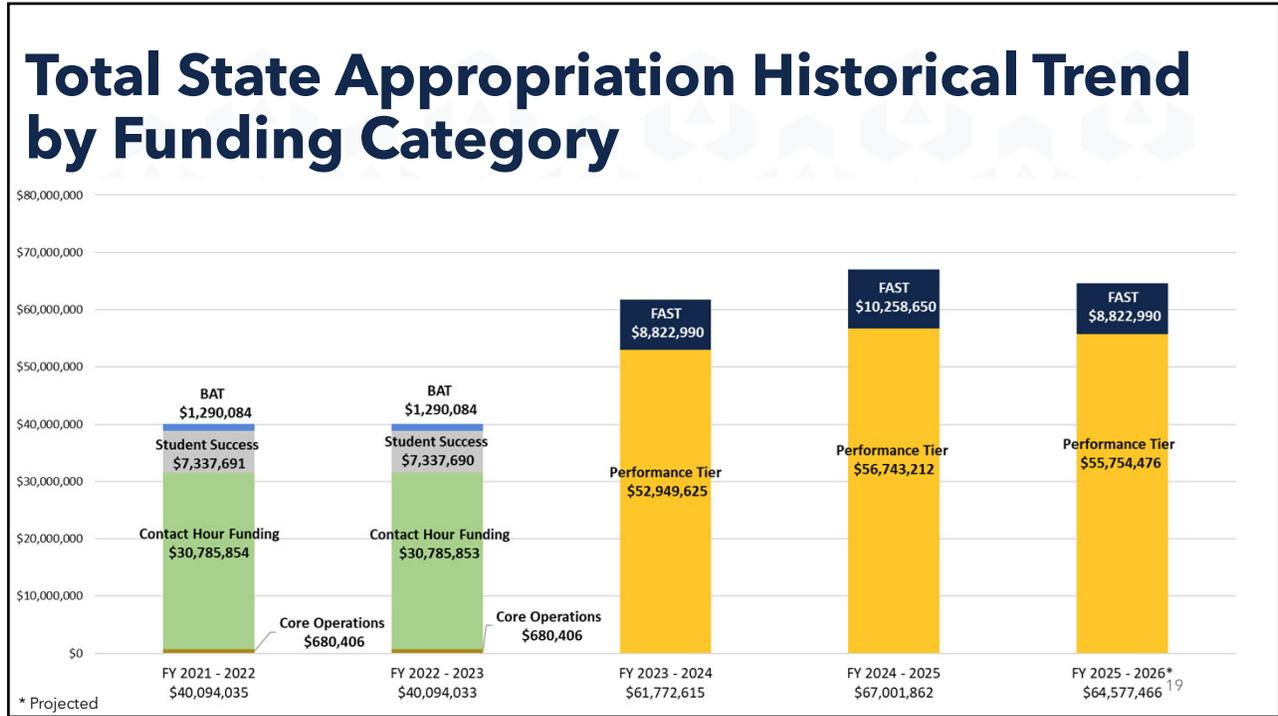
16



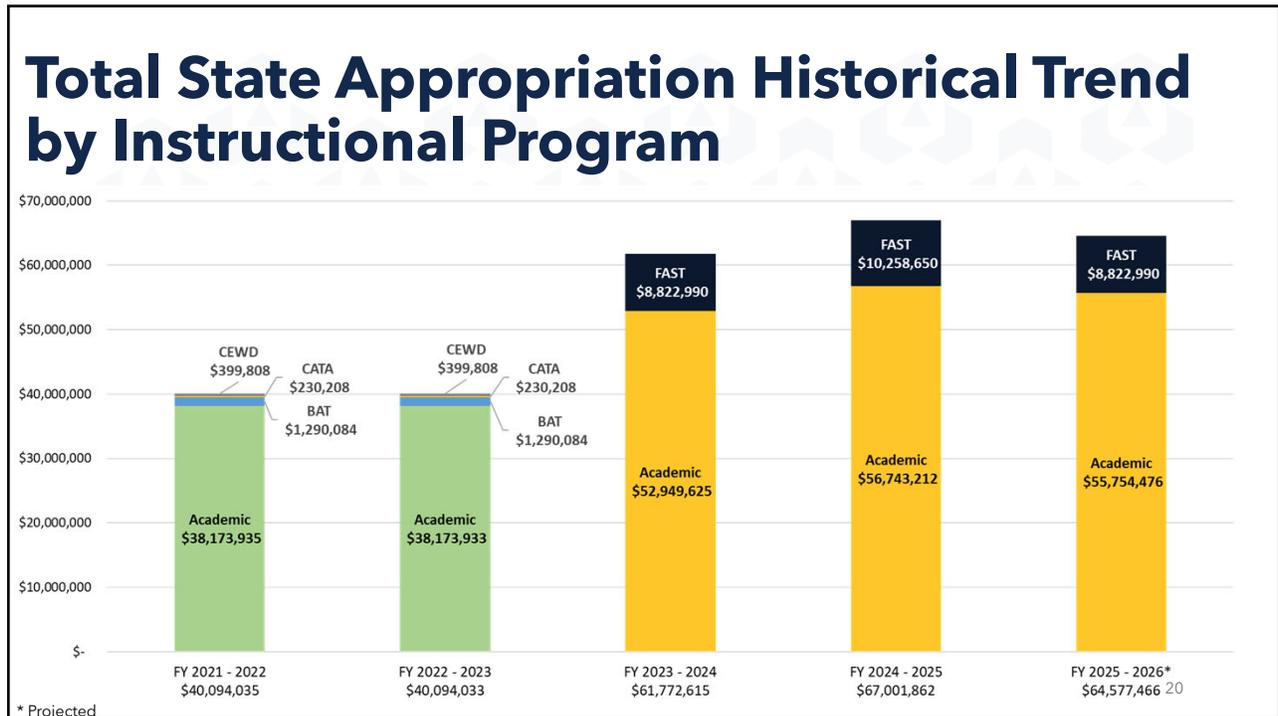
17



18



19

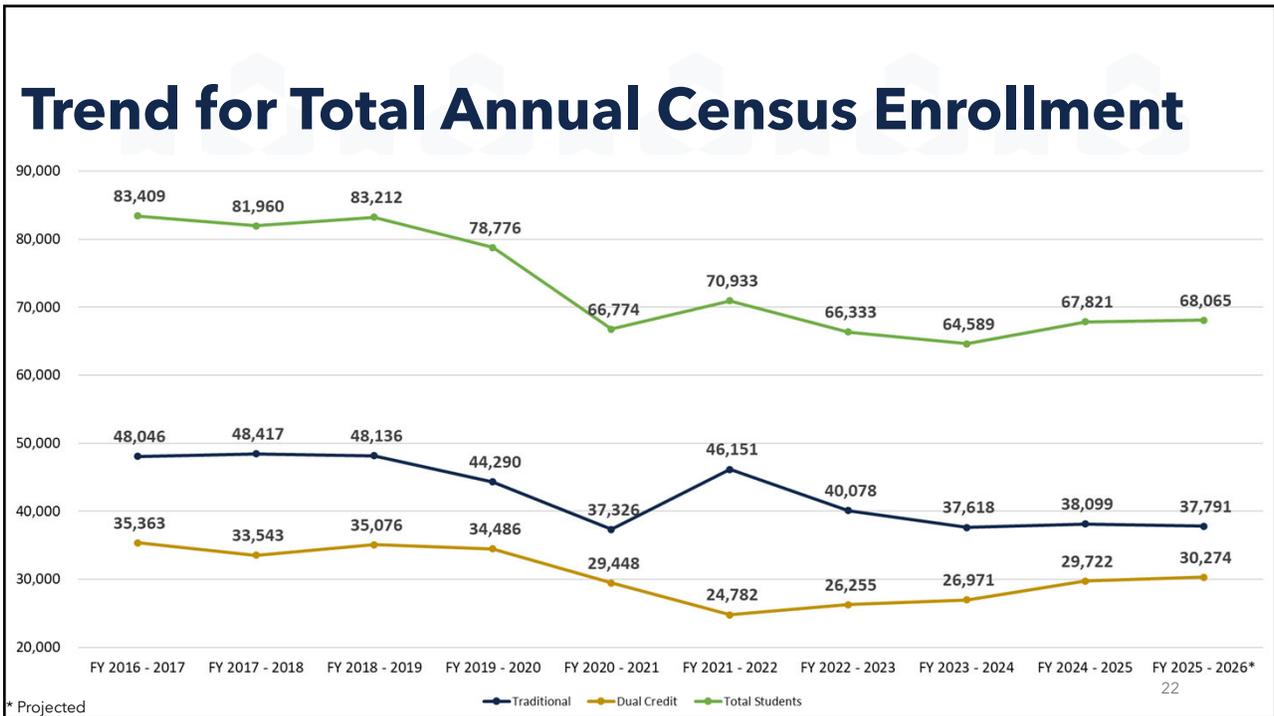


20

Tuition and Fees

21

21



22

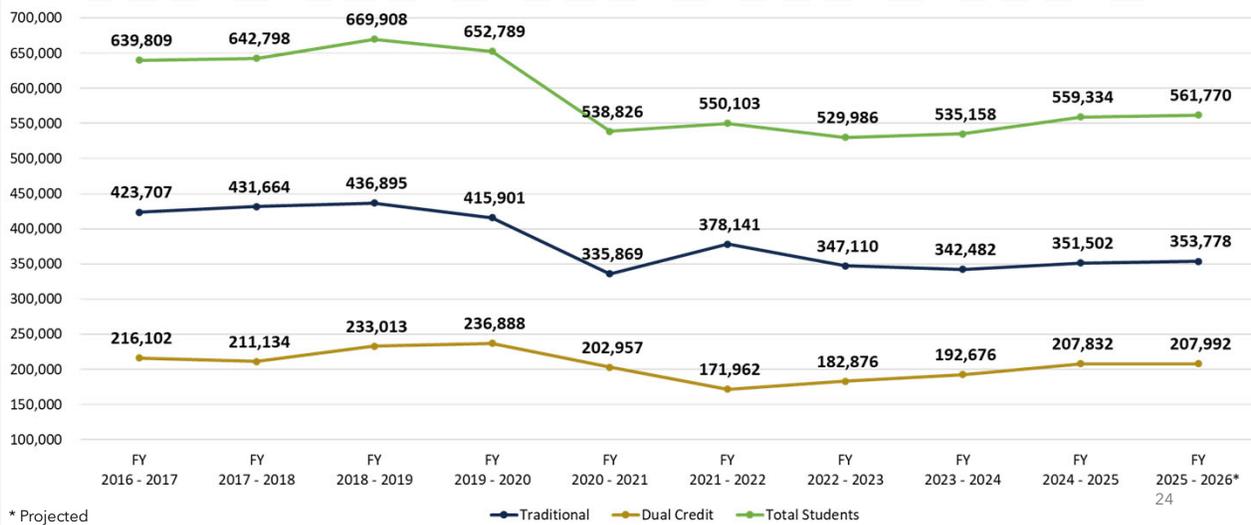
10-Year Enrollment Comparison

Enrollment	FY 2016 - 2017	FY 2025 - 2026	Decrease	Percent Increase
Traditional	48,046	37,791	(10,255)	-21.34%
Dual Credit	35,363	30,274	(5,089)	-14.39%
Total	83,409	68,065	(15,344)	-18.40%

23

23

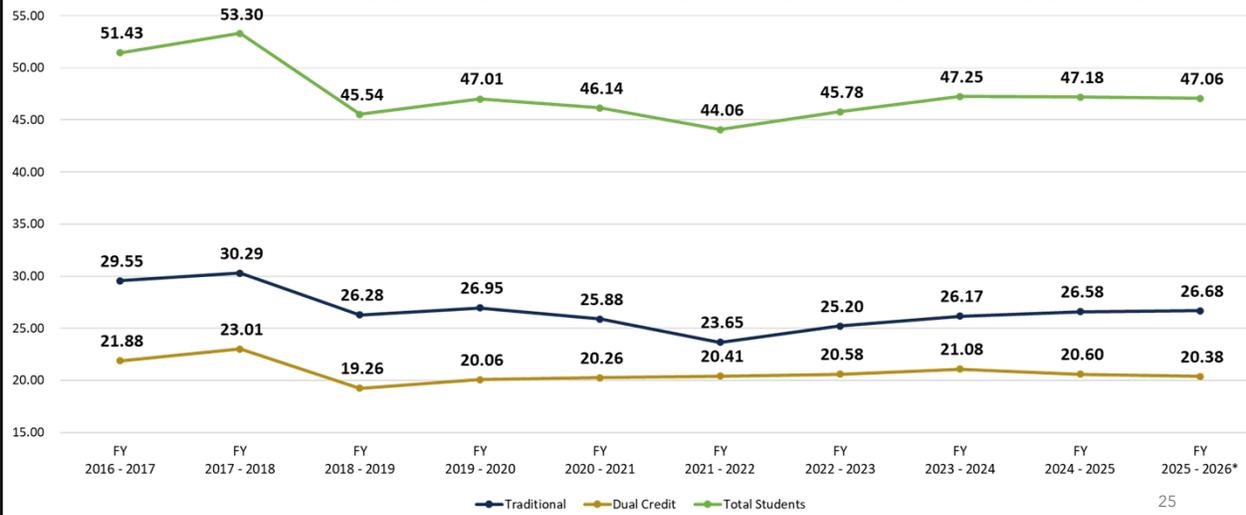
Trend for Total Annual Census Semester Credit Hours



24

24

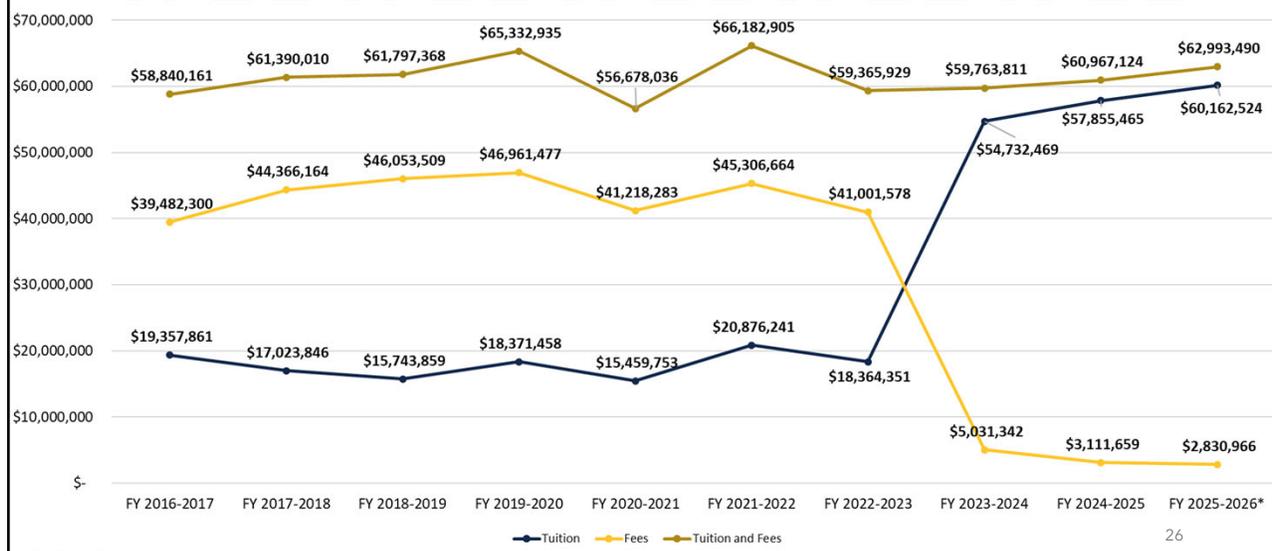
Trend for Total Annual Census Average Semester Credit Hours per Student



* Projected

25

Trend for Annual Tuition and Fee Revenue



* Projected

26

26

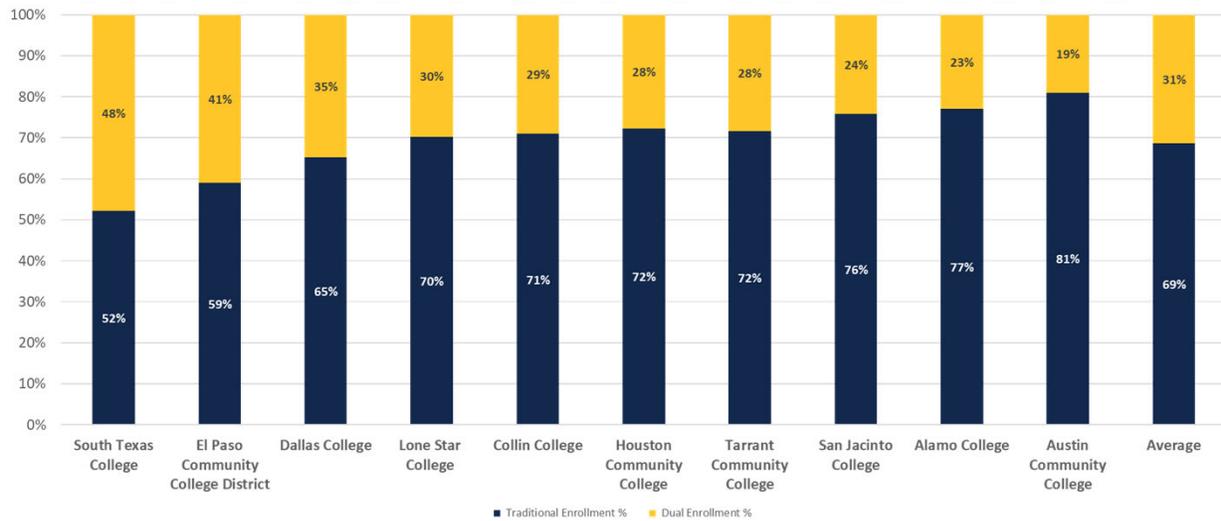
Student Enrollment Projection

Term	FY 2024 - 2025 Traditional Actual	FY 2025 – 2026 Traditional Actual/Projected*	Increase (Decrease) FY 2024-2025 to FY 2025-2026	FY 2026 – 2027 Traditional Projected	Increase (Decrease) FY 2025-2026 to FY 2026-2027
Fall	16,080	16,134	54	16,134	-
Spring	14,278	14,308	30	14,308	-
Summer	7,741	7,349*	(392)	7,349	-
Total	38,099	37,791	(308)	38,183	-

Term	FY 2024 - 2025 Dual Credit Actual	FY 2025 – 2026 Dual Credit Actual/Projected*	Increase (Decrease) FY 2024-2025 to FY 2025-2026	FY 2026 – 2027 Traditional Projected	Increase (Decrease) FY 2025-2026 to FY 2026-2027
Fall	11,564	11,511	(53)	11,511	-
Spring	13,376	13,826	450	13,826	-
Summer	4,782	4,937*	155	4,937	-
Total	29,722	30,274	552	30,119	-

27

Traditional Enrollment vs Dual Enrollment



28

Maintenance & Operation (M&O) Property Tax Revenue

29

29

Trend for Net Taxable Assessed Valuation

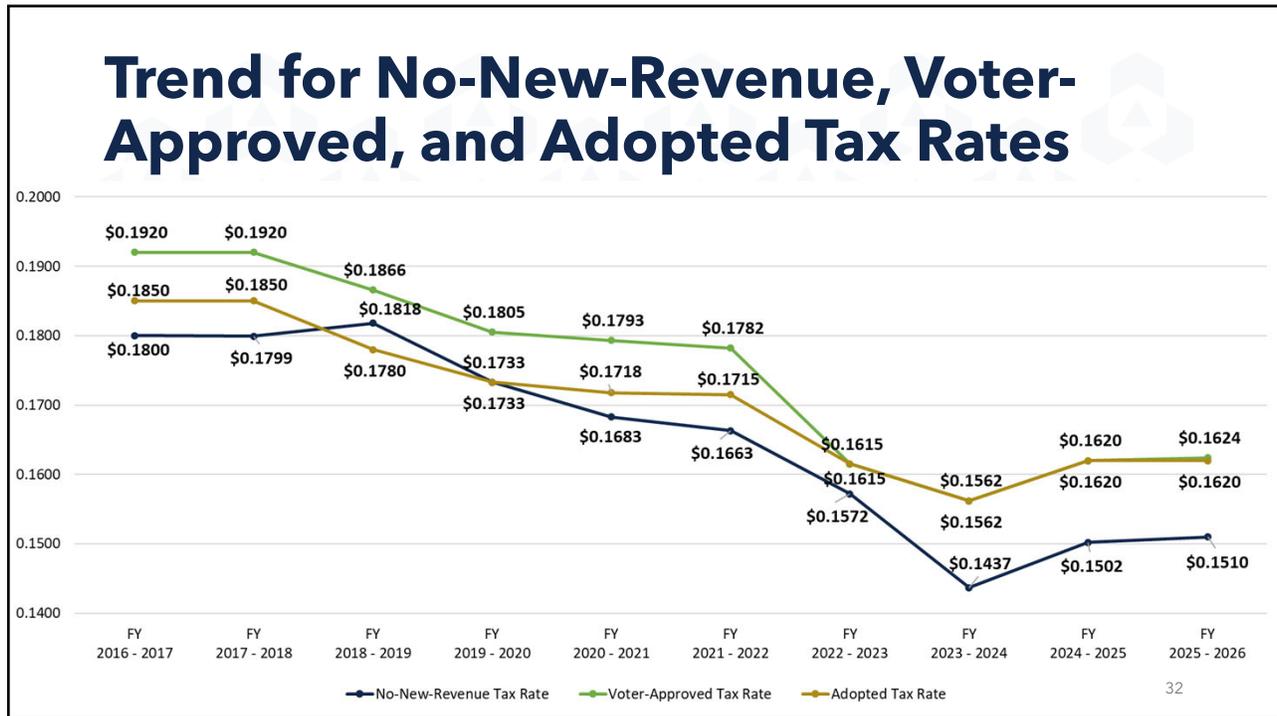
	Levy 2021 FY 2022	Levy 2022 FY 2023	Levy 2023 FY 2024	Levy 2024 FY 2025	Levy 2025 FY 2026
Net Taxable Assessed Valuation	\$40,365,917,264	\$45,366,099,230	\$51,986,922,595	\$55,263,688,263	\$61,413,050,916
Annual Change	\$2,629,696,410	\$5,000,181,966	\$6,620,823,365	\$3,276,765,668	\$6,149,362,653
Annual Change %	6.97%	12.39%	14.59%	6.30%	11.13%

