

**SOUTH TEXAS COLLEGE
BOARD OF TRUSTEES REGULAR MEETING
Tuesday, February 24, 2026 @ 5:30 p.m.
Ann Richards Administration Building Board Room
Pecan Campus, McAllen, Texas 78501**

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. At this meeting, the Board of Trustees may deliberate on and take any action deemed appropriate by the Board of Trustees on the following subjects:”

- I. Call Meeting to Order**
- II. Determination of Quorum**
- III. Invocation**
- IV. Public Comments**
- V. Mission Moment**
- VI. Update by the College President**
- VII. Consideration and Action on Consent Agenda**
 - A. Approval of Board Meeting Minutes 5 - 51
 - 1. January 27, 2026 Regular Board Meeting Minutes
 - 2. February 6, 2026 Special Board Meeting
- VIII. Consideration and Action on New Items**
 - 1. Review and Action as Necessary on Quarterly Report for Quarter Ending November 30, 2025 52 - 57
 - 2. Review and Action as Necessary on the First Amendment of Order #2026-007 Calling for May 2, 2026 Election of STC Trustees for Single-Member Trustee District #5, and Single-Member Trustee District #7 58 - 61
- IX. Consideration and Action on Committee Items**
 - A. Education and Workforce Development Committee Items**
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 - a. Review and Update on Strategic Plan Implementation, Alignment and Monitoring Framework 62 - 73

b. Presentation on Emergency Student Assistance Framework –
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B. Finance, Audit, and Human Resources Committee Items

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 a. Approval on Resolution 2026-012 for Monte Alto Windpower, LLC and Monte Alto Windpower, LLC – Phase II (Terra-Gen Development Company LLC) 76 - 79

 b. Approval Award and Rejection of Proposals, and Approval of Purchases, Purchase Renewals, and Renewals 80 - 100

Award of Proposals

 1) Half-Ton Pick-Up Truck

 2) Mid Valley Campus Building H - Classroom Audiovisual Equipment and Installation

 3) Technology Campus Building B and Starr County Campus Building C - Analog-to-Digital Audiovisual Upgrade

Rejection of Proposal

 4) Primary Bank Depository Services

Purchases

 5) Computers, Laptops, and Tablets

 6) Food and Related Non-Food Products

 7) Furniture

 8) Graduation Facility Lease Agreement

 9) Law Enforcement Vehicle

 10) Equipment and Accessories for Law Enforcement Vehicles

Purchase Renewals

 11) Adobe License Subscription Agreement

 12) Server Software Maintenance and Support Agreement

Renewals

 13) External Auditor Services

 14) Online Continuing Education Services

 c. Approval on the Disposal of an Office Portable Building..... 101

 d. Approval on Evaluation Criteria Used for Primary Bank Depository Services..... 102 - 104

 e. Approval on Acceptance of South Texas College Law Enforcement Racial Profiling Report for Calendar Year 2025..... 105 - 117

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 A. Policy CF (LOCAL) – Purchasing and Acquisition

2. Discussion on Legal Services Agreement with O’Hanlon, Demerath & Castillo 131 - 140

3. Update and Discussion on Revisions to FY 2025 – 2026 Employee Staffing Plan Approved by College President 141 - 192

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6. Review and Recommend Action to Adopt Local Board Policies Included in Numbered Update 50..... 239 - 302
 - A. Revise DGC (Local) – Employee Rights and Privileges: Employee Expression and Use of College Facilities
 - B. Revise FLA (Local) – Student Rights and Responsibilities: Student Expression and Use of College Facilities
 - C. Revise GD (Local) – Community Expression and Use of College Facilities
7. Review and Discussion of First Reading of Local Board Policies Included in Numbered Update 49 and Numbered Update 50 303 - 376
 - 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

C. Facilities Items

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 - a. Approval on Change Order for Pecan West Continuing Education Parking & Site Improvements 384 - 386
 - b. Approval on Substantial Completion of the District Wide Stucco Repainting Phase II at Starr County Campus 387 - 393
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- XI. Review of Informational Reports as of January 2026..... 411**
- XII. Review and Action as Necessary on Executive Session Items..... 412**

February 24, 2026 Regular Board Meeting @ 5:30 p.m.

A. Update and Action as Necessary on Water Billing for South Texas College Starr County Campus (Texas Government Code 551.071, Consultation with Attorney)

B. Update on Employee Grievances (Texas Government Code 551.074, Personnel Matters)

XIII. Announcements 413

A. Next Meetings:

- Tuesday, March 10, 2026
 - 3:00 p.m. - Education & Workforce Development Committee
 - 4:00 p.m. – Facilities Committee
 - 5:00 p.m. – Finance, Audit and Human Resources Committee
- Tuesday, March 24, 2026
 - 5:30 p.m. – Regular Board Meeting

B. Other Announcements:

- The College will be closed March 16 – 22, 2026 for Spring Break.

Approval of Board Meeting Minutes

The following Board Meeting Minutes are submitted for approval:

- 1) January 27, 2026 Regular Board Meeting
- 2) February 6, 2026 Special Board Meeting

The Chair is asked to call for revisions to the Minutes, if any are necessary.

If no revisions are suggested, the Chair is asked to adopt the Minutes as presented.

If any trustee has revisions to suggest, the Chair is asked to call for a motion to approve the Minutes with the suggested revision.

**SOUTH TEXAS COLLEGE
BOARD OF TRUSTEES REGULAR MEETING
Tuesday, January 27, 2026 @ 5:30 p.m.
Ann Richards Administration Building Board Room
Pecan Campus, McAllen, Texas 78501**

Minutes

Call Meeting to Order:

The Regular Board Meeting of the South Texas College Board of Trustees was held on Tuesday, January 27, 2026 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 5:31 p.m. with Vice Chair, Mr. Paul Rodriguez presiding until Chair, Dr. Alejo Salinas arrived at 5:45 p.m.

Members present: Mr. Paul R. Rodriguez, Mr. Danny Guzman, Ms. Rose Benavidez, Ms. Dalinda Gonzalez-Alcantar, Ms. Victoria Cantu, and Mr. David De Los Rios.

Members absent: None.

Also present: Dr. Ricardo J. Solis, Ms. Mary Del Paz, Dr. Anahid Petrosian, Ms. Deyadira Leal, Mr. Javier Villalobos, Dr. Matt Hebbard, Dr. Ali Esmaeilli, Dr. Rodney Rodriguez, Mr. George McCaleb, Ms. Lynda Lopez, Mr. Lucio Gonzalez, Ms. Carla Rodriguez, Ms. Jessica Galloso, Ms. Kelly Nelson, Dr. Christopher Nelson, Ms. Laura Warren, Mr. Nick Hinojosa, Ms. Melissa Renner, Lt. Johnny Barboza, Dr. Brett Millan, Ms. Myriam Lopez, Ms. Myra De La Garza, Ms. Amanda Sotello, Ms. Olivia Gomez, Ms. Monica Benitez, Ms. Julissa Canales, Ms. Marcela Beas, Mr. Robert Gomez, Ms. Heather Rodriguez, Mr. Stephen Crum, Ms. Kelly Salazar, Mr. Frank Jason Gutierrez, Ms. Ruby Munoz, Mr. Joel Bost via teleconference, Mr. Gabriel Hinojosa via teleconference, Mr. Eddie Romero, Mr. Leonel Garcia, Mr. Jim Knight, Ms. Nicole Reyman, Mr. Robert Gomez, Mr. Javier Cuellar, Ms. Esmeralda Yniguez, Mr. Brian Godinez, Mr. Sam Garcia, Ms. Francinne Perez, Dr. Ravindra Nandigam, Mr. Luis De La Garza, Mr. Luis Silva, Ms. Claudia Olivares, Mr. David Valdez, Dr. Marcos Silva, Dr. Rebecca De Leon, Mr. Rick De La Garza, Ms. Alicia Correa, Dr. Jesus Campos, Mr. Tony Matamoros, Ms. Gardenia Perez, Chief Ruben Suarez, Mr. Jorge Sanchez, Mr. Ben Castillo, Mr. Sergio Rojas, Mr. Andrew Fish, and Ms. Venisa Earhart.

Determination of a Quorum

A quorum was present and a notice of the meeting was posted.

Invocation

Ms. Olivia Gomez, Director of External Affairs said the invocation.

Public Comments

There were no public comments.

Update by College President

Dr. Ricardo Solis gave an update on various items.

Presentation on South Texas College Foundation Annual Report

Purpose The Executive Director of External Affairs and Foundation presented the South Texas College Foundation annual report.

Justification To comply with the Memorandum of Understanding (MOU) requirements, outlined in item number 13, Annual Reports by Foundation, which states the following:

Within a reasonable time following the end of its fiscal year, the Foundation shall provide an annual report of its revenue and activities to the College Board of Trustees of the College. Once per year, the Foundation shall provide a report of its activities at a public meeting of the College Board of Trustees. The Foundation shall provide a copy of its annual Form 990 (not including Schedule B to Form 990) to the College within thirty (30) days of filing the Form 990 with the Internal Revenue Service.

The annual report presented is based on major activities, funding opportunities, and the financial reports for Fiscal Year 2024 – 2025.

Enclosed Documents Appendix A – Presentation on STC Foundation Annual Report
Appendix B – Completed Tax Form 990 for FY 2024
Appendix C – 3rd Annual Gala Budget and Income
Appendix D – Fiscal Year 2025 and 2026 Financial Reports

Funding No funds are required.

Staff Resource Dr. Marcos Silva, Executive Director of External Affairs and Foundation
Marcela Beas, Interim Director of Foundation
Julissa Rodriguez-Canales, STCF Accountant II

Recommendation No action was required from the Board. This item was presented for information purposes.

Dr. Marcos Silva, Executive Director of External Affairs and Foundation and Ms. Laura Warren, President of STC Foundation Board gave a presentation of the current financial status of the Foundation and their upcoming projects.

Mission Moment

Dr. Anahid Petrosian gave a presentation on the Faculty Spotlight publication that the Division of Academic Affairs and Economic Development puts together.

Approval of Board Meeting Minutes

The following Board Meeting Minutes are submitted for approval:

- 1) September 23, 2025 Regular Board Meeting Minutes - UPDATED
- 2) November 25, 2025 Public Hearing & Special Board Meeting
- 3) November 25, 2025 Regular Board Meeting

The Chair is asked to call for revisions to the Minutes, if any are necessary.

If no revisions are suggested, the Chair is asked to adopt the Minutes as presented.

If any trustee has revisions to suggest, the Chair is asked to call for a motion to approve the Minutes with the suggested revision.

Hearing no corrections, Dr. Alejo Salinas, Chair, accepted the minutes for November 25, 2025 Public Hearing & Special Board Meeting and November 25, 2025 Regular Board Meeting as presented.

Upon a motion by Mr. Paul Rodriguez and a second by Ms. Dalinda Gonzalez-Alcantar the Board of Trustees of South Texas College approved the updated September 23, 2025 Updated Minutes as presented.

The motion carried.

Presentation of the Delinquent Tax Collection Report for the Period Ending November 30, 2025

- Purpose** Kelly R. Salazar, from Linebarger Goggan Blair & Sampson, will present the Delinquent Tax Collection Report through November 30, 2025.
- Justification** To inform the Board about the efforts, methods, and frequency with which Linebarger Goggan Blair & Sampson, LLP has contacted the delinquent taxpayer to ensure the collection of outstanding taxes. They will also present the progress made by detailing the amount of property taxes collected for Hidalgo County and Starr County.
- Enclosed Documents** Appendix A – Delinquent Tax Collection Report.
- Funding** No funds are required.
- Staff Resource** Kelly R. Salazar from Linebarger Goggan Blair & Sampson, LLP
Mary Del Paz, Vice President for Finance and Administrative Services
Myriam Lopez, Associate Vice-President-Finance and Management
- Recommendation** No action was required from the Board. This item was presented for information purposes.

Ms. Kelly Salazar gave the presentation on the Delinquent Tax Collection Report.

Report of New Grants

Grant Title: Skilling, Upskilling and Reskilling McAllen's Workforce

Awarding Agency: Development Corporation of McAllen, Inc.

Division and Department Awarded: AAED, Center for Advanced Training and Apprenticeships (CATA)

Amount Awarded: \$450,000

Funding Period: October 1, 2025 – September 30, 2026

Strategic Goal #2: Develop, Align and Optimize Educational Programs

Project Summary: Funding will support training for up to 750 incumbent workers across a wide range of industries, including manufacturing, construction and materials, energy, logistics and freight, warehousing, food and beverage, automotive, metalworking, electronics, and packaging. The curriculum will incorporate cutting-edge, state-of-the-art equipment to ensure programs remain current and industry-relevant. Training will be delivered through multiple modalities to meet the specific needs of both employers and incumbent workers.

Grant Title: The McAllen Healthcare Workforce Project: Retain, Recruit, and Elevate

Awarding Agency: Development Corporation of McAllen, Inc.

Division and Department Awarded: AAED, Health Science Professions (HSP)

Amount Awarded: \$500,000

Funding Period: October 1, 2025 – September 30, 2026

Strategic Goal #2: Develop, Align and Optimize Educational Programs

Project Summary: Funding will be used to help alleviate the ongoing healthcare workforce shortage by bolstering faculty retention, enhancing recruitment efforts, and strengthening student engagement within South Texas College's (STC) Health Science Professions programs. Resources will support expanded educational opportunities, faculty development initiatives, and financial incentives designed to sustain a steady and well-prepared pipeline of healthcare professionals.

Grant Title: Commercial Motor Vehicle Operator Safety Training

Awarding Agency: U.S. Department of Transportation (US DOT), Federal Motor Carrier Safety Administration (FMCSA)

Division and Department Awarded: AAED, Continuing Education and Workforce Development (CEWD)

Amount Awarded: \$77,485

Funding Period: December 1, 2025 – September 30, 2028

Strategic Goal #2: Develop, Align and Optimize Educational Programs

Project Summary: Funding will be used to expand access to commercial motor vehicle operator safety training with the goal of reducing both the severity and frequency of commercial motor vehicle-related crashes on U.S. roadways. The project will recruit at least 40 current and former United States Armed Forces members—including Guard and Reserve personnel—and their spouses and will provide 20 of these qualified participants with advanced, safety-focused training. In addition, placement services will be offered to support their transition into employment within the transportation industry.

Dr. Rodney Rodriguez gave an update on the new grants received by the College.

Approval of Order #2026-007 Calling for May 2, 2026 Election of STC Trustees for Single-Member Trustee District #5, and Single-Member Trustee District #7

Purpose Approval of the Order #2026-007 Calling for the May 2, 2026 Election of an STC Trustee for single-member trustee District #5 and single-member trustee District #7 is requested.

Justification The Order Calling for the General Election of Board members for single-member trustee District #5 and single-member trustee District #7 is provided in the packet for the Board's review. The election must be called by February 13, 2026 in order to proceed with the Saturday, May 2, 2026 election.

Engagement of County Election Departments

The proposed order authorizes Dr. Ricardo J. Solis as College President to act as necessary to contract with Hidalgo County for the administration of this election. This will allow the College to formally engage the Hidalgo County Elections Department to approve polling places for early voting and election day and to undertake other logistic activities as included in their engagement contracts.

Proposed Polling Locations

Hidalgo County

Proposed Polling Locations are still being developed by the Hidalgo County Elections Department. These will identify the times, dates, and locations of Early Voting Polling Places and Election Day Polling Places.

Because Hidalgo County has state authorization for county-wide polling places on Election Day, voters who live within single-member districts #5 or #7 will be able to vote at any polling location administered by the Hidalgo County Elections Department throughout the county on Election Day, similar to the Early Voting process.

The College will have the opportunity to make further amendments to the Order as needed in response to concurrent elections and coordination with the Hidalgo County Elections Department.

Election Order #2026-007 Calling for the May 2, 2026 Election of an STC Trustee for single-member trustee District #5 and single-member trustee District #7 has been presented to legal counsel for review and feedback.

Funding No funding is required.

Enclosed Documents

Enclosed Documents:

Election Order #2026-007 Calling for the May 2, 2026 Election of an STC Trustee for single-member trustee District #5 and single-member trustee District #7 is included in the packet.

Staff Resource

Venisa Earhart, Board Relations Administrator

Recommendation

It is recommended that the Board of Trustees of South Texas College approve and authorize the following Minute Order proposed for consideration:

The Board of Trustees of South Texas College approves and authorizes Election Order #2026-007 Calling for the May 2, 2026 Election of an STC Trustee for single-member trustee District #5 and single-member trustee District #7 as presented.

Approval Recommended:

**Dr. Ricardo J. Solis
President**

Upon a motion by Mr. Danny Guzman and a second by Ms. Victoria Cantu the Board of Trustees of South Texas College approved and authorized Election Order #2026-007 Calling for the May 2, 2026 Election of an STC Trustee for single-member trustee District #5 and single-member trustee District #7 as presented.

The motion carried.

Review of Presentations Delivered to Finance, Audit, and Human Resources Committee

The following presentation was delivered to the Finance, Audit, and Human Resources Committee on Tuesday, January 13, 2026:

Presentation on Status of Fiscal Year 2025 Financial Audit

- Purpose** Ms. Esmeralda Yniguez and staff from Carr, Riggs & Ingram, LLC reviewed the results of the Annual Comprehensive Financial Report for the Fiscal Years Ended August 31, 2025 and 2024 with the Committee and will respond to any questions on the audit.
- Justification** To demonstrate the College's dedication to transparency, accountability, and informed governance, the final Fiscal Year 2025 financial audit will be presented at the Board meeting on January 27, 2026.
- Enclosed Documents** Draft of the Annual Comprehensive Financial Report for the Fiscal Years Ended August 31, 2025 and 2024 is included under separate cover.
- Staff Resource** Mary Del Paz, Vice President for Finance and Administrative Services
Myriam Lopez, Associate Vice President – Finance and Management
- Recommendation** No action was required from the Board. This item was presented for information purposes.

Update and Discussion of Executive Leadership Succession Plan

Purpose	Dr. Ricardo J. Solis, President, discussed the Executive Leadership Succession Plan with the Committee for review and discussion.
Justification	<p>As part of the College President's strategic objectives established in November 2024, Chairman Dr. Alejo Salinas, Jr. requested a discussion with the President regarding the leadership succession strategy.</p> <p>A succession plan for South Texas College is essential to ensure continuity, stability, and long-term success in leadership and critical roles. The College must adapt to changing educational needs, having a clear strategy for identifying and developing future leaders minimizes disruptions caused by retirements, resignations, or unexpected vacancies. It helps preserve institutional knowledge, maintain operational efficiency, and align leadership transitions with the college's strategic goals. Additionally, a well-structured succession plan fosters employee development, boosts morale, strengthens organizational resilience, maintains accreditation confidence, and reduces operational and financial disruption, ensuring that South Texas College remains prepared to meet challenges and sustain its mission of serving students and the community effectively.</p>
Enclosed Documents	Appendix A – Executive Leadership Succession Plan Appendix B – Presentation
Funding	No funds are required.
Staff Resource	Dr. Ricardo J. Solis, College President
Recommendation	No action was required from the Committee. This item was presented for information and feedback purposes only.

Review and Action as Necessary on Consent Agenda Items from the Finance, Audit, and Human Resources Committee

The following Consent Agenda items were thoroughly discussed by the Finance, Audit, and Human Resources Committee. All trustees, whether a member of the Committee or not, received all supporting documentation and were invited to participate in the deliberation on each item. Non-committee members did not participate in Committee votes for recommendation of Board action.

Administration believes that all questions raised during the Committee discussion of Consent Agenda items were resolved to the Committee's satisfaction at the meeting, and the items are presented here substantially as recommended by the Committee, for approval by the Board of Trustees.

Any trustee may request any item be removed from the Consent Agenda for further discussion. Otherwise, the Board is asked to formally act on the full consent agenda, according to the details and recommended action presented for each item in the following pages.

The Finance, Audit, and Human Resources Committee recommended Board action on the following items as presented:

- a. Review and Action as Necessary on Award and Rejection of Proposals, and Approval of Purchases, Purchase Renewal, and Purchase and Trade-In at the cost of \$1,742,484.18
- b. Approval on Purchase of TEXSISS Application for Workday Student Implementation
- c. Approval on Legal Services Agreement with Law Office of Javier Villalobos, P.C.
- d. Approval on Proposed Budget Amendment for FY 2025 – 2026
- e. Approval on Increasing Vacation and Sick Leave Accruals
- f. Approval on Voluntary Early Retirement Program
- g. Approval of Designated Limited Public Forums in Response to Texas Senate Bill 2972

Upon a motion by Mr. Danny Guzman and a second by Mr. Paul Rodriguez the Board of Trustees of South Texas College approved and authorized items "a – e and item g" of the Finance, Audit, and Human Resources Committee Consent Agenda as presented. At the request of Vice Chair, Mr. Paul Rodriguez, item "f" was removed from consent agenda and tabled until a later time. Possibly until September 2026.

The motion carried.

Upon a motion by Ms. Dalinda Gonzalez-Alcantar and a second by Ms. Victoria Cantu the Board of Trustees of South Texas College approved and authorized item "f" Approval of Voluntary Early Retirement Program with the caveat that the Board will have an option to revisit it during next budget season.

The motion carried.

Gateway Printing and Office Supply, Inc. (Edinburg, TX)	OMNIA Partners and The Interlocal Purchasing System	\$21,498.13
Indeco Sales, Inc. (Belton, TX)	Sourcewell	\$65,730.41
Wenger Corporation (Owatonna, MN)	Texas Association of School Boards – Buyboard	\$5,310.00
Total Amount:		\$92,538.54

- 7) **Laser Cutter Table (Grant Funded):** purchase a laser cutter table from **Lab Resources, Inc.** (Tomball, TX), a Texas Association of School Boards – Buyboard approved vendor, at a total amount of \$162,998.00;
- 8) **Network Equipment and Parts:** purchase network equipment and parts from **Cxtec, Inc.** (Syracuse, NY), The Interlocal Purchasing System (TIPS) approved vendor for the period beginning September 1, 2025 through August 31, 2026, at an estimated total amount of \$150,000.00;
- 9) **Plumbing Training Systems (Grant Funded):** purchase plumbing training systems from **Toolkit Technologies, Inc.** (Austin, TX), The Interlocal Purchasing System (TIPS) approved vendor, at a total amount of \$52,950.00;

Purchase Renewal

- 10) **Red Hat Licenses Maintenance and Support Agreement:** renew the Red Hat licenses maintenance and support agreement with **Netsync Network Solutions** (Houston, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning February 10, 2026 through February 9, 2027, at a total amount of \$87,224.64;

Purchase and Trade-In

- 11) **Portable Planetarium System:** purchase a portable planetarium system from **Digitalis Education Solutions, Inc.** (Bremerton, WA), a sole-source vendor, at a total amount of \$45,085.00. Also requested is the approval to trade in the existing planetarium (College Asset No. BA-10001637) and to remove the Asset from the College’s inventory and general ledger.

This item was approved by the Board as part of the consent agenda action.

Consent Agenda:

b. Approval on Purchase of TEXSISS Application for Workday Student Implementation

Purpose	To purchase TEXSISS Application for Workday Student Implementation from SaaS Implementation and Support LLC (dba SISSCORP) (new) (McKinney, TX), The Interlocal Purchasing System (TIPS) approved vendor.
Justification	<p>TEXSISS is a Texas-specific application designed to extend Workday Student functionality and ensure compliance with Texas Education Code and Texas Administrative Code reporting requirements. It supports all mandatory Texas Higher Education Coordinating Board (THECB) reporting, including CBM reports, Texas Success Initiative (TSI), formula funding, state financial aid reporting, and other statutory obligations.</p> <p>By integrating seamlessly within the Workday environment and leveraging existing Workday Student data and security, TEXSISS eliminates manual reporting processes and reduces reliance on external systems. This approach minimizes compliance risks, prevents costly errors, and ensures timely, accurate submissions to state agencies. TEXSISS streamlines workflows, improves efficiency, and safeguards institutional reputation and funding, providing a secure and future-ready solution for compliance and operational success.</p>
Funding	The funding source for this expenditure is budgeted in the Workday Student budget for FY 2025 – 2026. Funds for subsequent fiscal years will be included in future proposed budgets.
Staff Resource	Dr. Matthew S. Hebbard, Vice President for Student Affairs and Enrollment Management Mary Del Paz, Vice President for Finance and Administrative Services Cynthia Blanco, Dean of Enrollment Systems and Registrar
Recommendation	The Committee recommended Board approval to purchase TEXSISS Application for Workday Student Implementation from SaaS Implementation and Support LLC (dba SISSCORP) (new) (McKinney, TX), The Interlocal Purchasing System (TIPS) approved vendor for the period beginning February 1, 2026 through August 31, 2030, at a total amount of \$844,707.93, with the first payment of \$74,620.93, the second payment of \$125,363.00, the third payment of \$179,090.00, the fourth payment of \$232,817.00, and fifth and final payment of \$232,817.00.

This item was approved by the Board as part of the consent agenda action.

Consent Agenda:

c. Approval on Legal Services Agreement with Law Office of Javier Villalobos, P.C.

Purpose	To approve the legal services agreement with the Law Office of Javier Villalobos, P.C. (McAllen, TX).
Justification	<p>To include the flat fee and the scope of services in the agreement.</p> <p>On June 8, 2021, the Board of Trustees awarded a contract to the Law Office of Javier Villalobos, P.C., to serve as the College’s legal counsel.</p> <p>On June 24, 2025, the Board of Trustees approved to modify the payment terms of the contract from an hourly rate to a fixed monthly retainer fee of \$5,000.00, effective July 1, 2025.</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 – Policy BCC Board Internal Organization: Attorney
Staff Resource	Dr. Ricardo J. Solis, President Mary Del Paz, Vice President for Finance and Administrative Services
Recommendation	The Committee recommended Board approval of legal services agreement with Law Office of Javier Villalobos, P.C. (McAllen, TX).

This item was approved by the Board as part of the consent agenda action.

Consent Agenda:

d. Approval on Proposed Budget Amendment for FY 2025 – 2026

Purpose	Administration recommends Board approval of the proposed budget amendment for FY 2025 – 2026.
Justification	<p>The proposed budget amendment increases the Unrestricted Fund revenues and expenditures by \$3,195,000 to provide additional funding for the Workday ERP system in FY 2026. This amount reflects the remaining balance of the project’s allocated budget to the Finance and Human Capital Management ERP implementation that was not utilized in prior fiscal years. The total Workday ERP budget remains unchanged.</p> <p>The additional funding will be used by the Business Office and Human Resources staff for staff training, conferences, PTG advisory services, new functionalities, contingency funding, and building custom applications that extend the capabilities of Workday to meet the college’s business needs.</p>
Enclosed Documents	Appendix A – Budget Summary Appendix B – Presentation
Funding	The proposed additional funding for the Workday ERP system will be funded from the Unrestricted Fund Balance Designation for the ERP System.
Staff Resource	Mary del Paz, Vice President for Finance and Administrative Services Myriam Lopez, Associate Vice-President-Finance and Management
Recommendation	The Committee recommended Board approval of the proposed budget amendment for FY 2025 – 2026, as presented.

This item was approved by the Board as part of the consent agenda action.

Consent Agenda:

e. Approval on Increasing Vacation and Sick Leave Accruals

Purpose To align the number of hours granted for monthly vacation and sick leave accruals with the majority of the number of working hours in the College workweek, which is 9 hours.

Justification The increase in monthly leave accrual is an employee benefit aimed at enhancing job satisfaction, boosting morale, and improving retention, and is proposed to take effect on September 1, 2026.

The number of hours granted for monthly vacation and sick leave accrual, will increase from 8 hours to 9 hours. The vacation accrual tiers will be adjusted accordingly. The maximum vacation carry over, from one fiscal year to the next will increase from 96 hours to 108 hours.

Vacation Leave Proposed Hours

Vacation Tiers	Current	Proposed	Difference
Under 5 Years	8.00	9.00	1.00
5 Years	10.00	11.25	1.25
10 Years	12.00	13.50	1.50
15 Years	14.00	15.75	1.75
20+ Years	16.00	18.00	2.00

Sick Leave Proposed Hours

	Current	Proposed	Difference
Sick Leave	8	9	1

Projected Maximum Vacation Leave and Sick Leave Payouts and Liabilities Based on Hourly Rate

Maximum Payout / Liability	Current Cost	Proposed Cost	Projected Increase
Maximum Vacation Payout	\$7,430,164	\$8,358,934	\$928,770
Maximum Vacation Liability	2,455,286	2,500,339	45,053
Maximum Sick Payout	1,417,057	1,467,906	50,849
Maximum Sick Liability	\$1,984,559	\$2,051,597	\$67,037

Enclosed Documents

Appendix A – PowerPoint

- Funding** No funding is required. Additional hours will be available for employees to use for vacation and sick leave.
- Staff Resource** Mary Del Paz, Vice President for Finance and Administrative Services
Myriam Lopez, Associate Vice-President-Finance and Management
Alicia Correa, Director Benefits and Compensation Human Resources
- Recommendation** The Committee recommended Board approval of the Increasing Vacation and Sick Leave Accruals, as presented.

This item was approved by the Board as part of the consent agenda action.

Consent Agenda:

f. Approval on Voluntary Early Retirement Program

Purpose To review and discuss the Voluntary Early Retirement for Fiscal Year 2027.

Justification Purpose:

Administration is proposing to implement a Voluntary Early Retirement Program (VERP) for eligible employees as of August 2027 as a strategic initiative to recognize and honor the long-standing contributions of employees. This approach not only provides a dignified and supportive transition for those who may be ready to explore retirement, but also creates opportunities to realign organizational resources, to promote succession planning, and to reduce costs.

The VERP will balance operational efficiency with compassion, ensuring that our valued employees can retire with confidence and appreciation for their service.

Eligibility:

To qualify for the VERP, employees must meet the following criteria as of August 31, 2027:

- Full-time equivalent (FTE) regular position
- Total combined age and years of service must equal at least 80
- Minimum of 25 years of service with South Texas College
- Minimum age of 55

Highlights:

- Youngest qualifying employee will be 55 years old with 28 years of service
- Oldest qualifying employee will be 79 years old with 28 years of service
- Annual Rehire Savings (at 75%): \$2,227,772
- Annual Benefits Savings: \$579,221
- All qualifying employees are retirement eligible
- Breakeven Year – Tiers: 2 years and 0.5 months
- Breakeven Year – Flat 75%: 2 years and 4 months

Payout Cost

	Employee Count		Option 1		Option 2	
			50% / 75% / 100% Tier Payout Highlights		75% Payout Highlights	
Faculty	59	56.2%	\$3,179,191	54.9%	\$3,651,879	54.6%
Staff- Admin	11	10.5%	1,175,127	20.3%	1,189,651	17.8%
Staff- Non Admin	35	33.3%	1,438,521	24.8%	1,841,786	27.6%
Total Count/Payout	105	100%	\$5,792,839	100%	\$6,683,315	100%
Cost Break-Even Month/Year			2 Years and 0.5 Months		2 Years and 4 Months	

The tiers of payout, depending on total of age and service are as follows:

- 50% Payout: 80-89 (Age + Service)
- 75% Payout: 90-99 (Age + Service)
- 100% Payout: 100 and above (Age + Service)

Options to Pay

Payment Date	Option 1	Option 2	Option 3
August 31 – 2027	100%	50%	N/A
Mid-January – 2028	N/A	50%	100%

Enclosed Documents

Appendix A – PowerPoint

Funding

Proposed funding for this expenditure from the Unrestricted Fund Balance.

Staff Resource

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

Recommendation

The Committee recommended Board approval of the Voluntary Early Retirement Program, as presented.

This item was removed from consent agenda but was approved under a separate motion.

Consent Agenda:

a. Approval of Designated Limited Public Forums in Response to Texas Senate Bill 2972

Purpose Administration requests that the Committee recommend to the Board the proposed Designated Limited Public Forum locations in response to Texas Senate Bill 2972.

Justification A part of the 89th Texas Legislature and pursuant to Senate Bill 2972 requires institutions of higher education to designate areas on campus as public forums.

S.B. 2972 authorizes the governing board of a public institution of higher education to designate the areas on the institution's campus that are public forums, consistent with the First Amendment to the U.S. Constitution and the Texas Constitution.

The proposed designated limited public forum locations are intended for students enrolled at and employees of the college to assemble or distribute written material.

These designated limited outdoor areas include the following locations:

- Flagpole locations at all campuses

The designated limited indoor areas for written material include the following:

- Bulletin Boards located in common areas and in hallways in each building district-wide, unless otherwise designated as limited to a specific purpose.

Enclosed Documents Appendix A – Texas Senate Bill 2972

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

Recommendation The Committee recommended Board approval of the proposed Designated Limited Public Forum locations in response to Texas Senate Bill 2972, as presented.

This item was approved by the Board as part of the consent agenda action.

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 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.

On June 24, 2024, the President approved a contract with O’Hanlon, Demerath & Castillo, as allowed by Policy BCC, with an initial term of six (6) months and automatic renewals for successive six (6) month periods.

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.

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 – Policy BCC Board Internal Organization: Attorney

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

Recommendation ***It is recommended that the Board of Trustees of South Texas College approve and authorize the following Minute Order proposed for consideration:***

The Board of Trustees of South Texas College approves and authorizes the legal services agreement with O’Hanlon, Demerath & Castillo (Austin, TX) as presented.

Upon a motion by Ms. Vicky Cantu and a second by Mr. David De Los Rios the South Texas College Board of Trustees deferred this item until the next Committee meeting date. Mr. Paul Rodriguez suggested that the College consider going out for RFQs for all legal services. Ms. Dalinda Gonzalez-Alcantar suggested that the College might consider and in house legal counsel.

The motion carried.

Update and Discussion on Organizational Culture Climate Survey

Purpose	To provide an update regarding the vendor to conduct the fiscal year 2026 organizational culture climate survey.
Justification	<p>On September 23, 2025, the Board of Trustees approved conducting an employee climate survey and assessing services in Fiscal Year 2026. On November 11, 2025, Administration presented an update to the Board of Trustees to request guidance and feedback regarding the focus, themes, and questions to be included in the climate survey.</p> <p>Administration is providing an update to the Board of Trustees regarding the vendor identified to administer the employee climate survey.</p> <p>College staff contacted multiple vendors that administer employee surveys and performed a comprehensive review of their services and associated costs.</p> <p>People Element has been selected to conduct the climate survey for the College in Fiscal Year 2026, as the vendor best aligns with the College's objectives.</p> <p>People Element was selected based on the following services:</p> <ul style="list-style-type: none">• Survey customization.• Actionable next steps for success and strategies to maximize organizational value.• Reporting and comprehensive analytical dashboards.• Hands-on guidance across all phases of the process.• Anonymity and confidentiality of survey respondents.
Enclosed Documents	Appendix A – Presentation
Staff Resource	Mary Del Paz, Vice President for Finance and Administrative Services
Recommendation	No action was required from the Board. This item was presented for information and feedback purposes only.

No action was requested on this item.