30

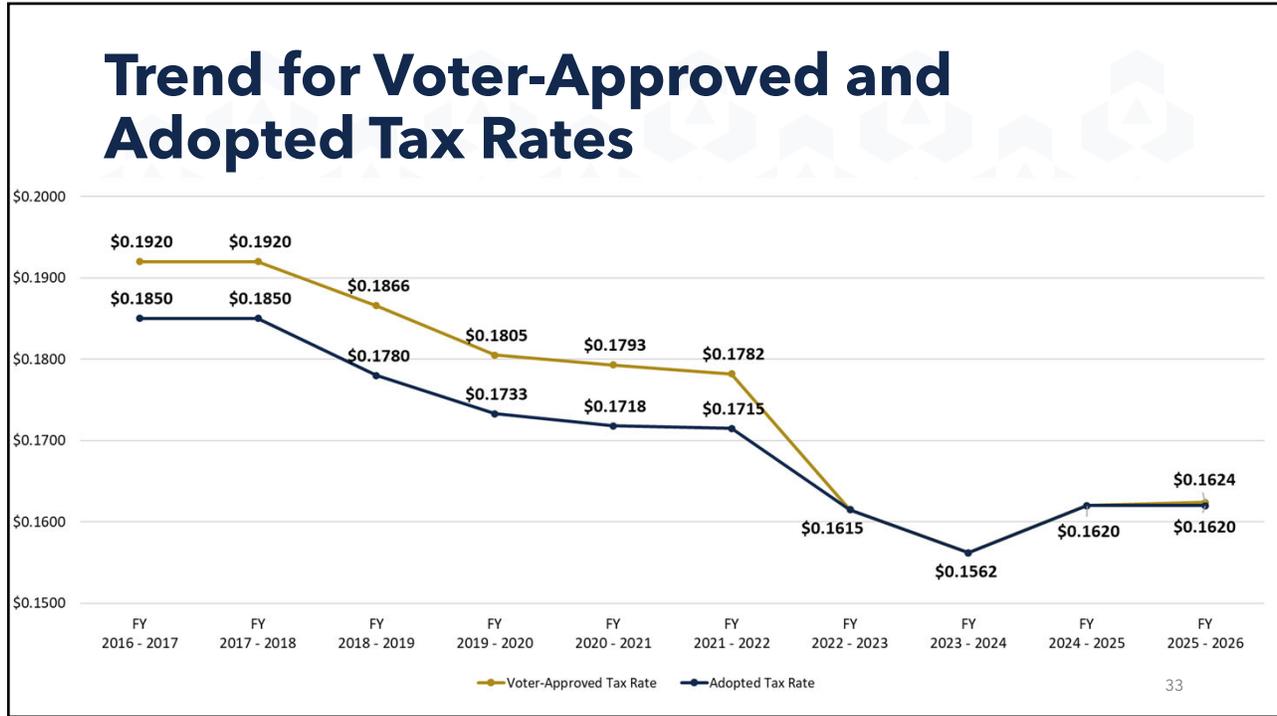
30



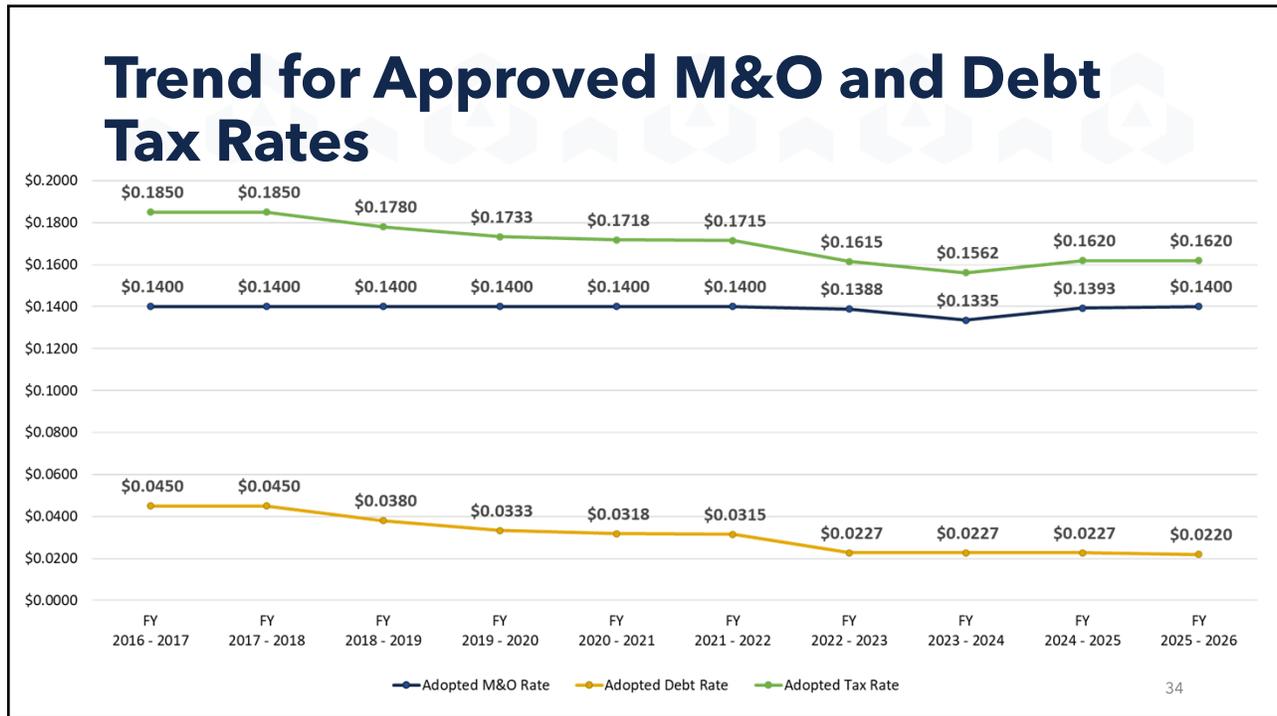
31



32



33



34

Thank You
Questions?


**SOUTH TEXAS
COLLEGE**

35

35

Presentation on Risk Assessment Process

- Purpose** Ken Lyons, Risk Manager, will present the Risk Assessment process to the Board.
- Justification** To inform the Board of Trustees about the Risk Assessment process at South Texas College.
- The annual risk assessment is an important piece of the Enterprise Risk Management framework. It provides leadership and other risk owners with information regarding threats and opportunities that might affect the achievement of the College’s strategic goals and objectives.
- Staff Resource** Ken Lyons, Risk Manager
George McCaleb, Executive Director – Facilities, Operations & Maintenance
Mary Del Paz, Vice President for Finance and Administrative Services
- Recommendation** No action is required from the Board. This item is presented for information purposes.

Review and Recommend Acceptance of Internal Audit Report in the Area of Fixed Assets

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



OFFICE OF INTERNAL AUDITS

SOUTH TEXAS COLLEGE

3201 W. Pecan Blvd. • McAllen, Texas 78501 • Office (956) 872-6709

February 18, 2026

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

Dr. Solis,

As part of the fiscal year 2026 Audit Plan, the Office of Internal Audits initiated and completed the Fixed Assets Audit.

The objective of the audit was to evaluate the adequacy and effectiveness of the College's system of internal controls over fixed assets.

We appreciated the assistance provided by South Texas College's management and other personnel. We hope the information and analyses presented in our report are helpful.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Khalil Abdullah".

Khalil M. Abdullah CPA, CIA, CGAP, MAcc
Chief Internal Auditor

cc: Ms. Mary Del Paz, Vice President of Finance and Administrative Services
Finance, Audit, and Human Resources Committee, South Texas College Board of Trustees

**FIXED ASSETS
AUDIT REPORT**



**SOUTH TEXAS
COLLEGE**

OFFICE OF INTERNAL AUDITS

February 18, 2026



Table of Contents

EXECUTIVE SUMMARY	4
BACKGROUND	5
AUDIT OBJECTIVE.....	5
AUDIT SCOPE & METHODOLOGY	5
AUDIT RESULTS.....	5
CONCLUSION.....	6



EXECUTIVE SUMMARY

The Fixed Assets Audit was included in the South Texas College Board of Trustee's fiscal year 2026 Audit Plan. The audit included a review of the College's procedures for asset certifying at the department level.

The objective of the audit was to evaluate the adequacy and effectiveness of the College's system of internal controls over fixed assets.

The scope of the audit included activity from September 1, 2024, through August 31, 2025. The audit was not designed nor intended to be a detailed study of every relevant control system, procedure, or transaction. Accordingly, any opportunities for improvement presented in this report may not be all-inclusive of areas where improvements could be made.

Overall, it was determined that the College established an adequate system of internal controls over fixed assets, and the following controls were observed:

- 100% of the fixed assets within our test sample were located.
- The Fixed Assets Department provided training to Cost Center Manager/Asset Coordinators on how to use Workday to complete the annual physical inventory certification.
- The majority of Asset Coordinators were able to certify their inventory on time. One area was unable to complete their certification by the deadline but did provide the final details of their completed inventory approximately 2 months after the deadline.
- Procedures were in place for removing assets and to assist Asset Coordinators with locating assets reported as 'Not Found.'



BACKGROUND

South Texas College recently changed its Enterprise Resource Planning (ERP) system from Banner to Workday. The change in systems prompted the need for a focused audit to assess the adequacy and effectiveness of internal controls over asset manager's inventory certifications and to confirm that operations continue to function reliably under the new system. The Fixed Assets Department provided virtual training in April of 2025 that provided instructions related to the overall certification process. The training covered information on how to login; running the physical inventory report; details on the process for relocating equipment; and updating asset information.

AUDIT OBJECTIVE

The objective of the audit was to evaluate the adequacy and effectiveness of the College's system of internal controls over fixed assets.

AUDIT SCOPE & METHODOLOGY

The scope of the audit included activity from September 1, 2024, through August 31, 2025. To accomplish the audit objective, we performed the following:

- Interviewed key personnel including the Receiving and Distribution manager, and various Asset Coordinators.
- Obtained and reviewed relevant policies and procedures.
- Document and assess the effectiveness of internal controls over fixed asset certifications.
- Select a sample of assets and verify existence and evaluate the accuracy of inventory records.
- Reviewed employee training provided by Department of Fixed Assets.

AUDIT RESULTS

Each Asset Coordinator is required to certify their physical inventory by June 30, 2025. We requested a list of coordinators who certified their inventory along with the list of assets under



their control. A sample of one hundred (100) fixed assets were selected to verify existence and to evaluate the accuracy of asset records. The sample focused on items with higher recorded values to ensure coverage represents the greatest impact and potential risks to the College. The sample included assets controlled by ten (10) different asset coordinators, who certified that they had completed a check of their inventory and were able to account for all items. Assets selected for verification were located on the following campuses Pecan, Mid-Valley, Starr Co. Technology, and Nursing and Allied Health.

We were able to verify the existence of all assets within our test sample. No exceptions were noted in this area.

CONCLUSION

Overall, it was determined that the College established adequate internal controls over fixed assets. Most asset coordinators were able to certify their inventory by the 6/30/2025 deadline, and we were able to verify the existence of 100% of the fixed assets selected for testing.

Handwritten signature of Khalil M. Abdullah in blue ink.

2/18/2026

Khalil M. Abdullah CPA, CIA, CGAP, MAcc
Chief Internal Auditor

Handwritten signature of Jose Luis Silva in blue ink.

2/18/2026

Jose Luis Silva CIA, CGAP, CFE, MSOL
Staff Audit Specialist

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

Purpose To approve revisions to the proposed projects for the Internal Auditor for FY 2025 – 2026.

While the Board approved the Proposed Projects for the Internal Auditor for FY 2025 – 2026 on November 25, 2025, an additional project is proposed to be added based on new Management interest related to the System of Internal Controls of the Center for Advanced Training & Apprenticeships (CATA).

Justification Revisions to the Board approved list of projects for the Internal Auditor are necessary to include new engagements or remove engagements as priorities change during a fiscal year and to address new risks presented to the College as they become apparent.

IIA Standard 8.1 Board Interaction – “The chief audit executive must report to the Board and senior management the internal audit plan and budget and subsequent significant revisions to them.” Additionally, the **Audit Charter** states “The Chief Internal Auditor will review and adjust the plan, as necessary, in response to changes in the College’s risks, operations, programs, systems, and internal controls. Significant deviation from the approved internal audit plan will be communicated to senior management and the Board.”

The Audit Charter requires that an annual work plan using an appropriate risk-based methodology be submitted to the Board of Trustees for review and approval.

Staff is recommending projects for the Board’s consideration for the Internal Auditor’s review for Fiscal Year 2025 - 2026. The projects listed below are proposed as the assignments for the Internal Auditor.

- FY 2025 - 2026 (Scheduled)
 1. Fraud Survey
 2. Effort Reporting
 3. Scholarships
 4. Administrative Vehicles
 5. Advisory / Consulting Engagements

6. HR Processes – Hiring & Staffing
7. Environmental Health & Safety
8. Account Reconciliations
9. Fixed Assets
10. Center for Advanced Training & Apprenticeships (CATA)-**NEW**

Enclosed Documents	Appendix A – List of Internal Audits conducted for FY 2015 through FY 2025
Staff Resource	Mr. Khalil Abdullah, Chief Internal Auditor Dr. Ricardo J. Solis, President
Recommendation	The Committee recommends Board approval of revisions to the proposed projects for the Internal Auditor for FY 2025 – 2026 to include the Center for Advanced Training & Apprenticeships (CATA) System of Internal Controls Audit.



South Texas College
Internal Auditing Services for the Period of FY 2016 through FY 2026

	Audit Area	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
1	Fraud Survey	Complete	12/07/16	10/18/17	10/22/18	10/08/19	10/12/20	10/06/21	10/04/22	10/03/23	10/07/24	10/20/25
2	Administrative Vehicles											Requested - Not Performed
3	Fraud Hotline Calls/Investigations											
4	Cash -Controls and safeguards -Bank Reconciliation -Check and deposit preparation											
5	Cash -Bank Reconciliation											
6	Surprise Cash Counts and Cash Handling Controls over Student Tuition and Fees Collection	Requested- Not Performed	11/04/16						07/11/23			
7	Department Cash Handling Procedures	Requested - Not Performed	11/04/16							07/03/24		
8	Student Receivables/ Third Party -Billing -Collections -Reconciliation											
9	Scholarship Funds -Valley Scholars -Pledges -Awards -Other Scholarships											
10	Scholarship Criteria											Requested - Not Performed
11	Grants- Title V											
12	Grants- Wired											
13	Grants - Federal Work-study, Federal Pell Grant, Carl Perkins, and Workforce Investment Act											
14	Grant - Effort Reporting											In Process
15	Property Taxes -Rec. & Rollback Taxes											
16	Property Taxes - Internal Controls of Hidalgo and Starr County Tax Assessor-Collector's Offices	Requested - Not Performed	06/20/17									
17	AP - Operations / Prompt Pmt. Act											
18	AP - Commercial Card Use			Requested - In Progress	01/29/19							
19	Fuel Card Use			Requested - In Progress	10/23/18							
20	Travel				Requested - Not Performed							
21	Mileage Reimbursement Procedures	Requested - Not Performed	02/17/17									
22	Purchasing						Requested - Not Performed	07/12/22				
23	Contracts -Solicitation/Renewal Process -Record keeping											
24	Financial Aid - State Awards			Requested - Not Performed	In Process	01/07/20						
25	Financial Aid - Federal Awards						Requested - Not Performed	Requested - Not Performed	08/08/23	11/14/23		

151



South Texas College
Internal Auditing Services for the Period of FY 2016 through FY 2026

	Audit Area	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
26	Investments -Compliance -Collateral Documentation -Transfers for Debt Service -System for Monitoring Maturities											
27	Debt Service -Bond Payments -Continuing Disclosure Requirements -Arbitrage -Bond Restrictions											
28	Human Resources and Payroll -Compliance & Controls											
29	HR - Human Resources- Employment Eligibility Verification Form I-9 (U.S. Citizenship and Immigration Services)	Requested - Not Performed	02/17/17									
30	HR Processes - Faculty Credentials				Requested - Not Performed	In Process	In Process	06/10/22				
31	HR Processes - Employee Hiring & Staffing								Requested - Not Performed			
32	TimeClock Plus [Time Keeping System Compliance] -Departmental Timeforce Procedures	Requested - Not Performed	Requested - Not Performed	Requested - In Progress	10/04/18							
33	TimeClock Plus [Time Keeping System Compliance] -Internal Control Procedures											
34	Fixed Assets	Requested - Not Performed		11/08/17						Requested - Not Performed	Requested - Not Performed	03/10/26
35	Continuing Professional and Workforce Education Department											
36	Facilities, Operation & Maintenance- Workorders and Purchase Orders											
37	Custodial Services- Work Orders, Purchase Orders and Inventory	Requested - Not Performed	Requested - Not Performed		06/06/19							
38	Enrollment Audit (Traditional and Continuing Education)			Requested - In Progress	07/26/18							
39	Student Activities & Wellness	Requested - Not Performed		12/01/17								
40	Memorandum of Understanding [MOU] -Early College High Schools -Dual Credit				Requested - Not Performed	In Process	01/11/21					
41	Blueprint Expectations for Early College High Schools				Requested - Not Performed	Requested - Not Performed						
42	Science Lab Safety and Storage Compliance				Requested - Not Performed	In Process	In Process	06/10/22				
43	Red Flag Rules											
44	IT Security and Procedures											
45	IT - Business Continuity / Disaster Recovery							Requested - Not Performed	Requested - Not Performed	Requested - Not Performed	08/12/25	
46	Texas Administrative Code Sec. 202											
47	Banner Computer System Security and Access	Requested - Not Performed	Requested - Not Performed	Requested - Not Performed	In Process	In Process	01/11/21					
48	Instructional Technologies Inventory											
49	Account Reconciliations									Requested - Not Performed	Requested - Not Performed	Requested - Not Performed
50	Environmental Health & Safety									Requested - Not Performed	Requested - Not Performed	In Process

152



South Texas College
Internal Auditing Services for the Period of FY 2016 through FY 2026

	Audit Area	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
51	Clery Act, and VAWA			Requested - Not Performed	In Process	07/14/20						
52	Title IX					Requested - Not Performed	Requested - Not Performed		06/12/23			
53	Internal Assessment of the Office of Internal Audits - (QAIP)						07/13/21					
54	External Assessment of the Office of Internal Audits - (QAIP)											
55	Faculty Overloads						Requested - Not Performed	10/23/24				
56	Teacher Retirement System (TRS)						Proposed	11/15/21				
57	Emergency Medical Technology (EMT) Program							Requested - Not Performed	06/12/23			
58	Senate Bill 17									Requested - Not Performed	03/11/25	
59	Child and Adult Care Food Program - Application Process					10/01/19						
60	SAO - Catch the Next Complaint: 20-0044					11/07/19						
61	CARES Act Compliance					In Process	08/26/20					
62	CATA HVAC Program											11/04/25
63	CATA System of Internal Controls											Proposed
	Total Number of Engagements Completed	0	6	4	6	6	5	4	5	3	4	3

Other Activities

- Annual Financial Report (CAFR)
- Risk Assessment & Audit Plan
- Internal Audit Annual Report

153

Review and Recommend Action to Adopt Local District Update Policy

- Purpose** To adopt the local policy listed in Appendix A to align with College operations.
- Justification** The local policy reflects the updates to the College’s internal operations.
- Enclosed Documents** Appendix A – List of Policy
 Appendix B – Policy
- Staff Resource** Mary Del Paz, Vice President for Finance and Administrative Services
 Myriam Lopez, Associate Vice President – Finance and Management
- Recommendation** The Committee recommends Board approval to adopt the local district update policy listed in Appendix A, as presented, and which supersedes any previously adopted Board policy.

Appendix A

Item	Policy	Last Adopted Date	Justification
Personnel			
A.	DCA (Local) – Employment Practices: Term Contracts	1/28/2025	Removing temporary positions allows for procedural employment actions to be carried out efficiently while maintaining operational effectiveness.
Policy Modifications are reflected as follows:			
Additions: blue font		Deletions: red font with a strikethrough.	Repositioned: <ul style="list-style-type: none"> • Moved From • <u>Moved To</u>

Appendix B

Policy follows in the packet.

Term of Contract

The College President is authorized to employ, set the terms of employment, terminate, suspend, and otherwise make personnel decisions concerning personnel for Board-approved staffing plan and temporary positions. No employee of the College District other than the College President has any authority to make oral or written representations or agreements with any employee for employment for any specified length of time or for employee benefits.

Employees whose positions fall within the executive, administrative, or full-time regular faculty job classifications, with the exception of the College President, are employed on a one year or less employment contract basis with no expectation of continued employment or property rights beyond the length of appointment.

**Contract Renewal:
Faculty**

Unless a full-time faculty member on an annual contract is otherwise notified in writing by the College President or designee by March 1, the faculty member will be employed by the College District for the forthcoming one-year contract period, subject to a written approved contract being timely filed with the human resources office.

Notification will be completed upon hand-delivery of notification to the employee, by placement of notification in the U.S. mail at the employee's last address of record with the human resources office, or by verifiable electronic communication.

**Associated
Provisions**

Grant-funded employees, not employed under a contract, are employed on an as-needed, noncontractual, at-will basis with no expectation of continued employment or property rights beyond the assignment or timeline of the grant.

All new hires are considered to be officially employed after they have completed the required hiring documents. Each individual shall report to the office of human resources, provide the necessary documents required by the Immigration Naturalization Service, present his or her social security document for the College District payroll system, and complete all other new hire paperwork.

Personnel appointments are graded and compensated per the Board-approved employee pay plan and staffing plan. Employees may not earn additional compensation for work/projects for the College District that require the same skills or consist of the same responsibilities inherent in their position with the College District and are included in the position's job description.

Term of Contract

The College President is authorized to employ, set the terms of employment, terminate, suspend, and otherwise make personnel decisions concerning personnel for Board-approved staffing plan. No employee of the College District other than the College President has any authority to make oral or written representations or agreements with any employee for employment for any specified length of time or for employee benefits.

Employees whose positions fall within the executive, administrative, or full-time regular faculty job classifications, with the exception of the College President, are employed on a one year or less employment contract basis with no expectation of continued employment or property rights beyond the length of appointment.

**Contract Renewal:
Faculty**

Unless a full-time faculty member on an annual contract is otherwise notified in writing by the College President or designee by March 1, the faculty member will be employed by the College District for the forthcoming one-year contract period, subject to a written approved contract being timely filed with the human resources office.

Notification will be completed upon hand-delivery of notification to the employee, by placement of notification in the U.S. mail at the employee's last address of record with the human resources office, or by verifiable electronic communication.

**Associated
Provisions**

Grant-funded employees, not employed under a contract, are employed on an as-needed, noncontractual, at-will basis with no expectation of continued employment or property rights beyond the assignment or timeline of the grant.

All new hires are considered to be officially employed after they have completed the required hiring documents. Each individual shall report to the office of human resources, provide the necessary documents required by the Immigration Naturalization Service, present his or her social security document for the College District payroll system, and complete all other new hire paperwork.

Personnel appointments are graded and compensated per the Board-approved employee pay plan and staffing plan. Employees may not earn additional compensation for work/projects for the College District that require the same skills or consist of the same responsibilities inherent in their position with the College District and are included in the position's job description.

Term of Contract

The College President is authorized to employ, set the terms of employment, terminate, suspend, and otherwise make personnel decisions concerning personnel for Board-approved staffing plan ~~and temporary positions~~. No employee of the College District other than the College President has any authority to make oral or written representations or agreements with any employee for employment for any specified length of time or for employee benefits.

Employees whose positions fall within the executive, administrative, or full-time regular faculty job classifications, with the exception of the College President, are employed on a one year or less employment contract basis with no expectation of continued employment or property rights beyond the length of appointment.

**Contract Renewal:
Faculty**

Unless a full-time faculty member on an annual contract is otherwise notified in writing by the College President or designee by March 1, the faculty member will be employed by the College District for the forthcoming one-year contract period, subject to a written approved contract being timely filed with the human resources office.

Notification will be completed upon hand-delivery of notification to the employee, by placement of notification in the U.S. mail at the employee's last address of record with the human resources office, or by verifiable electronic communication.

**Associated
Provisions**

Grant-funded employees, not employed under a contract, are employed on an as-needed, noncontractual, at-will basis with no expectation of continued employment or property rights beyond the assignment or timeline of the grant.

All new hires are considered to be officially employed after they have completed the required hiring documents. Each individual shall report to the office of human resources, provide the necessary documents required by the Immigration Naturalization Service, present his or her social security document for the College District payroll system, and complete all other new hire paperwork.

Personnel appointments are graded and compensated per the Board-approved employee pay plan and staffing plan. Employees may not earn additional compensation for work/projects for the College District that require the same skills or consist of the same responsibilities inherent in their position with the College District and are included in the position's job description.

Review and Discussion of First Reading of Local Board Policy Included in Numbered Update 50

- Purpose** To review proposed updates to the local policy listed in Appendix A to align with the Texas Association of School Boards (TASB) policy manual.
- Justification** TASB issues numbered updates semiannually to the College. The number updates respond to changes to state and federal law, court cases, and decisions by the attorney general, and may also contain suggested changes to an existing local policy or the development of a new local policy made by TASB.
- Enclosed Documents** Appendix A – List of Policy
Appendix B - Policy
- Staff Resource** Dr. Jesus H. Campos, Vice President for Technology, Information, and Planning Services
Lucio Gonzalez, Associate Vice President - Technology and Chief Information Officer
- Recommendation** No action is required from the Board at this time. This item is presented as a First Reading to obtain feedback for staff and will be scheduled for a Second Reading at the next Board meeting for Board action.

Appendix A

Item	Policy	Last Adopted Date	TASB Update	TASB and Other Explanatory Notes
Business and Support Services				
B.	CRB (Local) – Technology Resources: Artificial Intelligence	New	50	This new recommended local policy includes information on AI Use by Employees and Students, including parameters for use, compliance with privacy and data security laws, policies, and regulations, and prohibitions on using AI tools to harm, bully, or harass others.
Policy Modifications are reflected as follows:				
Additions: blue font		Deletions: red font with a strikethrough.		Repositioned: <ul style="list-style-type: none"> • Moved From • <u>Moved To</u>

Appendix B

Policies follow in the packet.

**AI Use by Employees
and Students**

The College President is responsible for the safe and ethical integration of artificial intelligence (AI) technology within the College District. The College President or designee shall develop standards and procedures for ensuring the College District's compliance with policy and applicable law.

Employees shall be permitted to explore artificial intelligence (AI) and implement its use in and out of the classroom in accordance with policy, standards, procedures, and applicable law. A student shall use AI tools for the creation of assigned coursework only with the permission of, and in the manner authorized by the faculty member for the respective course, and shall be expected to properly credit sources, including any AI tools used in creating the work.

Employees or students who use AI tools in a manner that violates policy, standards, or procedures shall be subject to discipline in accordance with policy. [See DH, DIA series, FFD series, FFE, FLB, and the FM series]

NEW

Review and Recommend Action to Adopt the Second Reading of Local Board Policies Included in Numbered Update 50

Purpose	To review proposed updates to the local policies listed in Appendix A to align with the Texas Association of School Boards (TASB) policy manual.
Justification	TASB issues numbered updates semiannually to the College. The number updates respond to changes to state and federal law, court cases, and decisions by the attorney general, and may also contain suggested changes to an existing local policy or the development of a new local policy made by TASB.
Enclosed Documents	Appendix A – List of Policies Appendix B - Policies
Staff Resource	Mary Del Paz, Vice President for Finance and Administrative Services Ricardo De La Garza, Executive Director for Facilities Planning and Construction George McCaleb, Executive Director for Facilities Operations and Maintenance Deyadira Leal, Director for Purchasing Claudia Olivares, Director for Employee Relations and Talent Development Alicia Correa, Director for Benefits and Compensations Dr. Jesus H. Campos, Vice President for Technology, Information, and Planning Services Luis Gonzalez, Chief Information Security Officer Dr. Matthew Hebbard, Vice President for Student Affairs and Enrollment Management Cynthia Blanco, Dean for Enrollment Systems and Registrar Pablo Hernandez, Dean for Student Affairs Maria Alonso, Director for Student Rights and Responsibilities Venisa Earhart, Board Relations Administrator
Recommendation	The Committee recommends Board approval to adopt the Second reading of local board policies listed in Appendix A, as presented, and which supersedes any previously adopted Board policy.

Appendix A

Item	Policy	Last Adopted Date	TASB Update	TASB and Other Explanatory Notes
Business and Support Services				
C.	CL (Local) – Facilities Planning	New	50	This new policy addresses SB 8 from the second special session, which requires a community college to designate certain private spaces by gender consistent with the bill’s provisions.
D.	CM (Local) – Facilities Construction	10/29/2024	50	Recommended revisions, as passed in Senate Bill 1173, effective September 1, 2025, which increase the contract value threshold at which a community college may use a statutory competitive procurement method for Construction Contracts from \$50,000 or above to \$100,000 or above. Additional recommended revisions allow a college president to approve lesser expenditures for construction materials or services without board approval, as permitted by law. This would align with the proposed Policy CF (Local) – Purchasing and Acquisition.
E.	CS (Local) – Information Security	9/24/2024	50	Recommended revisions to this policy incorporate HB 150, which requires a college to notify affected persons of cybersecurity incidents, formerly referred to as security incidents.
Personnel				
F.	DC (Local) – Employment Practices	2/25/2025	50	Recommended revisions address SB 37, which requires the board to approve hiring decisions for certain positions and allows the board to overturn hiring decisions for certain positions. Additional recommended revisions clarify the college president’s authority related to the Employment of Contractual Personnel and the Employment of Noncontractual Personnel.
G.	DM (Local) – Termination of Employment	9/24/2024	50	Language related to dismissal of noncontractual employees has been added to clarify the authority to terminate At-Will Employees. Additional revisions reference the employee grievance policy and provide clarity about

Item	Policy	Last Adopted Date	TASB Update	TASB and Other Explanatory Notes
				pay for dismissed employees to ensure information relevant to employee termination is provided.
Instruction				
H.	EGA (Local) – Academic Achievement: Grading and Credit	1/30/2024	50	A cross-reference has been added to policy code FB to incorporate provisions related to the Academic Fresh Start program.
Students				
I.	FB (Local) – Admissions	11/25/2025	50	<p>Recommended revisions address SB 37, clarifying that the board must develop admission procedures in collaboration with the college’s chief executive officer. The recommended revisions address SB 365, permitting the college to disregard course credits and grades earned by an applicant for admission 5-10 years prior to the start of the semester if chosen by the applicant, at Academic Fresh Start. Existing law requires a college to disregard credits earned 10 years prior to the start of the semester for an applicant under the Academic Fresh Start program. The number of years prior to admission at which credits will be disregarded reflects information submitted by the college.</p> <p>A cross reference has been added to policy code EGA to incorporate provisions related to transfer of credit.</p>
J.	FLB (Local) – Student Rights and Responsibilities: Student Conduct	1/29/2024	50	<p>At Behavior Targeting Others, a cross reference has been added to policy code FM to incorporate the definition of antisemitism required to be used in discipline for Student Code of Conduct violations, as provided by SB 326.</p> <p>At Misuse of Technology, a reference at list item #6 to “emails and websites” is recommended to be broadened to "electronic means" to incorporate other forms of technology, such as mobile applications.</p>
K.	FLBE (Local) – Student	2/14/2023	50	Recommended revisions address HB 46, which prohibits a college from restricting the

Item	Policy	Last Adopted Date	TASB Update	TASB and Other Explanatory Notes
	Conduct: Alcohol and Drug Use			storage of low-THC cannabis authorized by state law. Additional changes have been made for clarity.
L.	FLD (Local) – Student Rights and Responsibilities: Student Complaints	10/29/2024	50	Language has been reorganized to clarify the structure of grievance processes. Recommended revisions require the college to provide Notice to Students on the college's website to ensure appropriate due process. At Formal Process, language has been added to clarify that certain complaints must begin at the board level. A cross-reference has been updated to incorporate the reorganization of policies related to security personnel.
Community and Governmental Relations				
M.	GB (Local) – Public Complaints and Hearings	7/22/2025	50	Language has been reorganized to clarify the structure of grievance processes. At Formal Process, language has been added to clarify that certain complaints must begin at the board level. Provisions have been added to provide clarity about what the Record includes, to allow a college to Remand a complaint for an incomplete record, and to allow an individual to make an Audio Recording of a hearing under this policy. A cross reference has been updated to incorporate the reorganization of policies related to security personnel. Additional changes have been made for clarity.
Policy Modifications are reflected as follows:				
Additions: blue font		Deletions: red font with a strikethrough.		Repositioned: <ul style="list-style-type: none"> • Moved From • <u>Moved To</u>

Appendix B

Policies follow in the packet.

**Designation and Use
of Private Spaces**

The Board shall ensure that the College President, or appropriate staff as determined by the College President, designates private spaces in accordance with law.

The College President shall develop administrative regulations to ensure compliance with law and policy regarding the use of private spaces in College District facilities.

New

Compliance with Law

The College President or designee shall establish procedures ensuring that all facilities within the College District comply with applicable laws and local building codes.

Construction Contracts

Prior to advertising, the Board shall determine the project delivery/contract award method to be used for each construction contract valued at or above \$50,000. To assist the Board, for construction contracts valued at or above \$50,000, the College President or designee shall recommend the project delivery/contract award method that the College President or designee determines will provide the best value to the College District. [See CM series]

For construction contracts valued at or above \$50,000, the College President shall also submit the resulting contract to the Board for approval. [See also CF] Contracts for construction and construction-related materials or services with a value of less than \$50,000 shall be created and administered at the discretion of the College President and consistent with law and policy. [See also CF]

Emergency Exception

In the event of a catastrophe, emergency, or natural disaster affecting the College District, the Board delegates to the College President the authority to contract for the replacement, construction, or repair of College District equipment or facilities in accordance with law and regardless of the cost if emergency replacement, construction, or repair is, in the College President's reasonable opinion, necessary for the health and safety of College District students and staff. The College President shall report to the Board at the next regular meeting any contract made under this authority.

Change Orders

Change orders permitted by law shall be approved by the College President or designee prior to executing any changes in the approved plans or in the actual construction of the facility.

Change orders valued above the College President's signature authority shall require Board approval prior to executing any changes in plans, construction, or cost of the facility. The College President or designee shall be authorized to approve change orders of a lesser amount.

Modifications and Alterations

No College District facility shall be altered or modified in any way without prior approval of the College President or designee. For purposes of this policy, modifications and alterations include, but are not limited to, moving walls, electrical outlets, doors, and the like.

Project Administration

All construction projects shall be administered by the College President or designee.

The College President or designee shall keep the Board informed concerning construction projects and also shall provide information to the general public.

Final Payment

The College District shall not make final payments for the construction or the supervision of construction until the work has been completed and the College District has accepted the work.

Current

Compliance with Law

The College President or designee shall establish procedures ensuring that all facilities within the College District comply with applicable laws and local building codes.

Construction Contracts

Prior to advertising, the Board shall determine the project delivery/contract award method to be used for each construction contract valued at or above \$100,000. To assist the Board, for construction contracts valued at or above \$100,000, the College President or designee shall recommend the project delivery/contract award method that the College President or designee determines will provide the best value to the College District. [See CM series]

For construction contracts valued at or above \$100,000, the College President shall also submit the resulting contract to the Board for approval. [See also CF] Lesser expenditures for construction and construction-related materials or services with a value of less than \$100,000 shall be created and administered at the discretion of the College President and consistent with law and policy. [See also CF]

Emergency Exception

In the event of a catastrophe, emergency, or natural disaster affecting the College District, the Board delegates to the College President the authority to contract for the replacement, construction, or repair of College District equipment or facilities in accordance with law and regardless of the cost if emergency replacement, construction, or repair is, in the College President's reasonable opinion, necessary for the health and safety of College District students and staff. The College President shall report to the Board at the next regular meeting any contract made under this authority.

Change Orders

Change orders permitted by law shall be approved by the College President or designee prior to executing any changes in the approved plans or in the actual construction of the facility.

Change orders valued above the College President's signature authority shall require Board approval prior to executing any changes in plans, construction, or cost of the facility. The College President or designee shall be authorized to approve change orders of a lesser amount.

Modifications and Alterations

No College District facility shall be altered or modified in any way without prior approval of the College President or designee. For purposes of this policy, modifications and alterations include, but are not limited to, moving walls, electrical outlets, doors, and the like.

FACILITIES CONSTRUCTION

CM
(LOCAL)

**Project
Administration**

All construction projects shall be administered by the College President or designee.

The College President or designee shall keep the Board informed concerning construction projects and also shall provide information to the general public.

Final Payment

The College District shall not make final payments for the construction or the supervision of construction until the work has been completed, and the College District has accepted the work.

NEW

Compliance with Law

The College President or designee shall establish procedures ensuring that all facilities within the College District comply with applicable laws and local building codes.

Construction Contracts

Prior to advertising, the Board shall determine the project delivery/contract award method to be used for each construction contract valued at or above ~~\$50~~**\$100**,000. To assist the Board, for construction contracts valued at or above ~~\$50~~**\$100**,000, the College President or designee shall recommend the project delivery/contract award method that the College President or designee determines will provide the best value to the College District. [See CM series]

For construction contracts valued at or above ~~\$50~~**\$100**,000, the College President shall also submit the resulting contract to the Board for approval. [See also CF] ~~Contracts~~**Lesser expenditures** for construction and construction-related materials or services with a value of less than ~~\$50~~**\$100**,000 shall be created and administered at the discretion of the College President and consistent with law and policy. [See also CF]

Emergency Exception

In the event of a catastrophe, emergency, or natural disaster affecting the College District, the Board delegates to the College President the authority to contract for the replacement, construction, or repair of College District equipment or facilities in accordance with law and regardless of the cost if emergency replacement, construction, or repair is, in the College President's reasonable opinion, necessary for the health and safety of College District students and staff. The College President shall report to the Board at the next regular meeting any contract made under this authority.

Change Orders

Change orders permitted by law shall be approved by the College President or designee prior to executing any changes in the approved plans or in the actual construction of the facility.

Change orders valued above the College President's signature authority shall require Board approval prior to executing any changes in plans, construction, or cost of the facility. The College President or designee shall be authorized to approve change orders of a lesser amount.

Modifications and Alterations

No College District facility shall be altered or modified in any way without prior approval of the College President or designee. For purposes of this policy, modifications and alterations include, but are not limited to, moving walls, electrical outlets, doors, and the like.

FACILITIES CONSTRUCTION

CM
(LOCAL)

**Project
Administration**

All construction projects shall be administered by the College President or designee.

The College President or designee shall keep the Board informed concerning construction projects and also shall provide information to the general public.

Final Payment

The College District shall not make final payments for the construction or the supervision of construction until the work has been completed, and the College District has accepted the work.

Markup

The College President is responsible for the security of the College District's information resources. The College President or designee shall develop procedures for ensuring the College District's compliance with applicable law.

Information Security Officer

The College President or designee shall designate an information security officer (ISO) who is authorized to administer the information security requirements under law. The College President or designee must notify the Department of Information Resources (DIR) of the individual designated to serve as the ISO.

Information Security Program

The College President or designee shall annually review and approve an information security program designed in accordance with law by the ISO to address the security of the information and information resources owned, leased, or under the custodianship of the College District against unauthorized or accidental modification, destruction, or disclosure. The program shall include procedures for risk assessment and for information security awareness education for employees when hired and an ongoing program for all users.

The information security program must be submitted biennially for review by an individual designated by the College President and who is independent of the program to determine if the program complies with the mandatory security controls defined by DIR and any controls developed by the College District in accordance with law.

College District Website and Mobile Application Security

The College President or designee shall adopt procedures addressing the privacy and security of the College District's website and mobile applications and submit the procedures to DIR for review.

The procedures must require the developer of a website or application for the College District that processes confidential information to submit information regarding the preservation of the confidentiality of the information. The College District must subject the website or application to a vulnerability and penetration test before deployment.

Covered Social Media Applications

The College President or designee shall adopt procedures prohibiting the installation or use of a covered application, as defined by law, on a device owned or leased by the College District and requiring the removal of any covered applications from the device.

Exception

The procedures shall permit the installation and use of a covered application for purposes of law enforcement and the development and implementation of information security measures. The procedures must address risk mitigation measures during the permitted

use of the covered application and the documentation of those measures.

Reports

Effectiveness of
Policies,
Procedures, and
Practices

The ISO shall report annually to the College President on the effectiveness of the College District's information security policies, procedures, and practices in accordance with law and administrative procedures.

Biennial Information
Security Plan

The College District shall submit a biennial information security plan to DIR in accordance with law.

Information Security
Assessment

In accordance with law, at least every two years, the College District shall submit the results of its information security assessment to DIR and, if requested, the office of the governor, lieutenant governor, and speaker of the house of representatives.

Security Incidents
*By the College
District*

The College District shall assess the significance of a security incident and report it to DIR and law enforcement in accordance with law and, if applicable, DIR requirements.

Generally
Security Breach
Notification

Upon discovering or receiving notification of a breach of system security or a security incident, as defined by law, the College District shall disclose the breach or incident to affected persons or entities in accordance with the time frames established by law.