Review of Presentations Delivered to Facilities Committee

The following presentation was delivered to the Facilities Committee on Tuesday, January 13, 2026:

Update on Status of Unexpended Plant Fund Construction Projects and Renewals & Replacements Projects

Purpose	The Facilities Planning and Construction staff prepared the attached design and construction update. This update summarizes the status of each capital improvement and renewals & replacements project currently in progress, including a categorization based on priority.
Enclosed Documents	Appendix A – Capital Improvement Projects Milestones Appendix B – Budget Report Appendix C – Capital Improvement Projects Overview Appendix D – Renewals & Replacements Projects Overview Appendix E – Outstanding Issues
Staff Resource	Ricardo de la Garza, Executive Director for Facilities Planning & Construction Mary Del Paz, Vice President for Finance and Administrative Services
Recommendation	This item was presented for the Committee’s information only. No action was requested.

Appendix A

Capital Improvement Projects Milestones followed in the packet.

Appendix B

Budget Report followed in the packet.

Appendix C

Capital Improvement Projects Overview followed in the packet.

Appendix D

Renewals & Replacements Projects Overview followed in the packet.

Appendix E

Outstanding Issues followed in the packet.

Review and Action as Necessary on Consent Agenda Items from the Facilities Committee

The following Consent Agenda items were thoroughly discussed by the Facilities Committee. All trustees, whether a member of the Committee or not, received all supporting documentation and were invited to participate in the deliberation on the items. Non-committee members did not participate in Committee votes for recommendation of Board action.

Administration believes that all questions raised during the Committee discussion of Consent Agenda items were resolved to the Committee's satisfaction at the meeting, and the items are presented here substantially as recommended by the Committee, for approval by the Board of Trustees.

Any trustee may request an item or items be removed from the Consent Agenda for further discussion. Otherwise, the Board is asked to formally act on the full consent agenda, according to the details and recommended action presented for each item in the following pages.

The Facilities Committee recommended Board action on the following items as presented:

- b. Approval on Schematic Design of the Pecan Plaza East Building B Renovation for Cosmetology and Department of Public Safety Expansion
- c. Approval on Contracting Construction Services for the Pecan Campus Athletic Support Building R
- d. Approval on Contracting Construction Services for the Pecan Campus Business and Science Building G Engineering Labs Renovation
- e. Approval on Contracting Construction Services for the District Wide HVAC Replacements Phase II at Pecan Campus
- f. Approval on Color Selection for the Dr. Ramiro R. Casso Health Science Professions Campus Health Science Professions and Conference Center Building E
- g. Approval on Substantial Completion of the Mid Valley Campus South Academic Building H Repair & Renovations of Damaged Roof and Interior Areas Phase II
- h. Approval on Substantial Completion of the District Wide Stucco Repainting Phase II at Pecan Campus

Upon a motion by Mr. Paul Rodriguez and a second by Mr. David De Los Rios the Board of Trustees of South Texas College approve and authorize items "a – g" of the Facilities Committee Consent Agenda as presented.

The motion carried.

Consent Agenda:

i. Approval on Schematic Design of the Pecan Plaza East Building B Renovation for Cosmetology and Department of Public Safety Expansion

Purpose To approve the schematic design and solicitation of construction services for the project.

Justification Schematic design is the first phase of basic design services provided by the project design team and establishes the basis on which the project design team proceeds with design development and construction documents.

On September 23, 2025, the Board of Trustees approved contracting architectural services with ERO International LLC, DBA ERO Architects. The architect has worked with College staff to develop a schematic design to meet the needs of the program.

Design and construction of the project to include the following:

Cosmetology:

- Classrooms
- Computer Lab
- Training Labs
- Hair and Shampoo Stations
- Dispensary Room
- Laundry Room
- Storage
- Offices
- Workroom
- Reception/Lobby
- Support Spaces

Total Square Footage: 10,033 sq. ft.

Department of Public Safety:

- Conference Room
- Training Lab
- Offices
- Storage Rooms
- Workroom
- Lobby
- Support Spaces

Total Square Footage: 4,965 sq. ft.

Total Combined Square Footage: 14,998 sq. ft.

The architect's estimated construction cost for the project is \$5,183,949.

Construction Budget

	\$5,146,050
<u>Architect's Estimated Construction Cost</u>	<u>5,183,949</u>
Variance	
	(\$37,899)

Enclosed Documents

Appendix A – Schematic Design
Appendix B – Fact Sheet

Funding

The total Pecan Plaza East Building B Renovation for Cosmetology and Department of Public Safety Expansion Project 2024-005C estimated cost, including construction, design, miscellaneous, FFE, and technology, is \$6,664,135.

- Construction \$5,146,050
- Design 514,605
- Miscellaneous 128,652
- FFE 437,414
- Technology 437,414
- Total \$6,664,135**

The funds are available in the Unexpended Construction Plant Fund for use in FY 2025 – 2026.

Staff Resource

Ricardo de la Garza, Executive Director for Facilities Planning & Construction
Mary Del Paz, Vice President for Finance and Administrative Services

Recommendation

The Facilities Committee recommended Board approval of the schematic design and authorization to proceed with the solicitation of construction services for the Pecan Plaza East Building B Renovation for Cosmetology and Department of Public Safety Expansion project as presented.

This item was approved by the Board as part of the consent agenda action.

Appendix A

Schematic Design followed in the packet.

Appendix B

Fact Sheet followed in the packet.

Consent Agenda:

b. Approval on Contracting Construction Services for the Pecan Campus Athletic Support Building R

- Purpose** To contract construction services for the project.
- Justification** On March 25, 2025, the Board of Trustees approved contracting architectural services with Negrete & Kolar Architects, LLP. For the project. On August 26, 2025, the Board of Trustees approved the solicitation of construction services for the project.
- The project consists of constructing a building near the athletic fields.
- The proposed scope of work is summarized as follows:
- Construction of a building adjacent to the athletic fields
 - Building Spaces: Storage, Restrooms, Concession Area, Custodial Room, Electrical and Mechanical Rooms
 - Total Square Feet: 1,707 sq. ft.
- Enclosed Documents** Appendix A – RFP Solicitation Information
Appendix B – Project Presentation
Appendix C – Ranking and Evaluations of Respondents
Appendix D – Fact Sheet
- Funding** The total Pecan Campus Athletic Support Building R Project 2025-001C estimated cost, including construction, design, miscellaneous, and FFE, is \$569,300.
- | | |
|-----------------|------------------|
| • Construction | \$468,000 |
| • Design | 46,800 |
| • Miscellaneous | 14,500 |
| • FFE | 25,000 |
| • Technology | 15,000 |
| Total | \$569,300 |
- The funds are available in the Unexpended Construction Plant Fund for use in FY 2025 – 2026.
- Staff Resource** Ricardo de la Garza, Executive Director for Facilities Planning & Construction
Mary Del Paz, Vice President for Finance and Administrative Services
- Recommendation** The Facilities Committee recommended Board approval to authorize contracting construction services with **Araiza General Construction** in the amount of **\$876,324** for the Pecan Campus Athletic Support Building R project as presented.

This item was approved by the Board as part of the consent agenda action.

Appendix A
RFP Solicitation Information

Advertised on	November 19, 2025 and November 26, 2025
RFP Responses Due	December 9, 2025
RFP Issued To	Six Hundred Five (605) Vendors
Responses Received From	Eight (8) Vendors
Responses Reviewed By	Facilities Operations & Maintenance, Facilities Planning & Construction, a Representative from the Architect, and the Purchasing Department.

Appendix B
Project Presentation followed in the packet.

Appendix C
Ranking and Evaluations of Respondents followed in the packet.

Appendix D
Fact Sheet followed in the packet.

Consent Agenda:

c. Approval on Contracting Construction Services for the Pecan Campus Business and Science Building G Engineering Labs Renovation

- Purpose** To contract construction services for the project.
- Justification** On January 28, 2025, the Board of Trustees approved contracting architectural services with Sam Garcia Architect, LLC. For the project. On May 27, 2025, the Board of Trustees approved the solicitation of construction services for the project.
- The project consists of renovating space to construct engineering labs.
- The proposed scope of work is summarized as follows:
- Three (3) Engineering Labs
 - Storage/Prep Area
Square Feet: 3,616 sq. ft.
- Enclosed Documents** Appendix A – RFP Solicitation Information
Appendix B – Project Presentation
Appendix C – Ranking and Evaluations of Respondents
Appendix D – Fact Sheet
- Funding** The total Pecan Campus Business and Science Building G Engineering Labs Renovation Project 2023-014C estimated cost, including construction, design, miscellaneous, and FFE, is \$500,000.
- Construction \$400,000
 - Design 40,000
 - Miscellaneous 10,000
 - FFE 50,000
- Total \$500,000**
- The funds are available in the Unexpended Construction Plant Fund for use in FY 2025 – 2026.
- Staff Resource** Ricardo de la Garza, Executive Director for Facilities Planning & Construction
Mary Del Paz, Vice President for Finance and Administrative Services
- Recommendation** The Facilities Committee recommended Board approval to authorize contracting construction services with **CRC Development & Construction Co., LLC** in the amount of **\$264,650** for the Pecan Campus Business and Science Building G Engineering Labs Renovation project as presented.

This item was approved by the Board as part of the consent agenda action.

Appendix A
RFP Solicitation Information

Advertised on	November 26, 2025 and December 3, 2025
RFP Responses Due	December 11, 2025
RFP Issued To	Six Hundred Six (606) Vendors
Responses Received From	Five (5) Vendors
Responses Reviewed By	Facilities Operations & Maintenance, Facilities Planning & Construction, a Representative from the Architect, and the Purchasing Department.

Appendix B
Project Presentation followed in the packet.

Appendix C
Ranking and Evaluations of Respondents followed in the packet.

Appendix D
Fact Sheet followed in the packet.

Consent Agenda:

d. Approval on Contracting Construction Services for the District Wide HVAC Replacements Phase II at Pecan Campus

Purpose To contract construction services for the project.

Justification On January 28, 2025, the Board of Trustees approved contracting engineering services with Sigma HN Engineers, PLLC. For the project.

This project consists of replacing a total of seven (7) heating, ventilation, and air conditioning (HVAC) units at Business and Science Building G and Student Activities Building H. This project is the second phase of the district-wide replacement efforts.

The proposed scope of work is summarized below:

- Replacement of HVAC units at the following Pecan Campus buildings:
 - Business and Science Building G 4 Units
 - Student Activities Center Building H 3 Units
 - Total 7 Units**

Enclosed Documents Appendix A – RFP Solicitation Information
Appendix B – Project Presentation
Appendix C – Ranking and Evaluations of Respondents
Appendix D – Fact Sheet

Funding The total District Wide HVAC Replacements Phase II at Pecan Campus Project 2025-015R estimated cost, including construction, design, miscellaneous, FFE, and technology, is \$1,986,000.

- Construction \$1,800,000
- Design 180,000
- Miscellaneous 6,000
- Total \$1,986,000**

The funds are available in the Renewals and Replacements Fund for use in FY 2025 – 2026.

Staff Resource Ricardo de la Garza, Executive Director for Facilities Planning & Construction
Mary Del Paz, Vice President for Finance and Administrative Services

Recommendation The Facilities Committee recommended Board approval to authorize contracting construction services with **Johnson Controls** in the amount of **\$1,518,234.50** for the District Wide HVAC Replacements Phase II at Pecan Campus project as presented.

This item was approved by the Board as part of the consent agenda action.

Appendix A

RFP Solicitation Information

Advertised on	November 19, 2025 and November 26, 2025
RFP Responses Due	December 11, 2025
RFP Issued To	Six Hundred Forty-One (641) Vendors
Responses Received From	Five (5) Vendors
Responses Reviewed By	Facilities Operations & Maintenance, Facilities Planning & Construction, Representative from the Engineer, and the Purchasing Department

Appendix B

Project Presentation followed in the packet.

Appendix C

Ranking and Evaluations of Respondents followed in the packet.

Appendix D

Fact Sheet followed in the packet.

Consent Agenda:

e. Approval on Color Selection for the Dr. Ramiro R. Casso Health Science Professions Campus Health Science Professions and Conference Center Building E

Justification On May 28, 2024, the Board approved contracting architectural services with goERO International, LLC. Dba ERO Architects. On August 26, 2025, the Board approved contracting construction services with Tri-Gen Construction, LLC.

ERO Architects has prepared a presentation and color board for review by the Facilities Committee. Representatives from ERO Architects will attend the meeting to present and answer any questions.

Enclosed Documents Appendix A – Presentation and Color Selections

Staff Resource Ricardo de la Garza, Executive Director for Facilities Planning & Construction
Mary Del Paz, Vice President for Finance and Administrative Services

Recommendation The Facilities Committee recommended Board approval of the color selections for the Dr. Ramiro R. Casso Health Science Professions Campus Health Science Professions and Conference Center Building E project as presented.

This item was approved by the Board as part of the consent agenda action.

Appendix A

Presentation and Color Selections followed in the packet.

Consent Agenda:

f. Approval on Substantial Completion of the Mid Valley Campus South Academic Building H Repair & Renovations of Damaged Roof and Interior Areas Phase II

- Purpose** To approve substantial completion of the project.
- Justification** College staff visited the site and developed a construction punch list on December 3, 2025.
- Architect: Milnet Architectural Services, PLLC.
 - Contractor: Rio United Builders, LLC.
- A Certificate of Substantial Completion has been issued. Substantial Completion was accomplished within the time allowed in the Owner/Contractor agreement for this project by Rio United Builders, LLC. The original cost approved for this project was \$619,207.19.
- Enclosed Documents** Appendix A – Current Budget Status
Appendix B – Photos
Appendix C – Substantial Completion
Appendix D – Fact Sheet
- Funding** The funds for the Mid Valley Campus South Academic Building H Repair & Renovations of Damaged Roof and Interior Areas Phase II Project 2022-038R are available in the Renewals and Replacements Fund for use in FY 2025 – 2026.
- Staff Resource** Ricardo de la Garza, Executive Director for Facilities Planning & Construction
Mary Del Paz, Vice President for Finance and Administrative Services
- Recommendation** The Facilities Committee recommended Board approval of substantial completion of the Mid Valley Campus South Academic Building H Repair & Renovations of Damaged Roof and Interior Areas Phase II project as presented.

This item was approved by the Board as part of the consent agenda action.

Appendix A
Current Budget Status

Mid Valley Campus South Academic Building H Repair & Renovations of Damaged Roof and Interior Areas Phase II					
Construction Budget	Approved Proposal Amount	Net Total Change Orders	Current Project Cost	Previous Amount Paid	Remaining Balance
\$1,061,314.00	\$619,207.19	\$0	\$619,207.19	\$228,627.33	\$390,582.86

Appendix B
Photos followed in the packet.

Appendix C
Substantial Completion followed in the packet.

Appendix D
Fact Sheet followed in the packet.

Consent Agenda:

j. Approval on Substantial Completion of the District Wide Stucco Repainting Phase II at Pecan Campus

Justification College staff visited the site and developed a construction punch list on October 30, 2025.

- Contractor: Terra Fuerte Construction, LLC

A Certificate of Substantial Completion has been issued. Substantial Completion was accomplished within the time allowed in the Owner/Contractor agreement for this project by Terra Fuerte Construction, LLC. The original cost approved for this project, which included Buildings L, M, N, and T, was \$140,000.00.

Enclosed Documents Appendix A – Current Budget Status
 Appendix B – Photos
 Appendix C – Substantial Completion
 Appendix D – Fact Sheet

Funding The funds for the District Wide Stucco Repainting Phase II at Pecan Campus Project 2024-014R are available in the Renewals and Replacements Fund for use in FY 2025 – 2026.

Staff Resource Ricardo de la Garza, Executive Director for Facilities Planning & Construction
 Mary Del Paz, Vice President for Finance and Administrative Services

Recommendation The Facilities Committee recommended Board approval of substantial completion of the District Wide Stucco Repainting Phase II at Pecan Campus project as presented.

This item was approved by the Board as part of the consent agenda action.

Appendix A
 Current Budget Status

District Wide Stucco Repainting Phase II at Pecan Campus					
Construction Budget	Approved Proposal Amount	Net Total Change Orders	Current Project Cost	Previous Amount Paid	Remaining Balance
\$500,000.00	\$140,000.00	\$0	\$140,000.00	\$133,000.00	\$7,000.00

Appendix B

Photos followed in the packet.

Appendix C

Substantial Completion followed in the packet.

Appendix D

Fact Sheet followed in the packet.

Approval of Financial Reports for October and November 2025

Administration recommends Board approval of the financial reports for the month of October and November 2025.

The following financial reports have been provided under separate cover:

- 1) Quarterly Investment Report and Money Market Accounts for October and November 2025.
- 2) Summary of Revenues for October and November 2025.
- 3) Summary of State Appropriations Revenue for October and November 2025.
- 4) Summary of Property Tax Revenue for October and November 2025.
- 5) Summary of Expenditures by Classification for October and November 2025.
- 6) Summary of Expenditures by Function for October and November 2025.
- 7) Summary of Auxiliary Fund Revenues and Expenditures for October and November 2025.
- 8) Summary of Grant Revenues and Expenditures for October and November 2025.
- 9) Foundation Financial Activity for October and November 2025.

Ms. Mary Del Paz, Vice President for Finance and Administrative Services, will respond to questions posed by the Board.

Upon a motion by Mr. Paul Rodriguez and a second by Mr. Danny Guzman the Board of Trustees of South Texas College approves and authorizes the submitted financial reports for the month of October and November 2025.

The motion carried.

Review of Informational Reports as of November and December 2025

Administration includes the following information reports as of November and December 2025 for the Board's information.

- 1) Checks for \$125,000 and above for November and December 2025.
- 2) Check Register for November and December 2025.
- 3) Summary of Purchase Orders (Purchasing) for November and December 2025.
- 4) Summary of Bid Solicitations (Purchasing) for November and December 2025.
- 5) Employee New Hires for November and December 2025.
- 6) Employee Resignations/Retirements for November and December 2025.

The reports are presented for review by the Board and are provided under separate cover.

Ms. Mary Del Paz, Vice President for Finance and Administrative Services, will respond to questions posed by the Board.

No action is required from the Board. This item is presented for information purposes.

**Update and Action as Necessary on Personnel Matters (Texas
Government Code 551.074, Personnel Matters)**

Purpose Administration will review Personnel Matters.

Recommendation **It is recommended that the Board of Trustees of South Texas College approve and authorize the following Minute Order proposed for consideration:**
The Board of Trustees of South Texas College approves and authorizes action as discussed regarding Personnel Matters.

Upon a request from Ms. Rose Benavidez, the Board deferred this item to a Special Board Meeting to be held at a later date. Chair, Dr. Alejo Salinas and the Board approved her request.

Announcements

A. Next Meetings:

- Tuesday, February 10, 2026
 - 3:00 p.m. - Education & Workforce Development Committee
 - 4:00 p.m. – Facilities Committee
 - 5:00 p.m. – Finance, Audit and Human Resources Committee
- Tuesday, February 24, 2026
 - 5:30 p.m. – Regular Board Meeting

B. Other Announcements:

- Pending Announcements.

**SOUTH TEXAS COLLEGE
BOARD OF TRUSTEES SPECIAL BOARD MEETING
Friday, February 6, 2026 @ 10:00 a.m.
Ann Richards Administration Building Board Room
Pecan Campus, McAllen, Texas 78501**

Minutes

Call Meeting to Order:

The Special Board Meeting of the South Texas College Board of Trustees was held on Friday, February 6, 2026 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 10:15 a.m. with Chair, Dr. Alejo Salinas, Jr. presiding.

Members present: Mr. Paul R. Rodriguez, Mr. Danny Guzman, Ms. Rose Benavidez via teleconference then in person, Ms. Dalinda Gonzalez-Alcantar, Ms. Victoria Cantu and Mr. David De Los Rios via teleconference.

Members absent: None.

Also present: Ms. Mary Del Paz, Dr. Anahid Petrosian, Dr. Brett Millan, Ms. Myriam Lopez, Ms. Jessica Galloso, Mr. Javier Villalobos, Mr. Khalil Abdullah, Ms. Claudia Olivares, Dr. Rebecca De Leon, Lt. Johnny Barboza, Sgt. Rene Avendano, Mr. Rick De La Garza, Mr. Andrew Fish, and Ms. Venisa Earhart.

Determination of a Quorum

A quorum was present and a notice of the meeting was posted.

Public Comments

There were no public comments.

Grievance by MDP (Texas Government Code 551.074, Personnel Matters)

Purpose The Board heard the Grievance by MDP.

Grievance by RDL (Texas Government Code 551.074, Personnel Matters)

Purpose The Board heard the Grievance by RDL.

Upon a motion by Mr. Paul Rodriguez and a second by Mr. Danny Guzman the Board of Trustees of South Texas College acknowledged receipt of the grievances presented and will pursue corrective action to address them as necessary.

The motion carried.

Announcements

A. Next Meetings:

- Tuesday, February 10, 2026
 - 3:00 p.m. - Education & Workforce Development Committee
 - 4:00 p.m. – Facilities Committee
 - 5:00 p.m. – Finance, Audit and Human Resources Committee

- Tuesday, February 24, 2026
 - 5:30 p.m. – Regular Board Meeting

B. Other Announcements:

- NACEP Dual Credit Summit, February 15-17, 2026 at South Padre Island, TX.

Adjournment

There being no further business to discuss, the Special Board Meeting of the South Texas College Board of Trustees adjourned at 1:31 p.m.

I certify the foregoing are the true and correct minutes of the Friday, February 6, 2026 Special Board Meeting of the South Texas College Board of Trustees.

X_____

Mr. Danny Guzman

Board Secretary

Review and Action as Necessary on Quarterly Report for the Period Ending November 30, 2025

- Purpose** To approve the College's Quarterly Investment Report for the Quarter Ended November 30, 2025 that will be presented by Ms. Emily Upshaw from Valley View Consulting, L.L.C.
- Justification** To comply with the Texas Public Funds Information Act (PFIA) and the College's Policy CAK Appropriations and Revenue Sources: Investments that require an Investment Report to be prepared and submitted to the Board of Trustees and the President on a quarterly basis.
- Ms. Upshaw will present an overview of the investments, the annual interest earnings, the quarterly interest earnings, and the economic overview.
- Enclosed Documents** Appendix A - Quarterly Investment Report
- Funding** No funds are required.
- Staff Resource** Dr. Ricardo J. Solis, President
Mary Del Paz, Vice President for Finance and Administrative Services
- Recommendation** ***It is recommended that the Board of Trustees of South Texas College approve and authorize the following Minute Order proposed for consideration:***
The Board of Trustees of South Texas College approves and authorizes the Quarterly Investment Report for the Quarter Ended November 30, 2025.



SOUTH TEXAS COLLEGE

QUARTERLY INVESTMENT REPORT

For the Quarter Ended

November 30, 2025

Prepared by

Valley View Consulting, L.L.C.

The investment portfolio of the South Texas College is in compliance with the Public Funds Investment Act and the South Texas College Investment Policy.

Maria G. Del Paz, Vice President for Finance & Administrative Services	Date
Myriam Lopez, Associate Vice President-Finance and Management	Date
Paul R. Rodriguez, Board of Trustees, Designated Investment Officer	Date

Disclaimer: These reports were compiled using information provided by the South Texas College. No procedures were performed to test the accuracy or completeness of this information. The market values included in these reports were obtained by Valley View Consulting, L.L.C. from sources believed to be accurate and represent proprietary valuation. Due to market fluctuations these levels are not necessarily reflective of current liquidation values. Yield calculations are not determined using standard performance formulas, are not representative of total return yields and do not account for investment adviser fees.

Summary

Quarter End Results by Investment Category:

Asset Type	August 31, 2025		November 30, 2025		
	Book Value	Market Value	Book Value	Market Value	Ave. Yield
DDA/MMA/NOW	\$ 107,165,156.93	\$ 107,165,156.93	\$ 121,048,249.37	\$ 121,048,249.37	3.98%
Pools	1,876,020.20	1,876,020.20	1,895,392.11	1,895,392.11	3.99%
CD/Security	343,236,642.50	344,056,385.22	330,087,614.82	331,050,290.40	4.18%
Totals	\$ 452,277,819.63	\$ 453,097,562.35	\$ 453,031,256.30	\$ 453,993,931.88	4.13%

Current Quarter Portfolio Performance (1)

Average Quarterly Yield 4.13%

Rolling Three Month Treasury 4.00%
Rolling Six Month Treasury 4.02%
TexPool 3.99%

Year-to-Date Portfolio Performance (2)

Average Quarter End Yield 4.13%

Rolling Three Month Treasury 4.00%
Rolling Six Month Treasury 4.02%
TexPool 3.99%

INTEREST EARNINGS

	<u>PRIOR YEAR</u>		<u>CURRENT YEAR</u>
Quarterly Interest Earned	\$4,916,411.39 (Unaudited)		\$4,793,320.43 (Unaudited)
Accrued Interest-End of Quarter	\$1,744,040.51 (Unaudited)		\$2,822,889.80 (Unaudited)
Fiscal YTD Interest Earned	\$4,916,411.39 (Unaudited)		\$4,793,320.43 (Unaudited)

(1) **Current Quarter Portfolio Performance** - yields based on adjusted book value, realized and unrealized gains/losses and investment advisory fees are not considered. The yield for the reporting month is used for bank, pool, and money market balances.

(2) **Fiscal Year-to-Date Performance** - yields calculated using quarter end report yields and adjusted book values and does not reflect a total return analysis or account for advisory fees.

Summary

Quarter End Results by Investment Category:

Asset Type	August 31, 2025		November 30, 2025		Ave. Yield
	Book Value	Market Value	Book Value	Market Value	
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Average Quarter End Yield 4.13%

Rolling Three Month Treasury 4.00%
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INTEREST EARNINGS

	PRIOR YEAR	CURRENT YEAR
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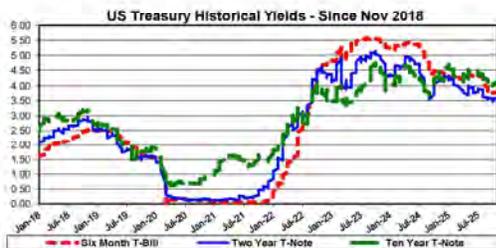
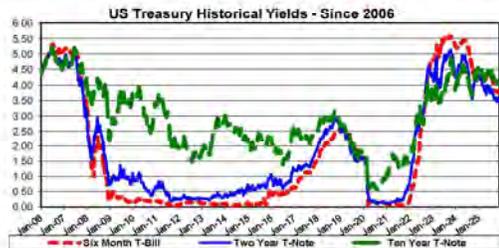
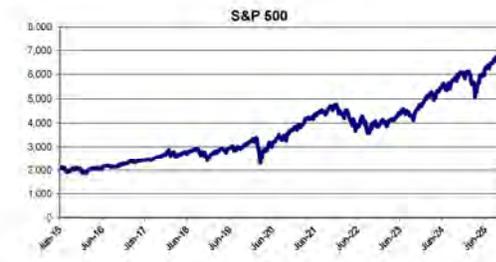
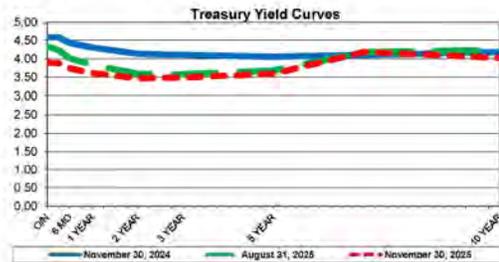
(1) Current Quarter Portfolio Performance - yields based on adjusted book value, realized and unrealized gains/losses and investment advisory fees are not considered. The yield for the reporting month is used for bank, pool, and money market balances.

(2) Fiscal Year-to-Date Performance - yields calculated using quarter end report yields and adjusted book values and does not reflect a total return analysis or account for advisory fees.

Economic Overview

11/30/2025

The Federal Open Market Committee (FOMC) cut the Fed Funds target again 10/29 to 3.75% - 4.00% (Effective Fed Funds trade +/-3.89%). An additional rate cut is widely anticipated 12/10, with more later in the spring. September Non-Farm Payroll added 119k with Aug and July reduced a combined 33k. The Three Month rolling average increased to +62k. The S&P 500 Stock Index bounced +/-6,800. The yield curve dips at 2 years rising thereafter. Crude Oil slip below \$60. Inflation continues above the FOMC 2% target (Core PCE +/-2.8%). The Markets cautiously consider uncertain economic outlooks and tariff impacts.



**Investment Holdings
November 30, 2025**

Description	Rating	Coupon/Discount	Maturity Date	Settlement Date	Original Face\ Par Value	Book Value	Market Price	Market Value	Life (Days)	Yield
American Nat'l Bank & Trust MMA		4.30%	12/01/25	11/30/25	\$ 23,974,014.60	\$ 23,974,014.60	1.00	\$ 23,974,014.60	1	4.30%
PNC Bank MMA - Operating #2		0.00%	12/01/25	11/30/25	27,928.00	27,928.00	1.00	27,928.00	1	0.00%
PNC Bank Sweep - Operating		3.61%	12/01/25	11/30/25	33,371,972.54	33,371,972.54	1.00	33,371,972.54	1	3.61%
PNC Bank Sweep - Payroll		3.61%	12/01/25	11/30/25	19,368.88	19,368.88	1.00	19,368.88	1	3.61%
PNC Bank Sweep - Student		3.61%	12/01/25	11/30/25	817,347.78	817,347.78	1.00	817,347.78	1	3.61%
PNC Bank - Federal Draw Down		1.88%	12/01/25	11/30/25	921.99	921.99	1.00	921.99	1	1.88%
PNC Bank Sweep - I&S Bond 96,02,03, 04,07,10,14,15		3.61%	12/01/25	11/30/25	1,893,250.17	1,893,250.17	1.00	1,893,250.17	1	3.61%
PNC Bank Sweep - Construction E&G Transfer		3.61%	12/01/25	11/30/25	7,733,465.15	7,733,465.15	1.00	7,733,465.15	1	3.61%
Veritex Bank MMA		3.83%	12/01/25	11/30/25	4,284,918.35	4,284,918.35	1.00	4,284,918.35	1	3.83%
NexBank MMA		4.18%	12/01/25	11/30/25	48,925,061.91	48,925,061.91	1.00	48,925,061.91	1	4.18%
TexPool LGIP	AAA	3.99%	12/01/25	11/30/25	1,895,392.11	1,895,392.11	1.00	1,895,392.11	1	3.99%
FFCB	Aa1/AA+	4.63%	12/08/25	03/07/24	15,000,000.00	14,999,888.81	100.01	15,001,831.50	8	4.66%
East West Bank CD		4.36%	12/12/25	06/12/25	4,167,946.19	4,167,946.19	100.00	4,167,946.19	12	4.46%
East West Bank CD		4.36%	12/12/25	06/12/25	1,956,595.97	1,956,595.97	100.00	1,956,595.97	12	4.46%
East West Bank CD		4.26%	01/20/26	03/05/25	15,481,889.63	15,481,889.63	100.00	15,481,889.63	51	4.35%
East West Bank CD		3.95%	01/26/26	08/17/25	1,008,149.02	1,008,149.02	100.00	1,008,149.02	57	4.03%
East West Bank CD		4.14%	02/04/26	02/04/25	343,387.38	343,387.38	100.00	343,387.38	66	4.23%
US Treasury	Aa1/AA+	1.63%	02/15/26	05/14/24	8,000,000.00	7,947,677.18	99.54	7,963,250.00	77	4.90%
FHLB	Aa1/AA+	4.69%	02/23/26	03/07/24	7,000,000.00	7,001,076.72	100.15	7,010,396.49	85	4.58%
FHLB	Aa1/AA+	4.88%	03/13/26	05/14/24	15,000,000.00	14,999,228.33	100.50	15,045,414.15	103	4.90%
East West Bank CD		3.82%	03/17/26	08/17/25	6,047,278.71	6,047,278.71	100.00	6,047,278.71	107	3.89%
FFCB	Aa1/AA+	4.63%	04/01/26	05/14/24	5,000,000.00	4,995,771.57	100.26	5,013,121.75	122	4.89%
US Treasury	Aa1/AA+	3.75%	04/15/26	07/03/24	10,000,000.00	9,962,951.23	99.99	9,999,433.60	136	4.80%
FAMCA	Aa1/AA+	4.72%	05/12/26	07/15/24	14,000,000.00	14,000,000.00	100.38	14,002,689.56	163	4.72%
US Treasury	Aa1/AA+	3.63%	05/15/26	08/25/24	1,000,000.00	1,000,043.45	99.93	999,304.69	166	3.61%
US Treasury	Aa1/AA+	4.13%	06/15/26	07/03/24	10,000,000.00	9,968,656.73	100.22	10,022,031.20	197	4.74%
East West Bank CD		3.67%	06/17/26	08/17/25	5,037,846.08	5,037,846.08	100.00	5,037,846.08	199	3.74%
US Treasury	Aa1/AA+	4.63%	06/30/26	10/31/24	5,000,000.00	5,012,005.77	100.49	5,024,492.20	212	4.19%
FAMCA	Aa1/AA+	3.60%	07/27/26	08/26/24	15,000,000.00	15,000,000.00	99.98	14,997,612.15	239	3.60%
FAMCA	Aa1/AA+	4.18%	08/04/26	11/01/24	15,000,000.00	15,000,000.00	100.36	15,054,617.10	247	4.18%
US Treasury	Aa1/AA+	4.63%	09/15/26	01/29/25	7,000,000.00	7,021,950.96	100.73	7,051,406.25	289	4.21%
US Treasury	Aa1/AA+	3.50%	09/30/26	10/31/24	8,000,000.00	7,958,547.93	99.86	7,988,624.96	304	4.15%
US Treasury	Aa1/AA+	4.13%	10/31/26	01/29/25	15,000,000.00	14,987,118.53	100.40	15,060,000.00	335	4.22%
FAMCA	Aa1/AA+	4.04%	11/05/26	03/05/25	8,000,000.00	8,000,000.00	100.28	8,022,373.52	340	4.04%
US Treasury STRIPS	Aa1/AA+	0.00%	11/15/26	01/29/25	7,000,000.00	6,737,919.08	96.64	6,765,132.78	350	4.20%
US Treasury	Aa1/AA+	4.25%	12/31/26	03/10/25	15,000,000.00	15,045,985.01	100.65	15,097,265.70	396	3.95%
US Treasury	Aa1/AA+	4.13%	01/31/27	03/10/25	9,000,000.00	9,017,571.52	100.57	9,051,679.71	427	3.95%
US Treasury	Aa1/AA+	1.50%	01/31/27	11/04/25	3,000,000.00	2,926,211.71	97.61	2,928,281.25	427	3.67%
FAMCA	Aa1/AA+	4.22%	02/10/27	03/03/25	15,000,000.00	15,029,233.21	100.62	15,093,232.35	437	4.05%
US Treasury	Aa1/AA+	4.25%	03/15/27	03/10/25	15,000,000.00	15,058,624.94	100.63	15,124,218.75	470	3.93%
US Treasury	Aa1/AA+	4.50%	04/15/27	06/11/25	15,000,000.00	15,093,344.29	101.22	15,183,398.40	501	4.02%
US Treasury	Aa1/AA+	4.50%	05/15/27	06/11/25	15,000,000.00	15,100,022.79	101.32	15,198,632.85	531	4.02%
US Treasury	Aa1/AA+	4.63%	06/15/27	08/27/25	14,000,000.00	14,190,394.08	101.59	14,222,578.16	562	3.70%
FAMCA	Aa1/AA+	3.63%	07/06/27	11/06/25	15,000,000.00	15,000,000.00	100.09	15,013,452.49	583	3.63%

South Texas College

Valley View Consulting, L.L.C.

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**Investment Holdings
November 30, 2025**

Description	Rating	Coupon/Discount	Maturity Date	Settlement Date	Original Face\ Par Value	Book Value	Market Price	Market Value	Life (Days)	Yield
American Nat'l Bank & Trust MMA		4.30%	12/01/25	11/30/25	\$ 23,974,014.60	\$ 23,974,014.60	1.00	\$ 23,974,014.60	1	4.30%
PNC Bank MMA - Operating #2		0.00%	12/01/25	11/30/25	27,928.00	27,928.00	1.00	27,928.00	1	0.00%
PNC Bank Sweep - Operating		3.61%	12/01/25	11/30/25	33,371,972.54	33,371,972.54	1.00	33,371,972.54	1	3.61%
PNC Bank Sweep - Payroll		3.61%	12/01/25	11/30/25	19,368.88	19,368.88	1.00	19,368.88	1	3.61%
PNC Bank Sweep - Student		3.61%	12/01/25	11/30/25	817,347.78	817,347.78	1.00	817,347.78	1	3.61%
PNC Bank - Federal Draw Down		1.88%	12/01/25	11/30/25	921.99	921.99	1.00	921.99	1	1.88%
PNC Bank Sweep - I&S Bond 96,02,03, 04,07,10,14,15		3.61%	12/01/25	11/30/25	1,893,250.17	1,893,250.17	1.00	1,893,250.17	1	3.61%
PNC Bank Sweep - Construction E&G Transfer		3.61%	12/01/25	11/30/25	7,733,465.15	7,733,465.15	1.00	7,733,465.15	1	3.61%
Veritex Bank MMA		3.83%	12/01/25	11/30/25	4,284,918.35	4,284,918.35	1.00	4,284,918.35	1	3.83%
NexBank MMA		4.18%	12/01/25	11/30/25	48,925,061.91	48,925,061.91	1.00	48,925,061.91	1	4.18%
TexPool LGIP	AAA	3.99%	12/01/25	11/30/25	1,895,392.11	1,895,392.11	1.00	1,895,392.11	1	3.99%

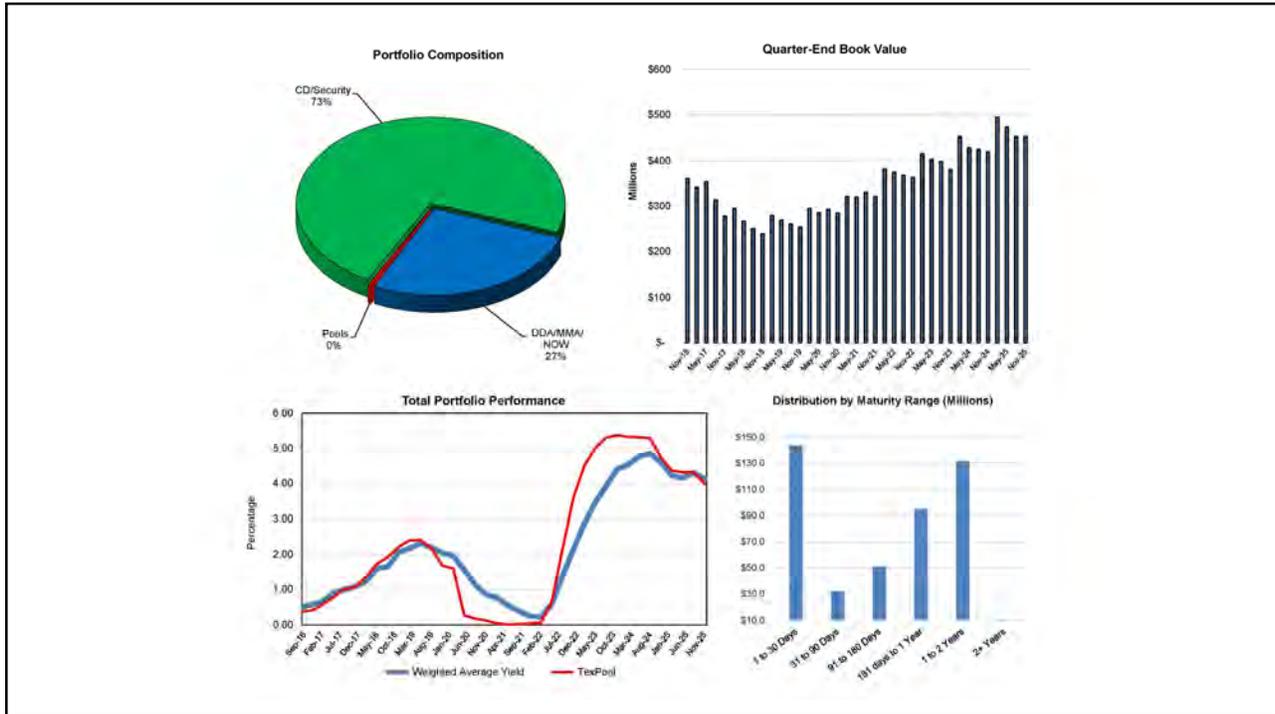
PNC sweep to MMMF to improve yield

**Investment Holdings
November 30, 2025**

Description	Rating	Coupon/ Discount	Maturity Date	Settlement Date	Original Face/ Par Value	Book Value	Market Price	Market Value	Life (Days)	Yield
FFCB	Aa1/AA+	4.63%	12/08/25	03/07/24	15,000,000.00	14,999,888.81	100.01	15,001,831.50	8	4.66%
East West Bank CD		4.36%	12/12/25	06/12/25	4,167,946.19	4,167,946.19	100.00	4,167,946.19	12	4.46%
East West Bank CD		4.36%	12/12/25	06/12/25	1,956,595.97	1,956,595.97	100.00	1,956,595.97	12	4.46%
East West Bank CD		4.26%	01/20/26	03/05/25	15,481,989.63	15,481,989.63	100.00	15,481,989.63	51	4.35%
East West Bank CD		3.95%	01/26/26	09/17/25	1,008,149.02	1,008,149.02	100.00	1,008,149.02	57	4.03%
East West Bank CD		4.14%	02/04/26	02/04/25	343,387.38	343,387.38	100.00	343,387.38	66	4.23%
US Treasury	Aa1/AA+	1.63%	02/15/26	05/14/24	8,000,000.00	7,947,677.18	99.54	7,963,250.00	77	4.90%
FHLB	Aa1/AA+	4.65%	02/23/26	03/07/24	7,000,000.00	7,001,076.72	100.15	7,010,395.49	85	4.58%
FHLB	Aa1/AA+	4.88%	03/13/26	05/14/24	15,000,000.00	14,999,226.33	100.30	15,045,414.15	103	4.90%
East West Bank CD		3.82%	03/17/26	09/17/25	6,047,278.71	6,047,278.71	100.00	6,047,278.71	107	3.89%
FFCB	Aa1/AA+	4.63%	04/01/26	05/14/24	5,000,000.00	4,995,771.57	100.26	5,013,121.75	122	4.89%
US Treasury	Aa1/AA+	3.75%	04/15/26	07/03/24	10,000,000.00	9,962,951.23	99.99	9,999,433.60	136	4.80%
FAMCA		4.72%	05/12/26	07/15/24	14,000,000.00	14,000,000.00	100.38	14,052,689.56	163	4.72%
US Treasury	Aa1/AA+	3.63%	05/15/26	09/25/24	1,000,000.00	1,000,043.45	99.93	999,304.69	166	3.61%
US Treasury	Aa1/AA+	4.13%	06/15/26	07/03/24	10,000,000.00	9,968,656.73	100.22	10,022,031.20	197	4.74%
East West Bank CD		3.67%	06/17/26	09/17/25	5,037,846.08	5,037,846.08	100.00	5,037,846.08	199	3.74%
US Treasury	Aa1/AA+	4.63%	06/30/26	10/31/24	5,000,000.00	5,012,005.77	100.49	5,024,492.20	212	4.19%
FAMCA		3.60%	07/27/26	09/26/24	15,000,000.00	15,000,000.00	99.98	14,997,612.15	239	3.60%
FAMCA		4.18%	08/04/26	11/01/24	15,000,000.00	15,000,000.00	100.36	15,054,617.10	247	4.18%
US Treasury	Aa1/AA+	4.63%	09/15/26	01/29/25	7,000,000.00	7,021,950.96	100.73	7,051,406.25	289	4.21%
US Treasury	Aa1/AA+	3.50%	09/30/26	10/31/24	8,000,000.00	7,958,547.93	99.86	7,988,624.96	304	4.15%
US Treasury	Aa1/AA+	4.13%	10/31/26	01/29/25	15,000,000.00	14,987,118.53	100.40	15,060,000.00	335	4.22%
FAMCA		4.04%	11/05/26	03/05/25	8,000,000.00	8,000,000.00	100.28	8,022,373.52	340	4.04%
US Treasury STRIPS	Aa1/AA+	0.00%	11/15/26	01/29/25	7,000,000.00	6,727,919.08	96.64	6,765,132.78	350	4.26%
US Treasury	Aa1/AA+	4.25%	12/31/26	03/10/25	15,000,000.00	15,045,985.01	100.65	15,097,265.70	396	3.95%
US Treasury	Aa1/AA+	4.13%	01/31/27	03/10/25	9,000,000.00	9,017,571.52	100.57	9,051,679.71	427	3.95%
US Treasury	Aa1/AA+	1.50%	01/31/27	11/04/25	3,000,000.00	2,926,211.71	97.61	2,928,281.25	427	3.67%
FAMCA		4.22%	02/10/27	03/03/25	15,000,000.00	15,029,233.21	100.62	15,093,232.35	437	4.05%
US Treasury	Aa1/AA+	4.25%	03/15/27	03/10/25	15,000,000.00	15,058,824.94	100.83	15,124,218.75	470	3.93%
US Treasury	Aa1/AA+	4.50%	04/15/27	06/11/25	15,000,000.00	15,093,344.29	101.22	15,183,398.40	501	4.02%
US Treasury	Aa1/AA+	4.50%	05/15/27	06/11/25	15,000,000.00	15,100,022.79	101.32	15,198,632.85	531	4.02%
US Treasury	Aa1/AA+	4.63%	06/15/27	08/27/25	14,000,000.00	14,190,394.08	101.59	14,222,578.16	562	3.70%
FAMCA		3.63%	07/06/27	11/06/25	15,000,000.00	15,000,000.00	100.09	15,013,452.45	583	3.63%
FFCB	Aa1/AA+	3.63%	08/27/27	11/04/25	15,000,000.00	15,000,000.00	100.15	15,022,626.90	635	3.63%
					\$ 452,986,834.46	\$ 453,031,256.30		\$ 453,993,931.88	224	4.13%
									(1)	(2)

**Investment Holdings
November 30, 2025**

Description	Rating	Coupon/ Discount	Maturity Date	Settlement Date	Original Face/ Par Value	Book Value	Market Price	Market Value	Life (Days)	Yield
FFCB	Aa1/AA+	4.63%	12/08/25	03/07/24	15,000,000.00	14,999,888.81	100.01	15,001,831.50	8	4.66%
East West Bank CD		4.36%	12/12/25	06/12/25	4,167,946.19	4,167,946.19	100.00	4,167,946.19	12	4.46%
East West Bank CD		4.36%	12/12/25	06/12/25	1,956,595.97	1,956,595.97	100.00	1,956,595.97	12	4.46%
East West Bank CD		4.26%	01/20/26	03/05/25	15,481,989.63	15,481,989.63	100.00	15,481,989.63	51	4.35%
East West Bank CD		3.95%	01/26/26	09/17/25	1,008,149.02	1,008,149.02	100.00	1,008,149.02	57	4.03%
East West Bank CD		4.14%	02/04/26	02/04/25	343,387.38	343,387.38	100.00	343,387.38	66	4.23%
US Treasury	Aa1/AA+	1.63%	02/15/26	05/14/24	8,000,000.00	7,947,677.18	99.54	7,963,250.00	77	4.90%
FHLB	Aa1/AA+	4.65%	02/23/26	03/07/24	7,000,000.00	7,001,076.72	100.15	7,010,395.49	85	4.58%
FHLB	Aa1/AA+	4.88%	03/13/26	05/14/24	15,000,000.00	14,999,226.33	100.30	15,045,414.15	103	4.90%
East West Bank CD		3.82%	03/17/26	09/17/25	6,047,278.71	6,047,278.71	100.00	6,047,278.71	107	3.89%
FFCB	Aa1/AA+	4.63%	04/01/26	05/14/24	5,000,000.00	4,995,771.57	100.26	5,013,121.75	122	4.89%
US Treasury	Aa1/AA+	3.75%	04/15/26	07/03/24	10,000,000.00	9,962,951.23	99.99	9,999,433.60	136	4.80%
FAMCA		4.72%	05/12/26	07/15/24	14,000,000.00	14,000,000.00	100.38	14,052,689.56	163	4.72%
US Treasury	Aa1/AA+	3.63%	05/15/26	09/25/24	1,000,000.00	1,000,043.45	99.93	999,304.69	166	3.61%
US Treasury	Aa1/AA+	4.13%	06/15/26	07/03/24	10,000,000.00	9,968,656.73	100.22	10,022,031.20	197	4.74%
East West Bank CD		3.67%	06/17/26	09/17/25	5,037,846.08	5,037,846.08	100.00	5,037,846.08	199	3.74%
US Treasury	Aa1/AA+	4.63%	06/30/26	10/31/24	5,000,000.00	5,012,005.77	100.49	5,024,492.20	212	4.19%
FAMCA		3.60%	07/27/26	09/26/24	15,000,000.00	15,000,000.00	99.98	14,997,612.15	239	3.60%
FAMCA		4.18%	08/04/26	11/01/24	15,000,000.00	15,000,000.00	100.36	15,054,617.10	247	4.18%
US Treasury	Aa1/AA+	4.63%	09/15/26	01/29/25	7,000,000.00	7,021,950.96	100.73	7,051,406.25	289	4.21%
US Treasury	Aa1/AA+	3.50%	09/30/26	10/31/24	8,000,000.00	7,958,547.93	99.86	7,988,624.96	304	4.15%
US Treasury	Aa1/AA+	4.13%	10/31/26	01/29/25	15,000,000.00	14,987,118.53	100.40	15,060,000.00	335	4.22%
FAMCA		4.04%	11/05/26	03/05/25	8,000,000.00	8,000,000.00	100.28	8,022,373.52	340	4.04%
US Treasury STRIPS	Aa1/AA+	0.00%	11/15/26	01/29/25	7,000,000.00	6,727,919.08	96.64	6,765,132.78	350	4.26%
US Treasury	Aa1/AA+	4.25%	12/31/26	03/10/25	15,000,000.00	15,045,985.01	100.65	15,097,265.70	396	3.95%
US Treasury	Aa1/AA+	4.13%	01/31/27	03/10/25	9,000,000.00	9,017,571.52	100.57	9,051,679.71	427	3.95%
US Treasury	Aa1/AA+	1.50%	01/31/27	11/04/25	3,000,000.00	2,926,211.71	97.61	2,928,281.25	427	3.67%
FAMCA		4.22%	02/10/27	03/03/25	15,000,000.00	15,029,233.21	100.62	15,093,232.35	437	4.05%
US Treasury	Aa1/AA+	4.25%	03/15/27	03/10/25	15,000,000.00	15,058,824.94	100.83	15,124,218.75	470	3.93%
US Treasury	Aa1/AA+	4.50%	04/15/27	06/11/25	15,000,000.00	15,093,344.29	101.22	15,183,398.40	501	4.02%
US Treasury	Aa1/AA+	4.50%	05/15/27	06/11/25	15,000,000.00	15,100,022.79	101.32	15,198,632.85	531	4.02%
US Treasury	Aa1/AA+	4.63%	06/15/27	08/27/25	14,000,000.00	14,190,394.08	101.59	14,222,578.16	562	3.70%
FAMCA		3.63%	07/06/27	11/06/25	15,000,000.00	15,000,000.00	100.09	15,013,452.45	583	3.63%
FFCB	Aa1/AA+	3.63%	08/27/27	11/04/25	15,000,000.00	15,000,000.00	100.15	15,022,626.90	635	3.63%
					\$ 452,986,834.46	\$ 453,031,256.30		\$ 453,993,931.88	224	4.13%
									(1)	(2)



Review and Action as Necessary on the First Amendment of Order #2026-007 Calling for May 2, 2026 Election of STC Trustees for Single-Member Trustee District #5, and Single-Member Trustee District #7

Purpose First Amendment of the Order #2026-007 Calling for the May 2, 2026 Election of an STC Trustee for single-member trustee District #5 and single-member trustee District #7 is requested.

Justification On January 27, 2026 the Board approved the Order Calling for the General Election of Board members for single-member trustee District #5 and single-member trustee District #7. Since the approval, Hidalgo County Elections department notified Administration that the Early Voting sites will be closed on Tuesday, April 21, 2026 in Observance of San Jacinto Day. The County also advised that Early Voting sites will be closed on Sunday, April 26, 2026.

The First Amendment of this Order includes this new information regarding the Early Voting site closures.

Engagement of County Election Departments

The proposed order authorizes Dr. Ricardo J. Solis as College President to act as necessary to contract with Hidalgo County for the administration of this election. This will allow the College to formally engage the Hidalgo County Elections Department to approve polling places for early voting and election day and to undertake other logistic activities as included in their engagement contracts.

Proposed Polling Locations

Hidalgo County

Proposed Polling Locations are still being developed by the Hidalgo County Elections Department. These will identify the times, dates, and locations of Early Voting Polling Places and Election Day Polling Places.

Because Hidalgo County has state authorization for county-wide polling places on Election Day, voters who live within single-member districts #5 or #7 will be able to vote at any polling location administered by the Hidalgo County Elections Department throughout the county on Election Day, similar to the Early Voting process.

The College will have the opportunity to make further amendments to the Order as needed in response to concurrent elections and coordination with the Hidalgo County Elections Department.

Election Order #2026-007 Calling for the May 2, 2026 Election of an STC Trustee for single-member trustee District #5 and single-

member trustee District #7 has been presented to legal counsel for review and feedback.

Funding No funding is required.

Enclosed Documents **Enclosed Documents:**
First Amendment of Election Order #2026-007 Calling for the May 2, 2026 Election of an STC Trustee for single-member trustee District #5 and single-member trustee District #7 is included in the packet.

Staff Resource Venisa Earhart, Board Relations Administrator

Recommendation ***It is recommended that the Board of Trustees of South Texas College approve and authorize the following Minute Order proposed for consideration:***
The Board of Trustees of South Texas College approves and authorizes the First Amendment of Election Order #2026-007 Calling for the May 2, 2026 Election of an STC Trustee for single-member trustee District #5 and single-member trustee District #7 as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President

STC District 5 & 7 Early Voting Poling Places for May 2, 2026 Election

Location Name	Location Note	Location Address	Location City	DUO	DUO GO
Elections Annex Building	Warehouse Room	317 N. Closner Blvd. "Rear"	Edinburg	2	2
UTRGV	Student Union Bldg.	1201 W. University	Edinburg	2	2
Immaculate Conception Parish Hall	Parish Hall	28212 S. FM 2058	McCook	2	2
San Juan Fire Station #2	Meeting Rm.	2301 N. Longoria Road	San Juan	2	2
Volunteer Fire Department	Meeting Room	21661 TX 186	San Manuel	2	2
Sgt. Fernando de la Rosa Library	Lg. Mtg. Rm. N. side	416 N. Tower Rd.	Alamo	2	2
Elsa Municipal Court	Court Chambers (Sala	216 E 4th St.	Elsa	2	2
Hargill Elementary School	Library	13394 4th St.	Hargill	2	2
Multi Purpose Building	Classroom	500 E. 9th St.	La Villa	2	2
Mercedes Civic Center		520 E. 2nd St.	Mercedes	2	2
San Carlos					
Endowment Center	Room 1 ESL (Sala 1 ES	107 N. Sunflower Rd.	Edinburg	2	2
Sgt. Rodriguez Community Center	Meeting Room	320 W. Santa Rosa Ave.	Edcouch	2	2

** Early Voting Schedule for All Locations **

Day of Week	Date	Open	Close
Monday	4/20/2026	7:00 a.m.	7:00 p.m.
Tuesday	4/21/2026	Closed	Closed
Wednesday	4/22/2026	7:00 a.m.	7:00 p.m.
Thursday	4/23/2026	7:00 a.m.	7:00 p.m.
Friday	4/24/2026	7:00 a.m.	7:00 p.m.
Saturday	4/25/2026	7:00 a.m.	7:00 p.m.
Sunday	4/26/2026	Closed	Closed
Monday	4/27/2026	7:00 a.m.	7:00 p.m.
Tuesday	4/28/2026	7:00 a.m.	7:00 p.m.

STC District 5 & 7 Election Day Poling Places for May 2, 2026 Election

Location Name	Location Note	Location Address	Location City	DUO	DUO GO
Sgt. Fernando de la Rosa Library	Lg. Mtg. Rm. N. side	416 N. Tower Rd.	Alamo	2	2
Sgt. Rodriguez Community Center	Meeting Room	320 W. Santa Rosa Ave	Edcouch	2	2
Elections Annex Building	Warehouse Room	317 N. Closner Blvd. "Rear"	Edinburg	2	2
UTRGV	Student Union Bldg.	1201 W. University	Edinburg	2	2
Elsa Municipal Court		216 E Veterans St.	Elsa	2	2
Hargill Elementary School	Library	13394 4th St.	Hargill	2	2
Multi Purpose Building	Classroom	500 E. 9th St.	La Villa	2	2
Immaculate Conception Parish Hall	Parish Hall	28212 S. FM 2058	McCook	2	2
Mercedes Civic Center		520 E. 2nd St.	Mercedes	2	2
Monte Alto ISD Community Center	Meeting Room	25149 1st Street	Monte Alto	2	2
San Carlos Endowment Center		107 N. Sunflower Rd.	San Carlos	2	2
San Juan Fire Station #2	Meeting Rm.	2301 N. Longoria Road	San Juan	2	2
Volunteer Fire Department	Meeting Room	21661 TX 186	San Manuel	2	2

Review of Presentations Delivered to Education and Workforce Development Committee

The following presentation was delivered to the Education and Workforce Development Committee on Tuesday, February 10, 2026:

Review and Update on Strategic Plan Implementation, Alignment and Monitoring Framework

Purpose

Administration will present the framework for implementing the South Texas College 2025–2031 Strategic Plan through unit-level Institutional Effectiveness (IE) Plans and for monitoring progress through institutional and departmental performance indicators.

The presentation will highlight how strategic goals and directions are operationalized through divisional and departmental objectives that align with institutional Key Performance Indicators (KPIs) and established baselines and targets. Administration will also share how institutional KPIs and department-level performance indicators are used to monitor progress, promote accountability, and support continuous improvement across the College.

Justification

The effective implementation of the 2025–2031 Strategic Plan requires systematic alignment between institutional priorities and unit-level planning, assessment, and resource allocation.

Through the Institutional Effectiveness (IE) planning process, departments and divisions translate strategic goals into measurable objectives supported by data-informed action plans and performance indicators. This alignment ensures that institutional priorities are advanced through coordinated and accountable action at all levels of the College.

By reviewing and affirming the implementation and monitoring framework, the Board reinforces its role in promoting transparency, accountability, and continuous improvement in support of the College’s mission and long-term success.

Funding

No funding is requested with this presentation.

Enclosed Documents

Strategic Plan Implementation and Monitoring Framework Presentation Slides

Staff Resource

Dr. Fernando Chapa, Dean for Institutional Research, Effectiveness, and Strategic Planning; and Dr. Jesús Campos, Interim VP of Technology, Information, and Planning Services

Recommendation No action was needed at this time.

South Texas College 2025 - 2031 Strategic Plan

Board of Trustees Update

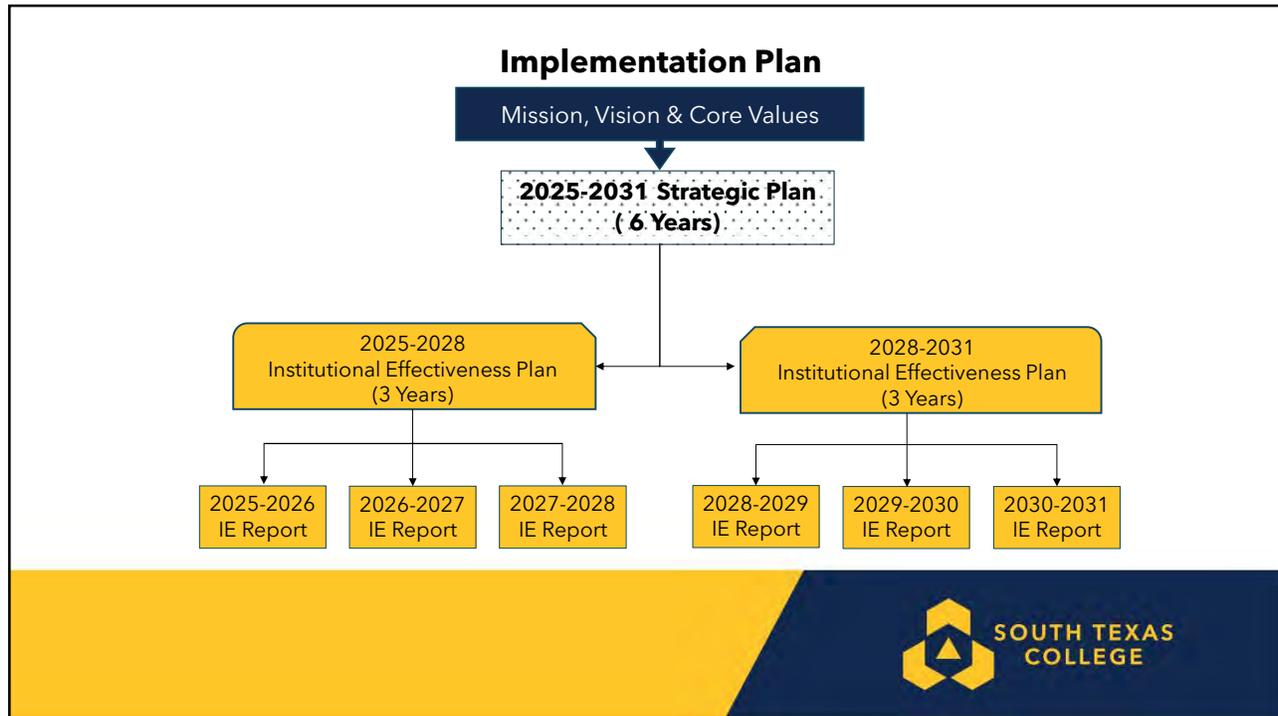
Education and Workforce Development Committee

February 10, 2026



Overview

- Implementation Plan
- Institutional Effectiveness (IE) Plans
- Strategic Plan Goals
- Sample Departmental Objectives
- Key Performance Indicators (KPIs) & Targets
- Next Steps



Institutional Effectiveness (IE) Plans

- IE Plans outline unit-level objectives aligned to institutional goals
- Each plan includes defined assessment methods to measure progress and outcomes
- 133 units participate in the IE planning process
- A total of 489 objectives are currently in place

Strategic Goals

- **Goal 1:** Champion Student Success
- **Goal 2:** Develop, Align and Optimize Educational Programs
- **Goal 3:** Maximize Institutional Effectiveness & Efficiency
- **Goal 4:** Cultivate Community Engagement

Goal 1: Champion Student Success

Ensure every student has the support and resources needed to succeed from entry to completion.

Strategic Direction 1:

Remove Barriers to Education Goals

Strategic Direction 2:

Strengthen Student Engagement & Campus Culture

Goal 1: Champion Student Success

Ensure every student has the support and resources needed to succeed from entry to completion.

Sample Departmental Objectives

Remove Barriers to Educational Goals

- Expand Child Development Centers
- Develop a Student Advocacy Center to promote crisis response and services
- Increase the usage of Open Educational Resources (OER)

Strengthen Student Engagement & Campus Culture

- Art Department will create a "Student Spotlight" to celebrate student achievements
- Expand Valley Promise Scholars
- Implement Caring Campus Initiative District-Wide

Goal 1: Champion Student Success Key Performance Indicators

Key Performance Indicator	BASELINE	TARGETS	
	3-Year Avg.	Midpoint (2028)	End (2031)
Number of Degrees & Certificates	5,613	6,500	7,000
3-Year Graduation Rate	28.0%	34%	37%
IPEDS Graduation Rate	27%	32%	37%
Persistence Rate	52%	60%	65%
Traditional Student Enrollment	16,835	17,000	18,000
Continuing Education Enrollment	13,790	10,500	12,600
Dual Enrollment	10,606	12,000	12,500
Course Success Rate	75%	78%	80%

Goal 2: Develop, Align, and Optimize Educational Programs

Deliver innovative, future-focused programs that equip students with the skills and credentials needed for success.

Strategic Direction 1:

Innovate and Expand Learning Opportunities

Strategic Direction 2:

Optimize Existing Programs

Strategic Direction 3:

Enhance Student Transitions Across Education Pathways

Goal 2: Develop, Align, and Optimize Educational Programs

Deliver innovative, future-focused programs that equip students with the skills and credentials needed for success.

Sample Departmental Objectives

Innovate and Expand Learning Opportunities

- *Establish Community Dental Hygiene Clinic*
- *Incorporate artificial intelligence into curriculum for academic programs.*
- *Center for Mexican American Studies will create a mariachi program.*

Optimize Existing Programs

- *Cosmetology expansion to Pecan Plaza.*
- *Starr County Campus establishing additional Labs for Welding and Electrician Programs*

Enhance Student Transitions Across Education Pathways

- *Increase GED graduate matriculation to STC credit programs*

Goal 2: Develop, Align, and Optimize Educational Programs

Key Performance Indicators

Key Performance Indicator	BASELINE	TARGETS	
	3-Year Avg.	Midpoint (2028)	End (2031)
Workforce Placement Rate	84%	85%	88%
Transfer 15 SCH	2,849	3,250	4,000
Dual Credit 15 SCH	3,840	4,000	4,500
Dual Matriculation	18%	21%	25%
Transfer to a 4-year University	62%	65%	68%
College Readiness within One Year			
<i>Math</i>	25%	31%	38%
<i>Reading</i>	31%	34%	38%
<i>Writing</i>	24%	33%	38%

Goal 3: Maximize Institutional Effectiveness and Efficiency

Align resources, talent, and technology to ensure operational excellence and mission-driven decision-making.

Strategic Direction 1:

Align Resources and Operations to Advance Institutional Goals

Strategic Direction 2:

Leverage Technology and Data

Strategic Direction 3:

Develop and Retain Institutional Talent

Goal 3: Maximize Institutional Effectiveness & Efficiency

Align resources, talent, and technology to ensure operational excellence and mission-driven decision-making.

Sample Departmental Objectives

Align Resources and Operations to Advance Institutional Goals

- Streamline the Hiring Process by 20%.
- Forecast revenue and expenditures for stronger financial control, financial sustainability, and resource optimization.

Leverage Technology and Data

- Institutionalize a Grant Management System (GMS) to provide real-time information, detailed grant tracking, and open communication.
- Fully implement Workday Student to reduce manual processing, by at least 30%.

Develop and Retain Institutional Talent

- Enhance the Employee Benefits and Training Program.

Goal 3: Maximize Institutional Effectiveness and Efficiency			
<u>Key Performance Indicators</u>			
Key Performance Indicator	BASELINE	TARGETS	
		Midpoint (2028)	End (2031)
Faculty/Staff Retention	96%	96%	96%
Satisfaction with College Services & Departments	71%	75%	80%
Employee Satisfaction			
<i>Performance Management</i>	60%	65%	70%
<i>Communication</i>	63%	67%	70%
<i>Collaboration</i>	60%	65%	70%

Goal 4: Cultivate Community Engagement

Strengthen relationships and partnerships with community to build trust, visibility, and shared prosperity.

Strategic Direction 1:

Enhance Visibility and Reputation of the College

Strategic Direction 2:

Deepen Strategic and Regional Partnerships

Strategic Direction 3:

Grow External Investment and Philanthropic Support

Goal 4: Cultivate Community Engagement

Strengthen relationships and partnerships with community to build trust, visibility, and shared prosperity.