The College District shall give notice by using one or more of the following methods:

1. Written notice.
2. Electronic mail, if the College District has electronic mail addresses for the affected persons.
3. Conspicuous posting on the College District's website.
4. Publication through broadcast media.

*By Vendors and
Third Parties*

The College District shall include in any vendor or third-party contract the requirement that the vendor or third party report information security incidents to the College District in accordance with law and administrative procedures.

The College President is responsible for the security of the College District's information resources. The College President or designee shall develop procedures for ensuring the College District's compliance with applicable law.

Information Security Officer

The College President or designee shall designate an information security officer (ISO) who is authorized to administer the information security requirements under law. The College President or designee must notify the Department of Information Resources (DIR) of the individual designated to serve as the ISO.

Information Security Program

The College President or designee shall annually review and approve an information security program designed in accordance with law by the ISO to address the security of the information and information resources owned, leased, or under the custodianship of the College District against unauthorized or accidental modification, destruction, or disclosure. The program shall include procedures for risk assessment and for information security awareness education for employees when hired and an ongoing program for all users.

The information security program must be submitted biennially for review by an individual designated by the College President and who is independent of the program to determine if the program complies with the mandatory security controls defined by DIR and any controls developed by the College District in accordance with law.

College District Website and Mobile Application Security

The College President or designee shall adopt procedures addressing the privacy and security of the College District's website and mobile applications and submit the procedures to DIR for review.

The procedures must require the developer of a website or application for the College District that processes confidential information to submit information regarding the preservation of the confidentiality of the information. The College District must subject the website or application to a vulnerability and penetration test before deployment.

Covered Social Media Applications

The College President or designee shall adopt procedures prohibiting the installation or use of a covered application, as defined by law, on a device owned or leased by the College District and requiring the removal of any covered applications from the device.

Exception

The procedures shall permit the installation and use of a covered application for purposes of law enforcement and the development and implementation of information security measures. The procedures must address risk mitigation measures during the permitted

use of the covered application and the documentation of those measures.

Reports

Effectiveness of Policies, Procedures, and Practices

The ISO shall report annually to the College President on the effectiveness of the College District's information security policies, procedures, and practices in accordance with law and administrative procedures.

Biennial Information Security Plan

The College District shall submit a biennial information security plan to DIR in accordance with law.

Information Security Assessment

In accordance with law, at least every two years, the College District shall submit the results of its information security assessment to DIR and, if requested, the office of the governor, lieutenant governor, and speaker of the house of representatives.

Security Incidents
By the College District

The College District shall assess the significance of a security incident and report it to DIR and law enforcement in accordance with law and, if applicable, DIR requirements.

Generally

Security Breach and Cybersecurity Incident Notification

Upon discovering or receiving notification of a breach of system security or a cybersecurity incident, as defined by law, the College District shall disclose the breach or incident to affected persons or entities in accordance with the time frames established by law.

The College District shall give notice by using one or more of the following methods:

1. Written notice.
2. Electronic mail, if the College District has electronic mail addresses for the affected persons.
3. Conspicuous posting on the College District's website.
4. Publication through broadcast media.

By Vendors and Third Parties

The College District shall include in any vendor or third-party contract the requirement that the vendor or third party report information security incidents to the College District in accordance with law and administrative procedures.

The College President is responsible for the security of the College District's information resources. The College President or designee shall develop procedures for ensuring the College District's compliance with applicable law.

Information Security Officer

The College President or designee shall designate an information security officer (ISO) who is authorized to administer the information security requirements under law. The College President or designee must notify the Department of Information Resources (DIR) of the individual designated to serve as the ISO.

Information Security Program

The College President or designee shall annually review and approve an information security program designed in accordance with law by the ISO to address the security of the information and information resources owned, leased, or under the custodianship of the College District against unauthorized or accidental modification, destruction, or disclosure. The program shall include procedures for risk assessment and for information security awareness education for employees when hired and an ongoing program for all users.

The information security program must be submitted biennially for review by an individual designated by the College President and who is independent of the program to determine if the program complies with the mandatory security controls defined by DIR and any controls developed by the College District in accordance with law.

College District Website and Mobile Application Security

The College President or designee shall adopt procedures addressing the privacy and security of the College District's website and mobile applications and submit the procedures to DIR for review.

The procedures must require the developer of a website or application for the College District that processes confidential information to submit information regarding the preservation of the confidentiality of the information. The College District must subject the website or application to a vulnerability and penetration test before deployment.

Covered Social Media Applications

The College President or designee shall adopt procedures prohibiting the installation or use of a covered application, as defined by law, on a device owned or leased by the College District and requiring the removal of any covered applications from the device.

Exception

The procedures shall permit the installation and use of a covered application for purposes of law enforcement and the development and implementation of information security measures. The procedures must address risk mitigation measures during the permitted

use of the covered application and the documentation of those measures.

Reports

Effectiveness of Policies, Procedures, and Practices

The ISO shall report annually to the College President on the effectiveness of the College District's information security policies, procedures, and practices in accordance with law and administrative procedures.

Biennial Information Security Plan

The College District shall submit a biennial information security plan to DIR in accordance with law.

Information Security Assessment

In accordance with law, at least every two years, the College District shall submit the results of its information security assessment to DIR and, if requested, the office of the governor, lieutenant governor, and speaker of the house of representatives.

Security Incidents
By the College District

The College District shall assess the significance of a security incident and report it to DIR and law enforcement in accordance with law and, if applicable, DIR requirements.

Generally

Security Breach and Cybersecurity Incident Notification

Upon discovering or receiving notification of a breach of system security or a ~~security~~ **cybersecurity** incident, as defined by law, the College District shall disclose the breach or incident to affected persons or entities in accordance with the time frames established by law.

The College District shall give notice by using one or more of the following methods:

1. Written notice.
2. Electronic mail, if the College District has electronic mail addresses for the affected persons.
3. Conspicuous posting on the College District's website.
4. Publication through broadcast media.

By Vendors and Third Parties

The College District shall include in any vendor or third-party contract the requirement that the vendor or third party report information security incidents to the College District in accordance with law and administrative procedures.

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).

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 Contractual Personnel

The College President has sole authority to make recommendations to the Board regarding the selection of contractual personnel.

The Board retains final authority for employment of contractual personnel, serving as vice president and provost for academic affairs and economic development, associate vice president, vice president, dean, or a similar position. [See DCA]

Employment of Noncontractual Personnel

The Board delegates to the College President final authority to employ noncontractual employees on an at-will basis. [See DCC]

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).

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 Contractual Personnel

The College President has sole authority to make recommendations to the Board regarding the selection of contractual personnel.

The Board retains final authority for employment of contractual personnel, serving as vice president and provost for academic affairs and economic development, associate vice president, vice president, dean, or a similar position. [See DCA]

Employment of Noncontractual Personnel

The Board delegates to the College President final authority to employ noncontractual employees on an at-will basis. [See DCC]

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).

TERMINATION OF EMPLOYMENT

DM
(LOCAL)

At-Will Employees

At-will employees may be dismissed at any time for any reason not prohibited by law or for no reason, as determined by the College District.

Current

TERMINATION OF EMPLOYMENT

DM
(LOCAL)

At-Will Employees

The Board delegates to the College President final authority to dismiss noncontractual employees on an at-will basis. At-will employees may be dismissed at any time for any reason not prohibited by law or for no reason, as determined by the needs of the College District.

At-will employees who are dismissed may request review of that decision through DGBA(LOCAL) and shall receive pay through the end of the last day worked.

New

TERMINATION OF EMPLOYMENT

DM
(LOCAL)

At-Will Employees

The Board delegates to the College President final authority to dismiss noncontractual employees on an at-will basis. At-will employees may be dismissed at any time for any reason not prohibited by law or for no reason, as determined by the ~~College District~~ **needs of the College District.**

At-will employees who are dismissed may request review of that decision through DGBA(LOCAL) and shall receive pay through the end of the last day worked.

Markup

The Board shall establish the manner by which grades shall be determined and credit shall be awarded. These provisions shall include the methods for reporting student grades, the calculation of a student's grade point average (GPA), the classification of students based on credits earned, the transfer of credits, student standards of performance, grade appeal procedures, and any other relevant matters. The provisions shall be published in the College District catalog. The College President shall develop written procedures to implement the grading and credit provisions adopted by the Board. [For class rank calculations and honors determinations, see EGB]

Current

The Board shall establish the manner by which grades shall be determined and credit shall be awarded. These provisions shall include the methods for reporting student grades, the calculation of a student's grade point average (GPA), the classification of students based on credits earned, the transfer of credits, student standards of performance, grade appeal procedures, and any other relevant matters. The provisions shall be published in the College District catalog. The College President shall develop written procedures to implement the grading and credit provisions adopted by the Board. [For class rank calculations and honors determinations, see EGB. For transfer of credit under the Academic Fresh Start program, see FB.]

New

The Board shall establish the manner by which grades shall be determined and credit shall be awarded. These provisions shall include the methods for reporting student grades, the calculation of a student's grade point average (GPA), the classification of students based on credits earned, the transfer of credits, student standards of performance, grade appeal procedures, and any other relevant matters. The provisions shall be published in the College District catalog. The College President shall develop written procedures to implement the grading and credit provisions adopted by the Board. [For class rank calculations and honors determinations, see EGB]. **For transfer of credit under the Academic Fresh Start program, see FB.]**

Markup

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

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

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

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

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

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

**Admissions
Generally**

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

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

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

**Academic Fresh
Start**

A resident of Texas may apply for admission and enroll as a student under the Academic Fresh Start program pursuant to the admissions procedures.

If an applicant elects to seek admission under the Academic Fresh Start program, the College District, in considering an applicant for admission, shall not consider academic course credits or grades earned by the applicant five or more years prior to the starting date of the semester in which the applicant seeks to enroll. The College District shall disregard all course credits or grades earned during the five years prior to the student's enrollment and may not award any credit for those courses. [See EGA]

**Admissions
Generally**

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

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

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

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

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

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

**Academic Fresh
Start**

A resident of Texas may apply for admission and enroll as a student under the Academic Fresh Start program pursuant to the admissions procedures.

If an applicant elects to seek admission under the Academic Fresh Start program, the College District, in considering an applicant for admission, shall not consider academic course credits or grades earned by the applicant five or more years prior to the starting date of the semester in which the applicant seeks to enroll. The College District shall disregard all course credits or grades earned during the five years prior to the student's enrollment and may not award any credit for those courses. [See EGA]

STUDENT RIGHTS AND RESPONSIBILITIES
STUDENT CONDUCT

FLB
(LOCAL)

Definitions

Definitions of terms used in this policy shall be as follows.

Student A “student” shall mean an individual who is currently enrolled in the College District and any prospective or former student who has been accepted for admission or readmission to any component institution while on the premises of any component institution.

Premises The “premises” of the College District is defined as all real property over which the College District has possession and control.

Scholastic Dishonesty “Scholastic dishonesty” shall include, but not be limited to, cheating, plagiarism, and collusion.

“Cheating” shall include, but not be limited to:

1. Copying from another student’s test or class work;
2. Using test materials not authorized by the person administering the test;
3. Collaborating with or seeking aid from another student during a test without permission from the test administrator;
4. Knowingly using, buying, selling, stealing, or soliciting, in whole or in part, the contents of an unadministered test, paper, or another assignment;
5. The unauthorized transporting or removal, in whole or in part, of the contents of the unadministered test;
6. Substituting for another student, or permitting another student to substitute for oneself, to take a test;
7. Bribing another person to obtain an unadministered test or information about an unadministered test; or
8. Manipulating a test, assignment, or final course grades.

“Plagiarism” shall be defined as the appropriating, buying, receiving as a gift, or obtaining by any means another’s work and the unacknowledged submission or incorporation of it in one’s own written work.

“Collusion” shall be defined as the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements.

Disorderly Conduct “Disorderly conduct” shall include any of the following activities occurring on premises owned or controlled by the College District:

1. Behavior of a boisterous and tumultuous character such that there is a clear and present danger of alarming persons where no legitimate reason for alarm exists.

STUDENT RIGHTS AND RESPONSIBILITIES
STUDENT CONDUCT

FLB
(LOCAL)

2. Interference with the peaceful and lawful conduct of persons under circumstances in which there is reason to believe that such conduct will cause or provoke a disturbance.
3. Violent and forceful behavior at any time such that there is a clear and present danger that free movement of other persons will be impaired.
4. Behavior involving personal abuse or assault when such behavior creates a clear and present danger of causing assaults or fights.
5. Violent, abusive, indecent, profane, boisterous, unreasonably loud, or otherwise disorderly conduct under circumstances in which there is reason to believe that such conduct will cause or provoke a disturbance.
6. Willful and malicious behavior that interrupts the speaker of any lawful assembly or impairs the lawful right of others to participate effectively in such assembly or meeting when there is reason to believe that such conduct will cause or provoke a disturbance.
7. Willful and malicious behavior that obstructs or causes the obstruction of any doorway, hall, or any other passageway in a College District building to such an extent that the employees, officers, and other persons, including visitors, having business with the College District are denied entrance into, exit from, or free passage in such building.

Responsibility

Each student shall be charged with notice and knowledge of, and shall be required to comply with, the contents and provisions of the College District's rules and regulations concerning student conduct.

All students shall obey the law, show respect for properly constituted authority, and observe correct standards of conduct. Each student shall be expected to:

1. Demonstrate courtesy, even when others do not;
2. Behave in a responsible manner, always exercising self-discipline;
3. Attend all classes, regularly and on time;
4. Prepare for each class and take appropriate materials and assignments to class;
5. Obey all classroom rules;

STUDENT RIGHTS AND RESPONSIBILITIES
STUDENT CONDUCT

FLB
(LOCAL)

6. Respect the rights and privileges of students, faculty, and other College District staff and volunteers;
7. Respect the property of others, including College District property and facilities; and
8. Cooperate with and assist the College District staff in maintaining safety, order, and discipline.

Prohibited Conduct

Federal, State, and
Local Law

Violations of federal, state, or local law or College District policies, procedures, or rules, including the student handbook shall be prohibited.

Prohibited Weapons
and Devices

Possession, distribution, sale, or use of firearms, location-restricted knives, clubs, knuckles, firearm silencers, or other prohibited weapons or devices in violation of law or College District policies and procedures shall be prohibited. [See CHF]

Drugs and Alcohol

Behaviors regarding drugs and alcohol and associated paraphernalia shall be prohibited as described in policy FLBE.

Debts

Owing a monetary debt to the College District that is considered delinquent or writing an "insufficient funds" check to the College District shall be prohibited.

Disruptions

"Disorderly conduct," as defined above, or disruptive behavior shall be prohibited.

Behavior Targeting
Others

The following behavior targeting others shall be prohibited:

1. Threatening another person, including a student or employee;
2. Intentionally, knowingly, or negligently causing physical harm to any person;
3. Engaging in conduct that constitutes harassment, sexual assault, dating violence, stalking, or bullying directed toward another person, including a student or employee; [See DIA series, FFD series, and FFE as appropriate]
4. Hazing with or without the consent of a student; [See FLBC]
5. Initiations by organizations that include features that are dangerous, harmful, or degrading to the student, a violation of which also renders the organization subject to appropriate discipline; and
6. Endangering the health or safety of members of the College District community or visitors to the premises.

Property

The following behavior regarding property shall be prohibited:

STUDENT RIGHTS AND RESPONSIBILITIES
STUDENT CONDUCT

FLB
(LOCAL)

1. Intentionally, knowingly, or negligently defacing, damaging, misusing, or destroying College District property or property owned by others;
2. Stealing from the College District or others; and
3. Theft, sabotage, destruction, distribution, or other use of the intellectual property of the College District or third parties without permission.

Directives Failure to comply with directives given by College District personnel, and failure to provide identification when requested to do so by College District personnel shall be prohibited.

Tobacco and E-cigarettes Possession or use of tobacco products or e-cigarettes on College District property without authorization shall be prohibited. [See FLBD]

Misuse of Technology The following behavior regarding misuse of technology shall be prohibited:

1. Violating policies, rules, or agreements signed by the student regarding the use of technology resources;
2. Attempting to access or circumvent passwords or other security-related information of the College District, students, or employees or uploading or creating computer viruses;
3. Attempting to alter, destroy, disable, or restrict access to College District technology resources including but not limited to computers and related equipment, College District data, the data of others, or other networks connected to the College District's system without permission;
4. Using the internet or other electronic communications to threaten College District students, employees, or volunteers;
5. Sending, posting, or possessing electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal;
6. Using email or websites to engage in or encourage illegal behavior or threaten the safety of the College District, students, employees, or visitors; and
7. Possessing published or electronic material that is designed to promote or encourage illegal behavior or that could threaten the safety of the College District, students, employees, or visitors.

Dishonesty The following behavior regarding dishonesty shall be prohibited:

STUDENT RIGHTS AND RESPONSIBILITIES
STUDENT CONDUCT

FLB
(LOCAL)

1. Scholastic dishonesty, as defined above;
2. Making false accusations or perpetrating hoaxes regarding the safety of the College District, students, employees, or visitors;
3. Intentionally or knowingly providing false information to the College District; and
4. Intentionally or knowingly falsifying records, passes, or other College District-related documents.

**Gambling and Other
Conduct**

Gambling or engaging in any other conduct that College District officials might reasonably believe will substantially disrupt the College District program or incite violence shall be prohibited.

Discipline

A student shall be subject to discipline, including suspension, in accordance with FM and FMA if the student violates this policy:

1. While on College District premises;
2. While attending a College District activity; or
3. While elsewhere if the behavior adversely impacts the educational environment or otherwise interferes with the College District's operations or objectives.

Publication

The student conduct rules contained in this policy and any other conduct rules of the College District developed by the College President shall be published in the student handbook.

Student handbooks shall be made available on the College District's website at the beginning of the academic year; a hard copy shall be provided upon request. Amendments to the handbook shall be communicated promptly to students.

Definitions

Definitions of terms used in this policy shall be as follows.

Student

A “student” shall mean an individual who is currently enrolled in the College District and any prospective or former student who has been accepted for admission or readmission to any component institution while on the premises of any component institution.

Premises

The “premises” of the College District is defined as all real property over which the College District has possession and control.

Scholastic Dishonesty

“Scholastic dishonesty” shall include, but not be limited to, cheating, plagiarism, and collusion.

“Cheating” shall include, but not be limited to:

1. Copying from another student’s test or class work;
2. Using test materials not authorized by the person administering the test;
3. Collaborating with or seeking aid from another student during a test without permission from the test administrator;
4. Knowingly using, buying, selling, stealing, or soliciting, in whole or in part, the contents of an unadministered test, paper, or another assignment;
5. The unauthorized transporting or removal, in whole or in part, of the contents of the unadministered test;
6. Substituting for another student, or permitting another student to substitute for oneself, to take a test;
7. Bribing another person to obtain an unadministered test or information about an unadministered test; or
8. Manipulating a test, assignment, or final course grades.

“Plagiarism” shall be defined as the appropriating, buying, receiving as a gift, or obtaining by any means another’s work and the unacknowledged submission or incorporation of it in one’s own written work.

“Collusion” shall be defined as the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements.

Disorderly Conduct

“Disorderly conduct” shall include any of the following activities occurring on premises owned or controlled by the College District:

1. Behavior of a boisterous and tumultuous character such that there is a clear and present danger of alarming persons where no legitimate reason for alarm exists.

STUDENT RIGHTS AND RESPONSIBILITIES
STUDENT CONDUCT

FLB
(LOCAL)

2. Interference with the peaceful and lawful conduct of persons under circumstances in which there is reason to believe that such conduct will cause or provoke a disturbance.
3. Violent and forceful behavior at any time such that there is a clear and present danger that free movement of other persons will be impaired.
4. Behavior involving personal abuse or assault when such behavior creates a clear and present danger of causing assaults or fights.
5. Violent, abusive, indecent, profane, boisterous, unreasonably loud, or otherwise disorderly conduct under circumstances in which there is reason to believe that such conduct will cause or provoke a disturbance.
6. Willful and malicious behavior that interrupts the speaker of any lawful assembly or impairs the lawful right of others to participate effectively in such assembly or meeting when there is reason to believe that such conduct will cause or provoke a disturbance.
7. Willful and malicious behavior that obstructs or causes the obstruction of any doorway, hall, or any other passageway in a College District building to such an extent that the employees, officers, and other persons, including visitors, having business with the College District are denied entrance into, exit from, or free passage in such building.

Responsibility

Each student shall be charged with notice and knowledge of, and shall be required to comply with, the contents and provisions of the College District's rules and regulations concerning student conduct.

All students shall obey the law, show respect for properly constituted authority, and observe correct standards of conduct. Each student shall be expected to:

1. Demonstrate courtesy, even when others do not;
2. Behave in a responsible manner, always exercising self-discipline;
3. Attend all classes, regularly and on time;
4. Prepare for each class and take appropriate materials and assignments to class;
5. Obey all classroom rules;
6. Respect the rights and privileges of students, faculty, and other College District staff and volunteers;

STUDENT RIGHTS AND RESPONSIBILITIES
STUDENT CONDUCT

FLB
(LOCAL)

7. Respect the property of others, including College District property and facilities; and
8. Cooperate with and assist the College District staff in maintaining safety, order, and discipline.

Prohibited Conduct

Federal, State, and Local Law Violations of federal, state, or local law or College District policies, procedures, or rules, including the student handbook shall be prohibited.

Prohibited Weapons and Devices Possession, distribution, sale, or use of firearms, location-restricted knives, clubs, knuckles, firearm silencers, or other prohibited weapons or devices in violation of law or College District policies and procedures shall be prohibited. [See CHF]

Drugs and Alcohol Behaviors regarding drugs and alcohol and associated paraphernalia shall be prohibited as described in policy FLBE.

Debts Owing a monetary debt to the College District that is considered delinquent or writing an "insufficient funds" check to the College District shall be prohibited.

Disruptions "Disorderly conduct," as defined above, or disruptive behavior shall be prohibited.

Behavior Targeting Others The following behavior targeting others shall be prohibited:

1. Threatening another person, including a student or employee;
2. Intentionally, knowingly, or negligently causing physical harm to any person;
3. Engaging in conduct that constitutes harassment, sexual assault, dating violence, stalking, or bullying directed toward another person, including a student or employee; [See DIA series, FFD series, FFE, and FM as appropriate]
4. Hazing with or without the consent of a student; [See FLBC]
5. Initiations by organizations that include features that are dangerous, harmful, or degrading to the student, a violation of which also renders the organization subject to appropriate discipline; and
6. Endangering the health or safety of members of the College District community or visitors to the premises.

Property The following behavior regarding property shall be prohibited:

1. Intentionally, knowingly, or negligently defacing, damaging, misusing, or destroying College District property or property owned by others;

STUDENT RIGHTS AND RESPONSIBILITIES
STUDENT CONDUCT

FLB
(LOCAL)

2. Stealing from the College District or others; and
 3. Theft, sabotage, destruction, distribution, or other use of the intellectual property of the College District or third parties without permission.
- Directives Failure to comply with directives given by College District personnel, and failure to provide identification when requested to do so by College District personnel shall be prohibited.
- Tobacco and E-cigarettes Possession or use of tobacco products or e-cigarettes on College District property without authorization shall be prohibited. [See FLBD]
- Misuse of Technology The following behavior regarding misuse of technology shall be prohibited:
1. Violating policies, rules, or agreements signed by the student regarding the use of technology resources;
 2. Attempting to access or circumvent passwords or other security-related information of the College District, students, or employees or uploading or creating computer viruses;
 3. Attempting to alter, destroy, disable, or restrict access to College District technology resources including but not limited to computers and related equipment, College District data, the data of others, or other networks connected to the College District's system without permission;
 4. Using the internet or other electronic communications to threaten College District students, employees, or volunteers;
 5. Sending, posting, or possessing electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal;
 6. Using electronic means to engage in or encourage illegal behavior or threaten the safety of the College District, students, employees, or visitors; and
 7. Possessing published or electronic material that is designed to promote or encourage illegal behavior or that could threaten the safety of the College District, students, employees, or visitors.
- Dishonesty The following behavior regarding dishonesty shall be prohibited:
1. Scholastic dishonesty, as defined above;

STUDENT RIGHTS AND RESPONSIBILITIES
STUDENT CONDUCT

FLB
(LOCAL)

2. Making false accusations or perpetrating hoaxes regarding the safety of the College District, students, employees, or visitors;
3. Intentionally or knowingly providing false information to the College District; and
4. Intentionally or knowingly falsifying records, passes, or other College District-related documents.

Gambling and Other Conduct

Gambling or engaging in any other conduct that College District officials might reasonably believe will substantially disrupt the College District program or incite violence shall be prohibited.

Discipline

A student shall be subject to discipline, including suspension, in accordance with FM and FMA if the student violates this policy:

1. While on College District premises;
2. While attending a College District activity; or
3. While elsewhere if the behavior adversely impacts the educational environment or otherwise interferes with the College District's operations or objectives.

Publication

The student conduct rules contained in this policy and any other conduct rules of the College District developed by the College President shall be published in the student handbook.

Student handbooks shall be made available on the College District's website at the beginning of the academic year; a hard copy shall be provided upon request. Amendments to the handbook shall be communicated promptly to students.

STUDENT RIGHTS AND RESPONSIBILITIES
STUDENT CONDUCT

FLB
(LOCAL)

Definitions

Definitions of terms used in this policy shall be as follows.

Student

A “student” shall mean an individual who is currently enrolled in the College District and any prospective or former student who has been accepted for admission or readmission to any component institution while on the premises of any component institution.

Premises

The “premises” of the College District is defined as all real property over which the College District has possession and control.

Scholastic Dishonesty

“Scholastic dishonesty” shall include, but not be limited to, cheating, plagiarism, and collusion.

“Cheating” shall include, but not be limited to:

1. Copying from another student’s test or class work;
2. Using test materials not authorized by the person administering the test;
3. Collaborating with or seeking aid from another student during a test without permission from the test administrator;
4. Knowingly using, buying, selling, stealing, or soliciting, in whole or in part, the contents of an unadministered test, paper, or another assignment;
5. The unauthorized transporting or removal, in whole or in part, of the contents of the unadministered test;
6. Substituting for another student, or permitting another student to substitute for oneself, to take a test;
7. Bribing another person to obtain an unadministered test or information about an unadministered test; or
8. Manipulating a test, assignment, or final course grades.

“Plagiarism” shall be defined as the appropriating, buying, receiving as a gift, or obtaining by any means another’s work and the unacknowledged submission or incorporation of it in one’s own written work.

“Collusion” shall be defined as the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements.

Disorderly Conduct

“Disorderly conduct” shall include any of the following activities occurring on premises owned or controlled by the College District:

1. Behavior of a boisterous and tumultuous character such that there is a clear and present danger of alarming persons where no legitimate reason for alarm exists.

STUDENT RIGHTS AND RESPONSIBILITIES
STUDENT CONDUCT

FLB
(LOCAL)

2. Interference with the peaceful and lawful conduct of persons under circumstances in which there is reason to believe that such conduct will cause or provoke a disturbance.
3. Violent and forceful behavior at any time such that there is a clear and present danger that free movement of other persons will be impaired.
4. Behavior involving personal abuse or assault when such behavior creates a clear and present danger of causing assaults or fights.
5. Violent, abusive, indecent, profane, boisterous, unreasonably loud, or otherwise disorderly conduct under circumstances in which there is reason to believe that such conduct will cause or provoke a disturbance.
6. Willful and malicious behavior that interrupts the speaker of any lawful assembly or impairs the lawful right of others to participate effectively in such assembly or meeting when there is reason to believe that such conduct will cause or provoke a disturbance.
7. Willful and malicious behavior that obstructs or causes the obstruction of any doorway, hall, or any other passageway in a College District building to such an extent that the employees, officers, and other persons, including visitors, having business with the College District are denied entrance into, exit from, or free passage in such building.

Responsibility

Each student shall be charged with notice and knowledge of, and shall be required to comply with, the contents and provisions of the College District's rules and regulations concerning student conduct.

All students shall obey the law, show respect for properly constituted authority, and observe correct standards of conduct. Each student shall be expected to:

1. Demonstrate courtesy, even when others do not;
2. Behave in a responsible manner, always exercising self-discipline;
3. Attend all classes, regularly and on time;
4. Prepare for each class and take appropriate materials and assignments to class;
5. Obey all classroom rules;
6. Respect the rights and privileges of students, faculty, and other College District staff and volunteers;

STUDENT RIGHTS AND RESPONSIBILITIES
STUDENT CONDUCT

FLB
(LOCAL)

7. Respect the property of others, including College District property and facilities; and
8. Cooperate with and assist the College District staff in maintaining safety, order, and discipline.

Prohibited Conduct

Federal, State, and Local Law Violations of federal, state, or local law or College District policies, procedures, or rules, including the student handbook shall be prohibited.

Prohibited Weapons and Devices Possession, distribution, sale, or use of firearms, location-restricted knives, clubs, knuckles, firearm silencers, or other prohibited weapons or devices in violation of law or College District policies and procedures shall be prohibited. [See CHF]

Drugs and Alcohol Behaviors regarding drugs and alcohol and associated paraphernalia shall be prohibited as described in policy FLBE.

Debts Owing a monetary debt to the College District that is considered delinquent or writing an "insufficient funds" check to the College District shall be prohibited.

Disruptions "Disorderly conduct," as defined above, or disruptive behavior shall be prohibited.

Behavior Targeting Others The following behavior targeting others shall be prohibited:

1. Threatening another person, including a student or employee;
2. Intentionally, knowingly, or negligently causing physical harm to any person;
3. Engaging in conduct that constitutes harassment, sexual assault, dating violence, stalking, or bullying directed toward another person, including a student or employee; [See DIA series, FFD series, **FFE**, and **FFEFM** as appropriate]
4. Hazing with or without the consent of a student; [See FLBC]
5. Initiations by organizations that include features that are dangerous, harmful, or degrading to the student, a violation of which also renders the organization subject to appropriate discipline; and
6. Endangering the health or safety of members of the College District community or visitors to the premises.

Property The following behavior regarding property shall be prohibited:

1. Intentionally, knowingly, or negligently defacing, damaging, misusing, or destroying College District property or property owned by others;

STUDENT RIGHTS AND RESPONSIBILITIES
STUDENT CONDUCT

FLB
(LOCAL)

2. Stealing from the College District or others; and
 3. Theft, sabotage, destruction, distribution, or other use of the intellectual property of the College District or third parties without permission.
- Directives Failure to comply with directives given by College District personnel, and failure to provide identification when requested to do so by College District personnel shall be prohibited.
- Tobacco and E-cigarettes Possession or use of tobacco products or e-cigarettes on College District property without authorization shall be prohibited. [See FLBD]
- Misuse of Technology The following behavior regarding misuse of technology shall be prohibited:
1. Violating policies, rules, or agreements signed by the student regarding the use of technology resources;
 2. Attempting to access or circumvent passwords or other security-related information of the College District, students, or employees or uploading or creating computer viruses;
 3. Attempting to alter, destroy, disable, or restrict access to College District technology resources including but not limited to computers and related equipment, College District data, the data of others, or other networks connected to the College District's system without permission;
 4. Using the internet or other electronic communications to threaten College District students, employees, or volunteers;
 5. Sending, posting, or possessing electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal;
 6. Using ~~email or websites~~ **electronic means** to engage in or encourage illegal behavior or threaten the safety of the College District, students, employees, or visitors; and
 7. Possessing published or electronic material that is designed to promote or encourage illegal behavior or that could threaten the safety of the College District, students, employees, or visitors.
- Dishonesty The following behavior regarding dishonesty shall be prohibited:
1. Scholastic dishonesty, as defined above;

STUDENT RIGHTS AND RESPONSIBILITIES
STUDENT CONDUCT

FLB
(LOCAL)

2. Making false accusations or perpetrating hoaxes regarding the safety of the College District, students, employees, or visitors;
3. Intentionally or knowingly providing false information to the College District; and
4. Intentionally or knowingly falsifying records, passes, or other College District-related documents.

**Gambling and Other
Conduct**

Gambling or engaging in any other conduct that College District officials might reasonably believe will substantially disrupt the College District program or incite violence shall be prohibited.

Discipline

A student shall be subject to discipline, including suspension, in accordance with FM and FMA if the student violates this policy:

1. While on College District premises;
2. While attending a College District activity; or
3. While elsewhere if the behavior adversely impacts the educational environment or otherwise interferes with the College District's operations or objectives.

Publication

The student conduct rules contained in this policy and any other conduct rules of the College District developed by the College President shall be published in the student handbook.

Student handbooks shall be made available on the College District's website at the beginning of the academic year; a hard copy shall be provided upon request. Amendments to the handbook shall be communicated promptly to students.

Alcohol

A student shall be prohibited from using, possessing, controlling, manufacturing, transmitting, distributing, selling, or being under the influence of intoxicating beverages on College District property, in College District vehicles, and at College District-related activities. With the prior consent of the Board or the College President, these provisions may be waived with respect to a specific location on College District property, a specific event, or approved academic programs/classes as permitted by law that are sponsored by the College District.

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

**Controlled
Substances**

No student shall possess, use, control, manufacture, transmit, distribute, sell, or attempt to possess, use, control, manufacture, transmit, distribute, sell, or be under the influence of, any of the following substances on College District property, in College District vehicles, or at College District-related activities:

1. Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
2. Any abusable glue, aerosol paint, or any other volatile chemical substance for inhalation.
3. Any performance-enhancing substance, including steroids.
4. Any designer drug.
5. Any other intoxicant or mood-changing, mind-altering, or behavior-altering drug.

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

Exceptions

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

1. Uses or possesses a controlled substance or drug authorized by a licensed physician through a prescription specifically for that student's use;
2. Possesses a controlled substance or drug that a licensed physician has prescribed for the student's child or other individual for whom the student is a legal guardian;
3. Cultivates, possesses, transports, or sells hemp as authorized by law; or

4. Possesses, sells, or distributes Dextromethorphan.

Paraphernalia

The use, possession, control, manufacture, transmission, distribution, or sale of paraphernalia related to any prohibited substance is prohibited.

Violation

Students who violate this policy shall be subject to appropriate disciplinary action. [See FM and FMA] Such disciplinary action may include referral to drug and alcohol counseling or rehabilitation programs or student assistance programs, suspension, expulsion, and referral to appropriate law enforcement officials for prosecution.

Notice

Each student taking one or more classes for any type of academic credit except for continuing education units shall be given a copy of the College District's policy prohibiting the unlawful possession, use, or distribution of illicit drugs and alcohol, a description of the applicable legal sanctions under local, state, or federal law, and a description of the health risks associated with the use of illicit drugs and the abuse of alcohol.

Current

Alcohol

A student shall be prohibited from using, possessing, controlling, manufacturing, transmitting, distributing, selling, or being under the influence of intoxicating beverages on College District property, in College District vehicles, and at College District-related activities. With the prior consent of the Board or the College President, these provisions may be waived with respect to a specific location on College District property, a specific event, or approved academic programs/classes as permitted by law that are sponsored by the College District.

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

**Controlled
Substances**

No student shall possess, use, control, store, manufacture, transmit, distribute, sell, or attempt to possess, use, control, store manufacture, transmit, distribute, sell, or be under the influence of, any of the following substances on College District property, in College District vehicles, or at College District-related activities:

1. Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
2. Any abusable glue, aerosol paint, or any other volatile chemical substance for inhalation.
3. Any performance-enhancing substance, including steroids.
4. Any designer drug.
5. Any other intoxicant or mood-changing, mind-altering, or behavior-altering drug.

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

Exceptions

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

1. Uses, possesses, or stores a controlled substance or drug authorized by a licensed physician through a prescription specifically for that student's use;
2. Possesses or stores a controlled substance or drug that a licensed physician has prescribed for the student's child or other individual for whom the student is a legal guardian;
3. Cultivates, possesses, transports, or sells hemp as authorized by law; or

4. Possesses, sells, or distributes Dextromethorphan.

Paraphernalia

The use, possession, control, storage, manufacture, transmission, distribution, or sale of paraphernalia related to any prohibited substance is prohibited.

Violation

Students who violate this policy shall be subject to appropriate disciplinary action. [See FM and FMA] Such disciplinary action may include referral to drug and alcohol counseling or rehabilitation programs or student assistance programs, suspension, expulsion, and referral to appropriate law enforcement officials for prosecution.

Notice

Each student taking one or more classes for any type of academic credit except for continuing education units shall be given a copy of the College District's policy prohibiting the unlawful possession, use, or distribution of illicit drugs and alcohol, a description of the applicable legal sanctions under local, state, or federal law, and a description of the health risks associated with the use of illicit drugs and the abuse of alcohol.

NEW

Alcohol

A student shall be prohibited from using, possessing, controlling, manufacturing, transmitting, distributing, selling, or being under the influence of intoxicating beverages on College District property, in College District vehicles, and at College District-related activities. With the prior consent of the Board or the College President, these provisions may be waived with respect to a specific location on College District property, a specific event, or approved academic programs/classes as permitted by law that are sponsored by the College District.

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

**Controlled
Substances**

No student shall possess, use, control, **store**, manufacture, transmit, distribute, sell, or attempt to possess, use, control, **store** manufacture, transmit, distribute, sell, or be under the influence of, any of the following substances on College District property, in College District vehicles, or at College District-related activities:

1. Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
2. Any abusable glue, aerosol paint, or any other volatile chemical substance for inhalation.
3. Any performance-enhancing substance, including steroids.
4. Any designer drug.
5. Any other intoxicant or mood-changing, mind-altering, or behavior-altering drug.

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

Exceptions

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

1. Uses ~~or possesses~~, **possesses, or stores** a controlled substance or drug authorized by a licensed physician through a prescription specifically for that student's use;
2. Possesses **or stores** a controlled substance or drug that a licensed physician has prescribed for the student's child or other individual for whom the student is a legal guardian;
3. Cultivates, possesses, transports, or sells hemp as authorized by law; or

4. Possesses, sells, or distributes Dextromethorphan.

Paraphernalia

The use, possession, control, **storage**, manufacture, transmission, distribution, or sale of paraphernalia related to any prohibited substance is prohibited.

Violation

Students who violate this policy shall be subject to appropriate disciplinary action. [See FM and FMA] Such disciplinary action may include referral to drug and alcohol counseling or rehabilitation programs or student assistance programs, suspension, expulsion, and referral to appropriate law enforcement officials for prosecution.

Notice

Each student taking one or more classes for any type of academic credit except for continuing education units shall be given a copy of the College District's policy prohibiting the unlawful possession, use, or distribution of illicit drugs and alcohol, a description of the applicable legal sanctions under local, state, or federal law, and a description of the health risks associated with the use of illicit drugs and the abuse of alcohol.

Markkup

Guiding Principles	The College President or designee shall develop administrative procedures for a student complaint reporting and grievance process as delineated in the student handbook.
Informal Process	<p>The College District encourages students to discuss their concerns with the appropriate instructor or other campus administrator who has the authority to address the concerns.</p> <p>Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level.</p> <p>Informal resolution shall be encouraged but shall not extend any deadlines in this policy, except by mutual written consent.</p>
Formal Process	<p>A student may initiate the formal process described below by timely filing a written complaint form.</p> <p>Even after initiating the formal complaint process, students are encouraged to seek informal resolution of their concerns. A student whose concerns are resolved may withdraw a formal complaint at any time.</p> <p>The process described in this policy shall not be construed to create new or additional rights beyond those granted by law or Board policy, nor to require a full evidentiary hearing or “mini-trial” at any level.</p>
Freedom from Retaliation	Neither the Board nor any College District employee shall unlawfully retaliate against any student for bringing a concern or complaint.
Notice to Students	The College District shall inform students of this policy through appropriate College District publications.
Complaints	In this policy, the terms “complaint” and “grievance” shall have the same meaning.
Other Complaint Processes	<p>Student complaints shall be filed in accordance with this policy, except as required by the policies listed below. Some of these policies require appeals to be submitted in accordance with FLD after the relevant complaint process:</p> <ol style="list-style-type: none">1. Complaints alleging discrimination or harassment based on race, color, sex, gender, national origin, disability, age, or religion. [See FFDA and FFDB]2. Complaints concerning retaliation relating to discrimination and harassment. [See FFDA and FFDB]3. Complaints concerning disciplinary decisions. [See FMA]

4. Complaints concerning a commissioned peace officer who is an employee of the College District. [See CHA]
5. Complaints concerning the withdrawal of consent to remain on campus. [See GDA]

Current

STUDENT RIGHTS AND RESPONSIBILITIES
STUDENT COMPLAINTS

FLD
(LOCAL)

Complaints

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

Other Complaint Processes

Student complaints shall be filed in accordance with this policy, except as required by the policies listed below. Some of these policies require appeals to be submitted in accordance with FLD after the relevant complaint process:

1. Complaints alleging discrimination or harassment based on race, color, sex, gender, national origin, disability, age, or religion. [See FFDA and FFDB]
2. Complaints concerning retaliation relating to discrimination and harassment. [See FFDA and FFDB]
3. Complaints concerning disciplinary decisions. [See FMA]
4. Complaints concerning a commissioned peace officer who is an employee of the College District. [See CGF]
5. Complaints concerning the withdrawal of consent to remain on campus. [See GDA]

Notice to Students

The College District shall inform students of this policy through appropriate College District publications and on the College District’s website.

Procedures

The College President or designee shall develop administrative procedures for a student complaint reporting and grievance process as delineated in the student handbook.

Informal Process

The College District encourages students to discuss their concerns with the appropriate faculty member or college employee who has the authority to address the concerns.

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

Informal resolution shall be encouraged but shall not extend any deadlines in this policy, except by mutual written consent.

Formal Process

A student may initiate the formal process described below by timely filing a written complaint form. Students are encouraged to submit complaints as early as possible so that the situation can be addressed promptly and an appropriate remedy identified without delay.

The complaint form shall be filed with the lowest level administrator who had the authority to remedy the alleged problem.

If the subject matter of the complaint requires a Board decision, is a complaint about a Board member, or is a complaint about the

STUDENT RIGHTS AND RESPONSIBILITIES
STUDENT COMPLAINTS

FLD
(LOCAL)

College President, the complaint shall be initiated at the Board level. A preliminary hearing to develop a record or recommendation for the Board may be conducted by an appropriate administrator.

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

Option to Continue
Informal Process

Even after initiating the formal complaint process, students are encouraged to seek informal resolution of their concerns. A student whose concerns are resolved may withdraw a formal complaint at any time.