Sample Departmental Objectives

Enhance Visibility and Reputation of the College

- *Increase STC influence and engagement across communication channels.*
- *Creation of STC Legacy Archives*

Deepen Strategic and Regional Partnerships

- *Expand community and school partnerships to increase Valley Promise awareness and participation among high school seniors by 25%*
- *Create and implement an Alumni Association*

Grow External Investment and Philanthropic Support

- *Diversify and strengthen the donor base and revenue streams*

Goal 4: Cultivate Community Engagement Key Performance Indicators

Key Performance Indicator	BASELINE
	2-Year Avg.
Regional Poverty Rate <i>People living below 100% of poverty</i>	28%
Regional Educational Attainment Rate <i>People who have high school degree or less</i>	55%
	2025
STC Economic Impact	
Added Income (Region)	\$693.5 million
Student Benefit-Cost Ratio	8.7
	2025
Active External Partnerships	
Total External Funding Secured <i>Sum of Grants (\$7,218,045) and Foundation (\$555,985)</i>	\$7,774,030
	2025 / 2026
Community Brand Image (STC Favorable Rating)	
Community Survey	2025: 71%
Dual Credit Stakeholders	2025: 77%
Workforce Partners Workforce	2026: 76%

Strategic Directions	AAED & Academic Programs	FAS	IAEF	SAEM	TIPS	Grand Total
1.1.a – Establish Jaguar Resource Centers to support students with essential needs such as food, housing, transportation and mental health.	1	1		3		5
1.1.b – Expand tuition assistance programs and pursue opportunities to lower cost of attendance.	5			4	1	10
1.2.a – Implement Caring Campus best practices across all campuses, departments and service areas.	3	1	1	7	3	15
1.2.b – Expand welcoming campus events and co-curricular programs that foster connection and belonging.	3			3		6
1.2.c – Develop a coordinated student communication and holistic support strategy that combines technology and personal outreach to guide and support students.	131	1		17	4	153
2.1.a – Design learning opportunities, credentials and degrees that address workforce demands and integrate emerging technologies, including Artificial Intelligence.	23				1	24
2.1.b – Expand co-curricular and extracurricular programming to enrich student learning and engagement.	11				4	15
2.2.a – Standardize and streamline program review to ensure quality, innovation and labor market alignment.	13				1	14
2.2.b – Leverage learning outcomes data for program and curricula improvement strategies.	9					9
2.2.c – Increase access to work-based learning through partnerships offering internships, apprenticeships, clinicals and hands-on experience.	2					2
2.2.d – Diversify instructional modalities to support flexibility, engagement and access for all learners.	8			1		9
2.3.a – Promote program pathway maps to support student goal setting, career planning, completion and transfer.	16			1		17
2.3.b – Strengthen alignment of educational offerings across credit, dual enrollment, noncredit and transfer pathways to support stackable credentials and seamless advancement	19					19
2.3.c – Accelerate college readiness through targeted support and high-impact teaching practices.	4			2	1	7
3.1.a – Coordinate planning and project management across departments to align resources with strategic priorities.	8	7	1	1	7	24
3.1.b – Enhance internal communication to support collaboration and transparency across the institution.	5	2		1	5	13
3.1.c – Exercise fiscal responsibility by prioritizing funding for strategic goals and strengthening the College's long-term financial stability.	4	6				10
3.2.a – Integrate AI and emerging technologies to streamline operations and strengthen decision-making.	1	10	2	7	4	24
3.2.b – Foster a culture of continuous improvement by embedding actionable data in planning and evaluation.	7	13	1	1	16	38
3.3.a – Provide meaningful professional development and growth opportunities for faculty and staff across all roles.	21	4		1	3	29
3.3.b – Invest in career and personal development for faculty and staff to create an environment for them to thrive.	3	1		1	1	6
4.1.a – Expand public awareness through storytelling, media outreach, and community facing events that promote civic engagement, culture and access to learning.	12		4			16
4.1.b – Celebrate, preserve and promote college identity through the history and mission of South Texas College.		1			3	4
4.2.a – Strengthen collaboration with educational entities, employers, workforce boards, civic and governmental leaders to advance regional goals.	7		4	3		14
4.2.b – Cultivate alumni and retiree associates to foster connection, pride and long-term support.			2			2
4.3.a – Increase and align external funding with institutional goals and strengthen donor engagement.			4			4
Grand Total	316	47	19	53	54	489

489 Objectives

Next Steps

- Board of Trustees Review
- Continue implementation and monitoring
- Annual Board updates on progress of KPIs
 - End of 2025 Fiscal Year

Presentation on Emergency Student Assistance Framework - Overview

Purpose	Administration is providing an informational overview of the proposed Emergency Student Assistance Framework , which outlines the criteria, procedures, and governance for distributing one-time emergency financial assistance to enrolled students experiencing unforeseen life events that may jeopardize their ability to persist in their coursework.
Justification	<p>South Texas College continues to observe increased financial vulnerability among students resulting from rising living costs, health-related emergencies, family disruptions, and short-term employment instability. While traditional financial aid programs support long-term affordability, they are not designed to address immediate, short-term emergencies that can result in stop-out or withdrawal.</p> <p>The Emergency Student Assistance Framework establishes clear eligibility criteria, award parameters, documentation expectations, and oversight controls to ensure emergency resources are administered equitably, consistently, and responsibly. The framework is intentionally structured as a one-time intervention, not a recurring benefit, and reflects best practices observed among peer Texas community colleges.</p> <p>This informational item is intended to apprise the Board of Trustees of the framework's design and safeguards in advance of implementation.</p>
Enclosed Documents	None
Funding	Funding for emergency student assistance will be provided through philanthropic resources from the South Texas College Foundation, transferred to the College in accordance with established Foundation and institutional procedures. No new institutional operating funds are requested as part of this informational item.
Staff Resource	Dr. Matthew S. Hebbard, Vice President for Student Affairs and Enrollment Management
Recommendation	This item was for informational purposes only.

Review and Action as Necessary on Consent Agenda Items from the Finance, Audit, and Human Resources Committee

The following Consent Agenda items were thoroughly discussed by the Finance, Audit, and Human Resources Committee. All trustees, whether a member of the Committee or not, received all supporting documentation and were invited to participate in the deliberation on each item. Non-committee members did not participate in Committee votes for recommendation of Board action.

Administration believes that all questions raised during the Committee discussion of Consent Agenda items were resolved to the Committee's satisfaction at the meeting, and the items are presented here substantially as recommended by the Committee, for approval by the Board of Trustees.

Any trustee may request any item be removed from the Consent Agenda for further discussion. Otherwise, the Board is asked to formally act on the full consent agenda, according to the details and recommended action presented for each item in the following pages.

The Finance, Audit, and Human Resources Committee recommended Board action on the following items as presented:

- a. Approval on Resolution 2026-012 for Monte Alto Windpower, LLC and Monte Alto Windpower, LLC – Phase II (Terra-Gen Development Company LLC)
- b. Approval Award and Rejection of Proposals, and Approval of Purchases, Purchase Renewals, and Renewals at a total cost of \$1,320,360.39.
- c. Approval on the Disposal of an Office Portable Building
- d. Approval on Evaluation Criteria Used for Primary Bank Depository Services
- e. Approval on Acceptance of South Texas College Law Enforcement Racial Profiling Report for Calendar Year 2025
- f. Approval to Adopt Local District Update Policy
 - A. Policy CF (LOCAL) – Purchasing and Acquisition

It is recommended that the Board of Trustees of South Texas College approve and authorize the following Minute Order proposed for consideration:

The Board of Trustees of South Texas College approve and authorize items “a - f” of the Finance, Audit, and Human Resources Committee Consent Agenda as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President

Consent Agenda:

a. Approval 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 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.

**SOUTH TEXAS COLLEGE
BOARD OF TRUSTEES**

RESOLUTION NO. 2026-012

A RESOLUTION OF THE BOARD OF TRUSTEES OF SOUTH TEXAS COLLEGE AUTHORIZING THE ASSIGNMENT AND/OR DIRECTION OF PAYMENT OF CERTAIN PAYMENTS IN LIEU OF TAXES (PILOT) AND STUDENT SCHOLARSHIP CONTRIBUTIONS UNDER EXISTING TAX ABATEMENT AGREEMENTS TO THE SOUTH TEXAS COLLEGE FOUNDATION, INC., AND AUTHORIZING THE EXECUTION OF RELATED AMENDMENTS AND DOCUMENTS

WHEREAS, the South Texas College District (the “College”) has previously entered into one or more tax abatement agreements (each, a “Tax Abatement Agreement”) approved by the Board of Trustees (the “Board”) that provide, among other terms, for (i) payments in lieu of taxes (“PILOT” payments) and/or (ii) student scholarship contributions (“Scholarship Contributions”) to be paid to or for the benefit of the College in connection with such agreements; and

WHEREAS, the President and administration of the College, in coordination with College leadership, desire that the PILOT payments and Scholarship Contributions that are payable to or for the benefit of the College under the Tax Abatement Agreements be received, held, and administered by the South Texas College Foundation, Inc. (the “Foundation”), a Texas nonprofit corporation that supports the educational mission of the College; and

WHEREAS, the Board finds that directing such payments to the Foundation will improve stewardship, accountability, and administration of scholarship and related funds for the benefit of College students and programs; and

WHEREAS, the Board further finds that this action is intended to change only the recipient and administrator of the PILOT payments and Scholarship Contributions, and not to alter the term, abatement schedule, performance requirements, reporting obligations, or any other material economic or substantive provisions of the Tax Abatement Agreements; and

WHEREAS, the Board desires to authorize the President of the College, or the President’s designee, to execute any amendments, assignment documents, payment direction letters, acknowledgements, and related instruments that are necessary or convenient to carry out the intent of this Resolution, with such documents to be reviewed and approved as to form by the College’s legal counsel;

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

Section 1. Designation of Foundation as Recipient of Payments.

The Board hereby approves the designation of the Foundation as the recipient and administrator of the PILOT payments and Scholarship Contributions that are payable to or for the benefit of the College under the Tax Abatement Agreements identified on Exhibit A (the “Specified

Agreements”). For payments due on and after the Effective Date (defined below), the College intends to assign and/or direct payment of the College’s right to receive such PILOT payments and Scholarship Contributions to the Foundation, subject to the execution of appropriate documents and the Foundation’s written acknowledgement of its receipt and administration obligations.

Section 2. Authorization to Execute Amendments and Related Documents.

The President of the College, or the President’s designee, is hereby authorized and directed to negotiate, prepare, execute, and deliver, on behalf of the College, such amendments to the Specified Agreements and/or such assignment instruments, payment direction letters, acknowledgements, and related documents as may be necessary or advisable to implement this Resolution, including coordinating execution by the applicable company(ies) and, as applicable, the Foundation. Any such documents shall be consistent with this Resolution and reviewed and approved as to form by the College’s legal counsel.

Section 3. Administration and Use of Funds.

The Foundation shall receive and administer the PILOT payments and Scholarship Contributions in accordance with (i) the terms of the Specified Agreements (as amended, if applicable), (ii) applicable law, and (iii) the Foundation’s policies and procedures. Scholarship Contributions shall be used solely for scholarships and/or student financial support consistent with the Specified Agreements. PILOT payments shall be used for purposes permitted under the Specified Agreements and consistent with the Foundation’s mission to support the College. The Board intends that funds received pursuant to this Resolution be used exclusively to benefit the College.

Section 4. Accounting and Reporting.

The President, or the President’s designee, is authorized to require that the Foundation provide periodic accounting or reporting to the College regarding the receipt and disbursement of such funds, consistent with standard stewardship practices and any restrictions applicable to the funds.

Section 5. Compliance and Notifications.

College administration is hereby directed to provide notice of this action to the affected parties and to take such additional steps as may be required to maintain compliance with applicable notice, public hearing, and reporting requirements that may apply to amendments of the Specified Agreements.

Section 6. Ratification.

All actions heretofore taken by officers, employees, and agents of the College that are consistent with the intent and purpose of this Resolution are hereby ratified, approved, and confirmed.

Section 7. Effective Date.

This Resolution shall take effect immediately upon its adoption by the Board (the “Effective Date”).

ADOPTED this ____ day of _____, 2025.

Dr. Alejo Salinas, Jr.
Chair, Board of Trustees

Danny Guzman
Secretary, Board of Trustees

EXHIBIT A – SPECIFIED TAX ABATEMENT AGREEMENTS

b. Review and Action as Necessary on Award and Rejection of Proposals, and Approval of Purchases, Purchase Renewals, and Renewals at the cost of \$1,320,360.39

Purpose and Justification – Administration requests Board approval of the following Review and Action as Necessary on Approval Award and Rejection of Proposals, and Approval of Purchases, Purchase Renewals, and Renewals at a total cost of \$1,742,484.18.

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

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

Award of Proposals – 1) Half-Ton Pick-Up Truck

Purpose Award the proposal for a half-ton pick-up truck to **Sames McAllen, Inc./ dba Sames McAllen Ford** (McAllen, TX).

Justification To procure a half-ton pick-up truck for the South Texas College Department of Public Safety. The vehicle will allow security personnel to travel between campuses, ensuring the overall safety and security of each location. This vehicle will also facilitate the transport of any necessary security equipment, ensuring that the staff can respond effectively to any situation. The vehicle will significantly enhance the security team's ability to respond quickly to incidents, improve their overall mobility, and act as a visible deterrent to potential criminal activity, thereby enhancing safety for all on campus.

It will replace a vehicle nearing retirement due to high mileage and engine hours.

Funding Funds for this expenditure are budgeted in the Safety and Security budget for FY 2025 – 2026.

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

Staff Resource Mary Del Paz, Vice President for Finance and Administrative Services
Ruben Suarez, Chief of Police for South Texas College Department of Public Safety

Recommendation The Committee recommends Board approval to 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.

APPENDIX A
Project Timeline and Information

Advertised RFP	January 7, 2026 and January 14, 2026
RFP Responses Due	January 27, 2026
RFP Issued To	Five Hundred and Sixty-Nine (569) Vendors
Responses Received From	Three (3) Vendors
Responses Reviewed By	Department of Public Safety and the Purchasing Department
Highest Ranked Vendor	Sames McAllen, Inc./ dba Sames McAllen Ford

Award of Proposals – 2) Mid Valley Campus Building H - Classroom Audiovisual Equipment and Installation

Purpose Award the proposal for Mid Valley Campus Building H - Classroom Audiovisual Equipment and Installation to **Audio Visual Aids Company, LLC** (San Antonio, TX).

Justification To replace the audiovisual equipment in three (3) classrooms located in Building H at the Mid Valley Campus. Modern audiovisual equipment is needed to replace outdated and obsolete systems. These improvements will enhance the services provided to faculty, staff, and the community by supporting more effective learning experiences, improving communication, and enabling better collaboration and knowledge sharing across all environments.

Funding Funds for this expenditure are budgeted in the Mid Valley South Academic Bldg. H Repair of Damaged Roof and Interior Areas budget for FY 2025 – 2026.

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

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
 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 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.

APPENDIX A
Project Timeline and Information

Advertised RFP	January 14, 2026 and January 21, 2026
RFP Responses Due	January 29, 2026
RFP Issued To	Five Hundred and Ninety-Two (592) Vendors
Responses Received From	Five (5) Vendors
Responses Reviewed By	Educational Technologies, Information Technology, and the Purchasing Department
Highest Ranked Vendor	Audio Visual Aids Company, LLC

Award of Proposals – 3) Technology Campus Building B and Starr County Campus Building C - Analog-to-Digital Audiovisual Upgrade

- Purpose** 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).
- Justification** To upgrade the audiovisual equipment in two (2) classrooms at the Technology Campus and one (1) classroom at the Starr County Campus. Modern audiovisual equipment is needed to upgrade or replace outdated and obsolete systems. These improvements will enhance the services provided to faculty, staff, and the community by supporting more effective learning experiences, improving communication, and enabling better collaboration and knowledge sharing across all environments.
- Funding** Funds for this expenditure are budgeted in the Technology Projects budget for FY 2025 – 2026.
- Enclosed Documents** Appendix A – Project Timeline and Information
 Other information is included in the Supporting Documentation.
- 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
- Recommendation** The Committee recommends Board approval to 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.

APPENDIX A
Project Timeline and Information

Advertised RFP	January 14, 2026 and January 21, 2026
RFP Responses Due	January 29, 2026
RFP Issued To	Five Hundred and Ninety-Two (592) Vendors
Responses Received From	Five (5) Vendors
Responses Reviewed By	Educational Technologies, Information Technology, and the Purchasing Department
Highest Ranked Vendor	Audio Visual Aids Company, LLC

Rejection of Proposal – 4) Primary Bank Depository Services

Purpose	Reject the six (6) proposals received for Primary Bank Depository Services.
Justification	<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> <p>A new solicitation or RFP 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 six (6) proposals received for Primary Bank Depository Services.

Purchases – 5) Computers, Laptops, and Tablets

Purpose Purchase computers, laptops, and tablets 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 departments’ budgets for FY 2025 – 2026 as follows: Automotive Technology Program, Pecan Library Building F Renovation, Educational Technology Maintenance and Replacement, Learning Commons and Open Labs, Construction Supervision Program, Culinary Arts Program, Business Administration Program, Academic Advancement, and Dual Credit Academies Program.

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 and Strategic Initiatives
 Lucio Gonzalez, Associate Vice President for Technology and Chief Information Officer

Recommendation The Committee recommends Board approval to purchase computers, laptops, and tablets from the vendors listed in Appendix A at a total amount of \$82,708.72.

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

APPENDIX B

District-Wide Technology Request Summary

Student Computers	
2	Automotive Technology Program
5	Pecan Library Building F Renovation
Student Laptops	
10	Educational Technology Maintenance and Replacement
10	Learning Commons and Open Labs
Student Tablets	
1	Learning Commons and Open Labs
Faculty Laptops	
1	Construction Supervision Program
5	Culinary Arts Program
1	Business Administration Program
Staff Laptops	
1	Academic Advancement
3	Dual Credit Academies Program

Purchases – 6) Food and Related Non-Food Products

- Purpose** Purchase food and related non-food products from the vendors listed in Appendix A.
- Justification** To provide the Culinary Arts Program and Mid Valley Campus Child Development Center with food and related non-food products to be used for student instruction and the preparation of meals for the center’s enrolled children. These items consist of, but are not limited to, produce, meat, grains, poultry, dairy products, essential consumable products and other single-use items. These products are crucial for maintaining operational efficiency, ensuring hygiene, and complying with health and safety regulations.
- Funding** Funds for these expenditures are budgeted in the Culinary Arts and Child Development budgets for FY 2025 – 2026. Funds for subsequent fiscal years will be included in future proposed budgets.
- Enclosed Documents** Appendix A – Vendors List
 Other information is included in the Supporting Documentation.
- 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
 Dr. Eric L Reitinger, Dean of Social and Behavioral Sciences
- Recommendation** The Committee recommends Board approval to 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

Purchases – 7) 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 departments’ budgets for FY 2025 – 2026 as follows: Architectural and Engineering Design Technology, Facilities Planning and Construction, and Learning Commons and Open Labs.
- 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 \$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

APPENDIX B
District-Wide Furniture Request Summary

Health Science Professions Campus		
12	Nesting Training Tables	Facilities Planning and Construction
Mid Valley Campus		
4	Plainwell Litter Trash Can 35 gal. capacity	Facilities Planning and Construction
9	Sterling Bench 6'	
8	Recycled Plastic Hex Table 46"	
4	Recycled Plastic Wheelchair Accessible Hex Table 44.5"	
Pecan Campus		
1	Portico Table	Learning and Commons and Open Labs
2	Armless Cafe Stool	
1	4 Drawer	Facilities Planning and Construction - Library Services
1	Bookcase 5 Shelf	
2	Storage Cabinet	
6	Multi-Adjustable Chair	
1	Portico Table	
4	Faculty/Staff Office Desk 30x72"	
2	Faculty/Staff Office Desk 30x66"	
Technology Campus		
6	Plainwell Litter Trash Can 35 gal. capacity	Facilities Planning and Construction
6	Sterling Bench 6'	
3	Recycled Plastic Hex Table 46"	
1	Recycled Plastic Wheelchair Accessible Hex Table 44.5"	
21	Lab Classroom Stools	Architectural and Engineering Design Technology

Purchases – 8) Graduation Facility Lease Agreement

- Purpose** Purchase a graduation facility lease agreement from **Viper Arena, LLC/ dba Bert Ogden Arena** (Edinburg, TX), a sole source vendor.
- Justification** To lease a facility for the May 2026 graduation ceremonies, which will be held on Friday, May 8 and Saturday, May 9, 2026, at 9:00 a.m., 1:00 p.m., and 5:00 p.m.
- Funding** Funds for this expenditure are budgeted in the Graduation budget for FY 2025 – 2026.
- Enclosed Documents** Other information is included in the Supporting Documentation.
- Staff Resource** Dr. Matthew Hebbard, Vice President of Student Affairs and Enrollment Management
Cynthia A Blanco, Dean of Enrollment Systems and Registrar
- Recommendation** The Committee recommends Board approval to purchase a graduation facility lease agreement from **Viper Arena, LLC/ dba Bert Ogden Arena** (Edinburg, TX), a sole source vendor, for the period beginning at 8:00 a.m. Thursday, May 7, 2026, through midnight Saturday, May 9, 2026, at an estimated total amount of \$65,000.00.

Purchases – 9) Law Enforcement Vehicle

- Purpose** Purchase a law enforcement vehicle from **Caldwell Country Chevrolet II, LLC** (Caldwell, TX), a Texas Association of School Boards (TASB) BuyBoard approved vendor.
- Justification** To procure one (1) law enforcement vehicle for our college is essential for enhancing campus safety and security. This vehicle will significantly improve emergency response times, provide a visible security presence that deters crime, and support the management of campus events.
- It will replace a vehicle nearing retirement due to high mileage and engine hours
- Funding** Funds for this expenditure are budgeted in the Campus Police budget for FY 2025 – 2026.
- Enclosed Documents** Other information is included in the Supporting Documentation.
- Staff Resource** Mary Del Paz, Vice President for Finance and Administrative Services
Ruben Suarez, Chief of Police for South Texas College Department of Public Safety
- Recommendation** The Committee recommends Board approval to 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.

Purchases – 10) Equipment and Accessories for Law Enforcement Vehicles

- Purpose** 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.
- Justification** To fully equip all law enforcement vehicles serving the college campuses, ensuring compliance with Texas law and supporting effective public safety operations. These items ensure officers have reliable communication, proper warning devices, and essential safety tools needed to effectively patrol campus property, respond to emergencies, and maintain compliance with state standards. Equipment will be procured as needed to maintain compliance and operational readiness for all College law enforcement vehicles.
- Funding** Funds for these expenditures are budgeted in the Campus Police budget for FY 2025 – 2026.
- Enclosed Documents** Other information is included in the Supporting Documentation.
- Staff Resource** Mary Del Paz, Vice President for Finance and Administrative Services
Ruben Suarez, Chief of Police for South Texas College Department of Public Safety
- Recommendation** The Committee recommends Board approval to 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 Renewals – 11) Adobe License Subscription Agreement

Purpose	Renew the Adobe license subscription agreement with SHI Government Solutions (Somerset, NJ), The Interlocal Purchasing System (TIPS) approved vendor.
Justification	<p>To provide access to a suite of Adobe applications and services, supported with a one-year software assurance, for faculty, staff, and students. These subscriptions support a wide range of academic and administrative needs across the district.</p> <p>The applications included in this subscription are critical tools for digital media and document production and offer additional cloud-based functionality.</p>
Funding	Funds for these expenditures 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	Other information is included in the Supporting Documentation.
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
Recommendation	The Committee recommends Board approval to renew the Adobe license subscription agreement with SHI Government Solutions (Somerset, NJ), The Interlocal Purchasing System (TIPS) approved vendor, for the period beginning April 6, 2026 through April 5, 2027, at an estimated total amount of \$312,083.84.

Purchase Renewals – 12) Server Software Maintenance and Support Agreement

Purpose	Renew the server software maintenance and support agreement with Netsync Network Solutions (Houston, TX), The Interlocal Purchasing System (TIPS) approved vendor.
Justification	To provide one year of support and maintenance for the servers' hardware and software. The software maintenance agreement ensures continuous support and maintenance for the college's computer servers, including servers used for virtual desktops deployed to student support, call centers, classroom podiums, and computer labs district wide. The agreement provides 24-hour, year-round support.
Funding	Funds for this expenditure are budgeted in the Systems and Networking budget for FY 2025 – 2026.
Enclosed Documents	Other information is included in the Supporting Documentation.
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
Recommendation	The Committee recommends Board approval to renew the server software maintenance and support agreement with Netsync Network Solutions (Houston, TX), The Interlocal Purchasing System (TIPS) approved vendor, for the period beginning March 17, 2026 through March 16, 2027, at an estimated total amount of \$207,818.56.

Renewals – 13) External Auditor Services

Purpose	Renew the external auditor services with Carr, Riggs, & Ingram, LLC (McAllen, TX).
Justification	<p>To perform the College’s annual financial audit and issue an opinion on the financial statements prepared by the College’s Business Office staff. As required by the Texas Higher Education Coordinating Board, the audited Annual Comprehensive Financial Report (ACFR) must be submitted annually by December 31st.</p> <p>The external auditors start the interim audit work related to the financial audit prior to the fiscal year end. Therefore, the College is requesting to renew the contract at this time.</p>
Funding	Funds for this expenditure are budgeted in the Audit Services budget for FY 2025 – 2026. Funds for subsequent fiscal years will be included in future proposed budgets.
Enclosed Documents	Appendix A – Renewal Terms
Staff Resource	Mary Del Paz, Vice President for Finance and Administrative Services Myriam M. Lopez, Associate Vice President for Finance and Management
Recommendation	The Committee recommends Board approval to 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.

APPENDIX A
Renewal Terms

The Board awarded the contract as follows:

Term: February 22, 2022 – one year with four (4) one-year annual renewals			
Award	Board Meeting Date	Original Term	Renewal Term
Original	02/22/2022	Fiscal Year Ending 08/31/2022	
First Renewal	02/14/2023		Fiscal Year Ending 08/31/2023
Second Renewal	02/27/2024		Fiscal Year Ending 08/31/2024
Third Renewal	02/25/2025		Fiscal Year Ending 08/31/2025
Final Renewal	02/24/2026		Fiscal Year Ending 08/31/2026

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

Renewals – 14) Online Continuing Education Services

- Purpose** Renew the online continuing education services with **Cengage Learning, Inc.** (Mason, OH).
- Justification** To provide the community with online, non-credit, instructor-facilitated continuing and professional education courses covering the entire spectrum from skills training and retooling to professional development and personal enrichment. The online continuing education services include the following courses: Accounting, Business, College Readiness, Computer Applications, Design and Composition, Health Care and Medical, Language and Arts, Law and Legal, Personal Development, Teaching and Education, Technology, Writing and Publishing, etc.
- Funding** The student submits payment directly to the company, and the company in turn remits the appropriate payment to the College.
- Enclosed Documents** Appendix A – Renewal Terms
- Staff Resource** Dr. Anahid Petrosian, Vice President and Provost for Academic Affairs and Economic Development
 Olivia D. De La Rosa, Dean of Continuing Education and Workforce Development
- Recommendation** The Committee recommends Board approval to 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.

**APPENDIX A
 Renewal Terms**

The Board awarded the contract as follows:

Term: April 22, 2025 – one year with two (2) one-year annual renewals			
Award	Board Meeting Date	Original Term	Renewal Term
Original	04/22/2025	05/01/2025 – 04/30/2026	
First Renewal	02/24/2026		05/01/2026 – 04/30/2027

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

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**

- 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;
- 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;
- 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;

**Rejection
Proposals**

- of 4) **Primary Bank Depository Services:** reject the six (6) proposals received for Primary Bank Depository Services;

Purchases

- 5) **Computers, Laptops, and Tablets:** purchase computers, laptops, and tablets from the vendors listed in Appendix A at a total amount of \$82,708.72;

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

- 6) **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

- 7) **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

- 8) **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;
- 9) **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;
- 10) **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

11)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;

12)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

13)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;

14)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.

Consent Agenda:

c. Approval 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 recommended Board approval of the disposal of an office portable building through an online auction.

Consent Agenda:

d. Approval 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** To update, as necessary, the existing evaluation criteria and points used for the request for proposals for primary bank depository services.
- Administration seeks to receive feedback and approval from the Board of Trustees on the Evaluation Criteria to utilize for the Primary Bank Depository Services.
- The Evaluation Criteria requires reassessment to ensure alignment with project objectives and organizational requirements.
- 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 recommended Board approval of the evaluation criteria used for Primary Bank Depository Services.

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	<p>The charges for maintaining district accounts, records, and reports, as well as the interest rate proposed on time deposits:</p> <ul style="list-style-type: none"> 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	<p>The Respondent's ability to perform and provide the required and requested services.</p> <ul style="list-style-type: none"> 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	<p>The accessibility and locations of the Bank's branches for employees and students in Hidalgo and Starr counties.</p> <ul style="list-style-type: none"> 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

Consent Agenda:

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

Racial Profiling Report | Full

Agency Name: SOUTH TEXAS COLLEGE D.P.S.
Reporting Date: 01/06/2026
TCOLE Agency Number: 215006

Chief Administrator: RUBEN SUAREZ

Agency Contact Information:
Phone: (956) 872-2589
Email: rsuarez8@southtexascollege.edu

Mailing Address:
2509 PECAN BLVD, MCALLEN, TX, 78501

This Agency filed a full report

SOUTH TEXAS COLLEGE D.P.S. has adopted a detailed written policy on racial profiling. Our policy:

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

The SOUTH TEXAS COLLEGE D.P.S. has satisfied the statutory data audit requirements as prescribed in Article 2.133(c), Code of Criminal Procedure during the reporting period.

Executed by: Ray Gutierrez
Police Compliance Coordinator

Date: 01/06/2026

Total stops: 88

Street address or approximate location of the stop

City street	77
US highway	0
County road	0
State highway	1
Private property or other	10

Was race or ethnicity known prior to stop?

Yes	0
No	88

Race / Ethnicity

Alaska Native / American Indian	0
Asian / Pacific Islander	2
Black	2
White	12
Hispanic / Latino	72

Gender

Female	48
Alaska Native / American Indian	0
Asian / Pacific Islander	2
Black	1
White	7
Hispanic / Latino	38
Male	40
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	1
White	5
Hispanic / Latino	34

Reason for stop?

Violation of law	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0

Hispanic / Latino	0
Preexisting knowledge	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
Moving traffic violation	79
Alaska Native / American Indian	0
Asian / Pacific Islander	2
Black	2
White	11
Hispanic / Latino	64
Vehicle traffic violation	9
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	1
Hispanic / Latino	8
Was a search conducted?	
Yes	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
No	88
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
Reason for Search?	
Consent	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0

Hispanic / Latino	0		
Contraband	0		
Alaska Native / American Indian	0		
Asian / Pacific Islander	0		
Black	0		
White	0		
Hispanic / Latino	0		
Probable	0		
Alaska Native / American Indian	0		
Asian / Pacific Islander	0		
Black	0		
White	0		
Hispanic / Latino	0		
Inventory	0		
Alaska Native / American Indian	0		
Asian / Pacific Islander	0		
Black	0		
White	0		
Hispanic / Latino	0		
Incident to arrest	0		
Alaska Native / American Indian	0		
Asian / Pacific Islander	0		
Black	0		
White	0		
Hispanic / Latino	0		
Was Contraband discovered?			
Yes	0	Did the finding result in arrest?	
		(total should equal previous column)	
Alaska Native / American Indian	0	Yes 0	No 0
Asian / Pacific Islander	0	Yes 0	No 0
Black	0	Yes 0	No 0
White	0	Yes 0	No 0
Hispanic / Latino	0	Yes 0	No 0
No	0		
Alaska Native / American Indian	0		
Asian / Pacific Islander	0		
Black	0		
White	0		
Hispanic / Latino	0		

Description of contraband	
Drugs	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
Weapons	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
Currency	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
Alcohol	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
Stolen property	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
Other	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
Result of the stop	
Verbal warning	4

Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	4
Written warning	49
Alaska Native / American Indian	0
Asian / Pacific Islander	2
Black	2
White	7
Hispanic / Latino	38
Citation	35
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	5
Hispanic / Latino	30
Written warning and arrest	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
Citation and arrest	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
Arrest	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
Arrest based on	
Violation of Penal Code	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0

Black	0
White	0
Hispanic / Latino	0
Violation of Traffic Law	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
Violation of City Ordinance	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
Outstanding Warrant	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0

Was physical force resulting in bodily injury used during stop?

Yes	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
Resulting in Bodily Injury To:	
Suspect	0
Officer	0
Both	0
No	88
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0

Number of complaints of racial profiling

Total	0
Resulted in disciplinary action	0
Did not result in disciplinary action	0

Comparative Analysis

- Use TCOLE's auto generated analysis
- Use Department's submitted analysis

Optional Narrative

N/A

Submitted electronically to the



The Texas Commission on Law Enforcement

South Texas College Department of Public Safety

2025 Racial Profiling Report Comparative Analysis

Traffic Stops			College Students		
Ethnicity	Population	Percentage	Ethnicity	Population	Percentage
Alaska/Native American/Indian	0	0.00%	Alaska/Native American/Indian	13	0.05%
Asian/Pacific Islander	2	2.27%	Asian/Pacific Islander	154	0.56%
Black	2	2.27%	Black	101	0.37%
White	12	13.64%	White	577	2.09%
Hispanic/Latino	72	81.82%	Hispanic/Latino	26,538	96.00%
Other	0	0.00%	Other	262	1.16%
Total	88	100.00%	Total	27,645	100.00%

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

Ruben Suarez

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

South Texas College Department of Public Safety

Explanation of Report Statistics

Additional information on the Racial Profiling Report is as follows:

- Race or Ethnicity known prior to stop

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

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

- Search Conducted:

There were no searches conducted during any traffics stops for the calendar year 2025.

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

Description	Year 2024 Stops Conducted	Year 2025 Stops Conducted
Stops conducted adjacent to campuses on streets paralleling the campus to address safety threats to students	116	42
Stops conducted on entering/ leaving campuses - driving infractions on college property	9	19
Stops conducted on public roadways where violations posted a liable danger to public safety	21	27
Total	146	88

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

Description	Year 2024 Stops Conducted	Year 2025 Stops Conducted
Red Light	15	31
Speeding	52	6
Turned Where Prohibited	19	9
Failure to Stop/ Stop at Sign	2	11
Unsafe Lane Change	-	4
Failed to Stop for a School Bus	1	-
Failure to Yield – Crosswalk / Intersection	14	3
Driving w/o Lights when Lights are Required	6	5
Obstructed or/ No License Plate Displayed	2	1
Stopping, Standing, Parking Prohibited in Certain Places	2	1
Expired License Plates	15	2
Unsafe Speed	3	2
Failure to Stop at Designated Point	1	-
Operating an Unregistered Vehicle	1	-
Parked in Handicap	8	8
Parked in Fire Lane	-	1
Defective Equipment	3	1
Improper Left Turn	-	1
Following to Close	1	-
Crossing a Business	1	-
Child Unrestrained	-	2
Total	146	88

Consent Agenda:

f. Approval to Adopt Local District Update Policy

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 recommended Board approval to adopt the local district update policies listed in Appendix A, as presented, and which supersedes any previously adopted Board policy.

Appendix A

Policy	Last Adopted Date	Justification
Policy CF (LOCAL) – Purchasing and Acquisition	10/29/2024	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. 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.

Appendix B

Policy follows in the packet.

Purchasing and Contracting Authorization

The Board delegates to the College President or designee the authority to authorize and enter into, on behalf of the College District, any contract or agreement of any nature which is necessary and appropriate for the operations of the College District in accordance with this policy, including the limitations set forth below, state law, and the College District's budget. To the extent this policy contradicts or is inconsistent with other Board policies which govern specific types of contracts and agreements including, without limitation, any grants and awards which are covered by CAA(LOCAL), employment contracts which are governed by DCA(LOCAL), and any facilities construction contracts which are covered by CM(LOCAL), the provisions of the policies governing specific types of contracts and agreements shall control.

Board Approval Required

Except as otherwise indicated, Board approval and authorization shall be required for all contracts, agreements, and transactions including, without limitation, purchases, sales, leases, rentals, licenses, interlocal and interagency agreements, and memoranda of understanding if the value of the contract, agreement, or transaction is expected to equal or exceed, in the aggregate during the life of the contract, the sum of \$50,000.

Notwithstanding the foregoing, the following types of contracts, agreements, and transactions shall also require specific Board approval and authorization:

1. Purchases or sales of real property regardless of the value of the contract;
2. Change orders and other modifications or amendments of contracts for construction services as a result of which the cost of the contract is increased by \$10,000 or more or the change order or other modification causes the total cost of the original construction contract to equal or exceed \$50,000;
3. The acquisition or conveyance of any interest in real or personal property including leaseholds, licenses, and rentals with a term exceeding one year (including options to renew);
4. Licenses, concessions, facility use agreements, and other revenue-generating agreements exceeding a term of two years (including options to renew);
5. Contracts involving the sale or licensing of intellectual property and technology transfer agreements regardless of the amount; and
6. All contracts of any nature for which Board approval is specifically required pursuant to College District policy or applicable law.

PURCHASING AND ACQUISITION

CF
(LOCAL)

Nothing contained in this policy is intended or shall be construed to prohibit or prevent the College President, in the College President's sole discretion, from seeking authorization or approval from the Board with respect to any contract.

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 if emergency replacement, construction, or repair is 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.

Purchasing
Procedures

The College President shall develop, or cause to be developed, purchasing and contracting procedures to implement the requirements of College District policies and state and federal law.