**Freedom from
Retaliation**

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

NEW

Complaints

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

Other Complaint Processes

Student complaints shall be filed in accordance with this policy, except as required by the policies listed below. Some of these policies require appeals to be submitted in accordance with FLD after the relevant complaint process:

1. Complaints alleging discrimination or harassment based on race, color, sex, gender, national origin, disability, age, or religion. [See FFDA and FFDB]
2. Complaints concerning retaliation relating to discrimination and harassment. [See FFDA and FFDB]
3. Complaints concerning disciplinary decisions. [See FMA]
4. Complaints concerning a commissioned peace officer who is an employee of the College District. [See CGF]
5. Complaints concerning the withdrawal of consent to remain on campus. [See GDA]

Notice to Students

The College District shall inform students of this policy through appropriate College District publications and on the College District’s website.

Guiding Principles Procedures

The College President or designee shall develop administrative procedures for a student complaint reporting and grievance process as delineated in the student handbook.

Informal Process

The College District encourages students to discuss their concerns with the appropriate ~~instructor or other~~ **faculty member or college employee** ~~campus administrator~~ who has the authority to address the concerns.

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

Informal resolution shall be encouraged but shall not extend any deadlines in this policy, except by mutual written consent.

Formal Process

A student may initiate the formal process described below by timely filing a written complaint form. **Students are encouraged to submit complaints as early as possible so that the situation can be addressed promptly and an appropriate remedy identified without delay.**

~~Even after initiating the formal complaint process, students are encouraged to seek informal resolution of their concerns. A student whose concerns are resolved may withdraw a formal complaint at any time~~ **The complaint form shall be filed with the lowest level**

administrator who had the authority to remedy the alleged problem.

If the subject matter of the complaint requires a Board decision, is a complaint about a Board member, or is a complaint about the College President, the complaint shall be initiated at the Board level. A preliminary hearing to develop a record or recommendation for the Board may be conducted by an appropriate administrator.

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

Option to Continue Informal Process

Even after initiating the formal complaint process, students are encouraged to seek informal resolution of their concerns. A student whose concerns are resolved may withdraw a formal complaint at any time.

Freedom from Retaliation

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

~~**Notice to Students**~~

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

~~**Complaints**~~

~~In this policy, the terms “complaint” and “grievance” shall have the same meaning.~~

~~**Other Complaint Processes**~~

~~Student complaints shall be filed in accordance with this policy, except as required by the policies listed below. Some of these policies require appeals to be submitted in accordance with FLD after the relevant complaint process:~~

- ~~1. Complaints alleging discrimination or harassment based on race, color, sex, gender, national origin, disability, age, or religion. [See FFDA and FFDB]~~
- ~~2. Complaints concerning retaliation relating to discrimination and harassment. [See FFDA and FFDB]~~
- ~~3. Complaints concerning disciplinary decisions. [See FMA]~~
- ~~4. Complaints concerning a commissioned peace officer who is an employee of the College District. [See CHA]~~

~~Complaints concerning the withdrawal of consent to remain on campus. [See GDA]~~

Guiding Principles

Informal Process

The Board encourages the public to discuss concerns with an appropriate administrator who has the authority to address the concerns.

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

Informal resolution shall be encouraged but shall not extend any deadlines in this policy, except by mutual written consent.

Formal Process

An individual may initiate the formal process described below by timely filing a written complaint form.

Even after initiating the formal complaint process, individuals are encouraged to seek informal resolution of their concerns. An individual whose concerns are resolved may withdraw a formal complaint at any time.

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

Freedom from Retaliation

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

Complaints

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

Other Complaint Processes

Complaints from the public shall be filed in accordance with this policy, except as required by the policies listed below. Some of these policies require appeals to be submitted in accordance with GB after the relevant complaint process:

1. Complaints concerning a commissioned peace officer who is an employee of the College District. [See CHA]
2. Complaints concerning the withdrawal of consent to remain on campus. [See GDA]

General Provisions

Filing

Complaint forms and appeal notices may be filed by hand-delivery, by electronic communication, including email and fax, or by U.S. Mail. Hand-delivered filings shall be timely filed if received by the appropriate administrator or designee by the close of business on the deadline. Filings submitted by electronic communication shall be timely filed if they are received by the close of business on the deadline, as indicated by the date/time shown on the electronic communication. Mail filings shall be timely filed if they are post-marked by U.S. Mail on or before the deadline and received by the appropriate administrator or designated representative no more than three days after the deadline.

PUBLIC COMPLAINTS AND HEARINGS

GB
(LOCAL)

Scheduling Conferences	The College District shall make reasonable attempts to schedule conferences at a mutually agreeable time. If the individual fails to appear at a scheduled conference, the College District may hold the conference and issue a decision in the individual's absence.
Response	At Levels One and Two, "response" shall mean a written communication to the individual from the appropriate administrator. Responses may be hand-delivered, sent by electronic communication to the individual's email address of record, or sent by U.S. Mail to the individual's mailing address of record. Mailed responses shall be timely if they are postmarked by U.S. Mail on or before the deadline.
Days	"Days" shall mean College District business days. In calculating timelines under this policy, the day a document is filed is "day zero." The following day is "day one."
Representative	<p>"Representative" shall mean any person who or organization that is designated by an individual to represent the individual in the complaint process.</p> <p>The individual may designate a representative through written notice to the College District at any level of this process. If the individual designates a representative with fewer than three days' notice to the College District before a scheduled conference or hearing, the College District may reschedule the conference or hearing to a later date, if desired, in order to include the College District's counsel. The College District may be represented by counsel at any level of the process.</p>
Consolidating Complaints	Complaints arising out of an event or a series of related events shall be addressed in one complaint. An individual shall not file separate or serial complaints arising from any event or series of events that have been or could have been addressed in a previous complaint.
Untimely Filings	<p>All time limits shall be strictly followed unless modified by mutual written consent.</p> <p>If a complaint form or appeal notice is not timely filed, the complaint may be dismissed, on written notice to the individual, at any point during the complaint process. The individual may appeal the dismissal by seeking review in writing within 10 days from the date of the written dismissal notice, starting at the level at which the complaint was dismissed. Such appeal shall be limited to the issue of timeliness.</p>
Costs Incurred	Each party shall pay its own costs incurred in the course of the complaint.

**Complaint and
Appeal Forms**

Complaints and appeals under this policy shall be submitted in writing on a form provided by the College District.

Copies of any documents that support the complaint should be attached to the complaint form. If the individual does not have copies of these documents, they may be presented at the Level One conference. After the Level One conference, no new documents may be submitted by the individual unless the individual did not know the documents existed before the Level One conference.

A complaint or appeal form that is incomplete in any material aspect may be dismissed but may be refiled with all the required information if the refile is within the designated time for filing.

Level One

Complaint forms must be filed:

1. Within 15 days of the date the individual first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance; and
2. With the lowest level administrator who has the authority to remedy the alleged problem.

If the only administrator who has authority to remedy the alleged problem is the College President or designee, the complaint may begin at Level Two following the procedure, including deadlines, for filing the complaint form at Level One.

The appropriate administrator shall investigate as necessary and schedule a conference with the individual within 10 days after receipt of the written complaint. The administrator may set reasonable time limits for the conference.

Absent extenuating circumstances, the administrator shall provide the individual a written response within 10 days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the administrator may consider information provided at the Level One conference and any relevant documents or information.

Level Two

If the individual did not receive the relief requested at Level One or if the time for a response has expired, he or she may request a conference with the College President or designee to appeal the Level One decision.

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

After receiving notice of the appeal, the Level One administrator shall prepare and forward a record of the Level One complaint to the Level Two administrator. The individual may request a copy of the Level One record.

The Level One record shall include:

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

The Level Two administrator shall schedule a conference within 10 days after the appeal notice is filed. The conference shall be limited to the issues and documents considered at Level One. At the conference, the individual may provide information concerning any documents or information relied upon by the administration for the Level One decision. The Level Two administrator may set reasonable time limits for the conference.

The Level Two administrator shall provide the individual a written response within 10 days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the Level Two administrator may consider the Level One record, information provided at the Level Two conference, and any other relevant documents or information the Level Two administrator believes will help resolve the complaint.

Recordings of the Level One and Level Two conferences, if any, shall be maintained with the Level One and Level Two records.

Level Three

If the individual did not receive the relief requested at Level Two or if the time for a response has expired, he or she may appeal the decision to the Board.

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

The College President or designee shall inform the individual of the date, time, and place of the Board meeting at which the complaint will be on the agenda for presentation to the Board.

The College President or designee shall provide the Board with the record of the Level Two complaint. The individual may request a copy of the Level Two record.

The Level Two record shall include:

1. The Level One record.
2. The written response issued at Level Two and any attachments.
3. All other documents relied upon by the administration in reaching the Level Two decision.

The appeal shall be limited to the issues and documents considered at Level Two, except that if at the Level Three hearing the administration intends to rely on evidence not included in the Level Two record, the administration shall provide the individual notice of the nature of the evidence at least three days before the hearing.

The College District shall determine whether the complaint will be presented in open or closed meeting in accordance with the Texas Open Meetings Act and other applicable law. [See BD]

The presiding officer may set reasonable time limits and guidelines for the presentation, including an opportunity for the individual and administration to each make a presentation and provide rebuttal and an opportunity for questioning by the Board. The Board shall hear the complaint and may request that the administration provide an explanation for the decisions at the preceding levels.

In addition to any other record of the Board meeting required by law, the Board shall prepare a separate record of the Level Three presentation. The Level Three presentation, including the presentation by the individual or his or her representative, any presentation from the administration, and questions from the Board with responses, shall be recorded by audio recording, video/audio recording, or court reporter.

The Board shall then consider the complaint. It may give notice of its decision orally or in writing at any time up to and including the next regularly scheduled Board meeting. If the Board does not make a decision regarding the complaint by the end of the next regularly scheduled meeting, the lack of a response by the Board upholds the administrative decision at Level Two.

Complaints

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

Other Complaint Processes

Complaints from the public shall be filed in accordance with this policy, except as required by the policies listed below. Some of these policies require appeals to be submitted in accordance with GB after the relevant complaint process:

1. Complaints concerning a commissioned peace officer who is an employee of the College District. [See CGF]
2. Complaints concerning the withdrawal of consent to remain on campus. [See GDA]

Informal Process

The Board encourages the public to discuss concerns with an appropriate administrator who has the authority to address the concerns.

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

Informal resolution shall be encouraged but shall not extend any deadlines in this policy, except by mutual written consent.

Formal Process

An individual may initiate the formal process described below by filing a written complaint form within 15 business days of the date the individual first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance.

The complaint form shall be filed with the lowest level administrator who has the authority to remedy the alleged problem.

If the subject matter of the complaint requires a Board decision, is a complaint about a Board member, or is a complaint about the College President, the complaint shall be initiated at the Board level. A preliminary hearing to develop a record or recommendation for the Board may be conducted by an appropriate administrator.

If the complaint is not filed with the appropriate administrator, the receiving administrator must note the date and time the complaint form was received and immediately forward the complaint form to the appropriate administrator.

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

Option to Continue Informal Process

Even after initiating the formal complaint process, individuals are encouraged to seek informal resolution of their concerns. An individual whose concerns are resolved may withdraw a formal complaint at any time.

Freedom from Retaliation

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

General Provisions

Filing

Complaint forms and appeal notices may be filed by hand-delivery, by electronic communication, including email and fax, or by U.S. Mail. Hand-delivered filings shall be timely filed if received by the appropriate administrator or designee by the close of business on the deadline. Filings submitted by electronic communication shall be timely filed if they are received by the close of business on the deadline, as indicated by the date/time shown on the electronic communication. Mail filings shall be timely filed if they are post-marked by U.S. Mail on or before the deadline and received by the appropriate administrator or designated representative no more than three days after the deadline.

Scheduling Conferences

The College District shall make reasonable attempts to schedule conferences at a mutually agreeable time. If the individual fails to appear at a scheduled conference, the College District may hold the conference and issue a decision in the individual's absence.

Response

At Levels One and Two, "response" shall mean a written communication to the individual from the appropriate administrator. Responses may be hand-delivered, sent by electronic communication to the individual's email address of record, or sent by U.S. Mail to the individual's mailing address of record. Mailed responses shall be timely if they are postmarked by U.S. Mail on or before the deadline.

Days

"Days" shall mean College District business days, unless otherwise noted. In calculating timelines under this policy, the day a document is filed is "day zero." The following business day is "day one."

Representative

"Representative" shall mean any person who or organization that is designated by an individual to represent the individual in the complaint process.

The individual may designate a representative through written notice to the College District at any level of this process. If the individual designates a representative with fewer than three days' notice to the College District before a scheduled conference or hearing, the College District may reschedule the conference or hearing to a later date, if desired, in order to include the College District's counsel. The College District may be represented by counsel at any level of the process.

PUBLIC COMPLAINTS AND HEARINGS

GB
(LOCAL)

Consolidating Complaints	<p>Complaints arising out of an event or a series of related events shall be addressed in one complaint. An individual shall not file separate or serial complaints arising from any event or series of events that have been or could have been addressed in a previous complaint.</p> <p>When two or more complaints are sufficiently similar in nature and remedy sought to permit their resolution through one proceeding, the College District may consolidate the complaints.</p>
Untimely Filings	<p>All time limits shall be strictly followed unless modified by mutual written consent.</p> <p>If a complaint form or appeal notice is not timely filed, the complaint may be dismissed, on written notice to the individual, at any point during the complaint process. The individual may appeal the dismissal by seeking review in writing within 10 days from the date of the written dismissal notice, starting at the level at which the complaint was dismissed. Such appeal shall be limited to the issue of timeliness.</p>
Costs Incurred	<p>Each party shall pay its own costs incurred in the course of the complaint.</p>
Complaint and Appeal Forms	<p>Complaints and appeals under this policy shall be submitted in writing on a form provided by the College District.</p> <p>Copies of any documents that support the complaint should be attached to the complaint form. If the individual does not have copies of these documents, copies may be presented at the Level One conference. After the Level One conference, no new documents may be submitted by the individual unless the individual did not know the documents existed before the Level One conference.</p> <p>A complaint or appeal form that is incomplete in any material aspect may be dismissed but may be refiled with all the required information if the refiling is within the designated time for filing.</p>
Record	<p>A record of each complaint hearing shall be created and retained in accordance with this policy. The record shall include documents submitted by the individual who filed the complaint, documents determined relevant by College District personnel, and the decision.</p>
Remand	<p>A complaint or appeal form that is incomplete in any material aspect shall be refiled, if at Level One, and remanded at all other levels in order to develop an adequate record of the complaint.</p> <p>If an adequate record has not been developed, the appropriate administrator may remand the complaint to a lower level. The Board or Board committee may remand a complaint to a lower level if at</p>

the Board level of review an adequate record has not been developed.

Investigation

The College District may conduct an investigation at any level in the complaint process. If the College District and the complainant mutually agree, all deadlines shall be suspended during an investigation.

Audio Recording

As provided by law, an individual shall be permitted to make an audio recording of a hearing under this policy at which the substance of the individual's complaint is discussed. The individual shall notify all attendees present that an audio recording is taking place.

Complaint Levels

Level One

The appropriate administrator shall schedule a conference with the individual within 10 days after receipt of the written complaint. The administrator may set reasonable time limits for the conference.

Absent extenuating circumstances, the administrator shall provide the individual a written response within 10 days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the administrator may consider information provided at the Level One conference and any other relevant documents or information the administrator believes will help resolve the complaint.

Level Two

If the individual did not receive the relief requested at Level One or if the time for a response has expired, the individual may request a conference with the College President or designee to appeal the Level One decision.

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

After receiving notice of the appeal, the Level One administrator shall prepare and forward a record of the Level One complaint to the Level Two administrator. The individual may request a copy of the Level One record.

The Level One record shall include:

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

The Level Two administrator shall schedule a conference within 10 days after the appeal notice is filed. The conference shall be limited to the issues and documents considered at Level One and identified in the Level Two appeal notice. At the conference, the individual may provide information concerning any documents or information relied upon by the administration for the Level One decision. The Level Two administrator may set reasonable time limits for the conference.

The Level Two administrator shall provide the individual a written response within 10 days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the Level Two administrator may consider the Level One record, information provided at the Level Two conference, and any other relevant documents or information the Level Two administrator believes will help resolve the complaint.

Recordings of the Level One and Level Two conferences, if any, shall be maintained with the Level One and Level Two records.

Level Three

If the individual did not receive the relief requested at Level Two or if the time for a response has expired, the individual may appeal the decision to the Board.

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

The College President or designee shall inform the individual of the date, time, and place of the Board meeting at which the complaint will be on the agenda for presentation to the Board.

The College President or designee shall provide the Board with the record of the Level Two complaint. The individual may request a copy of the Level Two record.

The Level Two record shall include:

1. The Level One record.
2. The written response issued at Level Two and any attachments.
3. All other documents relied upon by the Level Two administrator in reaching the Level Two decision.

The appeal shall be limited to the issues and documents considered at Level Two, except that if at the Level Three hearing the administration intends to rely on evidence not included in the Level

Two record, the administration shall provide the individual notice of the nature of the evidence at least three days before the hearing.

The College District shall determine whether the complaint will be presented in open or closed meeting in accordance with the Texas Open Meetings Act and other applicable law. [See BD]

The presiding officer may set reasonable time limits and guidelines for the presentation including an opportunity for the individual and administration to each make a presentation and provide rebuttal and an opportunity for questioning by the Board. The Board shall hear the complaint and may request that the administration provide an explanation for the decisions at the preceding levels.

In addition to any other record of the Board meeting required by law, the Board shall prepare a separate record of the Level Three presentation. The Level Three presentation, including the presentation by the individual or the individual's representative, any presentation from the administration, and questions from the Board with responses, shall be recorded by audio recording, video/audio recording, or court reporter.

The Board shall then consider the complaint. It may give notice of its decision orally or in writing at any time up to and including the next regularly scheduled Board meeting. If for any reason the Board fails to reach a decision regarding the complaint by the end of the next regularly scheduled meeting, the lack of a response by the Board upholds the administrative decision at Level Two.

Complaints

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

Other Complaint Processes

Complaints from the public shall be filed in accordance with this policy, except as required by the policies listed below. Some of these policies require appeals to be submitted in accordance with GB after the relevant complaint process:

1. **Complaints concerning a commissioned peace officer who is an employee of the College District. [See CGF]**
2. **Complaints concerning the withdrawal of consent to remain on campus. [See GDA]**

Guiding Principles

Informal Process

The Board encourages the public to discuss concerns with an appropriate administrator who has the authority to address the concerns.

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

Informal resolution shall be encouraged but shall not extend any deadlines in this policy, except by mutual written consent.

Formal Process

An individual may initiate the formal process described below by ~~timely~~ filing a written complaint form **within 15 business days of the date the individual first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance.**

~~Even after initiating the formal complaint process, individuals are encouraged to seek informal resolution of their concerns. An individual whose concerns are resolved may withdraw a formal complaint at any time.~~ **The complaint form shall be filed with the lowest level administrator who has the authority to remedy the alleged problem.**

If the subject matter of the complaint requires a Board decision, is a complaint about a Board member, or is a complaint about the College President, the complaint shall be initiated at the Board level. A preliminary hearing to develop a record or recommendation for the Board may be conducted by an appropriate administrator.

If the complaint is not filed with the appropriate administrator, the receiving administrator must note the date and time the complaint form was received and immediately forward the complaint form to the appropriate administrator.

The process described in this policy shall not be construed to create new or additional rights beyond those granted by law or Board

policy, nor to require a full evidentiary hearing or “mini-trial” at any level.

Option to Continue Informal Process

Even after initiating the formal complaint process, individuals are encouraged to seek informal resolution of their concerns. An individual whose concerns are resolved may withdraw a formal complaint at any time.

Freedom from Retaliation

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

Complaints

~~In this policy, the terms “complaint” and “grievance” shall have the same meaning.~~

~~Other Complaint Processes~~

~~Complaints from the public shall be filed in accordance with this policy, except as required by the policies listed below. Some of these policies require appeals to be submitted in accordance with GB after the relevant complaint process:~~

~~1. Complaints concerning a commissioned peace officer who is an employee of the College District. [See CHA]~~

~~Complaints concerning the withdrawal of consent to remain on campus. [See GDA]~~

General Provisions

Filing

Complaint forms and appeal notices may be filed by hand-delivery, by electronic communication, including email and fax, or by U.S. Mail. Hand-delivered filings shall be timely filed if received by the appropriate administrator or designee by the close of business on the deadline. Filings submitted by electronic communication shall be timely filed if they are received by the close of business on the deadline, as indicated by the date/time shown on the electronic communication. Mail filings shall be timely filed if they are post-marked by U.S. Mail on or before the deadline and received by the appropriate administrator or designated representative no more than three days after the deadline.

Scheduling Conferences

The College District shall make reasonable attempts to schedule conferences at a mutually agreeable time. If the individual fails to appear at a scheduled conference, the College District may hold the conference and issue a decision in the individual’s absence.

Response

At Levels One and Two, “response” shall mean a written communication to the individual from the appropriate administrator. Responses may be hand-delivered, sent by electronic communication to the individual’s email address of record, or sent by U.S. Mail to the individual’s mailing address of record. Mailed responses shall be timely if they are postmarked by U.S. Mail on or before the deadline.

PUBLIC COMPLAINTS AND HEARINGS

GB
(LOCAL)

Days	<p>“Days” shall mean College District business days, unless otherwise noted. In calculating timelines under this policy, the day a document is filed is “day zero.” The following business day is “day one.”</p>
Representative	<p>“Representative” shall mean any person who or organization that is designated by an individual to represent the individual in the complaint process.</p> <p>The individual may designate a representative through written notice to the College District at any level of this process. If the individual designates a representative with fewer than three days’ notice to the College District before a scheduled conference or hearing, the College District may reschedule the conference or hearing to a later date, if desired, in order to include the College District’s counsel. The College District may be represented by counsel at any level of the process.</p>
Consolidating Complaints	<p>Complaints arising out of an event or a series of related events shall be addressed in one complaint. An individual shall not file separate or serial complaints arising from any event or series of events that have been or could have been addressed in a previous complaint.</p> <p>When two or more complaints are sufficiently similar in nature and remedy sought to permit their resolution through one proceeding, the College District may consolidate the complaints.</p>
Untimely Filings	<p>All time limits shall be strictly followed unless modified by mutual written consent.</p> <p>If a complaint form or appeal notice is not timely filed, the complaint may be dismissed, on written notice to the individual, at any point during the complaint process. The individual may appeal the dismissal by seeking review in writing within 10 days from the date of the written dismissal notice, starting at the level at which the complaint was dismissed. Such appeal shall be limited to the issue of timeliness.</p>
Costs Incurred	<p>Each party shall pay its own costs incurred in the course of the complaint.</p>
Complaint and Appeal Forms	<p>Complaints and appeals under this policy shall be submitted in writing on a form provided by the College District.</p> <p>Copies of any documents that support the complaint should be attached to the complaint form. If the individual does not have copies of these documents, theycopies may be presented at the Level</p>

One conference. After the Level One conference, no new documents may be submitted by the individual unless the individual did not know the documents existed before the Level One conference.

A complaint or appeal form that is incomplete in any material aspect may be dismissed but may be refiled with all the required information if the refileing is within the designated time for filing.

Level One

~~Complaint forms must be filed:~~

- ~~1. Within 15 days of the date the individual first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance; and~~
- ~~2. With the lowest level administrator who has the authority to remedy the alleged problem.~~

~~If the only administrator who has authority to remedy the alleged problem is the College President or designee, the complaint may begin at Level Two following the procedure, including deadlines, for filing the complaint form at Level One.~~

~~The appropriate administrator shall investigate as necessary and~~**Record**

A record of each complaint hearing shall be created and retained in accordance with this policy. The record shall include documents submitted by the individual who filed the complaint, documents determined relevant by College District personnel, and the decision.

Remand

A complaint or appeal form that is incomplete in any material aspect shall be refiled, if at Level One, and remanded at all other levels in order to develop an adequate record of the complaint.

If an adequate record has not been developed, the appropriate administrator may remand the complaint to a lower level. The Board or Board committee may remand a complaint to a lower level if at the Board level of review an adequate record has not been developed.

Investigation

The College District may conduct an investigation at any level in the complaint process. If the College District and the complainant mutually agree, all deadlines shall be suspended during an investigation.

Audio Recording

As provided by law, an individual shall be permitted to make an audio recording of a hearing under this policy at which the substance of the individual's complaint is discussed. The individual shall notify all attendees present that an audio recording is taking place.

Complaint Levels

Level One

The appropriate administrator shall schedule a conference with the individual within 10 days after receipt of the written complaint. The administrator may set reasonable time limits for the conference.

Absent extenuating circumstances, the administrator shall provide the individual a written response within 10 days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the administrator may consider information provided at the Level One conference and any **other** relevant documents or information **the administrator believes will help resolve the complaint.**

Level Two

If the individual did not receive the relief requested at Level One or if the time for a response has expired, ~~he or she~~ **the individual** may request a conference with the College President or designee to appeal the Level One decision.

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

After receiving notice of the appeal, the Level One administrator shall prepare and forward a record of the Level One complaint to the Level Two administrator. The individual may request a copy of the Level One record.

The Level One record shall include:

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

The Level Two administrator shall schedule a conference within 10 days after the appeal notice is filed. The conference shall be limited to the issues and documents considered at Level One **and identified in the Level Two appeal notice.** At the conference, the individual may provide information concerning any documents or information relied upon by the administration for the Level One decision. The Level Two administrator may set reasonable time limits for the conference.

The Level Two administrator shall provide the individual a written response within 10 days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the Level Two administrator may consider the Level One record, information provided at the Level Two conference, and any other relevant documents or information the Level Two administrator believes will help resolve the complaint.

Recordings of the Level One and Level Two conferences, if any, shall be maintained with the Level One and Level Two records.

Level Three

If the individual did not receive the relief requested at Level Two or if the time for a response has expired, ~~he or she~~ **the individual** may appeal the decision to the Board.

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

The College President or designee shall inform the individual of the date, time, and place of the Board meeting at which the complaint will be on the agenda for presentation to the Board.

The College President or designee shall provide the Board with the record of the Level Two complaint. The individual may request a copy of the Level Two record.

The Level Two record shall include:

1. The Level One record.
2. The written response issued at Level Two and any attachments.
3. All other documents relied upon by the ~~administration~~ **Level Two administrator** in reaching the Level Two decision.

The appeal shall be limited to the issues and documents considered at Level Two, except that if at the Level Three hearing the administration intends to rely on evidence not included in the Level Two record, the administration shall provide the individual notice of the nature of the evidence at least three days before the hearing.

The College District shall determine whether the complaint will be presented in open or closed meeting in accordance with the Texas Open Meetings Act and other applicable law. [See BD]

The presiding officer may set reasonable time limits and guidelines for the presentation, including an opportunity for the individual and administration to each make a presentation and provide rebuttal

and an opportunity for questioning by the Board. The Board shall hear the complaint and may request that the administration provide an explanation for the decisions at the preceding levels.

In addition to any other record of the Board meeting required by law, the Board shall prepare a separate record of the Level Three presentation. The Level Three presentation, including the presentation by the individual or ~~his or her~~ **the individual's** representative, any presentation from the administration, and questions from the Board with responses, shall be recorded by audio recording, video/audio recording, or court reporter.

The Board shall then consider the complaint. It may give notice of its decision orally or in writing at any time up to and including the next regularly scheduled Board meeting. If **for any reason** the Board ~~does not make~~ **fails to reach** a decision regarding the complaint by the end of the next regularly scheduled meeting, the lack of a response by the Board upholds the administrative decision at Level Two.

Marked



Supporting Documentation

Award and Rejection of Proposals, and Approval of Purchases, Purchase Renewals, Revision of Renewal Terms, and Contract Extension

TABLE OF CONTENTS

Items	Attached Documents
Award of Proposals	
1) Audio Visual Production Services – Commencement Ceremonies	1) Summary – Price
2) Re-Bid One (1) Ton Pickup Truck for Fire Science Program	2) Summary – Price
3) Vehicle and Wall Graphics	3) Summary – Price
Rejection of Proposals	
4) Delinquent Tax Collection Services	4) N/A
5) Mobile High-Pressure Air Compressor for Fire Science Training Program	5) N/A
6) Re-Bid Medium Duty Truck	6) N/A
Purchases	
7) Computers, Laptops, Tablets, and Monitors	7) Summary – Price
8) Furniture	8) Summary – Price
Purchase Renewals	
9) Internet Managed Services Agreement	9) Summary – Price
10) Internet Services Agreement	10) Summary – Price
Revision of Renewal Terms	
11) Investment Advisory Services a. Valley View Consulting, LLC	11) N/A
Contract Extension	
12) Delinquent Tax Collection Services a. Linebarger Goggan Blair & Sampson, LLP	12) N/A

SOUTH TEXAS COLLEGE
1. AUDIO VISUAL PRODUCTION SERVICES - COMMENCEMENT CEREMONIES
PROJECT NO. 25-26-1037

VENDOR		Beige Corporation	Creative Events, LLC	Jim Melhart Piano & Organ Co., Inc./ dba Melhart Music		Unityarc, LLC				
ADDRESS			1200 W Polk Ave Ste I	3325 N 10th St		2859 Ursa Circle				
CITY/STATE/ZIP		Los Angeles, CA 90006	Pharr, TX 78577	McAllen, TX 78501		Garland, TX 75044				
PHONE			956-784-4528	956- 682-6147						
CONTACT		Kimberly Neer	Raul Marin	Betty Melhart		Dan Ebosiem				
#	Qty	Description	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
1	1	May 2026 Commencement Ceremony	\$ 25,000.00	\$25,000.00	\$37,000.00	\$37,000.00	\$17,000.00	\$17,000.00	\$87,835.00	\$87,835.00
2	1	December 2026 Commencement Ceremony	\$ 25,000.00	\$25,000.00	\$37,000.00	\$37,000.00	\$17,000.00	\$17,000.00	\$87,835.00	\$87,835.00
Optional Services										
3	6	CO2 Jet Machines	\$ 1,500.00	\$ 9,000.00	\$ 225.00	\$ 1,350.00			\$ 200.00	\$ 1,200.00
Escalation										
2nd Year			3%		2.6%		0%		5%	
3rd Year			3%		2.8%		0%		5%	
TOTAL AMOUNT PROPOSED			\$ 50,000.00		\$ 74,000.00		\$ 34,000.00		\$ 175,670.00	
TOTAL AMOUNT PROPOSED W/OPTIONAL SERVICES			\$ 59,000.00		\$ 75,350.00				\$ 176,870.00	
TOTAL EVALUATION POINTS			71.48		70.64		94.98		51.81	
RANKING			2		3		1		4	

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

SOUTH TEXAS COLLEGE
1. AUDIO VISUAL PRODCUTION SERVICES - COMMENCEMENT CEREMONIES
PROJECT NO. 25-26-1037
EVALUATION SUMMARY

VENDOR		Beige Corporation		Creative Events, LLC		Jim Melhart Piano & Organ Co., Inc./ dba Melhart Music		Unityarc, LLC	
ADDRESS				1200 W Polk Ave Ste I		3325 N 10th St		2859 Ursa Circle	
CITY/STATE/ZIP		LA, CA 90006		Pharr, TX 78577		McAllen, TX 78501		Garland, TX 75044	
PHONE				956-784-4528		956-682-6147			
CONTACT		Kimberly Neer		Raul Marin		Betty Melhart		Dan Ebosiem	
1	The purchase price. (up to 37 points)	25.16	25.16	16.99	16.99	37	37	7.16	7.16
		25.16		16.99		37		7.16	
		25.16		16.99		37		7.16	
2	The reputation of the vendor's goods or services. (up to 18 points)	13	11	16	15	16	16.66	13	11
		10		14		16		10	
		10		15		18		10	
3	The quality of the goods or services. (up to 16 points)	14	12.33	16	14.66	16	14.33	13	12.33
		10		13		15		10	
		13		15		12		14	
4	The extent to which the vendor's goods or services meet the College's needs. (up to 15 points)	14	12.66	13	13.33	15	14.33	14	11.66
		11		12		13		11	
		13		15		15		10	
5	The vendor's past relationship with the College. (up to 3 points)	2	2	2	2	3	2.66	2	2
		2		2		2		2	
		2		2		3		2	
6	The impact on the ability of the College to comply with laws relating to Historically Underutilized Businesses. (up to 1 point)	0	0	0	0	0	0	0	0
		0		0		0		0	
		0		0		0		0	
7	The total long term cost of the College to acquire the vendor's goods or services. (up to 5 points)	3	3.33	4	3.66	5	5	2	2.66
		4		4		5		4	
		3		3		5		2	
8	For a contract for goods and services, other than goods and services related to telecommunications and information materials, whether the vendor or the vendor's ultimate parent company or majority owner: a. Has its place of business in this state; or b. Employs at least 500 persons in this state. (up to 5 points)	5	5	5	5	5	5	5	5
		5		5		5		5	
		5		5		5		5	
TOTAL EVALUATION POINTS		71.48		70.64		94.98		51.81	
RANKING		2		3		1		4	

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

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

SOUTH TEXAS COLLEGE
1. PROPOSAL CRITERIA - SERVICE ONLY

		Service Only	
		Points	Score Key
1	Criterion 1: The purchase price a. The low bidder gets the maximum points b. Divide the lowest proposal by each of the other proposal(s)	37	
2	Criterion 2: The reputation of the vendor and of the vendor's goods or services a. Number of Years in Business b. References (similar projects) c. Services/Installation d. Professional Licenses/Certifications	18	15-18 10-14 5-9 0-4 Excellent Acceptable Marginal Poor/No Response
3	Criterion 3: The quality of the vendor's goods or service a. Warranty b. Service Support/Response Time c. Goods/Product (manufacturer life) d. Product Performance	16	14-16 10-13 5-9 0-4 Excellent Acceptable Marginal Poor/No Response
4	Criterion 4: The extent to which the goods or services meet the district's needs a. Time Frame to complete the project b. Delivery Time Frame of product(s) c. Number of staff d. Meet or exceed the specifications	15	12-15 7-11 3-6 0-2 Excellent Acceptable Marginal Poor/No Response
5	Criterion 5: The vendor's past relationship with the district a. Quality of Past Performances with STC ****New Vendors will receive two points	3	3 2 1 0 Excellent Acceptable/New Vendor Marginal Poor/No Response
6	Criterion 6: The impact on the ability of the district to comply with laws and rules relating to Historically Underutilized Businesses a. Provided the Certification	1	1 0 Yes No
7	Criterion 7: The total long-term cost to the district to acquire the vendor's goods or services; and a. Annual Escalation Increase b. Annual Maintenance Cost	5	5 3-4 1-2 0 Excellent Acceptable Marginal Poor/No Response
8	Criterion 8: For a contract for goods and services, other that 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		Up to 5 points will be used from the purchase price if applicable

Total Points

100

Definitions of evaluation terms:

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

SOUTH TEXAS COLLEGE
2. RE-BID ONE (1) TON PICKUP TRUCK FOR FIRE SCIENCE PROGRAM
PROJECT NO. 25-26-1035

VENDOR		Caldwell Country Chevrolet II, LLC/ dba Caldwell Country Chevrolet	Payne Auto Group/ dba Payne Weslaco Motors		Sames McAllen, Inc./ dba Sames McAllen Ford		Southwest Ford, LLC			
ADDRESS		PO Box 27	2401 E Expressway 83		1400 East Expressway 83		3000 FT Worth Hwy			
CITY/STATE/ZIP		Caldwell, TX 77836	Weslaco, TX 78599		McAllen, TX 78501		Weatherford, TX 76087			
CONTACT		Fleet Central	Robert Vela		Raul Gonzalez		Jeremy Bouher			
#	Qty	Description	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
Unit Proposed			2026 Chevrolet Silverado 3500		2026 Chevrolet Silverado 3500		2026 Ford F-350		2026 Ford F-350	
1	1	One-Ton Pick Up Truck	\$ 61,550.00	\$ 61,550.00	\$ 64,725.00	\$ 64,725.00	\$ 59,982.00	\$ 59,982.00	\$ 58,890.00	\$ 58,890.00
2	1	Warranty (standard and/or extended)								
3	1	Tax, Title, and License			\$ 16.75	\$ 16.75			\$ 241.75	\$ 241.75
4	1	Delivery Fees	\$ 450.00	\$ 450.00					\$ 700.00	\$ 700.00
5	1	Other Fee (if applicable)								
6	Number of Days for Delivery Upon Placement of Order		90 - 120 days		14 - 21 days		90 days		7-10 days (in stock items) 90-110 days (for order units)	
TOTAL AMOUNT PROPOSED			\$ 62,000.00		\$ 64,741.75		\$ 59,982.00		\$ 59,831.75	
TOTAL EVALUATION POINTS			85.69		82.77		93.21		81	
RANKING			2		3		1		4	

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

**SOUTH TEXAS COLLEGE
2. RE-BID ONE (1) TON PICKUP TRUCK FOR FIRE SCIENCE PROGRAM
PROJECT NO. 25-26-1035
EVALUATION SUMMARY**

VENDOR		Caldwell Country Chevrolet II, LLC/ dba Caldwell Country Chevrolet		Payne Auto Group/ dba Payne Weslaco Motors		Sames McAllen, Inc./ dba Sames McAllen Ford		Southwest Ford, LLC	
ADDRESS		PO Box 27		2401 E Expressway 83		1400 East Expressway 83		300 FT Worth Hwy	
CITY/STATE/ZIP		Caldwell, TX 77836		Weslaco, TX 78599		McAllen, TX 78501		Weatherford, TX 76087	
CONTACT		Fleet Central		Robert Vela		Raul Gonzalez		Jeremy Bouher	
1	The Respondent's price proposal. (up to 47 points)	45.36	45.36	43.44	43.44	46.88	46.88	47	47
		45.36		43.44		46.88		47	
		45.36		43.44		46.88		47	
2	The Respondent's experience and reputation. (up to 10 points)	7	6.33	8	7.33	10	9.67	7	6.67
		7		7		10		7	
		5		7		9		6	
3	The quality of the Respondent's goods or services. (up to 16 points)	15	13.33	13	13	13	13.67	12	9.33
		13		13		14		8	
		12		13		14		8	
4	The extent to which the goods or services meet the district's needs (up to 18 points)	15	13.33	12	12	14	15	12	11
		13		12		15		11	
		12		12		16		11	
5	The vendor's past relationship with the district (up to 3 points)	3	2.33	2	2	3	3	2	2
		2		2		3		2	
		2		2		3		2	
6	The impact on the ability of the district to comply with laws and rules relating to Historically Underutilized Businesses. (up to 1 points)	0	0	0	0	0	0	0	0
		0		0		0		0	
		0		0		0		0	
7	For a contract for goods and services, other than goods and services related to telecommunications and information materials, whether the vendor or the vendor's ultimate parent company or majority owner: A. Has its place of business in this state; or B. Employs at least 500 persons in this state. (up to 5 points)	5	5	5	5	5	5	5	5
		5		5		5		5	
		5		5		5		5	
TOTAL EVALUATION POINTS		85.69		82.77		93.21		81	
RANKING		2		3		1		4	

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

SOUTH TEXAS COLLEGE
2. PROPOSAL CRITERIA - PRODUCT ONLY

	Product Only		
	Points	Score Key	
1 Criterion 1: The purchase price a. The low bidder gets the maximum points b. Divide the lowest proposal by each of the other proposal(s)	47		
2 Criterion 2: The reputation of the vendor and of the vendor's goods or services a. Number of Years in Business b. References (similar projects)	10	8-10 5-7 2-4 0-1	Excellent Acceptable Marginal Poor/No Response
3 Criterion 3: The quality of the vendor's goods or service a. Warranty b. Service Support/Response Time c. Goods/Product (manufacturer life) d. Product Performance	16	14-16 9-13 4-8 0-3	Excellent Acceptable Marginal Poor/No Response
4 Criterion 4: The extent to which the goods or services meet the district's needs a. Delivery Time Frame of product(s) b. Meet or exceed the specifications	18	14-18 9-13 4-8 0-3	Excellent Acceptable Marginal Poor/No Response
5 Criterion 5: The vendor's past relationship with the district a. Quality of Past Performances with STC ****New Vendors will receive two points	3	3 2 1 0	Excellent Acceptable/New Vendor Marginal Poor/No Response
6 Criterion 6: The impact on the ability of the district to comply with laws and rules relating to historically underutilized businesses a. Provided the Certification	1	1 0	Yes No
7 Criterion 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
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
3. VEHICLE AND WALL GRAPHICS
PROJECT NO. 25-26-1034**

VENDOR	Huntington Sky Production, LTD/ dba FastSigns	JettMedia, LLC	O'Conn, LLC/ dba ASAP Printing Solutions	Sign Depot USA, LLC	
ADDRESS	3900 N 23rd St	1204 E Upas Ave	2012 Orchid Ave	105 E Interstate 2 Ste F	
CITY/STATE/ZIP	McAllen, TX 78501	McAllen, TX 78501	McAllen, TX 78504	Pharr, TX 78577	
PHONE	956-618-1800	956-207-7522	956-630-6116	956-687-7446	
CONTACT	Xavier Garcia	Steven Ayvar	Sean O'Connor	Ruben Cepeda	
#	Description	Proposed	Proposed	Proposed	Proposed
1	Vehicle Wrap Percentage Discount	10%	25%	0.5%	15%
2	Wall Wrap Percentage Discount	10%	25%	0.5%	15%
3	Set-Up Charges	\$ 100.00	\$ 125.00	\$ 125.00	\$ 50.00