Signatory Authority

Except where Board approval is required as set forth above, the College President shall have the responsibility and authority to initiate, prepare, and execute all types of contracts and agreements as described herein. All contracts shall be executed in accordance with College District policies and procedures.

The College President may delegate, at the College President's discretion, all or a portion of the College President's authority granted under this policy to initiate, approve, and execute contracts. The College President shall enact and publish appropriate regulations and/or procedures to delegate this authority. Such delegation must be specific and in writing to be effective. The College President will remain responsible for all such delegated contracts, purchases, and agreements.

No employee or agent of the College District shall have the authority to enter into any contract on behalf of the College District except as otherwise expressly provided by this policy, as well as any corresponding regulations or procedures enacted by the College President. If a College District employee signs a contract without authority, or falsely represents to a third party that the employee has the authority to sign a contract, the employee may be held personally responsible to the third party in accordance with law. An agreement that is not expressed in writing and approved and executed in accordance with this policy shall not be binding or enforceable against the College District.

An employee who signs a contract or seeks to bind the College District to an agreement in violation of this policy may be subject to discipline, up to and including discharge of employment. [See DH(LOCAL) and DM(LOCAL)]

Purchasing Method	<p>In connection with the purchase of any goods or services, the Board delegates to the College President or designee the authority to select the purchasing method in accordance with the College District's policies and state and federal law. Such methods may include, without limitation, competitive bidding and competitive sealed proposals.</p>
Competitive Bidding	<p>If competitive bidding is chosen as the purchasing method, the College President or designee shall prepare bid specifications. All bids shall be in accordance with administrative regulations. All bidders shall be invited to attend the bid opening. Any bid may be withdrawn prior to the scheduled time for opening. Bids received after the specified time shall not be considered.</p> <p>The College District may reject any and all bids.</p>
Competitive Sealed Proposals	<p>If competitive sealed proposals are chosen as the purchasing method, the College President or designee shall prepare the request for proposals and/or specifications for items to be purchased. All proposals shall be in accordance with administrative regulations. Proposals received after the specified time shall not be considered. Proposals shall be opened at the time specified, and all proposers shall be invited to attend the proposal opening. Proposals may be withdrawn prior to the scheduled time for opening. Changes in the content of a proposal, and in prices, may be negotiated after proposals are opened.</p> <p>The College District may reject any and all proposals.</p>
Responsibility for Debts	<p>The Board shall assume responsibility for debts incurred in the name of the College District so long as those debts are for purchases made in accordance with the adopted budget, state law, Board policy, and the College District's purchasing procedures. [See CC] The Board shall not be responsible for debts incurred by persons or organizations not directly under Board control; persons making unauthorized purchases shall assume full responsibility for all such debts.</p>
Personal Purchases	<p>College District employees shall not be permitted to make purchases for personal use through the College District's business office.</p>
Delinquent Franchise Taxes	<p>Each vendor contracting with the College District for sale of goods or services to the College District shall certify that its franchise taxes are current. If the vendor is exempt from payment of franchise taxes or is an out-of-state entity not subject to Texas franchise tax, it shall certify a statement to that effect. Making a false statement as to corporate franchise tax status shall be considered</p>

a material breach of the contract and shall be grounds for cancellation of the contract.

Current

Purchasing and Contracting Authorization

The Board delegates to the College President or designee the authority to authorize and enter into, on behalf of the College District, any contract or agreement of any nature which is necessary and appropriate for the operations of the College District in accordance with this policy, including the limitations set forth below, state law, and the College District's budget. To the extent this policy contradicts or is inconsistent with other Board policies which govern specific types of contracts and agreements including, without limitation, any grants and awards which are covered by CAA(LOCAL), employment contracts which are governed by DCA(LOCAL), and any facilities construction contracts which are covered by CM(LOCAL), the provisions of the policies governing specific types of contracts and agreements shall control.

Board Approval Required

Except as otherwise indicated, Board approval and authorization shall be required for all contracts, agreements, and transactions including, without limitation, purchases, sales, leases, rentals, licenses, interlocal and interagency agreements, and memoranda of understanding if the value of the contract, agreement, or transaction is expected to equal or exceed, in the aggregate during the life of the contract, the sum of \$100,000.

Notwithstanding the foregoing, the following types of contracts, agreements, and transactions shall also require specific Board approval and authorization:

1. Purchases or sales of real property regardless of the value of the contract;
2. Change orders and other modifications or amendments of contracts for construction services as a result of which the cost of the contract is increased by \$10,000 or more or the change order or other modification causes the total cost of the original construction contract to equal or exceed \$50,000;
3. The acquisition or conveyance of any interest in real or personal property including leaseholds, licenses, and rentals with a term exceeding one year (including options to renew);
4. Licenses, concessions, facility use agreements, and other revenue-generating agreements exceeding a term of two years (including options to renew);
5. Contracts involving the sale or licensing of intellectual property and technology transfer agreements regardless of the amount; and
6. All contracts of any nature for which Board approval is specifically required pursuant to College District policy or applicable law.

Nothing contained in this policy is intended or shall be construed to prohibit or prevent the College President, in the College President's sole discretion, from seeking authorization or approval from the Board with respect to any contract.

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 if emergency replacement, construction, or repair is 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.

Purchasing
Procedures

The College President shall develop, or cause to be developed, purchasing and contracting procedures to implement the requirements of College District policies and state and federal law.

Signatory Authority

Except where Board approval is required as set forth above, the College President shall have the responsibility and authority to initiate, prepare, and execute all types of contracts and agreements as described herein. All contracts shall be executed in accordance with College District policies and procedures.

The College President may delegate, at the College President's discretion, all or a portion of the College President's authority granted under this policy to initiate, approve, and execute contracts. The College President shall enact and publish appropriate regulations and/or procedures to delegate this authority. Such delegation must be specific and in writing to be effective. The College President will remain responsible for all such delegated contracts, purchases, and agreements.

No employee or agent of the College District shall have the authority to enter into any contract on behalf of the College District except as otherwise expressly provided by this policy, as well as any corresponding regulations or procedures enacted by the College President. If a College District employee signs a contract without authority, or falsely represents to a third party that the employee has the authority to sign a contract, the employee may be held personally responsible to the third party in accordance with law. An agreement that is not expressed in writing and approved and executed in accordance with this policy shall not be binding or enforceable against the College District.

An employee who signs a contract or seeks to bind the College District to an agreement in violation of this policy may be subject to discipline, up to and including discharge of employment. [See DH(LOCAL) and DM(LOCAL)]

Purchasing Method

In connection with the purchase of any goods or services, the Board delegates to the College President or designee the authority to select the purchasing method in accordance with the College District's policies and state and federal law. Such methods may include, without limitation, competitive bidding and competitive sealed proposals.

Competitive Bidding

If competitive bidding is chosen as the purchasing method, the College President or designee shall prepare bid specifications. All bids shall be in accordance with administrative regulations. All bidders shall be invited to attend the bid opening. Any bid may be withdrawn prior to the scheduled time for opening. Bids received after the specified time shall not be considered.

The College District may reject any and all bids.

Competitive Sealed Proposals

If competitive sealed proposals are chosen as the purchasing method, the College President or designee shall prepare the request for proposals and/or specifications for items to be purchased. All proposals shall be in accordance with administrative regulations. Proposals received after the specified time shall not be considered. Proposals shall be opened at the time specified, and all proposers shall be invited to attend the proposal opening. Proposals may be withdrawn prior to the scheduled time for opening. Changes in the content of a proposal, and in prices, may be negotiated after proposals are opened.

The College District may reject any and all proposals.

Electronic Bids or Proposals

Bids or proposals that the College District has chosen to accept through electronic transmission shall be administered in accordance with Board-adopted rules. Such rules shall safeguard the integrity of the competitive procurement process; ensure the identification, security, and confidentiality of electronic bids or proposals; and ensure that the electronic bids or proposals remain effectively unopened until the proper time.

Responsibility for Debts

The Board shall assume responsibility for debts incurred in the name of the College District so long as those debts are for purchases made in accordance with the adopted budget, state law, Board policy, and the College District's purchasing procedures. [See CC] The Board shall not be responsible for debts incurred by persons or organizations not directly under Board control; persons making unauthorized purchases shall assume full responsibility for all such debts.

PURCHASING AND ACQUISITION

CF
(LOCAL)

Personal Purchases

College District employees shall not be permitted to make purchases for personal use through the College District's business office.

Delinquent Franchise Taxes

Each vendor contracting with the College District for sale of goods or services to the College District shall certify that its franchise taxes are current. If the vendor is exempt from payment of franchise taxes or is an out-of-state entity not subject to Texas franchise tax, it shall certify a statement to that effect. Making a false statement as to corporate franchise tax status shall be considered a material breach of the contract and shall be grounds for cancellation of the contract.

New

Purchasing and Contracting Authorization

The Board delegates to the College President or designee the authority to authorize and enter into, on behalf of the College District, any contract or agreement of any nature which is necessary and appropriate for the operations of the College District in accordance with this policy, including the limitations set forth below, state law, and the College District's budget. To the extent this policy contradicts or is inconsistent with other Board policies which govern specific types of contracts and agreements including, without limitation, any grants and awards which are covered by CAA(LOCAL), employment contracts which are governed by DCA(LOCAL), and any facilities construction contracts which are covered by CM(LOCAL), the provisions of the policies governing specific types of contracts and agreements shall control.

Board Approval Required

Except as otherwise indicated, Board approval and authorization shall be required for all contracts, agreements, and transactions including, without limitation, purchases, sales, leases, rentals, licenses, interlocal and interagency agreements, and memoranda of understanding if the value of the contract, agreement, or transaction is expected to equal or exceed, in the aggregate during the life of the contract, the sum of ~~\$50,000~~ **\$100,000**.

Notwithstanding the foregoing, the following types of contracts, agreements, and transactions shall also require specific Board approval and authorization:

1. Purchases or sales of real property regardless of the value of the contract;
2. Change orders and other modifications or amendments of contracts for construction services as a result of which the cost of the contract is increased by \$10,000 or more or the change order or other modification causes the total cost of the original construction contract to equal or exceed \$50,000;
3. The acquisition or conveyance of any interest in real or personal property including leaseholds, licenses, and rentals with a term exceeding one year (including options to renew);
4. Licenses, concessions, facility use agreements, and other revenue-generating agreements exceeding a term of two years (including options to renew);
5. Contracts involving the sale or licensing of intellectual property and technology transfer agreements regardless of the amount; and
6. All contracts of any nature for which Board approval is specifically required pursuant to College District policy or applicable law.

Nothing contained in this policy is intended or shall be construed to prohibit or prevent the College President, in the College President's sole discretion, from seeking authorization or approval from the Board with respect to any contract.

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 if emergency replacement, construction, or repair is 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.

Purchasing
Procedures

The College President shall develop, or cause to be developed, purchasing and contracting procedures to implement the requirements of College District policies and state and federal law.

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The College President may delegate, at the College President's discretion, all or a portion of the College President's authority granted under this policy to initiate, approve, and execute contracts. The College President shall enact and publish appropriate regulations and/or procedures to delegate this authority. Such delegation must be specific and in writing to be effective. The College President will remain responsible for all such delegated contracts, purchases, and agreements.

No employee or agent of the College District shall have the authority to enter into any contract on behalf of the College District except as otherwise expressly provided by this policy, as well as any corresponding regulations or procedures enacted by the College President. If a College District employee signs a contract without authority, or falsely represents to a third party that the employee has the authority to sign a contract, the employee may be held personally responsible to the third party in accordance with law. An agreement that is not expressed in writing and approved and executed in accordance with this policy shall not be binding or enforceable against the College District.

An employee who signs a contract or seeks to bind the College District to an agreement in violation of this policy may be subject to discipline, up to and including discharge of employment. [See DH(LOCAL) and DM(LOCAL)]

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PURCHASING AND ACQUISITION

CF
(LOCAL)

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College District employees shall not be permitted to make purchases for personal use through the College District's business office.

Delinquent Franchise Taxes

Each vendor contracting with the College District for sale of goods or services to the College District shall certify that its franchise taxes are current. If the vendor is exempt from payment of franchise taxes or is an out-of-state entity not subject to Texas franchise tax, it shall certify a statement to that effect. Making a false statement as to corporate franchise tax status shall be considered a material breach of the contract and shall be grounds for cancellation of the contract.

Markup

Discussion 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	No action is requested on this item. It is being presented for discussion purposes only.

LEGAL SERVICES AGREEMENT

This Legal Services Agreement (“Agreement”) is entered into and made effective as of [Effective Date] (“Effective Date”) by and between:

South Texas College (“College”), a political subdivision of the State of Texas, with administrative offices located at 3201 W. Pecan Blvd., McAllen, Texas 78501; and

O’Hanlon, Demerath & Castillo (“Firm”), with its principal place of business at 808 West Ave., Austin, Texas 78701. The Firm also maintains offices in Fort Worth, Texas; San Antonio, Texas; Pharr, Texas; and Edinburg, Texas.

The College and the Firm may be referred to individually as a “Party” and collectively as the “Parties.”

1. Engagement and Scope of Services

1.1 **Engagement.** The College engages the Firm to provide legal services as requested by the College from time to time, and the Firm accepts such engagement, subject to the terms of this Agreement and applicable rules of professional conduct.

1.2 **Scope.** Services may include legal advice, research, drafting, negotiation, representation, administrative proceedings, litigation services, and other related legal services as specifically requested and authorized by the College (each, an “Authorized Matter”).

The Firm agrees to perform legal services which includes, but is not limited to, the following as appropriate and required:

- Providing legal counsel and guidance to the Board of Trustees and administrative staff on such matters as:
 - ⇒ Employment law (Title IX federal regulations, review of practices regarding federal laws on discrimination, retaliation, equal opportunity, veterans employment preference, human resources development)
 - ⇒ Personnel matters
 - ⇒ Drafting, Advising, Reviewing, and Updating of Personnel and Non-Personnel Policies
 - ⇒ Procurement procedures and contracts (interpretation of procurement law and review of certain contracts, development of a standardized contract form for most services the College solicits to be included as part of the RFP or RFQ document) and contract compliance
 - ⇒ Texas Open Meetings Act
 - ⇒ Texas Public Information Act
 - ⇒ Public Information Request Responses
 - ⇒ Construction contracts

- ⇒ IRS examinations
- ⇒ Intellectual Property
- ⇒ State and International Matters and Engagements
- ⇒ Litigation representation (or outsource, separate contract if necessary)
- ⇒ General higher education matters including, but not limited to, tort and civil liabilities
- ⇒ Elections
- ⇒ Tax Abatement Agreements
- ⇒ Real Estate (or outsource, separate contract if necessary)
- ⇒ Land Use, Environmental, Health and Safety
- ⇒ Family Educational Rights and Privacy Act (FERPA)

- Additional legal counsel services and advising as requested and authorized by the President.
- If needed for a specific item, attend Board and Committee meetings and advise Board members, Committee members, and Administration, as appropriate and required.

1.3 Authorization; Primary Contacts.

(a) The College will designate an authorized representatives (the “College Representatives”) who may request services, approve staffing, and approve expenses as described in this Agreement.

(b) The Firm’s primary contact for the College will be: Benjamin Castillo (or designee).

(c) The Firm will not undertake a new Authorized Matter or materially expand the scope of an existing matter without request/authorization from the College Representative (email sufficient).

1.4 No Guarantee. The Firm makes no promise or guarantee regarding outcomes.

2. Term; Automatic Renewal

2.1 Initial Term. This Agreement begins on the Effective Date and continues for one (1) year (the “Initial Term”).

2.2 Automatic Renewal. This Agreement will automatically renew for successive one (1) year terms (each a “Renewal Term”) unless either Party provides written notice of non-renewal at least thirty (30) days before the end of the then-current term.

3. Fees; Hourly Rates; Billing

3.1 Hourly Rates. The College will pay the Firm for time actually and reasonably spent on Authorized Matters at the following hourly rates:

- Attorney: \$250.00 per hour
- Paralegal / Legal Assistant: \$90.00 per hour

3.2 No Other Rates Without Written Amendment. No other rates apply unless the Parties execute a written amendment signed by authorized representatives of both Parties.

3.3 Billing Increments. Time will be billed in 0.1 hour (six-minute) increments.

3.4 Invoices; Detail. The Firm will submit invoices monthly (unless otherwise agreed) and each invoice will include, at a minimum: matter name/number, date, timekeeper name and role, task description, time billed, rate, and total charges.

3.5 Payment Terms. The College will pay properly submitted, undisputed invoices in accordance with College payment procedures, typically within net thirty (30) days of receipt of a proper invoice.

3.6 Disputed Charges. The College may dispute an invoice by providing written notice identifying the disputed items within thirty (30) days of receipt. The College will pay undisputed amounts while the Parties work in good faith to resolve disputed amounts.

4. Expenses and Costs

4.1 Reimbursable Expenses. The College will reimburse the Firm for reasonable and necessary out-of-pocket expenses incurred for Authorized Matters (e.g., filing fees, service of process, deposition transcripts), provided such expenses are (i) documented, and (ii) allowed under College policies and applicable law.

4.2 Pre-Approval Threshold. The Firm must obtain written pre-approval (email sufficient) from the College Representative before incurring any single expense over \$500.00 or any non-routine expense.

4.3 No Markup. Reimbursable expenses will be billed at cost with no surcharge or markup unless expressly approved in writing.

5. Staffing and Supervision

5.1 Appropriate Staffing. The Firm will staff matters efficiently using appropriately qualified personnel and will supervise all work performed for the College.

5.2 No Delegation That Creates Conflicts. The Firm will not delegate work in a manner that creates a conflict of interest or violates ethical duties.

6. Conflicts of Interest

6.1 Conflicts; Other Governmental Clients. The Firm acknowledges and discloses that it may represent, now or in the future, other governmental entities, public bodies, or related organizations with which the College conducts business in the region. The Firm will perform appropriate conflict checks for each Authorized Matter and will promptly notify the College in writing if the Firm becomes aware of an actual or potential conflict of interest relating to the Firm's representation of the College. Where required or appropriate under applicable rules of professional conduct, the Firm will request the College's informed written consent before proceeding, and the Firm will not undertake or continue representation where the conflict cannot be waived or otherwise ethically managed.

6.2 Ongoing Duty to Update. The Firm will promptly notify the College Representative in writing upon learning of any actual or potential conflict arising during the term and will comply with applicable conflict-waiver requirements.

7. Confidentiality; Privilege; Public Information

7.1 Confidentiality. The Firm will maintain the confidentiality of all non-public College information obtained in connection with services under this Agreement and will use such information only to provide services to the College.

7.2 Attorney-Client Privilege / Work Product. The Parties intend that communications seeking or providing legal advice are privileged and protected to the fullest extent permitted by law. The Firm will take reasonable measures to preserve privilege and confidentiality.

7.3 Open Records / Public Information Requests. The College may be subject to public information/open records laws. If the Firm receives a request, subpoena, or demand for College records or information relating to an Authorized Matter, the Firm will promptly notify the College Representative (unless legally prohibited) and cooperate as reasonably requested.

8. File Ownership; Work Product; Return of Materials

8.1 Client File. Subject to ethical obligations and applicable law, the College owns the client file for Authorized Matters.

8.2 Return/Transfer. Upon request or upon termination, the Firm will reasonably cooperate in transferring the client file to the College or successor counsel.

8.3 Retention of Copies. The Firm may retain copies consistent with professional responsibility rules and record retention practices, provided confidentiality is maintained.

9. Independent Contractor

The Firm is an independent contractor. Nothing in this Agreement creates an employment relationship, partnership, or joint venture between the Parties.

10. Sovereign Immunity; No Waiver

Nothing in this Agreement is intended to waive, and shall not be construed as waiving, any immunity, defense, or limitation of liability available to the College under applicable law. Any waiver must be express and cannot be implied.

11. Termination

11.1 Termination for Convenience. Either Party may terminate this Agreement without cause upon thirty (30) days' prior written notice to the other Party.

11.2 Obligations Upon Termination. Upon termination, the College will pay for legal services properly performed through the effective date of termination at the rates stated herein, plus approved reimbursable expenses incurred through that date.

11.3 Transition Assistance. The Firm will reasonably cooperate to transition matters to the College or successor counsel, consistent with professional obligations.

12. Notices

All notices required or permitted under this Agreement must be in writing and delivered by hand, certified mail (return receipt requested), or email (with confirmation of receipt) to the addresses below (or to any updated address provided by written notice in accordance with this section).

Notices to the College:

South Texas College
Attn: Office of the President
3201 W. Pecan Blvd.
McAllen, Texas 78501

Notices to the Firm:

O'Hanlon, Demerath & Castillo
Attn: Benjamin Castillo
808 West Ave.
Austin, Texas 78701
Email: bcastillo@808west.com

Notices are effective upon receipt.

13. Governing Law; Venue

This Agreement is governed by the laws of the State of Texas (without regard to conflict-of-law rules). Venue for any action related to this Agreement will be in [Hidalgo County, Texas] or another venue as required by applicable law.

14. Insurance

The Firm shall maintain, at its own expense, insurance coverage in the types and amounts required by the College for the performance of services under this Agreement, including without limitation professional liability (errors and omissions) coverage, if required. Upon the College's request, the Firm shall furnish the College with certificates of insurance and/or other evidence of coverage reasonably acceptable to the College and shall provide updated evidence of coverage upon renewal or material change to such policies.

Attorney shall provide proof of professional liability insurance with coverage of not less than \$1,000,000 per occurrence.

15. Entire Agreement; Amendments; Severability; Counterparts

15.1 **Entire Agreement.** This Agreement constitutes the entire agreement between the Parties regarding the subject matter and supersedes prior negotiations or understandings.

15.2 **Amendments.** Any amendment must be in writing and signed by authorized representatives of both Parties.

15.3 **Severability.** If any provision is held unenforceable, the remainder will remain in effect.

15.4 **Counterparts; Electronic Signatures.** This Agreement may be executed in counterparts and by electronic signature, each of which is deemed an original.

SIGNATURES

SOUTH TEXAS COLLEGE

By: _____

Name: Dr. Alejo Salinas

Title: Chair, Board of Trustees

Date: _____

O'HANLON, DEMERATH & CASTILLO

By: _____

Benjamin Castillo

Title: Shareholder

Date: _____

Legal Services Agreements

(Services may be provided by each of the law firms, based on subject, availability, time sensitivity/urgency, and or area of expertise)

#	Service Type	Law Office of Javier Villalobos, P.C.	O'Hanlon, Demerath & Castillo
1	Attending Board and Committee meetings and advising Board members, Committee members, and Administration, as appropriate and required.	✓	✓
2	Providing legal counsel and guidance to the Board of Trustees and administrative staff on such matters as:		
	a Elections	✓	✓
	b Tax Abatement Agreements	✓	✓
	c Real Estate (or outsource, separate contract if necessary)	✓	✓
	d Procurement procedures and contracts (interpretation of procurement law and review of certain contracts, development of a standardized contract form for most services the College solicits to be included as part of the RFP or RFQ document) and contract compliance	✓	✓
	e Construction contracts	✓	✓
	f Litigation representation (or outsource, separate contract if necessary)	✓	✓
	g General higher education matters including, but not limited to, tort and civil liabilities	✓	✓
	h Employment law (Title IX federal regulations, review of practices regarding federal laws on discrimination, retaliation, equal opportunity, veterans employment preference, human resources development)		✓
	i Personnel matters		✓
	j Personnel and Non-Personnel Policies by drafting, Advising, Reviewing, and Updating		✓
	k Texas Open Meetings Act		✓
	l Texas Public Information Act		✓
	m Public Information Request Responses		✓
	n IRS examinations		✓
	o Intellectual Property		✓
	p State and International Matters and Engagements		✓
	q Land Use, Environmental, Health and Safety		✓
	r Family Educational Rights and Privacy Act (FERPA)		✓
3	If needed for a specific item, attend Board and Committee meetings and advise Board members, Committee members, and Administration, as appropriate and required.	✓	✓
4	Additional legal counsel services and advising as requested and authorized by the President.	✓	✓

The Board shall retain an attorney or attorneys, as necessary, to serve as the College District's legal counsel and representatives in matters requiring legal services. Services to be performed and reasonable compensation to be paid by the Board shall be set forth in a written contract between the Board and the attorney or attorneys.

Staff requests for legal advice from the College District's legal counsel shall be submitted through the College President or designee.

If engaged legal counsel recuses themselves from representing the College District on any matter, the College President is authorized to engage different legal counsel for that specific matter.

In addition, the College President is authorized to engage legal counsel services for specialized legal needs, or any other legal needs, after consultation with contracted legal counsel.

A report of legal advice received shall be presented to the Board when deemed appropriate by the administration or upon request of the Board.

Timeline for Legal Services O’Hanlon, Demerath & Castillo Law Firm (ODC)

Date	Item - Finance or Board	Action
6/11/24	Finance Committee	Update on Intent to Augment Legal Services due to contract cancellation with attorney handling Personnel matters in accordance with Policy BCC. The College was in the process of identifying a potential legal professional or firm. Will require President’s approval only (No backup agreement included for ODC)
6/25/24	Board Meeting	Update on Intent to Augment Legal Services The College was in the process of identifying a potential legal professional or firm. Will require President’s approval only (No Action – no backup agreement included for ODC)
7/11/24		Agreement for Legal Services with ODC signed by Dr. Solis was sent to Purchasing. No Board approval required since it will serve as a stopgap.
8/12/24	Finance Committee	Discussion and Action on Legal Services Approval of legal services with ODC for the initial term of six (6) months. <u>No action</u> was taken on this item, this item and questions were tabled <u>for further discussions by the Committee, so it is not on 8/2024 Board</u>
9/10/24	Finance Committee	Discussion and Action on Legal Services <u>No action</u> was taken, asked that entire Board be present for discussion, table this item This was ODC only (all services were included on the motion and Legal Representation Agreement)
9/24/24	Board Meeting	Not Included - Revised motion, but were advised by President not to include. <u>Board approval pending.</u> This was ODC only (all services were included on the motion)
1/13/26	Finance Committee	Review and Recommend Action on Legal Services Agreement with O’Hanlon, Demerath & Castillo for approval of agreement. <u>Committee took no action and asked that the item be deferred until January Board Meeting.</u> (Services were not included in the motion; the Legal Representation Agreement was included, but services were not included)
1/27/26	Board Meeting	Review and Recommend Action on Legal Services Agreement with O’Hanlon, Demerath & Castillo for approval of legal services agreement. <u>Board approval pending - This item was presented and discussed, but no action was taken. Further discussion would include the potential issuance of an RFQ for legal services.</u> (Services were not included in the motion; the Legal Representation Agreement was included, and services were included)

Revised 1/12/26

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	<p>The revisions were initiated by College Administrators and approved by the College President.</p> <p>They are based on assessments of the position's duties, responsibilities, and the needs and objectives of the College department.</p> <p>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.</p> <p>The placement and rationale of the reclassified position(s) are included in Appendix A.</p>
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 Board. This item is presented for information only.

South Texas College

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

Filled and Vacant Positions

FY 2025 - 2026

#	Cost Center/ Program Name & Code Changes	Title Position #	Current Classification & Pay Grade	Proposed Classification & Pay Grade	Current Budget	Adjustment Amount	New Amount	Less Funding Source	Impact to Budget	Funding Source	Rationale
Vice President for Institutional Advancement and External Affairs (1)											
1	Foundation CC00070 to Institutional Advancement CC00003	Organization Change for Project Manager - Events Vacant P001416	Executive Administrative Professional 4	(same)	\$ 62,236	\$ -	\$ 62,236	\$ -	\$ -	N/A	•By aligning this role with the division's cost center, the position will be more effectively utilized to support division-wide initiatives and major institutional events. This change allows the entire division to collaborate with and benefit from the Project/Event Manager's expertise. In addition to supporting key advancement priorities, the position will assist with large-scale college events such as Convocation and Commencement, as well as other high-impact annual events.
Total for Vice President for Institutional Advancement and External Affairs					\$ 62,236	\$ -	\$ 62,236	\$ -	\$ -		
Vice President for Academic Affairs and Economic Development (2)											
2	Division of Math, Science, Information Technology & Bachelor Programs CC00020 to Academic Affairs & Economic Development CC00006	Title & Organization Change for Science Lab Safety Compliance Manager to Instructional Lab Safety Manager Vacant P003129	Executive Administrative Professional 3	(same)	\$ 59,713	\$ -	\$ 59,713	\$ -	\$ -	N/A	•This position will transition from the MSITB Division to the Office of the Vice President and Provost for AAED. The Manager will work closely with the Environmental, Health, Safety, & Risk (EHSR) department to ensure compliance and safety across all instructional labs district-wide, rather than a limited subset. Responsibilities will include collaborating with EHSR on hazardous waste disposal record management, conducting safety trainings, performing lab inspections, and serving as a liaison for the AAED Division in matters related to instructional lab safety and compliance.
3	Division of Math Science Information Technology and Bachelor Programs CC00020 to Cybersecurity PG00033	Organization Change for Lab Technician Vacant P003150	Administrative Technical Support 3	(same)	\$ 40,695	\$ -	\$ 40,695	\$ -	\$ -	N/A	•This position is moving to the Cybersecurity department to assist with the Cybersecurity specialty labs due to no support staff available for the department.
Total for Vice President for Academic Affairs and Economic Development					\$ 100,408	\$ -	\$ 100,408	\$ -	\$ -		
Vice President for Finance and Administrative Services (1)											
4	Campus Police CC00045	Pay Grade and Salary Adjustment for Police Lieutenant Vacant P101011	Executive Administrative Professional 7	Executive Administrative Professional 8	\$ 78,628	\$ 12,167	\$ 90,795	\$ (12,167)	\$ -	Safety and Security Overtime Pool CC00041	•This position assists the Chief of Police with administrative functions and management to ensure the efficiency and effectiveness of the overall operation of the Department of Public Safety within the college. In addition, placing this position at a higher pay grade is closer aligned with the current job market and other positions with similar responsibilities.
Total for Vice President for Finance and Administrative Services					\$ 78,628	\$ 12,167	\$ 90,795	\$ (12,167)	\$ -		
Vice President for Student Affairs and Enrollment Management (19)											
5	Office of Enrollment Services CC00026 to Student Affairs and Enrollment Management CC00022	Organization Change for Coordinator - Valley Promise Filled P001901	Executive Administrative Professional 2	(same)	\$ 52,280	\$ -	\$ 52,280	\$ -	\$ -	N/A	•Changes are necessary to accurately reflect the appropriate reporting cost center and program PG00303-Valley Promise.
6	Office of Enrollment Services CC00026 to Student Affairs and Enrollment Management CC00022	Organization Change for Coordinator - Enrollment Marketing Services Vacant/Frozen P003233	Executive Administrative Professional 3	(same)	\$ 1	\$ -	\$ 1	\$ -	\$ -	N/A	•Changes are necessary to accurately reflect the appropriate reporting cost center and program PG00303-Valley Promise.
7	Office of Enrollment Services CC00026 to Student Affairs and Enrollment Management CC00022	Organization Change for Specialist - Financial Aid Vacant P002252	Administrative Technical Support 4	(same)	\$ 43,566	\$ -	\$ 43,566	\$ -	\$ -	N/A	•Changes are necessary to accurately reflect the appropriate reporting cost center and program PG00303-Valley Promise.
8	Office of Enrollment Services CC00026 to Student Affairs and Enrollment Management CC00022	Organization Change for Specialist - Financial Aid Filled P001844	Administrative Technical Support 4	(same)	\$ 45,302	\$ -	\$ 45,302	\$ -	\$ -	N/A	•Changes are necessary to accurately reflect the appropriate reporting cost center and program PG00303-Valley Promise.

South Texas College

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

Filled and Vacant Positions

FY 2025 - 2026

#	Cost Center/ Program Name & Code Changes	Title Position #	Current Classification & Pay Grade	Proposed Classification & Pay Grade	Current Budget	Adjustment Amount	New Amount	Less Funding Source	Impact to Budget	Funding Source	Rationale
9	Office of Enrollment Services CC00026 to Student Affairs and Enrollment Management CC00022	Organization Change for Specialist - Financial Aid Filled P001772	Administrative Technical Support 4	(same)	\$ 42,390	\$ -	\$ 42,390	\$ -	\$ -	N/A	•Changes are necessary to accurately reflect the appropriate reporting cost center and program PG00303-Valley Promise.
10	Office of Enrollment Services CC00026 to Student Affairs and Enrollment Management CC00022	Organization Change for Specialist - Recruiting Vacant P101017	Administrative Technical Support 4	(same)	\$ 43,566	\$ -	\$ 43,566	\$ -	\$ -	N/A	•Changes are necessary to accurately reflect the appropriate reporting cost center and program PG00303-Valley Promise.
11	Office of Enrollment Services CC00026 to Student Affairs and Enrollment Management CC00022	Organization Change for Specialist - Recruiting Vacant P101015	Administrative Technical Support 4	(same)	\$ 42,879	\$ -	\$ 42,879	\$ -	\$ -	N/A	•Changes are necessary to accurately reflect the appropriate reporting cost center and program PG00303-Valley Promise.
12	Office of Enrollment Services CC00026 to Student Affairs and Enrollment Management CC00022	Organization Change for Specialist - Recruiting Filled P001926	Administrative Technical Support 4	(same)	\$ 40,310	\$ -	\$ 40,310	\$ -	\$ -	N/A	•Changes are necessary to accurately reflect the appropriate reporting cost center and program PG00303-Valley Promise.
13	Office of Enrollment Services CC00026 to Student Affairs and Enrollment Management CC00022	Organization Change for Specialist - Recruiting Filled P002172	Administrative Technical Support 4	(same)	\$ 40,310	\$ -	\$ 40,310	\$ -	\$ -	N/A	•Changes are necessary to accurately reflect the appropriate reporting cost center and program PG00303-Valley Promise.
14	Office of Enrollment Services CC00026 to Student Affairs and Enrollment Management CC00022	Organization Change for Specialist - Recruiting Filled P002133	Administrative Technical Support 4	(same)	\$ 41,558	\$ -	\$ 41,558	\$ -	\$ -	N/A	•Changes are necessary to accurately reflect the appropriate reporting cost center and program PG00303-Valley Promise.
15	Office of Enrollment Services CC00026 to Student Affairs and Enrollment Management CC00022	Organization Change for Specialist - Recruiting Filled P002099	Administrative Technical Support 4	(same)	\$ 41,558	\$ -	\$ 41,558	\$ -	\$ -	N/A	•Changes are necessary to accurately reflect the appropriate reporting cost center and program PG00303-Valley Promise.
16	Office of Enrollment Services CC00026 to Student Affairs and Enrollment Management CC00022	Organization Change for Specialist - Recruiting Filled P001853	Administrative Technical Support 4	(same)	\$ 42,806	\$ -	\$ 42,806	\$ -	\$ -	N/A	•Changes are necessary to accurately reflect the appropriate reporting cost center and program PG00303-Valley Promise.
17	Office of Enrollment Services CC00026 to Student Affairs and Enrollment Management CC00022	Organization Change for Specialist - Recruiting Filled P003235	Administrative Technical Support 4	(same)	\$ 40,726	\$ -	\$ 40,726	\$ -	\$ -	N/A	•Changes are necessary to accurately reflect the appropriate reporting cost center and program PG00303-Valley Promise.
18	Office of Enrollment Services CC00026 to Student Affairs and Enrollment Management CC00022	Organization Change for Specialist - Recruiting Filled P002004	Administrative Technical Support 4	(same)	\$ 42,806	\$ -	\$ 42,806	\$ -	\$ -	N/A	•Changes are necessary to accurately reflect the appropriate reporting cost center and program PG00303-Valley Promise.
19	Office of Enrollment Services CC00026 to Student Affairs and Enrollment Management CC00022	Organization Change for Specialist - Recruiting Filled P000890	Administrative Technical Support 4	(same)	\$ 39,915	\$ -	\$ 39,915	\$ -	\$ -	N/A	•Changes are necessary to accurately reflect the appropriate reporting cost center and program PG00303-Valley Promise.
20	Office of Enrollment Services CC00026 to Student Affairs and Enrollment Management CC00022	Organization Change for Specialist - Recruiting Filled P100999	Administrative Technical Support 4	(same)	\$ 41,101	\$ -	\$ 41,101	\$ -	\$ -	N/A	•Changes are necessary to accurately reflect the appropriate reporting cost center and program PG00303-Valley Promise.