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

SOUTH TEXAS COLLEGE
3. PROPOSAL CRITERIA - PRODUCT AND SERVICE

		Product and Service	
		Points	Score Key
1	Criterion 1: The purchase price a. The low bidder gets the maximum points b. Divide the lowest proposal by each of the other proposal(s)	42	
2	Criterion 2: The reputation of the vendor and of the vendor's goods or services a. Number of Years in Business b. References (similar projects) c. Services/Installation d. Professional Licenses/Certifications	15	13-15 8-12 3-7 0-2 Excellent Acceptable Marginal Poor/No Response
3	Criterion 3: The quality of the vendor's goods or service a. Warranty b. Service Support/Response Time c. Goods/Product (manufacturer life) d. Product Performance	14	13-14 9-12 3-8 0-2 Excellent Acceptable Marginal Poor/No Response
4	Criterion 4: The extent to which the goods or services meet the district's needs a. Time Frame to complete the project b. Delivery Time Frame of product(s) c. Number of staff d. Meet or exceed the specifications	20	16-20 11-15 6-10 0-5 Excellent Acceptable Marginal Poor/No Response
5	Criterion 5: The vendor's past relationship with the district a. Quality of Past Performances with STC ****New Vendors will receive two points	3	3 2 1 0 Excellent Acceptable/New Vendor Marginal Poor/No Response
6	Criterion 6: The impact on the ability of the district to comply with laws and rules relating to historically underutilized businesses a. Provided the Certification	1	1 0 Yes No
7	Criterion 7: The total long-term cost to the district to acquire the vendor's goods or services; and a. Annual Escalation Increase b. Annual Maintenance Cost		Up to 5 points will be used from the purchase price if applicable
8	Criterion 8: For a contract for goods and services, other than goods and services related to telecommunications and information materials, whether the vendor or the vendor's ultimate parent company or majority owner: a. Has its place of business in this state; or b. Employs at least 500 persons in this state.	5	5 0 Yes No
9	Criterion 9: Any other relevant factor specifically listed in the request for bids or proposals a. Financial Standing b. Potential or Pending Sale of Business c. SAS 70 d. Red Flag Rules e. Gramm-Leach-Bliley Act		Up to 5 points will be used from the purchase price if applicable

Total Points

100

Definitions of evaluation terms:

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

SOUTH TEXAS COLLEGE
7. DISTRICT-WIDE TECHNOLOGY REQUEST
March 24, 2026

#	Qty	Description	Unit Price	Extension	Requesting Department
COMPUTERS					
1	1	Dell Pro Micro Plus QBM1250, Intel Core Ultra 7 265, 16GB Memory, 512GB Hard Drive, Keyboard and Mouse, VESA Mount, HDMI Cable, Warranty	\$ 1,227.19	\$ 1,227.19	Yolanda Martinez - Technology Projects New system for student lab
2	1	Apple 24" iMac with Retina 4.5K Display, 10-Core CPUD, 10- Core GPU, 16GB Memory, 256GB Storage, 3-Year Apple Warranty	\$ 1,518.00	\$ 1,518.00	Joel Rodriguez - History Program Replacement of out-of-warranty system for department faculty
3	6	Dell Pro Micro Plus QBM1250, Intel Core Ultra 7 265, 16GB Memory, 512GB Hard Drive, Dell Pro 65 Plus 4K Touch Monitor, Warranty	\$ 4,564.99	\$ 27,389.94	Elizabeth Hollenbeck - Library Automation Program New systems for student lab
4	1	Dell Pro Micro Plus QBM1250, Intel Core Ultra 7 265, 16GB Memory, 512GB Hard Drive, Dell Pro 75 Plus 4K Touch Monitor, Wireless Keyboard and Mouse, Warranty	\$ 4,512.00	\$ 4,512.00	Deyadira Leal - Purchasing Department New system for staff conference room
5	349	Dell Pro Tower QCT1250, Intel Core i5-14500, 32GB Memory, 512GB Memory, Warranty	\$ 1,056.00	\$ 368,544.00	Jesus Campos - Technology Renewal Fund Replacement of out-of-warranty systems district-wide for students
6	51	Dell Pro Tower QCT1250, Intel Core i5-14500, 32GB Memory, 512GB Memory, Warranty	\$ 1,056.00	\$ 53,856.00	Jesus Campos - Technology Renewal Fund Replacement of out-of-warranty systems district-wide for faculty
7	2	Dell Pro Micro Plus QBM1250, Intel Core Ultra 7 265, 16GB Memory, 512GB Hard Drive, Dell Pro 75 Plus 4K Touch Monitor, Wireless Keyboard and Mouse, Warranty	\$ 4,506.94	\$ 9,013.88	Arturo Solano - Learning Commons and Open Labs New systems for student lab
Computers Total Amount:				\$466,061.01	
LAPTOPS					
8	1	Apple 14" MacBook Pro M5 Chip Space Black, 32GB Memory, 2TB Storage 3-Year Apple Care Warranty	\$ 2,648.00	\$ 2,648.00	Saeed Molki - Computer Science Program Replacement of out-of-warranty system for department staff
9	1	Apple 16" MacBook Pro M4 Chip Space Black, 48GB Memory, 1TB Storage 3-Year Apple Care, MacBook Sleeve, Warranty	\$ 3,232.95	\$ 3,232.95	Saeed Molki - Computer Science Program Replacement of out-of-warranty system for department faculty
10	1	Apple 14" MacBook Pro M5 Chip Space Black, 32GB Memory, 2TB Storage 3-Year Apple Care Warranty	\$ 2,648.00	\$ 2,648.00	Saeed Molki - Computer Science Program Replacement of out-of-warranty system for department faculty
11	1	Dell Pro Laptop 14" Plus BTX Base, Intel Core Ultra 5 235U, 16GB Memory, 256GB Hard Drive, Docking Station, Warranty	\$ 1,501.00	\$ 1,501.00	Aaron Guajardo - Dual Credit Pathways Replacement of out-of-warranty system for department staff
12	1	Dell Pro Laptop 14" Plus BTX Base, Intel Core Ultra 5 235U, 16GB Memory, 256GB Hard Drive, Docking Station, Warranty	\$ 1,501.00	\$ 1,501.00	Rick De La Garza - Facilities Planning and Construction New system for new department staff
13	1	Dell Pro Max Laptop 14" XCTO Base, Intel Core Ultra 7 265H, 16GB Memory, 512GB Hard Drive, Docking Station, Warranty	\$ 2,210.90	\$ 2,210.90	Luis Gonzalez - Information Security Replacement of out-of-warranty system for department staff

SOUTH TEXAS COLLEGE
7. DISTRICT-WIDE TECHNOLOGY REQUEST
March 24, 2026

#	Qty	Description	Unit Price	Extension	Requesting Department
LAPTOPS					
14	1	Dell Pro Max Laptop 16" Premium XCTO Base, Intel Core Ultra 7 265H, 32GB Memory, 512GB Hard Drive, Docking Station, (2) 24" Monitors, Soundbar, Warranty	\$ 4,019.75	\$ 4,019.75	Monica Perez - Academic Operations and Instruction Program New system for new department staff
15	1	Dell Pro Max Laptop 14" XCTO Base, Intel Core Ultra 7 265H, 16GB Memory, 512GB Hard Drive, Warranty	\$ 1,274.00	\$ 1,274.00	Christina Cavazos - Curriculum Replacement of out-of-warranty system for department staff
16	2	Apple 14" MacBook Pro, Apple M5 Chip, 16GB Memory, 512GB Storage, 3-Year Apple Care Warranty	\$ 1,708.00	\$ 3,416.00	Lynda Lopez - Communication and Creative Services Replacement of out-of-warranty systems for department staff
17	1	Dell Pro Max Laptop 14" XCTO Base, Intel Core Ultra 7 265H, 16GB Memory, 512GB Hard Drive, Warranty	\$ 1,274.00	\$ 1,274.00	Anahid Petrosian - Division of Academic Affairs Replacement of out-of-warranty system for department staff
18	2	Dell Pro Max Laptop 14" XCTO Base, Intel Core Ultra 7 265H, 16GB Memory, 512GB Hard Drive, Warranty	\$ 1,274.00	\$ 2,548.00	Jaime Deree Yang - Bachelor's of Nursing New systems for new department faculty
19	2	Dell Pro Max Laptop 14" XCTO Base, Intel Core Ultra 7 265H, 16GB Memory, 512GB Hard Drive, Docking Station, Warranty	\$ 2,210.90	\$ 4,421.80	Jose Vela - Technology Campus Replacement of out-of-warranty systems for department staff
20	1	Dell Pro Max with GB10 CTO Base, NVIDIA GB10 Grace CPU, 128GB Memory, 2TB Hard Drive, Warranty	\$4,156.54	\$ 4,156.54	Jose Vela - AACC EmpllyED 2025 Grant Division of Business Public Safety and Technology - Anahid Petrosian New system for student lab
Laptops Total Amount:			\$ 34,851.94		
TABLETS					
21	1	Dell 13" Latitude 7350 Detachable Tablet, XCTO Intel Core Ultra 7 164U, 16GB Memory, 256GB Hard Drive, Keyboard and Active Pen, Docking Station, Warranty	\$ 2,086.00	\$ 2,086.00	Nancy Garcia - Advising Replacement of out-of-warranty system for department staff
22	4	Dell 13" Latitude 7350 Detachable Tablet, XCTO Intel Core Ultra 7 164U, 16GB Memory, 256GB Hard Drive, Keyboard and Active Pen, Warranty	\$ 1,859.00	\$ 7,436.00	Mario Morin - Mathematics Program Replacement of out-of-warranty systems for department faculty
23	1	Apple 13" iPad Pro Wi-Fi 256GB with Standard Glass - Silver, Apple Pencil, 3-Year Apple Care Warranty	\$ 1,467.00	\$ 1,467.00	Myriam Lopez - Business Office New system for department staff
Tablets Total Amount:			\$ 10,989.00		
MONITORS					
24	4	Dell 14" Portable USB-C Monitor 3-Year Warranty	\$ 244.00	\$ 976.00	Nancy Garcia - Advising New monitors for department staff
25	1	Apple Studio Display - Standard Glass, VESA Mount Adapter 3-Year Apple Care Warranty	\$ 1,618.00	\$ 1,618.00	Saeed Molki - Computer Science Program New monitor for department staff

SOUTH TEXAS COLLEGE
7. DISTRICT-WIDE TECHNOLOGY REQUEST
March 24, 2026

#	Qty	Description	Unit Price	Extension	Requesting Department
MONITORS					
26	14	Dell 24" P2425 Monitor	\$ 244.00	\$ 3,416.00	Victor Garza - Associate Degree Nursing Program
		3-Year Warranty			New monitors for department faculty
27	5	Dell 24" P2425 Monitor	\$ 244.00	\$ 1,220.00	Jaime Deree Yang, Bachelor's of Nursing
		3-Year Warranty			New monitors for department faculty
Monitors Total Amount:				\$ 7,230.00	
Computers/Laptops/Tablets/Monitors Total Amount:				\$519,131.95	

SOUTH TEXAS COLLEGE
8. DISTRICT-WIDE FURNITURE REQUEST
March 24, 2026

#	Qty	Description	Unit Price	Extension	Requesting Department
Computer Comforts, Inc. (The Interlocal Purchasing System)					
1	4	Power-Lift Tables with Electronics Bay 48"Wx30"D	\$2,241.92	\$ 8,967.68	Educational Technologies - Yolanda Martinez
2	4	Cable Cutout with Grommets (2") Left corner location	\$22.32	\$ 89.28	The podiums will replace and upgrade the existing podiums to meet current digital standards in three classrooms at the Mid Valley Campus, two classrooms at the Technology Campus and one classroom in Starr County Campus
3	4	Cable Cutout with Grommets (2") Rear center location	\$22.32	\$ 89.28	
4	4	Cable Cutout with Grommets (2") Right corner location	\$22.32	\$ 89.28	
5	4	Cable Cutout with Grommets (2") Centered half-of-half on the right	\$22.32	\$ 89.28	
6	4	Cable Cutout with Grommets (2") Centered half-of-half on the left	\$22.32	\$ 89.28	
7	4	Assembly	\$25.00	\$ 100.00	
8	4	Rack Box Cabinet 24"Wx30"Dx30.125"H	\$559.24	\$ 2,236.96	
9	4	Assembly	\$10.00	\$ 40.00	
10	2	Power-Lift Tables with Electronics Bay 42"Wx32"D	\$2,514.72	\$ 5,029.44	
11	2	Cable Cutout with Grommets (2") Left corner location	\$22.32	\$ 44.64	
12	2	Cable Cutout with Grommets (2") Rear center location	\$22.32	\$ 44.64	
13	2	Cable Cutout with Grommets (2") Right corner location	\$22.32	\$ 44.64	
14	2	Cable Cutout with Grommets (2") Centered half-of-half on the right	\$22.32	\$ 44.64	
15	2	Cable Cutout with Grommets (2") Centered half-of-half on the left	\$22.32	\$ 44.64	
16	2	Assembly	\$25.00	\$ 50.00	
17	10	Box /Pallet/Handling	\$30.00	\$ 300.00	
18	1	Shipping	\$4,000.00	\$ 4,000.00	
Computer Comforts, Inc. Total Amount:			\$	21,393.68	
Gateway Printing & Office Supply, Inc. (The Interlocal Purchasing System)					
1	25	DN5200 Doni Task Armless Chairs	\$ 438.75	\$ 10,968.75	Library Public Services - Elizabeth S. Hollenbeck
2	1	Ztariff	\$ 272.03	\$ 272.03	The chairs will replace old, worn-out chairs used by the students for learning and support at the Regional Center for Public Safety Excellence.
3	1	Labor to receive, inspect, deliver, install and remove debris	\$ 1,375.00	\$ 1,375.00	
4	2	Portico Fixed Leg. Round, LX Base, 74P Edge, 42"	\$ 862.11	\$ 1,724.22	Sign Language Program - Hector Villarreal
5	1	Ztariff	\$ 42.76	\$ 42.76	The tables will support the Sign Language Program with lab classroom hands-on activities.
6	1	Labor to receive, inspect, deliver, install and remove debris	\$ 220.00	\$ 220.00	
Gateway Printing & Office Supply, Inc. Total Amount:			\$	14,602.76	
Global Equipment Co., Inc. (BuyBoard)					
1	1	36 Gallon 1 door, cabinet 23-1/4"Wx18"Dx65"H	\$ 1,360.03	\$ 1,360.03	Cosmetology Program - Cristina Santos
2	1	Shipping and Handling	\$ 333.00	\$ 333.00	The cabinet will be used to store flammable chemicals at the Cosmetology Program
Global Equipment Co., Inc. Total Amount:			\$	1,693.03	
Indeco Sales, Inc. (BuyBoard and Sourcwell)					
1	4	Sitonit Multi-Function Chair	\$ 560.00	\$ 2,240.00	Division of Social and Behavioral Sciences - Eric L. Reitinger
2	1	Surcharge	\$ 51.51	\$ 51.51	The chairs will replace old, worn-out chairs used by the staff of the Division of Social and Behavioral Sciences
3	1	Labor to receive, inspect, deliver, install and remove debris	\$ 240.00	\$ 240.00	
4	1	Sitonit Multi-Function Chair	\$ 561.20	\$ 561.20	Cosmetology Program - Cristina Santos
5	1	Brigade Bookcase 5-Shelf 12 -5/8D x 34-1/2W x 71H	\$ 337.76	\$ 337.76	The furniture will support the faculty of the Cosmetology Program to effectively carry out teaching, administrative, advising, and daily operational responsibilities.
6	1	SLLAU Arm Chair	\$ 334.38	\$ 334.38	
7	1	KI 700 Series Desk, Full Modesty Panel, 74P Edge, 30x72"w	\$ 1,195.00	\$ 1,195.00	
8	1	KI 700 Files Supporting Ped 30" Nominal Depth 1530WBBF	\$ 728.33	\$ 728.33	

SOUTH TEXAS COLLEGE
8. DISTRICT-WIDE FURNITURE REQUEST
March 24, 2026

#	Qty	Description	Unit Price	Extension	Requesting Department
9	1	KI 700 Files Supporting OED 30" 1530 WFF	\$ 728.33	\$ 728.33	
10	1	KI Surcharge	\$ 79.15	\$ 79.15	
11	1	Sitonit Tariff	\$ 15.00	\$ 15.00	
12	1	HON Surcharge	\$ 7.39	\$ 7.39	
13	1	Labor to receive, inspect, deliver, install and remove debris	\$ 460.00	\$ 460.00	
14	12	Sitonit Multi-Function Chair	\$ 567.77	\$ 6,813.24	Facilities Planning and Construction - Ricardo De La Garza
15	8	HON Adj Tilt Seat Conference Chair	\$ 541.80	\$ 4,334.40	The equipment is needed to furnish the new building for the Kinesiology Program.
16	9	Brigade Bookcase 5-Shelf 12 -5/8D x 34-1/2W x 71H	\$ 359.47	\$ 3,235.23	The building will consist of 4 classrooms, 1 computer lab, 1 conference room,
17	2	HON 310 Vertical File 4 Drawer	\$ 496.29	\$ 992.58	10 offices, 1 breakroom, 1 multi-purpose room, 2 storage rooms,
18	9	KI 700 Series Desk, Full Modesty Panel, 74P Edge, 30x66"w	\$ 1,104.43	\$ 9,939.87	and 1 reception area.
19	9	KI 700 Series Desk, Full Modesty Panel, 74P Edge, 24x48"w	\$ 803.57	\$ 7,232.13	
20	9	KI 700 Files Supporting Ped 30" Nominal Depth 1530WBBF	\$ 800.36	\$ 7,203.24	
21	9	KI 700 Files Supporting Ped 24" 1524 WFF	\$ 694.93	\$ 6,254.37	
22	10	SLLAU Arm Chair	\$ 327.86	\$ 3,278.60	
23	5	KI Portico Fixed Leg, Base, 74P Edge, 30x60"	\$ 802.93	\$ 4,014.65	
24	6	KI Portico Fixed Leg, Base, 74P Edge, 42"	\$ 936.00	\$ 5,616.00	
25	12	KI DN5200 Task Armless Chair	\$ 476.36	\$ 5,716.32	
26	4	KI SSNAP Strive Sled Base Armless Chair	\$ 196.07	\$ 784.28	
27	5	Sitonit TRS Mid Back Task Chair	\$ 687.63	\$ 3,438.15	
28	4	Kimball Swift, 1 Seat Lounge Arm	\$ 2,188.17	\$ 8,752.68	
29	6	KI Workzone w/Power Basic Worksurface 74P Edge, 24x72"w	\$ 1,432.79	\$ 8,596.74	
30	6	KI Workzone Floor Infeed for 29" Tall Table	\$ 285.68	\$ 1,714.08	
31	6	KI Workzone Receptacle, 810 WZ.T6RECP.1	\$ 22.10	\$ 132.60	
32	6	KI Workzone Receptacle, 810 WZ.T6RECP.2	\$ 22.10	\$ 132.60	
33	108	KI DN3200 Sled Base Armless Chair	\$ 367.07	\$ 39,643.56	
34	3	KI Pirouette, Nesting Training Rectangular, 30x60" 74P Edge	\$ 993.86	\$ 2,981.58	
35	5	Datum Storage Shelving	\$ 953.01	\$ 4,765.05	
36	1	KI Surcharge	\$ 8,127.09	\$ 8,127.09	
37	1	Sitonit Tariff	\$ 312.27	\$ 312.27	
38	1	HON Surcharge	\$ 1,208.13	\$ 1,208.13	
39	1	Freight	\$ 1,714.29	\$ 1,714.29	
40	1	Labor to receive, inspect, deliver, install and remove debris	\$ 15,900.00	\$ 15,900.00	
Indeco Sales, Inc. Total Amount:			\$	169,811.78	
Furniture Total Amount			\$	207,501.25	

**SOUTH TEXAS COLLEGE
9. INTERNET MANAGED SERVICES AGREEMENT**

VENDOR		Spectrum Enterprise through the Texas Department of Information Resources (DIR)		
ADDRESS		PO Box 13564		
CITY/STATE/ZIP		Austin, TX 78744		
CONTACT		Wendy Bills		
Period: 05/01/2026 - 04/30/2027				
#	Months	Description	Monthly Amount	Extension
1	12	2G Dedicated Fiber Internet Connection	\$ 2,798.88	\$ 33,586.56
2	12	13- Static IP	\$ 56.00	\$ 672.00
3	12	Manage Network Edge Device (2G)	\$ 1,456.00	\$ 17,472.00
4	12	Managed Network Switch Device (48 Port POE)	\$ 386.40	\$ 4,636.80
5	12	DIR 12% Cost Recovery Fees	\$ 563.67	\$ 6,764.04
6	12	Federal Universal Service Fee (determined by Federal Government and is estimated at 35.8%)	\$ 1,681.63	\$ 20,179.56
TOTAL MONTHLY AMOUNT			\$	6,942.58
TOTAL ANNUAL AMOUNT			\$	83,310.96

**SOUTH TEXAS COLLEGE
10. INTERNET SERVICES AGREEMENT**

VENDOR		Spectrum Enterprise through the Texas Department of Information Resources (DIR)		
ADDRESS		PO Box 13564		
CITY/STATE/ZIP		Austin, TX 78744		
CONTACT		Wendy Bills		
Period: 04/01/2026 - 03/31/2027				
#	Months	Description	Monthly Amount	Extension
1	12	5G Fiber Ethernet (Point-To-Point) South Texas College - Services Address: 3200 Pecan Blvd. McAllen, TX 78501	\$ 1,534.40	\$ 18,412.80
2	12	5G Fiber Ethernet (Point-To-Point) Tyler Junior College - Service Address: 1327 S Baxter Ave. Tyler, TX 75701	\$ 2,240.11	\$ 26,881.32
3	12	DIR 12% Cost Recovery Fees	\$ 452.94	\$ 5,435.28
4	12	Federal Universal Service Fee (determined by Federal Government and is estimated at 35.8%)	\$ 1,351.27	\$ 16,215.24
TOTAL MONTHLY AMOUNT			\$	5,578.72
TOTAL ANNUAL AMOUNT			\$	66,944.64