South Texas College

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

Filled and Vacant Positions

FY 2025 - 2026

#	Cost Center/ Program Name & Code Changes	Title Position #	Current Classification & Pay Grade	Proposed Classification & Pay Grade	Current Budget	Adjustment Amount	New Amount	Less Funding Source	Impact to Budget	Funding Source	Rationale
21	Office of Enrollment Services CC00026 to Student Affairs and Enrollment Management CC00022	Organization Change for Specialist - Recruiting Filled P101000	Administrative Technical Support 4	(same)	\$ 40,310	\$ -	\$ 40,310	\$ -	\$ -	N/A	•Changes are necessary to accurately reflect the appropriate reporting cost center and program PG00303-Valley Promise.
22	Office of Enrollment Services CC00026 to Student Affairs and Enrollment Management CC00022	Organization Change for Specialist - Recruiting Filled P101001	Administrative Technical Support 4	(same)	\$ 39,915	\$ -	\$ 39,915	\$ -	\$ -	N/A	•Changes are necessary to accurately reflect the appropriate reporting cost center and program PG00303-Valley Promise.
23	Office of Enrollment Services CC00026 to Student Affairs and Enrollment Management CC00022	Organization Change for Specialist - Recruiting Vacant P101002	Administrative Technical Support 4	(same)	\$ 42,879	\$ -	\$ 42,879	\$ -	\$ -	N/A	•Changes are necessary to accurately reflect the appropriate reporting cost center and program PG00303-Valley Promise.
Total for Vice President for Student Affairs and Enrollment Management					\$ 764,181	\$ -	\$ 764,181	\$ -	\$ -		

Vice President for Technology, Information & Planning Services (4)

24	Institutional Research and Effectiveness CC00059 to Technology, Information, and Planning Services CC00049	Organization Change for Associate VP - Institutional Research and Planning Vacant P002907	Executive Administrative Professional 14	(same)	\$ 142,375	\$ -	\$ 142,375	\$ -	\$ -	N/A	•Until this position is filled, the Interim Vice President for TIPS will need to be the primary Financial Manager overseeing this position.
25	Educational Technologies CC000054 to Learning Commons and Open Labs CC00055	Position & Organization Transfer for Technician II - Educational Technologies Audio Visual Events Production to Technician - Open Lab Filled P001726 to P002912	Administrative Technical Support 3	(same)	\$ 43,243	\$ -	\$ 43,243	\$ -	\$ -	N/A	•Employee transferred into position P002912 Technician - Open Lab effective November 24, 2025. Position P001726 Technician II - Educational Technologies Audio Visual Events Production has been vacated. Please note that P002912 and P001726 are in the same pay grade.
26	Carl Perkins Basic FY25 GR00126 to Centers for Learning Excellence CC00060	Organization Change for Specialist - Learning Excellence Filled P002551	Administrative Technical Support 4	(same)	\$ 42,390	\$ -	\$ 42,390	\$ -	\$ -	N/A	•Position P101007 was requested in FY 25-26 staffing plan to institutionalize employee for FY 2025-2026. NOE completed for employee for FY 25-26 will be voided. Position P002551 (currently held by the employee) will replace position P101007 and will transition into a regular position to fully fund the employee's assignment. Adjusted amount of \$488.60 will be transferred to DW Pool under PG00268.
27	NTIA Grant (restricted fund) to Centers for Learning Excellence CC00060	Organization Change for Specialist - Learning Excellence Filled P001854	Administrative Technical Support 4	(same)	\$ 41,558	\$ -	\$ 41,558	\$ -	\$ -	N/A	•Position P002908 was requested in the FY 24-25 staffing plan to institutionalize the employee. NOE completed for the employee for FY 25-26 will be voided. Position P001854 (currently held by the employee) will replace position P002908 and will transition into a regular position to fully fund the employee's assignment. Adjusted amount of \$2,007.20 will be transferred to DW Pool under CC00060.
Total for Vice President for Technology, Information & Planning Services					\$ 2,096,288	\$ 24,334	\$ 2,120,622	\$ (24,334)	\$ -		

Total Request for All Divisions (27)	\$ 36,501
Less Funding from Savings of Existing Vacant Positions or Pools	(36,501)
Net Salary Budget Increase	\$ -

COMPENSATION AND BENEFITS
COMPENSATION PLAN

DEA
(LOCAL)

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

Pay Administration

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

Pay Increases

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

*Mid-Year Pay
Increases*

Contract
Employees

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

Noncontract
Employees

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

Pay During Closing

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

COMPENSATION AND BENEFITS
COMPENSATION PLAN

DEA
(LOCAL)

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

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

South Texas College Classification Description

Title: Project/Events Manager (Institutional Advancement and External Affairs)

Department: Fundraising and Foundation

Reports to: Executive Director - Foundation and External Affairs

Pay Grade: Executive Administrative Professional - 4

Salary Range: \$58,789.00 - \$86,369.00

Date: 01/26/2026

FLSA Status: Exempt

General Statement of Job

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

Specific Duties and Responsibilities

Essential Functions:

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

Project/Events Manager

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

Required Education and Experience

1. Bachelor's Degree required; Master's Degree preferred.
2. At least three (3) years of experience related to the specified duties and responsibilities required.

Required Knowledge, Skills and Abilities

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

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

Checks, Certificates, Licenses, and Registrations

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

Physical Requirements

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

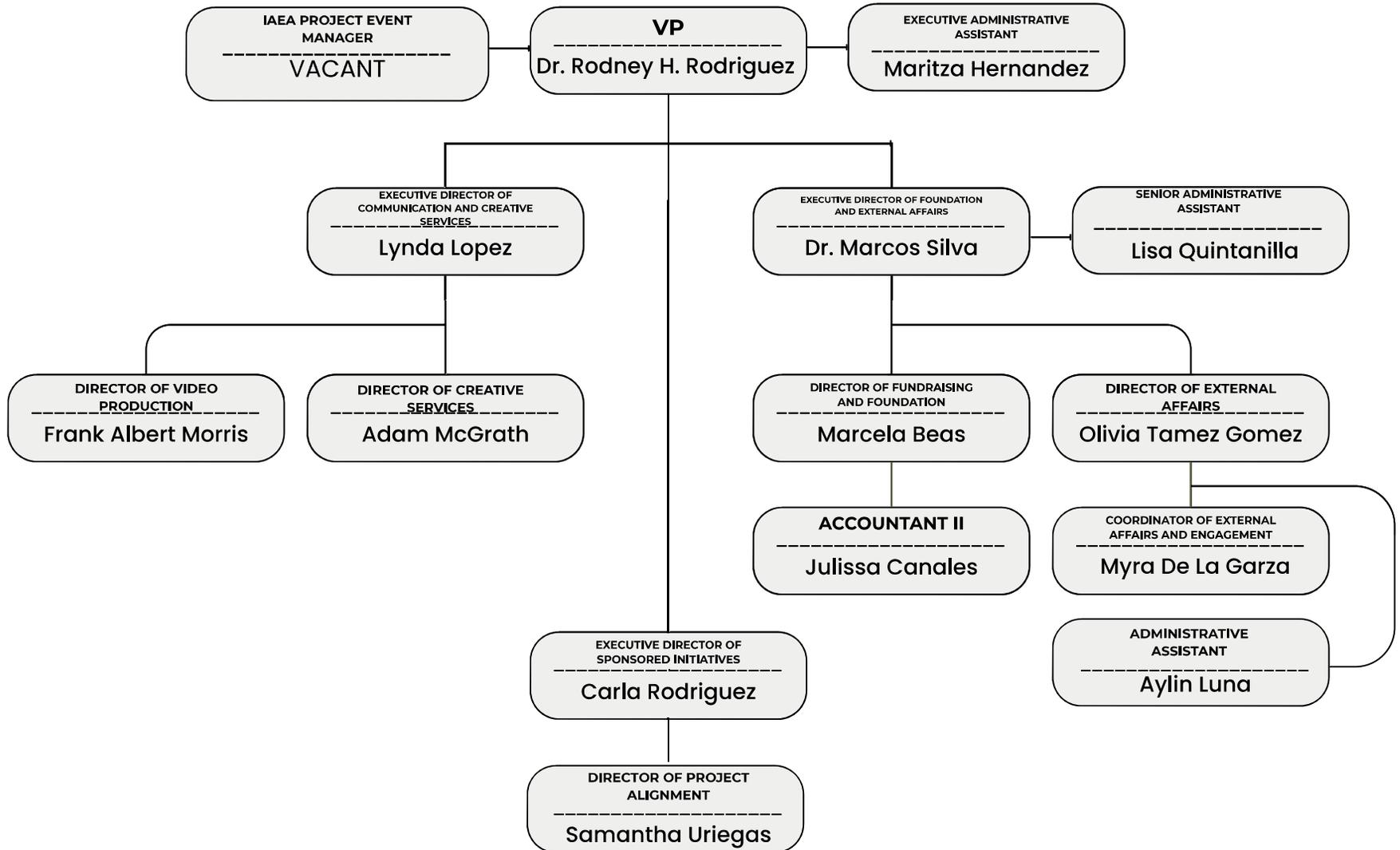
Project/Events Manager

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

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

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

INSTITUTIONAL ADVANCEMENT & EXTERNAL AFFAIRS ORGANIZATIONAL CHART



South Texas College

Classification Description

Title: Instructional Lab Safety Manager

Dept: Academic Affairs & Economic Development Division

Reports to: Academic Operations Officer

Pay Grade: EAP 3

Salary Range: \$53,445.00 - \$78,518.00

Date: 1/07/2026

FLSA Status: Exempt

General Statement of Job

The Instructional Lab Safety Manager collaborates with department chairs and the Environmental, Health Safety and Risk (EHSR) Department, to successfully develop, implement and evaluate safety procedures, programs, functions, and activities inside the instructional laboratories. Conducts in person inspections of all instructional labs across the district. Assists and provides guidance with day-to-day coordination and safety compliance in accordance with the federal, state, local, and institutional regulatory requirements, policies, standards, and procedures. Serves as the liaison for the Academic Affairs and Economic Development Safety Committee and serves as the liaison for the division with the College Hazardous Safety lead.

Specific Duties and Responsibilities

Essential Functions:

1. Ensures compliance with federal, state, local, and institutional regulations.
2. Responsible for managing, implementing and evaluating safety of procedures, programs, functions, and activities.
3. Facilitates worker safety training programs for instructional labs; collaborates with the Environmental, Health Safety and Risk (EHSR) to provide continuous trainings for all laboratory employees.
4. Serves on College Safety Committee.
5. Works with Lab personnel and EHS personnel to maintain and revise the Laboratory Safety Manual annually, and ensures faculty and staff acknowledge and comply with the manual.
6. Collaborates with EHSR to conduct trade specific safety trainings related to, but not limited to, Hazard Communication, Resource Conservation Recovery Act (RCRA), HAZWOPER, Chemical Spills Emergency Operation, etc.
7. Works with EHSR personnel to develop and update Lab Safety protocols.
8. Works with Lab personnel and EHS personnel to develop safety and compliance trainings.
9. Conducts safety audits of instructional laboratory prep rooms, chemical storage rooms, and chemical/biological waste rooms division-wide and reports findings and recommendations to department chair.
10. Collaborates with EHSR to ensure compliance with regulations set by the Environmental Protection Agency (EPA), Texas Commission of Environmental Quality (TCEQ), and the Texas Department of State Health Services (TDSHS).

11. Collaborates with EHSR for record management related to waste disposal, trainings, and inspections.
12. On an annual basis, inspects Dual Credit lab safety measures and reports findings and appropriate recommendations to dean, department chair, and dual enrollment office.
13. Collaborates with Fire and Life Safety Manger and EHSR Manager to ensure engineering controls and life safety equipment are inspected annually.
14. Works with Lab personnel to ensure chemical inventory records are updated on a regular basis and records retained as required by federal and state regulations.
15. Reviews laboratory risk assessments and works with EHSR personnel to ensure any facility related needs are available.
16. Works with department chairs to ensure all lab personnel receive proper training and authorization prior to operating equipment or handling hazardous chemicals.
17. Reviews, investigates and recommends courses of action for instructional Lab safety incidents.
18. Responds to instructional lab related emergencies, as needed.
19. Uses the College's work order system (CMMS) to create and track work orders.
20. Travels throughout the college district as needed.
21. Performs other duties as assigned.

Required Education and Experience

1. Bachelor's Degree required; Master's Degree preferred.
2. At least three (3) years of experience in laboratory setting, preferred.
3. Occupational Safety and Health Administration (OSHA) certification, preferred.

Required Knowledge, Skills and Abilities

1. Excellent oral, written and interpersonal communication skills.
2. Strong computer skills with knowledge of Microsoft Office including, but not limited to, Word, Excel, PowerPoint, and Outlook, the Windows environment, and internet research skills.
3. Demonstrated knowledge and understanding of safety government regulations.
4. Ability to prioritize, organize, and complete multiple tasks with attention to detail, within stated deadlines.
5. Ability to work independently as well as a team player within department and with others.
6. Ability to work evenings and/or weekends as needed.
7. Ability to travel throughout the district daily; must be insurable under South Texas College's insurance policy for driving.
8. Demonstrated commitment to achieving the vision and mission of South Texas College.
9. Ability to write routine reports and correspondence.
10. Ability to speak effectively before groups of students or employees of the organization.

Checks, Certificates, Licenses, and Registrations

1. All applicants are subject to a criminal background check under South Texas College policy.
2. Security Sensitive position: In addition, subject to federal background check.
3. Must have a valid Texas driver's license.
4. Occupational Safety and Health Administration (OSHA) certification, preferred.

Physical Requirements

1. Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
2. Perceiving the nature of sounds at normal speaking levels with or without correction.
3. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
4. Ability to make rational decisions through sound logic and deductive processes.
5. Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
6. Standing particularly for sustained periods of time.
7. Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
8. Shouting in order to be heard above ambient noise level.
9. Close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading. Including color, depth perception, and field vision.
10. Visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned or to make general observations of facilities or structures.
11. Close visual acuity to perform an activity such as: visual inspection involving small defects, small parts, operation of machines; using measurement devices; and/or assembly or fabrication parts at distances close to the eyes.

Work Environment:

1. While performing the duties of this job, the employee is occasionally exposed to fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; and risk of electrical shock.

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

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

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

Division of Academic Affairs and Economic Development

Dr. Anahid Petrosian, Vice President and Provost

Organizational Chart 2025-2026

Office of the Provost
Rose Colorado, Executive AA
Cristina Perez, Administrative Assistant
Analisa Castillo, Secretary

Andrew Fish
Academic Initiatives Officer
Heather Rodriguez, Project Manager

Monica Perez
Academic Operations Officer
Vacant, Project Manager
Jocelyn Saenz, Support Specialist
Vacant, Instructional Lab Safety Manager*

Vacant, Manager – AAED
Michelle Grava, Graphic Designer II**

Regional Healthcare Liaison
Dr. Jayson Valerio

Proposed Changes

*Position Reclassification and Transfer from MSITB to VPAAED Office
**Position Reclassification Request

Business, Public Safety and Technology Division
Jose Vela, Dean (Interim)

RCPSE Site Administrator
Robert Vela

Cosmetology Center Site Manager
Cristina Santos

Health Science Professions Division
Dr. Margo Vargas-Ayala, Dean (Interim)

Liberal Arts Division
Dr. Christopher Nelson, Dean

Math, Science, Information Technology and Bachelor Programs Division
Dr. Ali Esmaeili, Dean

Social and Behavioral Sciences Division
Dr. Eric Reittinger, Dean

Continuing Education and Workforce Development
Olivia de la Rosa, Dean

Director
Daniela Masten

Center for Advanced Training and Apprenticeships
Dr. Carlos Margo, Dean

Director
Leonel Garcia

Campus Administrators

- Mid-Valley, Daniel Montez
- Health Science Professions, Dr. Margo Vargas-Ayala (Interim)
- Starr County, Dr. Arturo Montiel
- Technology, Jose Vela, (Interim)

Associate Vice President for Academic Success and Advancement
Dr. Brett Millán

Digital Learning
Vacant, Dean

Director of Digital Learning
Ana Rocio Davila

Teaching and Learning Center
Jessica Galloso, Associate Dean

Curriculum Planning and Compliance
Christina Cavazos, Associate Dean

Learning Outcomes
Yolonda Jaramillo, Director

Academic Support Programs
Dr. Shannon Perales, Administrator

Academic Excellence Programs
Honors and PTK

Transfer and Educational Advancement Center
Dr. Kelli Davis, Director

Associate Vice President for Dual Credit Programs and School District Partnerships
Dr. Rebecca De Leon

Associate Dean for Dual Credit Programs and School District Partnerships
Antonio De La Cruz

Academies and Career Technical Pathways
Leonardo Castañeda, Director

Dual Credit Pathways
Aaron Guajardo, Director

Dual Credit Programs Relations and Engagement
Lisa Alemán, Director

Dual Credit Scheduling and Enrollment Services
Alejandra Cantu, Director

21 I.S.D. 70 High Schools
Department Chairs/
Dual Credit Faculty/HS Principals



South Texas College Classification Description

Title: Lab Technician

Dept: Cybersecurity Program

Reports to: Department Chair

Pay Grade: Administrative Technical Support - 3

Salary Range: \$36,920.00 - \$52,021.00

Date: 01/21/2026

FLSA Status: Non-Exempt

General Statement of Job

The Lab Technician assists instructors and students in use of computer hardware and software and computer labs with Cybersecurity program.

Specific Duties and Responsibilities

Essential Functions:

1. Provides routine maintenance of all computer labs within the department.
2. Maintains, updates, and troubleshoots student computer labs, ensuring systems remain functional both in and out of the college's network.
3. Assists instructors and students in the use of lab equipment and software.
4. Maintains inventory of all equipment in faculty/staff offices and departmental classrooms.
5. Assist with obtaining quotes for technology purchases.
6. Communicates and maintains cooperative relationships with students, staff, and faculty in an effective manner.
7. Performs other duties as assigned.

Required Education and Experience

1. To qualify, one of the following must be met:
 - Associate's degree
 - A minimum of 60 earned college hours; computer related field preferred.
2. At least one (1) year of experience working in a computer lab setting preferred.

Required Knowledge, Skills and Abilities

1. Excellent oral, written and interpersonal communication skills.
2. Strong computer skills with knowledge of Microsoft Office including, but not limited to, Word, Excel, PowerPoint, and Outlook, the Windows environment, and internet research skills.
3. Networking knowledge with personal computers and operating systems: Windows, TCP/IP, and SMTP.
4. Familiarity with computer lab equipment and various educational software.

5. Ability to prioritize, organize, and complete multiple tasks with attention to detail, within stated deadlines.
6. Ability to work evenings and/or weekends as needed; willing to travel throughout the college district using own means of reliable transportation.
7. Demonstrated commitment to achieving the vision and mission of South Texas College.
8. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
9. Ability to write routine reports and correspondence.
10. Ability to speak effectively before groups of students, staff and faculty.
11. Ability to apply practical understanding to carry out instructions furnished in written, oral, or diagram form.
12. Ability to deal with problems involving several concrete variables in standardized situations.

Checks, Certificates, Licenses, and Registrations

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

Physical Requirements

1. Exerting up to 20 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.
2. Bending the body downward and forward by bending leg and spine.
3. Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
4. Perceiving the nature of sounds at normal speaking levels with or without correction.
5. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
6. Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
7. Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
8. Standing particularly for sustained periods of time.
9. Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
10. Have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading. Including color, depth perception, and field vision.
11. Have close visual acuity to perform an activity such as: visual inspection involving small defects, small parts, and operation of machines; using measurement devices; and/or assembly or fabrication parts at distances close to the eyes.
12. Mobility to accomplish tasks, particularly for long distances or moving from one work site to another.

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

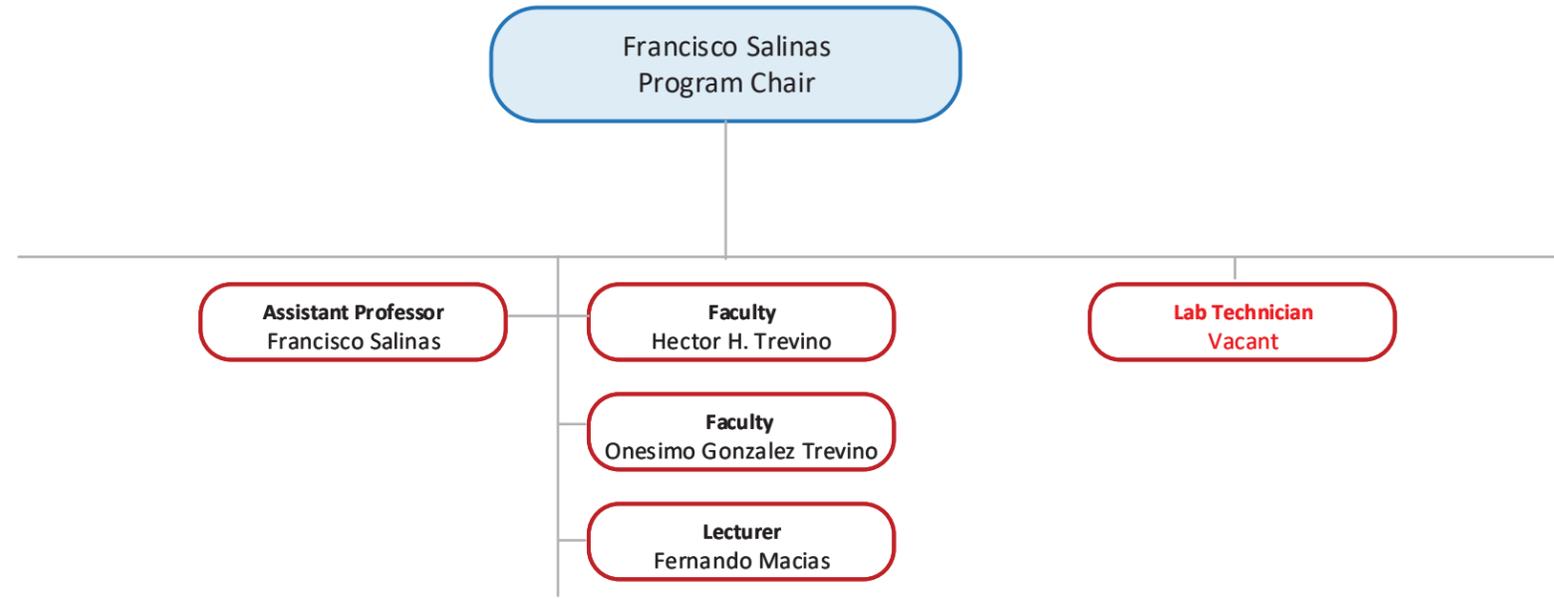
Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

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



2025-2026
Organization Chart

Division of Math, Science, IT & Bachelor Programs Cybersecurity Program



South Texas College Classification Description

Title: Police Lieutenant

Dept: Campus Police

Reports to: Chief of Police

Pay Grade: Executive Administrative Professional (EAP-7)

Salary Range: \$77,298.00 - \$113,561.000

Date: 9/3/2025

FLSA Status: Exempt

General Statement of Job

The Police Lieutenant assists the Chief of Police in providing a safe learning environment for students, faculty, and staff at South Texas College. The Police Lieutenant supervises police sergeants, dispatch supervisor, and assists in managing emergency situations that occur on college property. The Police Lieutenant is responsible for the department's overall conformance with the Texas Commission on Law Enforcement (TCOLE) requirements, completing periodic reports, and performing various personnel related functions such as scheduling work, granting time off, and conducting formal performance evaluations.

Specific Duties and Responsibilities

Essential Functions:

1. Supervises police sergeants, dispatch supervisor, and other department personnel and ensures adherence to college policies and procedures related to the safety and security of the students and employees; ensures that police officers on all shifts are making their rounds and carrying out their assigned duties.
2. Oversees mandated and professional training for police personnel and ensures that required TCOLE training is completed.
3. Serves as a positive example to police officers; provides them guidance in Texas law and explains department procedures as well as college policies and procedures.
4. Projects a positive image of the STC Department of Public Safety by maintaining pleasant and professional demeanor with students, employees, and visitors. Gives directions, renders assistance, and provides information as requested.
5. Ensures that department personnel perform in a professional manner during all law enforcement work.
6. Reviews and approves a variety of police related reports prepared by police officers and other department staff.
7. Acquires and oversees the proper maintenance of the equipment needed for the overall operation of the department. Develops new approaches for operations and investigations.
8. Develops new approaches for operations and investigations.
9. Maintains contact with all police personnel to oversee investigation activities, provide mutual assistance during emergency situations and provide general information

- about department activities.
10. Receives and responds to inquiries from students, employees, other departments and the general public.
 11. Assists with crime prevention, public education, and acts in collaboration with other community organizations.
 12. Implements college district emergency preparedness plan including emergency evacuation plans, secures perimeters, coordinates fire, medical communication, utilities and other emergency services.
 13. Provides Use of Force training to all police officers.
 14. Stays abreast of laws, ordinances, etc., and maintains Texas peace officer licensure by obtaining proper bi-annual TCOLE mandated training.
 15. Oversee police officers properly document information needed for the Racial Profiling Report.
 16. Oversee body and patrol vehicle camera servers are properly maintained
 17. Able to recognize when to distribute an emergency notification or a timely warning through the College Mass Notification System as required by the Clery Act.
 18. Provides emergency medical treatment, including CPR/AED, and First Aid, until medical personnel arrive.
 19. Assists the Chief of Police with other administrative duties pertaining to safety and security.
 20. Serves as Campus Security Authority.
 21. Performs other duties as assigned.

Required Education and Experience

1. Bachelor's Degree required.
2. Ten years (10) of direct commissioned police officer experience including at least four years (4) of supervisory and command-level responsibility required.
3. Experience in a college/university public safety or police department preferred.

Required Knowledge, Skills and Abilities

1. Supervisory experience in a related work environment required.
2. Must be willing to work various hours, rotating shifts, weekends and holidays, and be available for call back.
3. Ability to analyze situations quickly and objectively and to determine proper course of action.
4. Ability to cope with situations firmly, courteously, tactfully, and with respect for the rights of others.
5. Must have knowledge of applicable federal, state, and local laws as well as knowledge of college standard.
6. Ability to utilize computer technology to access data, maintain records, generate reports and communicate with others.
7. Must be trained to provide emergency medical treatment including CPR/AED.
8. Ability to read, analyze interpret professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of students, managers, faculty, staff, and the general public.
9. Ability to respond to and handle issues or problems that often require assessment and reasoning before approaching or determining a solution. Ability to analyze

various alternatives based on standards or approaches defined by the college and/or the appropriate laws of safety and security for the welfare of students, employees, and the general public. Ability to interpret a variety of instructions furnished in written, oral or diagram form.

Checks, Certificates, Licenses, and Registrations

1. Security Sensitive position: All applicants are subject to a criminal background check under South Texas College policy.
2. In addition, subject to a federal background check.
3. TCOLE (Texas Commission on Law Enforcement) licensure is required: U.S. Citizenship is required by TCOLE.
4. Must have valid and current Texas Peace Officer licensure.
5. Must have or qualify for a valid Texas driver's license and proof of liability insurance.
6. CPR certification required.
7. Applicants may be required to take a polygraph, physical examination, drug screening, and psychological assessment.

Physical Requirements

1. Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects.
2. Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
3. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
4. Ability to make rational decisions through sound logic and deductive processes.
5. Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
6. Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
7. Shouting in order to be heard above ambient noise level.
8. Have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading. Including color, depth perception, and field vision.
9. Have visual acuity to operate motor vehicles and/or heavy equipment.
10. Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

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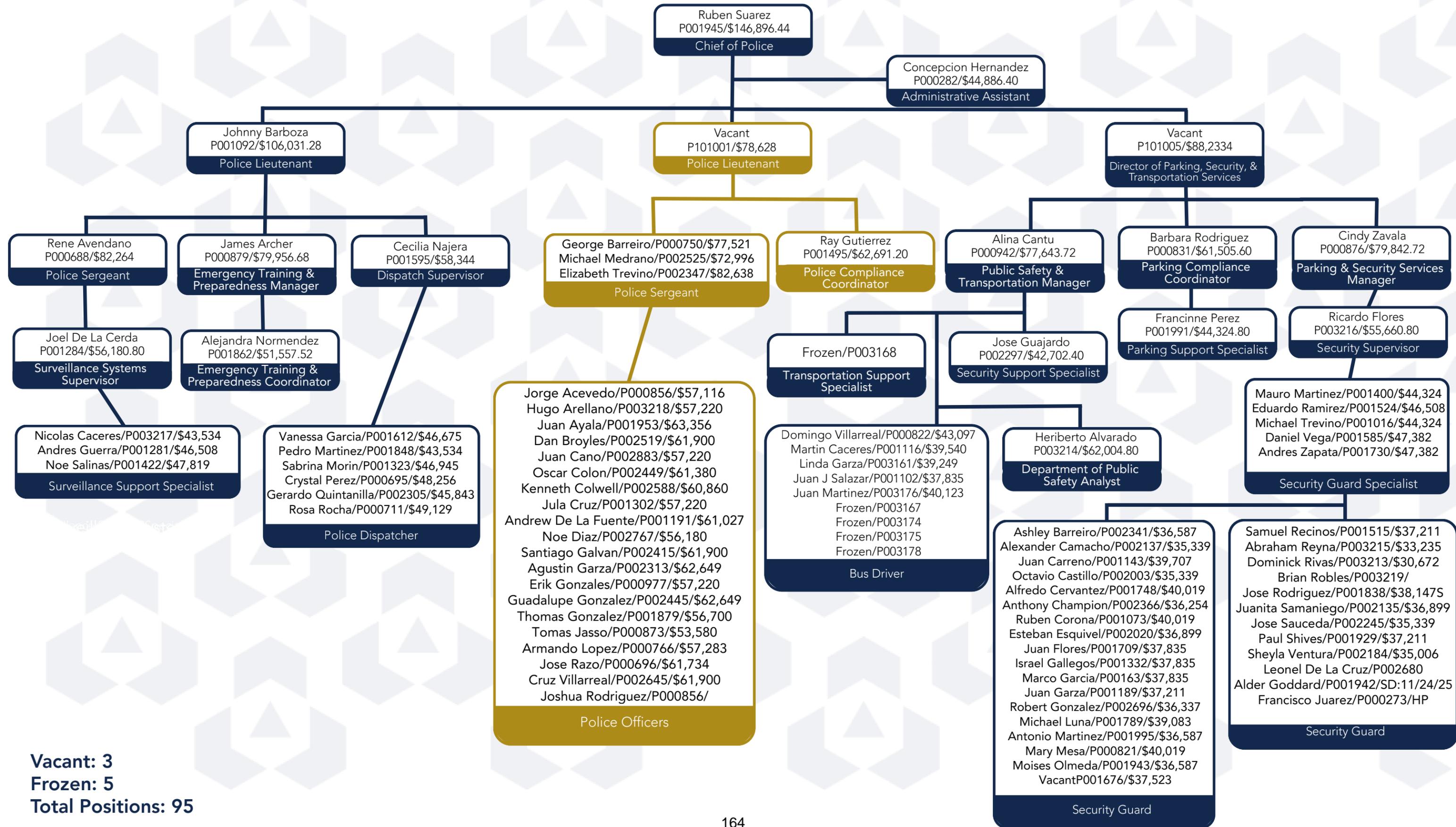
Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

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Department of Public Safety

Organizational Chart

FY 2025 - 2026



Vacant: 3
Frozen: 5
Total Positions: 95

South Texas College

Classification Description

Title: Coordinator of Valley Promise

Dept: Valley Promise

Reports to: Director of Valley Promise

Pay Grade: Executive Administrative Professional (EAP-2)

Salary Range: \$47,507.00 – 69,794.00

Date: 10/27/2022

FLSA Status: Exempt

General Statement of Job

The Coordinator of Valley Promise develops, implements, and evaluates programming and initiatives that connect prospective students to the institution and builds a college-going culture. The Coordinator of Valley Promise oversees and supervises the Valley Promise Program, initiatives, and staff district wide.

Specific Duties and Responsibilities

Essential Functions:

1. Provides a positive, friendly and knowledgeable impression of the College utilizing excellent customer service.
2. Develops and implements procedures and practices in the recruitment, connection, and enrollment of prospective students.
3. Develops and coordinates student communication processes for prospective students.
4. Serves as student advocate to facilitate the enrollment process.
5. Oversees and coordinates recruitment initiatives and ensures recruitment deliverables and messaging align with college branding and marketing, including international recruitment.
6. Maintains and coordinates the College's Customer Relationship Management (CRM) strategic plan, including communication plans and tracking students through the student lifecycle.
7. Coordinates college bound programming for elementary schools and middle schools, including the Adopted Elementary College Bound initiative.
8. Coordinates, oversees, and evaluates summer programs, seminars/workshops, and campus visits for partner schools and organizations.
9. Coordinates and leads student communication initiatives via various channels, including chat, inbound and outbound telemarketing, email, and text.
10. Ensures compliance with laws, regulations and policies impacting recruitment and student communication.
11. Monitors phone queueing system for appropriate staffing, monitor call volume, and to report issues or outages.

12. Works with departments to streamline services for call escalation.
13. Coordinates off-campus enrollment events and activities, and works with College departments as needed.
14. Oversees the Student Ambassador Program and College Mentors based at partner high schools.
15. Oversees virtual services.
16. Interprets registration, admission, and program policies and procedures.
17. Conducts media interviews on behalf of the Division to promote enrollment.
18. Analyzes trends in recruitment, admission, and enrollment to provide statistical data and reports as needed.
19. Supervises Valley Promise staff district wide.
20. Travels throughout the college district, as needed.
21. Serves as Campus Security Authority.
22. Performs other duties as assigned.

Required Education and Experience

1. Bachelor's Degree required; Master's Degree preferred.
2. At least three (3) years of higher education experience preferred.

Required Knowledge, Skills and Abilities

1. Excellent oral, written, presentation, and interpersonal communication skills.
2. Strong computer skills with knowledge of Microsoft Office including, but not limited to, Word, Excel, PowerPoint, and Outlook, the Windows environment, and internet research skills.
3. Maintains familiarity with the College's programs, policies, procedures and academic standards.
4. Bilingual, English/Spanish.
5. Ability to work independently as well as a team player within department and with others.
6. Ability to work evenings and/or weekends as needed; willing to travel throughout the college district using own means of reliable transportation.
7. Demonstrated commitment to achieving the vision and mission of South Texas College.
8. Ability to read, analyze, and interpret professional journals, technical procedures, or governmental regulations.
9. Ability to write reports, business correspondence, and procedure manuals.
10. Ability to effectively present information and respond to questions from groups of students, faculty, staff, and the general public.
11. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
12. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Checks, Certificates, Licenses, and Registrations

1. All applicants are subject to a criminal background check under South Texas College policy.
2. Must have a valid Texas driver's license and proof of liability insurance.

Physical Requirements

1. Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects.
2. Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
3. Perceiving the nature of sounds at normal speaking levels with or without correction.
4. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
5. Ability to make rational decisions through sound logic and deductive processes.
6. Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
7. Sitting and standing particularly for sustained periods of time.
8. Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
9. Have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.
10. Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

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

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South Texas College

Classification Description

Title: Coordinator of Enrollment Marketing Services

Dept: Office of Enrollment Services

Reports to: Dean of Enrollment Services

Pay Grade: Executive Administrative Professional (EAP-3)

Salary Range: \$53,445.00 - \$78,518.00

Date: 5/16/2017

FLSA Status: Exempt

General Statement of Job

The Coordinator of Enrollment Marketing Services oversees the planning, designing and execution of targeted enrollment campaigns under the leadership of the Dean of Enrollment Services. The Coordinator facilitates the identification of all potential campaigns by market segment and academic program, including enrolled students, stop-out students, and non-completers. The Coordinator utilizes the College's CRM, Banner, Argos, text message service, and email marketing platform as well as developing print and electronic collateral for targeted campaigns.

Specific Duties and Responsibilities

Essential Functions:

1. Oversees the planning, designing and execution of targeted enrollment campaigns under the direction of the Dean of Enrollment Services.
2. Ensures multiple campaigns run simultaneously for each semester and enrollment cycle.
3. Utilizes CRM technology, Banner, Argos, text messages and email to conduct campaigns to prospective and current students from a multi-channel approach.
4. Uses data in order to determine underperforming market segments and underserved populations and develops targeted campaigns quickly.
5. Establishes performance goals for all campaigns and monitors progress using data metrics that focus on response rate and results.
6. Provides reports on all campaigns and progress and measures performance based upon key enrollment, persistence and completion goals.
7. Coordinates planning and logistics of all college Commencement ceremonies.
8. Coordinates staffing and facility needs for Commencement ceremonies.
9. Assists Director of Student Records and Registrar with troubleshooting process and technology issues.
10. Collaborates with Program Chairs to ensure all potential graduates are identified according to the timelines and deadlines established by the Director of Student Records and Registrar.

Coordinator of Enrollment Marketing Services

11. Supervises graduation certification staff and ensures timely resolution of student graduation issues.
12. Works with college dual credit staff and school district personnel to ensure all eligible dual credit graduates are identified in a timely manner and all issues are resolved according to college deadlines.
13. Ensures compliance with college policies and procedures and state reporting.
14. Ensures enrollment initiatives and staff operate in accordance with College policies, procedures and practices to ensure compliance with the highest possible quality performance standards.
15. Meets regularly with campus stakeholders and high school counselors to review policies and procedures.
16. Serves as Campus Security Authority.
17. Performs other duties as assigned.

Required Education and Experience

1. Bachelor's Degree required; Master's Degree preferred.
2. At least three (3) years of higher education experience in a community college setting required.

Required Knowledge, Skills and Abilities

1. Excellent oral, written, presentation, and interpersonal communication skills.
2. Strong computer skills with knowledge of Microsoft Office including, but not limited to, Word, Excel, PowerPoint, and Outlook, the Windows environment, and internet research skills.
3. Maintains familiarity with the College's programs, policies, procedures and academic standards.
4. Bilingual, English/Spanish, preferred.
5. Ability to work independently as well as a team player within department and with others.
6. Ability to work evenings and/or weekends as needed; willing to travel throughout the college district using own means of reliable transportation.
7. Demonstrated commitment to achieving the vision and mission of South Texas College.
8. Ability to read, analyze, and interpret professional journals, technical procedures, or governmental regulations.
9. Ability to write reports, business correspondence, and procedure manuals.
10. Ability to effectively present information and respond to questions from groups of students, faculty, staff, and the general public.
11. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
12. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Checks, Certificates, Licenses, and Registrations

1. All applicants are subject to a criminal background check under South Texas College policy.
2. Must have a valid Texas driver's license and proof of liability insurance.

Physical Requirements

1. Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects.
2. Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
3. Perceiving the nature of sounds at normal speaking levels with or without correction.
4. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
5. Ability to make rational decisions through sound logic and deductive processes.
6. Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
7. Standing particularly for sustained periods of time.
8. Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
9. Have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.
10. Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

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South Texas College Classification Description

Title: Financial Aid Specialist

Department: Student Financial Services

Reports to: Coordinator of Student Financial Services

Pay Grade: Administrative Technical Support (ATS-4)

Salary Range: \$39,520.00 - \$55,702.00

Date: 12/12/2022

FLSA Status: Non-Exempt

General Statement of Job

The Financial Aid Specialist assists the Director of Student Financial Services and the coordinator in the overall administration of local, state and Title IV financial aid programs.

Specific Duties and Responsibilities

Essential Functions:

1. Assists the director and coordinator in the overall administration of local, state, and Title IV financial aid programs.
2. Informs groups and individuals of financial aid services.
3. Oversees the student verification and award packaging process.
4. Submits initial, renewal and correction applications through the Department of Education's websites.
5. Assists students and parents with financial aid programs.
6. Handles all information in a confidential and sensitive manner.
7. Assists students with their FAFSA transmittal.
8. Reviews student schedules and degree plans.
9. Monitors subjects pursued by students to certify classes that only apply to their program of study.
10. Ensures that students are not on academic suspension. Responds to inquiries from students and team members.
11. Maintains familiarity with the College's policies, procedures, and academic standards.
12. Keeps abreast of changes to regulations and requirements of financial aid programs.
13. Travels throughout the college district, as needed.
14. Serves as Campus Security Authority.
15. Performs other duties as assigned.

Required Education and Experience

1. Bachelor's degree required.
2. At least one (1) year of customer service experience, preferred.

Required Knowledge, Skills and Abilities

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

Checks, Certificates, Licenses, and Registrations

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

Physical Requirements

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

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

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South Texas College Classification Description

Title: Recruiting Specialist

Department: College Connections

Reports to: Coordinator of College Connections

Pay Grade: Administrative Technical Support- 4

Salary Range: \$39,520.00- \$55,702.00

Date: 6/05/2023

FLSA Status: Non-Exempt

General Statement of Job

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

Specific Duties and Responsibilities

Essential Functions:

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

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

Required Education and Experience

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

Required Knowledge, Skills and Abilities

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

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

Checks, Certificates, Licenses, and Registrations

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

Physical Requirements

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

Work Environment:

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

the year.

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

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

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

South Texas College
2025-2026 Organizational Plan
Office of VP SAEM

Vice President of Student Affairs and Enrollment Management
(Matthew S. Hebbard) PCN

Executive Administrative Assistant
(Haydee Yvette Hubbard) PCN

Dean of Enrollment Services
(Otoniel Matamoros) PCN

Dean of Student Affairs
(Pablo Hernandez) PCN

Dean of Enrollment Systems and Registrar
(Cynthia Blanco) PCN

Director of Valley Promise
(Melissa Pena) PCN

Project Manager
(Chelsea Arredondo) PCN

Coordinator of Recruitment
(Robert Barrera) PCN

Coordinator of Enrollment Marketing Services
(Vacant) PCN

Valley Promise Recruiters
(Louis Nolan) (PCN)
(Frida Rivas) (PCN)
(Yanitza Garcia) PCN
(Jocelyn Palacios) STR
(Jeanette Gomez) MVC
(Anselmo Reyna) MVC
(Javier Canizales) PCN
(Justin X. Gongora) PCN
(Vanessa Garcia) STR
(Daisie Edmundson) PCN
(Alyssa Castellanos) PCN
(Nidia Hinojosa) PCN
(Kaylee Lopez) PCN
(John Palomares) PCN
(Lyssa McDonald) PCN

FA Specialist
(Vacant) PCN

Outreach Specialist
(Ariana Valenzuela) PCN
(Irene Rodriguez) PCN

South Texas College Classification Description

Title: Associate Vice President – Institutional Research and Planning

Department: Institutional Research and Planning

Reports to: Vice President of Information Services, Planning, Performance and Strategic Initiatives

Pay Grade: Executive Administrative Professional - 14

Salary Range: \$129,149.00 - \$182,053.00

Date: 10/13/2025

FLSA Status: Exempt

General Statement of Job

The Associate Vice President - Institutional Research and Planning (AVP – IRP) leads the institutional strategic planning processes. This role involves organizing, designing, coordinating, supervising, and implementing strategic planning and related key initiatives, including the Quality Enhancement Plan. The AVP ensures the college aligns its mission, goals, key performance indicators, regular assessments, and departmental unit-level planning, promoting data-informed decision-making at all levels. Responsibilities include ensuring data governance, coordinated institutional reporting and research, and regular assessment of institutional data maturity. The AVP is also responsible for developing and sustaining a culture of data-informed planning, data literacy, and decision-making across the college, and serves as the institutional regional accreditation (SACSOC) liaison, ensuring successful submission of all accreditation reports, reviews, and submissions.

Specific Duties and Responsibilities

Essential Functions:

1. Leads the strategic planning process, including development, implementation, and evaluation of institutional progress.
2. Oversees the Strategic Initiative Office, ensuring alignment with institutional priorities and goals.
3. Directs institutional improvement initiatives aligned with the mission, strategic plan, and key performance indicators.
4. Chairs the Institutional Leadership Council and Planning and Effectiveness Committee, fostering broad-based dialogue and awareness of key institutional initiatives directions.
5. Coordinates development and monitoring of key performance indicators in line with the mission, strategic plan, performance-based funding, and external requirements.
6. Provides leadership for strategic initiatives aimed at increasing student access,

Associate Vice President – Institutional Research and Planning

- success, and completion.
7. Creates and executes a 5-year operational planning process defining organizational objectives and tactics.
 8. Integrates strategic planning, initiatives, operational planning, institutional effectiveness, and budget development.
 9. Leads projects related to institutional evaluation, research, effectiveness, and reporting.
 10. Oversees the collection, maintenance, and distribution of institutional data.
 11. Collaborates with other departments to connect strategic planning, budgeting, and measurable objectives.
 12. Chairs the Data Management and Integrity Committee to ensure data integrity and maturity.
 13. Works with the Chief Information Officer on data governance and maturity goals.
 14. Provides oversight for data collection and analysis systems supporting unit level review and assessment.
 15. Designs and implements systems to improve data-informed culture and literacy campus-wide.
 16. Leads development of data self-service tools, including the institutional data portal and visualization.
 17. Ensures data availability for decision-making at all levels.
 18. Serves as the SACSCOC accreditation liaison, overseeing reporting, substantive change, reaffirmation, and site visits.
 19. Recommends application of data analysis and research results to institutional improvement.
 20. Oversees the college's data management and governance structure to include standards, policies, procedures, compliance, and prioritization.
 21. Serve as a liaison with state and federal agencies, other educational institutions, administrators, faculty, and staff.
 22. Serve on institution committees providing problem resolution, and interpretations and explanation of policy as related to institutional research.
 23. Maintains current knowledge of technological developments.
 24. Maintains membership and service in relevant local, state, and national organizations.
 25. Supervises designated Institutional Effectiveness, Research and Analytical Services, and Strategic Initiatives staff.
 26. Performs other related duties as assigned.

Required Education and Experience

27. Master's degree in Analytical Research or related field required; Doctorate preferred.
28. At least eight (8) years of leadership experience in research, evaluation, planning or higher education administration required.

Required Knowledge, Skills and Abilities

1. Demonstrated experience in institutional research and statistical analysis, data collection and reporting methods.
2. Lead, develop and administer data literacy training initiatives across the college district
3. Experience in enrollment statistics and projections.
4. Possesses a clear vision of goals and strategic planning.
5. Familiar with agency reports, i.e., IPEDS, THECB, SACSCOC and other federal, state and local agencies required reports.
6. Experience in gathering appropriate institutional data to facilitate the creation and production of the Data Portal and Data Visualizations.
7. Knowledge and experience in use of statistical software and structured query language (SQL)
8. Excellent oral, written, presentation, and interpersonal communication skills.
9. Strong computer skills with knowledge of Microsoft Office (Word, Excel, PowerPoint, statistical software, SQL, and Outlook) and internet research skills.
10. Ability to prioritize and manage multiple projects that require demonstrated leadership ability.
11. Ability to analyze situations quickly and objectively and to determine proper course of action.
12. Team player with the ability to collaborate with all college departments, functions, and other support services.
13. Ability to adapt to constant change and periods of fast-paced, high-intensity work situations.
14. Ability to work evenings and/or weekends as needed; willing to travel throughout the college district using own means of reliable transportation.
15. Demonstrated commitment to achieving the vision and mission of South Texas College.
16. Ability to read, analyze, and interpret general business periodicals, professional and technical journals, technical procedures, and governmental regulations.
17. Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents.
18. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
19. Ability to write reports, business correspondence, and procedure manuals.
20. Ability to effectively present information and respond to inquiries from executive management, faculty, staff, students, public groups, regulatory agencies, and/or Boards of Trustees.
21. Ability to define problems, collect data, establish facts, and draw valid conclusions.
22. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
23. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Checks, Certificates, Licenses, and Registrations

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

Physical Requirements

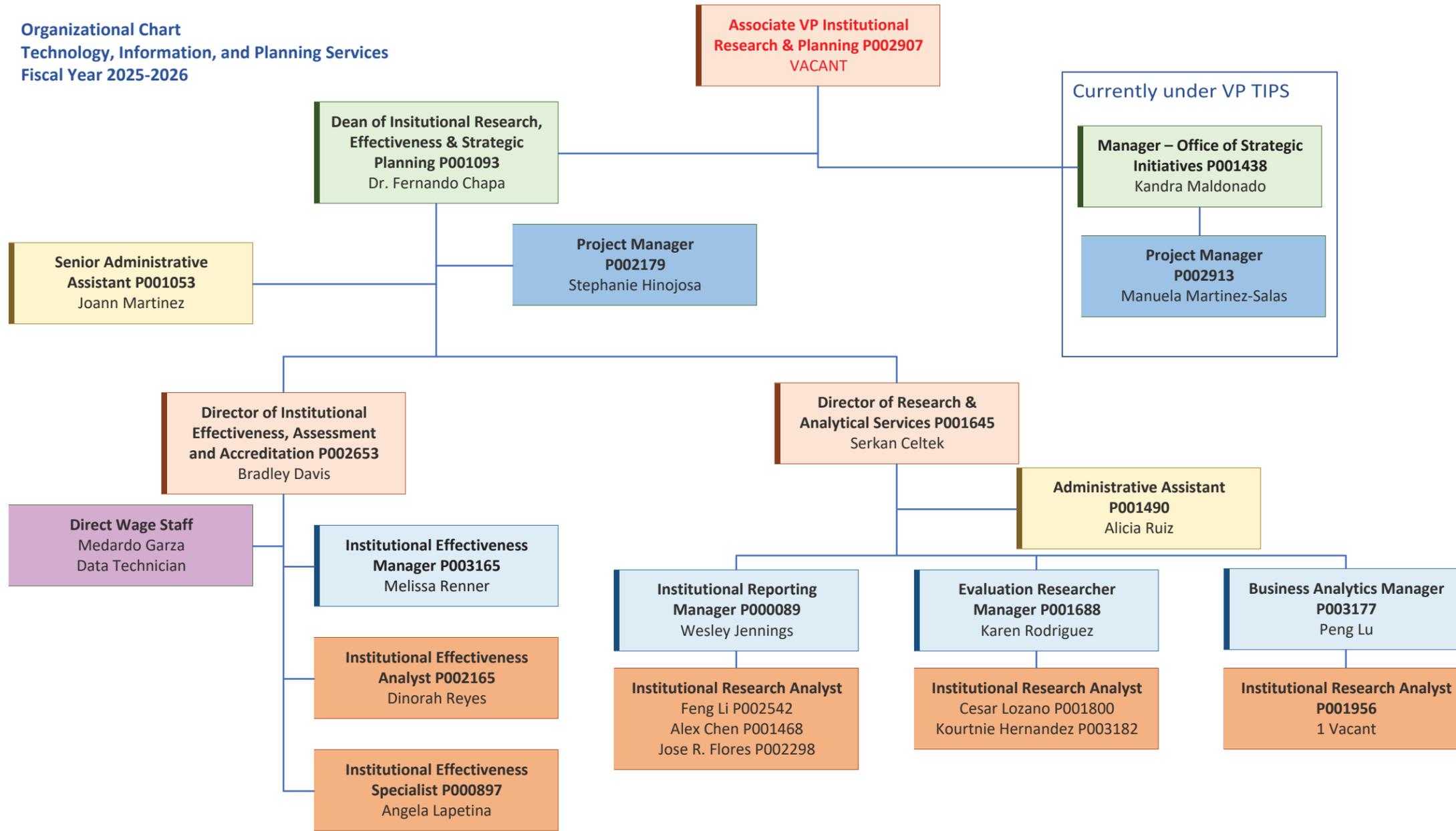
1. Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects.
2. Perceiving the nature of sounds at normal speaking levels with or without correction.
3. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
4. Ability to make rational decisions through sound logic and deductive processes.
5. Applying pressure to an object with the fingers and palm.
6. Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
7. Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
8. Sitting particularly for sustained periods of time.
9. Close visual acuity to perform an activity such as: preparing and analyzing data and figures, transcribing, viewing a computer terminal, and/or extensive reading, including color, depth perception, and field vision.
10. Mobility to accomplish tasks, particularly for long distances or moving from one work site to another.

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

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Organizational Chart
Technology, Information, and Planning Services
Fiscal Year 2025-2026



Updated: 1/5/2026

South Texas College Classification Description

Title: Open Lab Technician

Department: Learning Commons and Open Labs

Reports to: Open Lab Supervisor

Pay Grade: Administrative Technical Support (ATS-3)

Salary Range: \$36,920.00 - \$52,021.00

Date: 06/28/2023

FLSA Status: Non-Exempt

General Statement of Job

The Open Lab Technician provides customer support and technical assistance within the Learning Commons and Open Labs department.

Specific Duties and Responsibilities

Essential Functions:

1. Supports patrons with the use of computers, equipment, and software applications.
2. Provides excellent customer service when addressing patron needs.
3. Addresses patron complaints and concerns in a professional and ethical manner.
4. Applies and enforces lab rules and safety standards.
5. Assists in the installation of computer, peripherals, and equipment.
6. Updates and maintains computers.
7. Provides patrons assistance with questions pertaining to college resources.
8. Assists with the maintenance and support of laptop checkout programs.
9. Provides customer support and technical assistance in the use of makerspace technologies including but not limited to 3D printers, laser cutters, and mixed reality technologies .
10. Opens and closes the open labs for the day-to-day operations.
11. Maintains open labs cleaned and sanitized at all times.
12. Supports the departments marketing efforts by distributing marketing materials, provides tours, and conducting presentations.
13. Prepares custom lab reports.
14. Distributes interdepartmental mail and sensitive documents.
15. Supports and assists with the departments inventory management efforts.
16. Completes assigned college and departmental trainings including those that might require in state or out of state travel.
17. Performs other duties as assigned.

Required Education and Experience

1. Associate's degree required; computer related field preferred.

2. At least one (1) year of experience in computer lab setting or related area preferred.

Required Knowledge, Skills and Abilities

1. Excellent oral, written and interpersonal communication skills.
2. Excellent customer service skills, including active listening, conflict resolution, empathy, friendliness, and patience.
3. Strong computer skills with knowledge of Microsoft Office including, but not limited to, Windows 10/11, Mac's, computer networking, and internet research skills.
4. Software knowledge in Adobe Creative Cloud (Acrobat, Photoshop, InDesign, Premier, etc.) and related software.
5. Ability to prioritize, organize, and complete multiple tasks with attention to detail, within stated deadlines.
6. Ability to work independently as well as in a team environment.
7. Must be willing and able to work various hours, various locations, rotating shifts and weekends to support the department operations.
8. Ability to travel throughout the college district using own means of reliable transportation.
9. Demonstrated commitment to achieving the vision and mission of South Texas College.
10. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
11. Ability to write routine reports and correspondence.
12. Ability to speak effectively before groups of students, customers or employees of organization.
13. Ability to apply practical understanding to carry out instructions furnished in written, oral, or diagram form.
14. Ability to deal with problems involving several concrete variables in standardized situations.

Checks, Certificates, Licenses, and Registrations

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

Physical Requirements

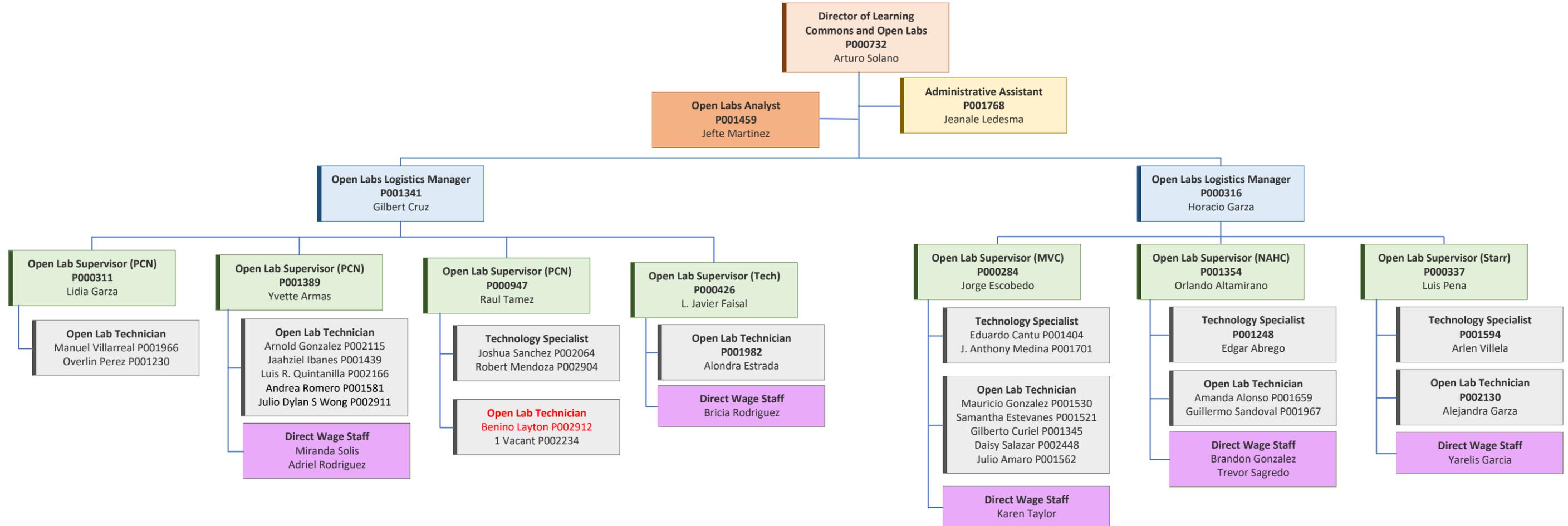
1. Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
2. Moving about on hands and knees or hands and feet.
3. Bending the body downward and forward by bending leg and spine.
4. Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
5. Applying pressure to an object with the fingers and palm.
6. Picking, holding, or otherwise working, primarily with the whole hand.

7. Perceiving the nature of sounds at normal speaking levels with or without correction.
8. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
9. Bending legs at knee to come to a rest on knee or knees.
10. Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
11. Ability to make rational decisions through sound logic and deductive processes.
12. Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
13. Extending hand(s) and arm(s) in any direction.
14. Substantial movements (motions) of the wrist, hands, and/or fingers.
15. Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
16. Standing particularly for sustained periods of time.
17. Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
18. Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
19. Close visual acuity to perform an activity such as: preparing and analyzing data and figures, transcribing, viewing a computer terminal, and/or extensive reading, including color, depth perception, and field vision.
20. Visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned or to make general observations of facilities or structures.
21. Mobility to accomplish tasks, particularly for long distances or moving from one work site to another.

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South Texas College Classification Description

Title: Learning Excellence Specialist

Department: Centers for Learning Excellence

Reports to: Coordinator of Campus Center for Learning Excellence

Pay Grade: Administrative Technical Support (ATS-4)

Salary Range: \$39,520.00 - \$55,702.00

Date: 04/26/2024

FLSA Status: Non-Exempt

General Statement of Job

The Learning Excellence Specialist provides assistance and support in the oversight of daily operations for the designated campus. Plans and delivers training for CLE part-time staff. Assists with recommendations for hire, supervision, scheduling, and evaluation of campus Student Learning Assistants (tutorial staff), Customer Service Clerks, and other part-time staff. Oversees workshops and content reviews offered by and affiliated with the CLE.

Specific Duties and Responsibilities

Essential Functions:

1. Provides assistance and support for the day-to-day operation of campus CLE.
2. Assists with supervision and development of tutorial, and other academic success initiatives designed to enhance learning and to promote the development of independent learners.
3. Assists the CLE Campus Coordinator or program manager with recruitment, scheduling, supervision, and evaluation of Student Learning Assistants (tutorial staff), Customer Service Clerks and other part-time staff at campus CLE.
4. Provides educational assistance in specific discipline to improve understanding and comprehension of subject.
5. Serves as a Designee for time and attendance records for Student Learning Assistants (tutorial staff) and Customer Service Clerks at campus CLE.
6. Markets CLE-Online services to faculty and students.
7. Develops and delivers workshops, presentations, and orientations about CLE programs and services and academic topics.
8. Prepares periodic reports of campus CLE activity and student tutoring requests for the Director of CLE and CLE Campus Coordinators.
9. Ensures comprehensive and accurate records of services delivered through campus CLE.
10. Assists with coordination of organized study groups for students on assigned campuses and maintains attendance records.
11. Oversees, develops, schedules and delivers training for CLE Student Learning Assistants (tutorial staff), and Clerks. Maintains updated records on CRLA training datasheets for each part-time staff member.
12. Meets with part-time staff every semester to review their CRLA level status and ensure that they are in compliance with training requirements.

13. Oversees, schedules, and promotes workshops and content reviews for students on assigned campus.
14. Addresses student complaints and concerns, notifying CLE Director, CLE Coordinator, Security, and Office of Judicial Affairs, as appropriate.
15. Maintains a personal plan for professional development and quality enhancement according to accepted best practices within the field of learning assistance.
16. Serves as a Campus Security Authority.
17. Participates as directed in required departmental training and meetings.
18. Travels throughout the college district as needed.
19. Performs other duties as assigned.

Required Education and Experience

1. Bachelor's degree required. Bachelor's in English, Reading, Humanities, Education, Communication, Business, or related field preferred.
2. At least nine (9) months (one academic year—fall to spring) of experience working with students in learning support (tutoring, supplemental instruction, teaching, online learning, advising/peer mentoring) required.

Required Knowledge, Skills and Abilities

1. Excellent oral, written, presentation, and interpersonal communication skills.
2. Strong computer skills with knowledge of Microsoft Office including, but not limited to, Word, Excel, PowerPoint, and Outlook, the Windows environment, and internet research skills.
3. Knowledge of gathering data and statistical research and reporting.
4. Ability to supervise and train large groups of tutors.
5. Ability to work independently as well as a team player within department and with others.
6. Ability to prioritize, organize, and complete multiple tasks with attention to detail, within stated deadlines.
7. Ability to work evenings and/or weekends as needed; willing to travel throughout the college district using own means of reliable transportation.
8. Demonstrated commitment to achieving the vision and mission of South Texas College.
9. Ability to read, analyze, and interpret related professional journals, technical procedures, or governmental regulations.
10. Ability to write reports, business correspondence, and procedure manuals.
11. Ability to effectively present information and respond to questions from groups of students, faculty or staff members.
12. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
13. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Checks, Certificates, Licenses, and Registrations

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

Physical Requirements

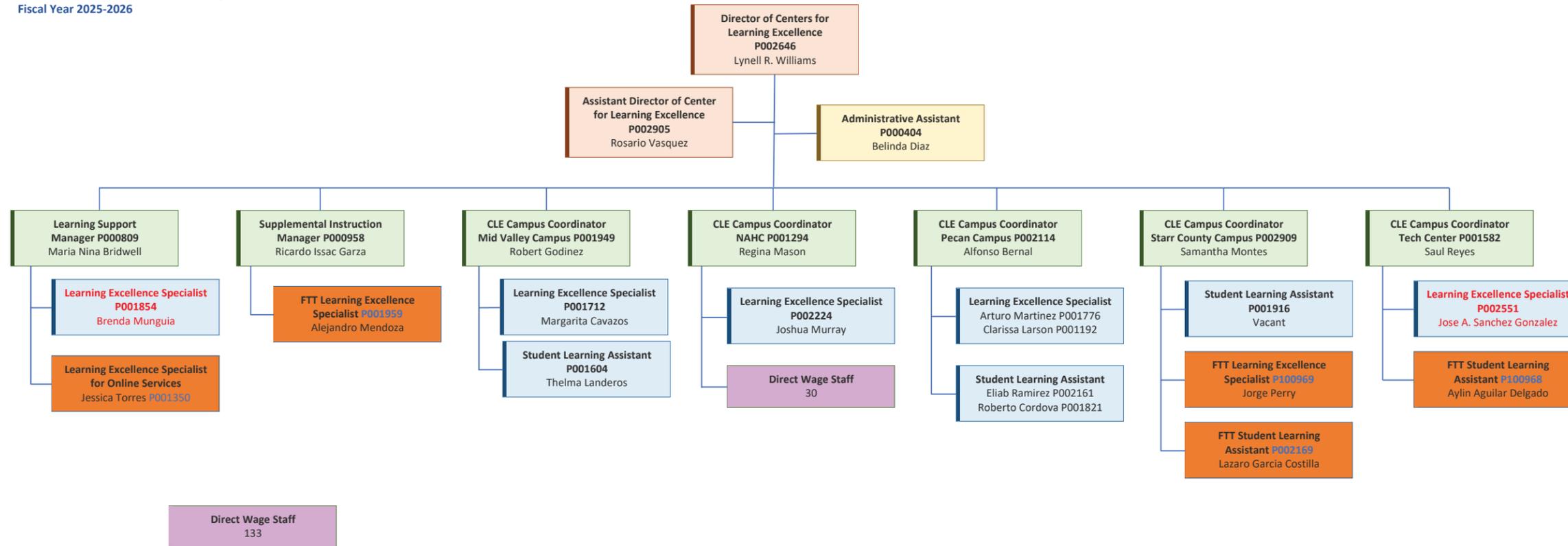
1. Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.
2. Bending the body downward and forward by bending leg and spine.
3. Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
4. Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
5. Perceiving the nature of sounds at normal speaking levels with or without correction.
6. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
7. Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
8. Ability to make rational decisions through sound logic and deductive processes.
9. Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
10. Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
11. Extending hand(s) and arm(s) in any direction.
12. Substantial movements (motions) of the wrist, hands, and/or fingers.
13. Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
14. Standing particularly for sustained periods of time.
15. Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
16. Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
17. Close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading, including color, depth perception, and field vision.
18. Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

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

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Organizational Chart
 Technology, Information, and Planning Services
 Fiscal Year 2025-2026



Updated: 1/12/2026

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 ***It is recommended that the Board of Trustees of South Texas College approve and authorize the following Minute Order proposed for consideration:***

The Board of Trustees of South Texas College approves and authorizes 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).

Approval Recommended:

Dr. Ricardo J. Solis
President

South Texas College

Approval of Reclassifications: Position Title Changes, Pay Grade Revisions, Salary Adjustments, FLSA Changes, and/or Organization Changes to Employee Staffing & Compensation Plans

Filled and Vacant Positions

FY 2025 - 2026

#	Cost Center/ Program Name & Code	Title Position #	Current Classification & Pay Grade	Proposed Classification & Pay Grade	Current Budget	Adjustment Amount	New Amount	Less Funding Source	Impact to Budget	Funding Source	Rationale
Vice President for Institutional Advancement and External Affairs (1)											
1	Communication and Creative Services CC00004	Title, Pay Grade, and Salary Adjustment for Coordinator - Community Relations to Manager - Project/Events Filled P000262	Executive Administrative Professional 2	Executive Administrative Professional 4	\$ 52,280	\$ 12,025	\$ 64,305	\$ (12,025)	\$ -	P003039 Vacant position	•Reclassification is necessary to reflect the expanded responsibilities that have been integrated into the Coordinator position. Employee now manages a broader scope of high-level duties, primarily directing staff, the development of logistics and materials for the production of college-wide events. Tracks and manages all events for the department and is responsible for leading and collaborating with other divisional staff to ensure all deliverables are met within established timelines.
Total for Vice President for Institutional Advancement and External Affairs					\$ 52,280	\$ 12,025	\$ 64,305	\$ (12,025)	\$ -		
Vice President for Academic Affairs and Economic Development (3)											
2	Division of Academic Affairs CC00006	Title, Pay Grade, and Salary Adjustment for Graphic Designer I to Graphic Designer II-Academic Affairs & Economic Development Filled P000843	Administrative Technical Support 4	Administrative Technical Support 5	\$ 43,222	\$ 2,663	\$ 45,885	\$ (2,663)	\$ -	VPAA-DW Pool	•Reclassification is necessary to reflect the expanded scope of duties and responsibilities. Position provides critical support to the AAED Division, along with consultation and oversight to all related projects for departments reporting to or collaborating with the AAED Division.
3	Division of Health Science Professions CC00019	Title, Pay Grade, and Salary Adjustment for Administrative Assistant to Project Manager - Health Science Professions Vacant P000471	Administrative Technical Support 3	Executive Administrative Professional 4	\$ 50,690	\$ 14,994	\$ 65,684	\$ (14,994)	\$ -	VPAA-DW Pool	•Reclassifying vacant position from Administrative Assistant to Project Manager. The position is needed to assist the Health Science Professions Division Dean with strategic projects, including program development, accreditation compliance, facility enhancements, and student engagement efforts that involve multiple stakeholders, complex timelines, and significant resource coordination.
4	Division of Health Science Professions CC00019	Title, Pay Grade, and Salary Adjustment for Specialist - Clinical Affairs to Clinical Affairs Manager Filled P000830	Administrative Technical Support 4	Executive Administrative Professional 4	\$ 47,653	\$ 18,030	\$ 65,683	\$ (18,030)	\$ -	VPAA-DW Pool	•Reclassification is necessary to reflect the expanded scope of duties and responsibilities. The position oversees the clinical and practicum coordinator for the HSP Division and manages clinical affiliation agreements, maintains compliance documentation, and ensures readiness for accreditation site visits.
Total for Vice President for Academic Affairs and Economic Development					\$ 141,565	\$ 35,687	\$ 177,252	\$ (35,687)	\$ -		
Vice President for Finance and Administrative Services (3)											
5	Campus Police CC00045	Pay Grade, and Salary Adjustment for Police Lieutenant Filled P001092	Executive Administrative Professional 7	Executive Administrative Professional 8	\$ 106,031	\$ 3,181	\$ 109,212	\$ (3,181)	\$ -	Safety and Security Overtime Pool CC00041	•Police Lieutenant position assists the Chief of Police with administrative functions and management to ensure the efficiency and effectiveness of the overall operation of the Department of Public Safety within the college. Placing the Police Lieutenant position at a higher pay grade level is closer aligned with the current job market and to align with other positions with similar responsibilities. As per Compensation Plan FY 2025-2026, a minimum of 3% increase applies to base pay for a position recommended to a higher pay grade and whose salary is above the midpoint of the new pay grade.
6	Business Office CC00035	Title, Pay Grade, and Salary Adjustment for Assistant - Accounting to Accounting Specialist Filled P002351	Administrative Technical Support 3	Administrative Technical Support 5	\$ 37,669	\$ 6,905	\$ 44,574	\$ (6,905)	\$ -	P001968 Vacant position	•The upgrade to Accounting Specialist is essential to meet organizational needs arising from the implementation of Workday, to align with expanded duties, and to ensure effective succession planning within the Accounts Payable department.

South Texas College

Approval of Reclassifications: Position Title Changes, Pay Grade Revisions, Salary Adjustments, FLSA Changes, and/or Organization Changes to Employee Staffing & Compensation Plans

Filled and Vacant Positions

FY 2025 - 2026

#	Cost Center/ Program Name & Code	Title Position #	Current Classification & Pay Grade	Proposed Classification & Pay Grade	Current Budget	Adjustment Amount	New Amount	Less Funding Source	Impact to Budget	Funding Source	Rationale
7	Human Resources CC00047	Title, Pay Grade, and Salary Adjustment for Executive Director - Human Resources and Talent Development for Associate Vice President - Human Resources Vacant P000331	N/A	Executive Administrative Professional 14	\$ 121,688	\$ 20,687	\$ 142,375	\$ (20,687)	\$ -	P001864 Vacant position	•The Associate Vice President for Human Resources is essential to providing strategic leadership and oversight of all Human Resources functions across South Texas College. This role ensures HR operations align with the College's mission and strategic goals while supporting a growing and diverse workforce. The position collaborates with administration, committees, and staff to implement effective HR initiatives and maintain compliance with regulatory requirements.
Total for Vice President for Finance and Administrative Services					\$ 265,388	\$ 30,773	\$ 296,161	\$ (30,773)	\$ -		

Vice President for Technology, Information & Planning Services (1)											
#	Cost Center/ Program Name & Code	Title Position #	Current Classification & Pay Grade	Proposed Classification & Pay Grade	Current Budget	Adjustment Amount	New Amount	Less Funding Source	Impact to Budget	Funding Source	Rationale
8	Centers for Learning Excellence CC00060	New Position request for Learning Excellence Specialist for Online Services	N/A	Administrative Technical Support 4	\$ -	\$ 42,390	\$ 42,390	\$ (42,390)	\$ 0	570002 CLE Online Services Pool	•Banner Position 709423 was created to institutionalize the employee. Reallocation of funds in position 709423 was later requested to establish a DW Pool for online tutors (840444) per excerpt of DHSI grant proposal. Gradual transition of funding for the employee's position as required under grant project sustainability plan began in Grant Year 3 with 25% DHSI grant / 75% institutional split-funding. At grant conclusion, CLE attempted to reassign the employee to 709423 for FY 26 and discovered it had been permanently deleted in FY 22 upon creation of DW pool. A new Workday position will be created for this employee.
Total for Vice President for Technology, Information & Planning Services					\$ -	\$ 42,390	\$ 42,390	\$ (42,390)	\$ 0		

Total Request for All Divisions (8)	\$ 120,875
Less Funding from Savings of Existing Vacant Positions or Pools	(120,875)
Net Salary Budget Increase	\$ 0

EMPLOYEE PERFORMANCE
PROMOTION AND DEMOTION

DLC
(LOCAL)

It is the intent of the College District to achieve optimum utilization of an employee's skills and talents by filling positions with the best-suited candidate by promoting, reassigning, or demoting a qualified employee to that position.

The promotion, reassignment, or demotion of an employee shall be done on the basis of qualifications and suitability of the candidate, without regard to race, color, national origin, ethnicity, religion, age, sex, sexual orientation, gender, gender identity, gender expression, pregnancy, parental status, disabilities, genetic information, or veteran status and shall be in keeping with federal and state employment laws and regulations and the regulations of the College District.

Definitions

Promotion

“Promotion” is the movement of an employee into a position of increased responsibility or complexity of duties and in a higher salary range.

Reassignment

“Reassignment” is the movement of an employee from one position to another position of the same or substantially similar responsibility or complexity of duties in the same salary range.

Demotion

“Demotion” is the movement of an employee into a position of decreased responsibility or complexity of duties and in a lower salary range.

Promotion and Reassignments

The appropriate vice president shall recommend the promotion or reassignment of a qualified employee under his or her authority to the College President for approval.

Demotions

The appropriate vice president shall recommend to the College President the demotion of an employee to a position where he or she shall be able to meet performance requirements, to apply disciplinary action for misconduct, or for other reasons. Employees under a term contract shall be afforded notice and a hearing regarding their demotion. An employee may request a demotion to start training in another occupation, to continue employment when a layoff is imminent, or for other reasons.

Salary Rate Adjustment

Promotion

An employee who is promoted shall receive a salary adjustment within the salary range of the new position that does not exceed the maximum salary rate established for the new position and as determined by the College President. If no salary range has been predetermined, the appropriate vice president shall make a salary recommendation to the College President for approval.

Reassignment

An employee who is reassigned from one position to another position of the same or substantially similar responsibility or complexity of duties in the same salary range is not eligible for a salary increase.

EMPLOYEE PERFORMANCE
PROMOTION AND DEMOTION

DLC
(LOCAL)

Demotion

Upon demotion, an employee's salary shall be adjusted to an appropriate level within the new salary range as determined by the College President. The new pay rate shall be determined by consideration of the circumstances related to the demotion, the employee's employment record, and job performance.

**Authority and
Approval**

All promotions, reassignments, or demotions must be requested and approved on a form provided by the College District.

**Temporary
Assignments**

Assuming other duties for a temporary period does not constitute a promotion, a reassignment, or a demotion and, generally, would not entitle the employee to additional or less compensation. However, individuals placed in an acting status or who are required to assume significant additional responsibilities for an extended period may be entitled to a temporary salary increase upon approval by the College President.

South Texas College Classification Description

Title: Project/Event Manager

Department: Communication & Creative Services

Reports to: Executive Director of Communication & Creative Services

Pay Grade: Executive Administrative Professional Grade 2

Salary Range: \$41,243 - \$64,508

Date: 10/1/2025

FLSA Status: -Exempt

General Statement of Job

The Project/Events Manager oversees and coordinates major projects and events, including check presentations, press conferences, partnership signings, award and anniversary celebrations that promote the mission of the college and the vision of the administration. Supervises support staff and is responsible for the planning, execution and budgeting of these high-profile, high-publicity events from concept to completion.

Specific Duties and Responsibilities

Essential Functions:

1. Oversees, from concept to completion, college events as directed by the Office of Communication and Creative Services, Office of the President and Vice Presidential divisions to the standards set forth by the President.
2. Managing and overall direction and coordination of assigned projects/events on STC campuses or venues.
3. Uses independent judgement, authority and decision-making to operational functions that require immediate attention to ensure projects and events are delivered by deadline and on budget.
4. Oversees the process of getting quotes, and purchasing of a broad array of promotional projects and materials for the college; ensures products are delivered in a timely manner and then distributed fairly to all departments and divisions for recruiting purposes.
5. Responsible for sending out invitations, coordinating event locations, ordering menu for events, booking all vendors as needed and putting program together for events with approvals from Executive Director of Communication and Creative Services.
6. Ensures that all event materials present a clear, unified, and positive image for the college and/or brand by developing planning strategies aligned with the college.
7. Arranges planning meetings of department leads and community partners in assigned area for upcoming campus events/celebrations, press conferences, check signings or workshops.
8. Provides public relations and event support to programs and departments of the college in adherence to college brand standards and communication goals.
9. Conceptualizes, manages, organizes and supports college-wide and campus-based events, meetings, and other activities to promote the college and/or assigned area in collaboration with Communication and Creative Services.

Project/Events Manager

10. Briefs Executive Director of Communication and Creative Services, Marketing Manager and the Office of the President on planning issues of importance.
11. Supports special projects as directed by the Office of Communication and Creative Services, Office of the President and Vice Presidential Divisions.
12. Responsible for putting together comprehensive monthly activity and budget reports as well as provides periodic progress reports as requested by the Executive Director of Communication and Creative Services.
13. Recommends for hire, supervises, trains, assigns schedules, and evaluates support staff; provides guidance and direction to staff.
14. Travels throughout the college district, as needed.
15. Manages a Public Relations Specialist and a work study who assist with coordination and execution of all STC events, press conferences, dinners, conferences, etc.
16. Performs other related duties as assigned.

Required Education and Experience

1. Bachelor's degree required, preferably in Event Planning, Hotel Management, Hospitality, Business Administration, Communication, or Marketing.
2. At least three (3) years of community relations, event planning, or related experience required.
3. Public relations and writing experience, preferred.

Required Knowledge, Skills and Abilities

1. Excellent oral, written and interpersonal communication skills.
2. Strong background in computers and office automation, including word processing, spreadsheets, database, Excel, PowerPoint and knowledge of the Windows environment.
3. Knowledge in developing and implementing a comprehensive program to coordinate meetings, seminars and other events.
4. Ability to prioritize, organize, and complete multiple tasks with attention to detail, within stated deadlines.
5. Ability to work evenings and/or weekends as needed; willing to travel throughout the college district using own means of reliable transportation.
6. Demonstrated ability to interact effectively with a diverse multi-cultural college population.
7. Demonstrated commitment to achieving the vision and mission of South Texas College.
8. Ability to respond to common inquiries or complaints from customers, regulatory agencies and members of the business community.
9. Ability to effectively present information to administrators, employees, public groups, and/or Board of Trustees.
10. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
11. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Checks, Certificates, Licenses, and Registrations

1. All applicants are subject to a national criminal background check under South Texas College policy.
2. Must have a valid Texas driver's license and proof of liability insurance.

Physical Requirements

1. Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
2. Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.
3. Moving about on hands and knees or hands and feet.
4. Bending the body downward and forward by bending leg and spine.
5. Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
6. Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
7. Applying pressure to an object with the fingers and palm.
8. Picking, holding, or otherwise working, primarily with the whole hand.
9. Perceiving the nature of sounds at normal speaking levels with or without correction.
10. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
11. Bending legs at knee to come to a rest on knee or knees.
12. Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
13. Ability to make rational decisions through sound logic and deductive processes.
14. Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
15. Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
16. Extending hand(s) and arm(s) in any direction.
17. Substantial movements (motions) of the wrist, hands, and/or fingers.
18. Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
19. Standing particularly for sustained periods of time.
20. Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
21. Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
22. Shouting in order to be heard above ambient noise level.
23. Have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading, including color, depth perception, and field vision.
24. Visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned or to make general observations of facilities or structures.

25. Have visual acuity to operate motor vehicles and/or heavy equipment.
26. Have close visual acuity to perform an activity such as: visual inspection involving small defects, small parts, and operation of machines; using measurement devices; and/or assembly or fabrication parts at distances close to the eyes.
27. Mobility to accomplish tasks, particularly for long distances or moving from one work site to another.

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

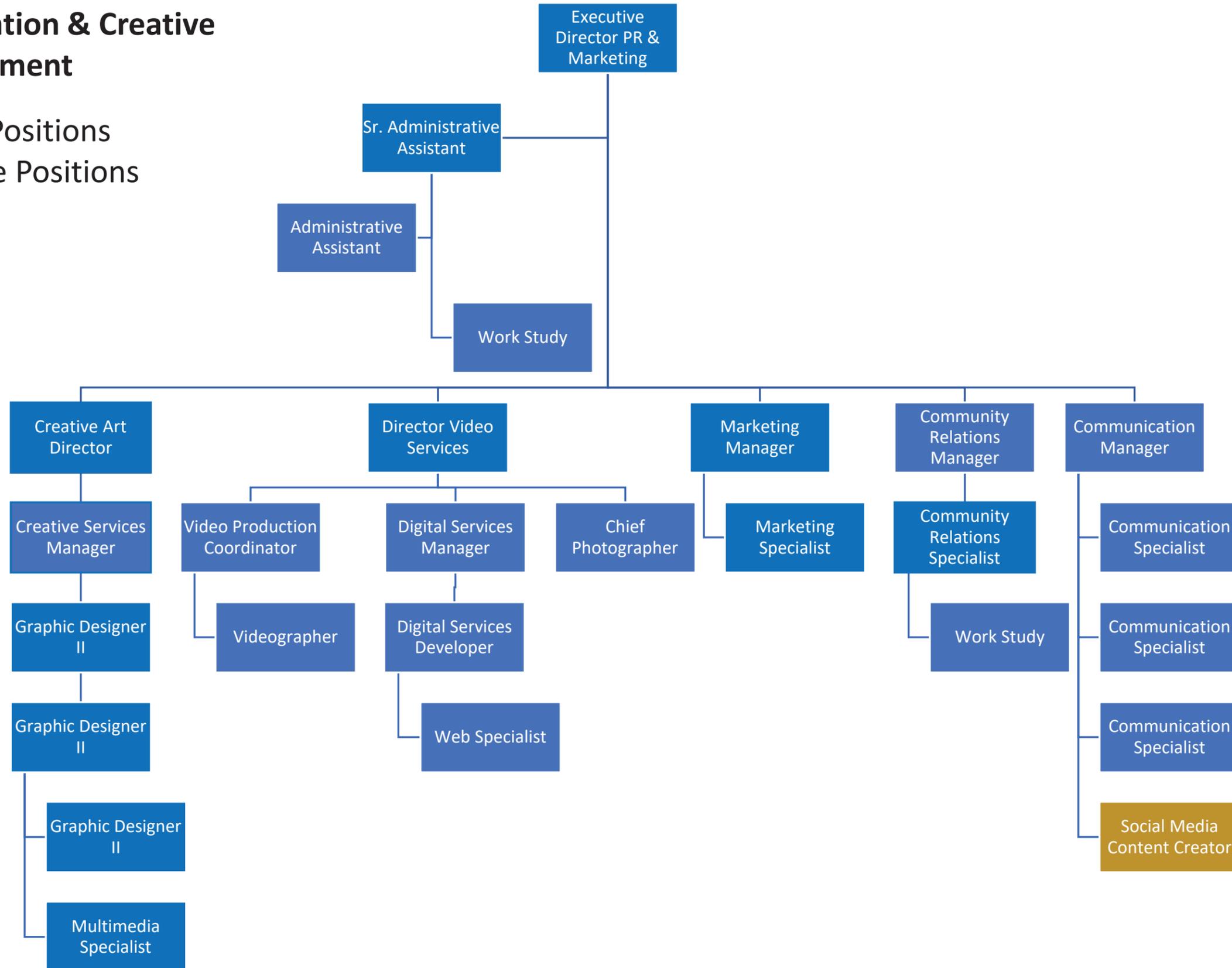
Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

South Texas College is an equal education and equal employment opportunity/affirmative action employer. As an equal education institution and equal opportunity employer, the College does not discriminate on the basis of race, color, national origin, religion, age, sex, sexual orientation, gender, gender identity, disability, genetic information, or veteran status. Discrimination is prohibited and the College will comply with all applicable College policies, and state and federal legislation. This policy extends to individuals seeking employment with and admission to the College.

STC Communication & Creative Services Department

Blue – Current Positions

Gold – Part-time Positions



South Texas College

Classification Description

Title: Graphic Designer II – Academic Affairs and Economic Development

Dept: Office of the Vice President and Provost for Academic Affairs and Economic Development

Reports to: Manager – Academic Affairs & Economic Development

Pay Grade: Administrative Technical Support – 5

Salary Range: \$43,680.00 - \$61,568.00

Date: 12/02/2025

FLSA Status: Non-Exempt

General Statement of Job

The Graphic Designer II researches, develops visual concepts, and designs using digital tools for various print and digital publications that support the Office of the Vice President and Provost for Academic Affairs and Economic Development. Responsible for designing annual program booklets, brochures, fliers, posters, postcards, and reports. Collaboration with instructional divisions and departments to develop visual concepts and designs according to specifications and revising designs based on feedback.

Specific Duties and Responsibilities

Essential Functions:

1. Develops ideas, visual concepts, and designs through sketching and using digital tools for various print and digital publications.
2. Collaborates with instructional divisions and departments to develop visual concepts and designs according to specifications and revising designs based on feedback.
3. Designs event collateral for AAED, such as Workforce Summit, AAED Assembly, Dual Credit Summit, Binational Symposium, Texas Pathways, pinning ceremonies, and other events coordinated by the division.
4. Produces Desktop publishing for assigned projects.
5. Responsible for providing layout and design for various print and online publications, such as annual program booklets brochures, fliers, posters, postcards, and reports.
6. Creates artwork, images, text, and graphic design for publications and reports in alignment with college branding requirements.
7. Designs high-level ceremonial and institutional visual assets such as AAED medallions, academic mace elements, gonfalons, stage banners, seals, and other prestige items that elevate the image and reputation of the College.
8. Manages library of documents and templates for AAED to reference and use.
9. Provides oversight and consultation to all related projects for departments reporting to or collaborating with the AAED Division.
10. Works as part of a team to ensure assigned projects are accurate and timely.
11. Assists supervisor with project requests, quotes and Communication and Creative Services (CCS) approvals, as needed.

12. Documents and maintains ongoing status reports of projects.
13. Meets critical deadlines associated with academic calendars and events coordinated by the AAED Division for high-profile projects while maintaining exceptional quality.
14. Keeps current on trends and development of design and software.
15. Presents and proposes design solutions to supervisor and internal clients.
16. Use technology and software to create images and layout of websites and printed pages.
17. Prepares flowcharts and graphics for PowerPoint presentations.
18. Supports AAED division by creating materials for academic programs, continuing education, workforce partnerships, dual credit, and community or employer engagement events.
19. Assist with internal design and development of projects in collaboration with Communication and Creative Services, such as pinning ceremonies, groundbreakings, ribbon cuttings, summits, and symposiums.
20. Travels throughout the college district, as needed.
21. Performs other duties as assigned.

Required Education and Experience

1. Associate's Degree in Graphic Design, Art, or related field required; Bachelor's degree preferred.
2. At least three (3) years of relevant work experience in higher education or ad/marketing agency required.
3. Ability to work with other internal departments, such as the Communication and Creative Services to coordinate college-level projects.

Required Knowledge, Skills and Abilities

1. Excellent oral, written, and interpersonal communication skills.
2. Strong computer skills with knowledge of Microsoft Office including, but not limited to, Word, Excel, PowerPoint, and Outlook, the Windows environment, and internet research skills.
3. Desktop publishing knowledge with strong graphic design and page layout skills.
4. Proficient in the use of graphic design software including Adobe Photoshop, Adobe Illustrator, Adobe InDesign, and Adobe Acrobat Pro.
5. Ability to prioritize, organize, and complete multiple tasks with attention to detail, within stated deadlines.
6. Ability to work independently as well as a team player within department and with others.
7. Ability to adapt to constant change and periods of fast-paced, high-intensity work situations.
8. Demonstrated commitment to achieving the vision and mission of South Texas College.
9. Ability to speak effectively before groups of employees of organization.
10. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
11. Ability to interpret a variety of instructions furnished in written, oral, diagram, or

- schedule form.
12. Ability to work with other departments, such as the Department of Public Relations to coordinate college-level projects.

Checks, Certificates, Licenses, and Registrations

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

Physical Requirements

1. Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects.
2. Perceiving the nature of sounds at normal speaking levels with or without correction.
3. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
4. Substantial movements (motions) of the wrist, hands, and/or fingers.
5. Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
6. Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
7. Visual acuity to perform an activity such as preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading, including color, depth perception, and field vision.
8. Visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned or to make general observations of facilities or structures.
9. Mobility to accomplish tasks, particularly for long distances or moving from one work site to another.

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

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

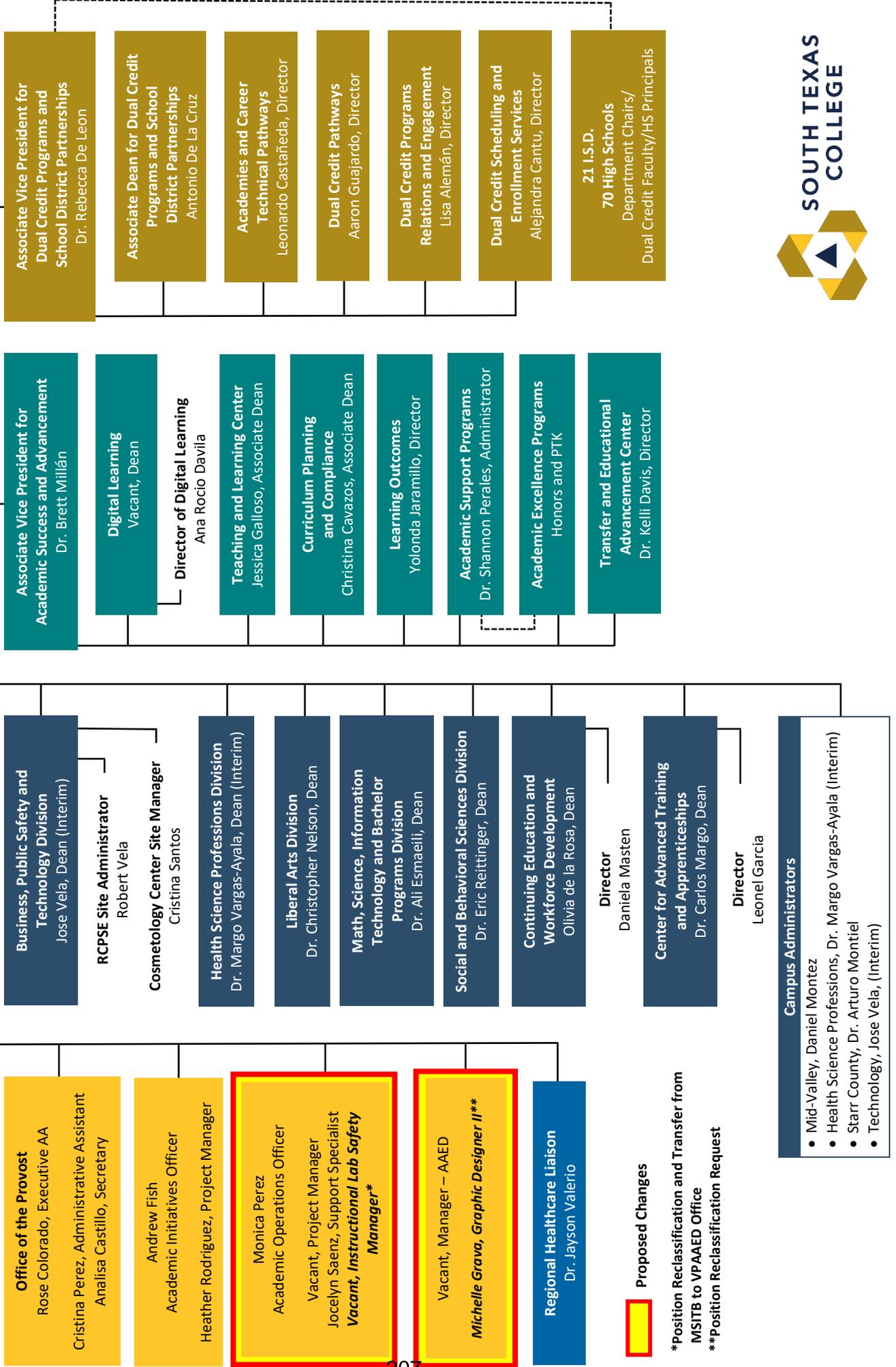
South Texas College does not discriminate or tolerate discrimination against any employee, applicant for employment, student, or applicant for admission on the basis of race, color, national origin, ethnicity, religion, age, sex, sexual orientation, gender, gender identity, gender expression, pregnancy, parental status, disabilities, genetic information, veteran status, or any other protected category under applicable local, state, or federal law.

Conduct that excludes participation, denies benefits or subjects others to discrimination is prohibited. The College complies with all applicable policies and state and federal legislation in order to combat discrimination.

Division of Academic Affairs and Economic Development

Dr. Anahid Petrosian, Vice President and Provost

Organizational Chart 2025-2026



South Texas College

Classification Description

Title: Project Manager – Health Science Professions

Dept: Division of Health Science Professions

Reports to: Dean for Health Science Professions

Pay Grade: Executive Administrative Professional- 4 Salary Range: \$48,316- \$75,570

Date: 11/11/2025

FLSA Status: Exempt

General Statement of Job

The Project Manager – Health Science Professions is responsible for the overall quality of direction, coordination, implementation, and timely completion of projects and ad hoc assignments within the Division of Health Science Professions

Specific Duties and Responsibilities

Essential Functions:

1. Creates and executes full-scale project work plans as appropriate for the projects being initiated or managed by the Dean for Health Science Professions.
2. Creates long-and short-term plans including setting targets for milestones and adhering to deadlines.
3. Plans, schedules, manages and evaluates the day-to-day operation and execution of project tasks with a focus on meeting project commitment and target completion date.
4. Monitors and regulates the use of resources and assignment of personnel for the projects.
5. Tracks project deliverables and assures their quality.
6. Provides direction and support to project teams and office staff ensuring high levels of motivation, collaboration, and performance.
7. Prepares and coordinates the preparation of periodic and special reports, including monthly and weekly activity reports, financial reports, Institutional Effectiveness plans and reports, program reports, division proposals and other reports as assigned.
8. Facilitates workflow and communication between offices and departments in the division and outside division, including disseminating information, tracking projects and assigned tasks, managing communications, evaluating feedback and coordinating division-wide events.
9. Attends planning meetings of department leads and community partners in assigned area for upcoming campus events, press conferences or community-related conferences.
10. Conceptualizes, manages, organizes and supports division-wide and campus-based events, meetings, and other activities to promote the college and/or assigned area in collaboration with Communication and Creative Services.

11. Leads and works in cross-functional project teams and task forces in addressing concerns, formulating solutions, implementing changes, and improving overall quality and service in the division and the college.
12. Schedules and facilitates project team meetings.
13. Continually identifies, prioritizes, and mitigates project risks.
14. Prepares and presents oral and written reports.
15. Prepares flowcharts, process maps, timelines, trend analysis, and graphs to depict processes, historical data, and projects.
16. Identifies opportunities for business process improvements within project scope.
17. Performs other duties as assigned.

Required Education and Experience

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

Required Knowledge, Skills and Abilities

1. Excellent oral, written, presentation, and interpersonal communication skills.
2. Strong background in computers and office automation, including word processing, spreadsheets, database, Excel, PowerPoint and knowledge of the Windows environment.
3. Demonstrated knowledge in handling multiple projects, large budgets, making difficult decisions and implementing action plans in a cooperative yet responsive team environment to achieve desired goals.
4. Proven excellence in planning, decision-making and organization.
5. Ability to adapt to constant change and periods of fast-paced, high-intensity work situations.
6. Demonstrated commitment to achieving the vision and mission of South Texas College.
7. Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents.
8. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
9. Ability to write speeches and articles for publication that conform to prescribed style and format.
10. Ability to effectively present information to top management, employees, public groups, and/or boards of directors.
11. Ability to define problems, collect data, establish facts, and draw valid conclusions.
12. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Checks, Certificates, Licenses, and Registrations

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

Physical Requirements

1. Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.
2. Perceiving the nature of sounds at normal speaking levels with or without correction.
3. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
4. Ability to make rational decisions through sound logic and deductive processes.
5. Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
6. Have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading, including color, depth perception, and field vision.
7. Visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned or to make general observations of facilities or structures.

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

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

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

South Texas College

Classification Description

Title: Clinical Affairs Manager

Department: Division of Health Science Professions

Reports to: Dean of Health Science Professions

Pay Grade: Executive Administrative Professional - 5

Salary Range: \$65,550 - \$96,302

Date:10/04/2022

FLSA Status: Non-Exempt

General Statement of Job

The Clinical Affairs Manager oversees clinical and practicum coordination for Health Science Professions programs, serving as the primary liaison with healthcare and community affiliates, partner schools, and internal departments. This role manages clinical affiliation agreements, maintains compliance documentation, and ensures readiness for accreditation site visits. Responsibilities include managing confidential records and databases related to clinical requirements, administering online systems for tracking compliance, and preparing reports for institutional stakeholders. The manager advises students on regulatory clearances, ensures timely onboarding and placement for clinical experiences, and monitors adherence to institutional and regulatory standards. Additionally, the manager supervises department staff, manages daily operations of the Student Success Center, and engages in ongoing professional development to stay current with compliance regulations and best practices.

Specific Duties and Responsibilities

Essential Functions:

1. Serves as liaison for assigned clinical affiliates and partner schools to support student success by offering clear guidance on clinical/practicum requirements and placement.
2. Serve as the liaison for all clinical affiliation agreements with healthcare and community affiliates.
3. Supports accreditation readiness by maintaining compliance documentation for Health Science Professions programs and site visits.
4. Responsible for preparing and presenting reports for the Health Science Professions Division, Continuing Education and Workforce Development, clinical affiliates, and K-12 ISD partners on student(s) clinical compliance status prior to and during clinical rotation assignment.
5. Responsible for record management and retention of affiliate agreements, safety incident reports, and student health records.
6. Manages confidential database and records of affiliation documents and coordinates with internal South Texas College departments to ensure records remain current.
7. Administrator for online systems to track and manage student health records, criminal background checks, CPR certifications, insurance status, and other clinical/practicum requirements.

8. Advises and assists students in obtaining pre-program license eligibility clearance from state boards and agencies as related to criminal backgrounds.
9. Communicates with and advises credit and non-credit students regarding clinical requirements for clinical and practicum according to affiliate policy.
10. Communicates with clinical/practicum representative regarding students' compliance with clinical requirements.
11. Provides clearance to students enrolled in a clinical and/or practicum course prior to clinical onboarding, clinical placement, and experiential learning placement.
12. Responsible for ensuring affiliate agreements and insurance requirements meet all institutional and regulatory requirements.
13. Responsible for disseminating safety incident reports involving credit and non-credit students in on-site and off-site locations in a timely manner to ensure compliance with accreditation standards.
14. Maintains familiarity with the College's policies and procedures, as well as state and federal regulations.
15. Provides direction and support to programs and office staff to ensure high levels of collaboration, motivation, and contributes to successful enrollment outcomes by prioritizing and addressing program needs.
16. Participates in on-going professional development to stay current with compliance regulations and best practices.
17. Manages the day-to-day operations of the Student Success Center.
18. Travels through the college-district as needed.
19. Performs other duties as assigned.

Required Education and Experience

1. Bachelor's Degree required.
2. At least two (2) years of experience in a healthcare or educational setting, preferred.

Required Knowledge, Skills and Abilities

1. Excellent oral, written, presentation, and interpersonal communication skills.
2. Strong computer skills with knowledge of Microsoft Office including, but not limited to, Word, Excel, PowerPoint, and Outlook, the Windows environment, online databases, and internet research skills.
3. Ability to prioritize, organize, and complete multiple tasks with attention to detail, within stated deadlines.
4. Ability to work independently as well as a team player within department and with others.
5. Ability to work evenings and/or weekends as needed; willing to travel throughout the college district using own means of reliable transportation.
6. Demonstrated commitment to achieving the vision and mission of South Texas College.
7. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
8. Ability to write routine reports and correspondence.
9. Ability to effectively present information and respond to questions from groups of students, parents, faculty, staff, managers, and the general public.
10. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

11. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Checks, Certificates, Licenses, and Registrations

1. All applicants are subject to a criminal background check under South Texas College policy.
2. Must have valid Texas driver's license and proof of liability insurance.

Physical Requirements

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

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

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

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



Dr. M. Vargas Ayala
Interim Dean of Health
Science Professions

Nursing Programs

- Bachelor of Science in Nursing
Dr. Jaime Deree Yang
- Associate of Science in Nursing
Victor Garza III
- Vocational Nursing
Jessica Neely
- Patient Care Technician
Sharon Rice

Allied Health Programs

- Diagnostic Imaging Program
Crystal Bird
- Emergency Medical Service
Carlos Tello
- Occupational Therapy
Celina Casas
- Physical Therapist Assistant
Diana Hernandez
- Pharmacy Technology & Health & Medical Administrative Services
Dr. Theresa Garza
- Dental Hygiene
Jamis Lopez

Division Office Leadership

- NAH Initiatives Manager
Judy Martinez
- Project Manager -under review for approval
- Clinical Simulation Manager
Ruben Torres
- Sr-Administrative Assistant
Vacant

Division Office Staff

- Healthcare Asset Medical Specialist
Julieta Garcia
- Secretary
Celina Marquez
- Secretary
Jennifer Rivera
- Records Technician
Justin Martinez

Student Success Center

- Advisors
Mariano Aguilar, Lisa Turrubiates
- Guided Pathways Specialist
Maria Ponce-Vargas, Noah Lopez
- Clinical Affairs Specialists
Beatriz Mata, Xiomara Garcia
- RN-BSN Academic Coach
Claudia Camacho
- ADN Advisors- Elizabeth Parra, Gregorie Gomez
- Secretary
Samantha Alvarado

South Texas College Classification Description

Title: Police Lieutenant

Dept: Campus Police

Reports to: Chief of Police

Pay Grade: Executive Administrative Professional (EAP-7)

Salary Range: \$77,298.00 - \$113,561.000

Date: 9/3/2025

FLSA Status: Exempt

General Statement of Job

The Police Lieutenant assists the Chief of Police in providing a safe learning environment for students, faculty, and staff at South Texas College. The Police Lieutenant supervises police sergeants, dispatch supervisor, and assists in managing emergency situations that occur on college property. The Police Lieutenant is responsible for the department's overall conformance with the Texas Commission on Law Enforcement (TCOLE) requirements, completing periodic reports, and performing various personnel related functions such as scheduling work, granting time off, and conducting formal performance evaluations.

Specific Duties and Responsibilities

Essential Functions:

1. Supervises police sergeants, dispatch supervisor, and other department personnel and ensures adherence to college policies and procedures related to the safety and security of the students and employees; ensures that police officers on all shifts are making their rounds and carrying out their assigned duties.
2. Oversees mandated and professional training for police personnel and ensures that required TCOLE training is completed.
3. Serves as a positive example to police officers; provides them guidance in Texas law and explains department procedures as well as college policies and procedures.
4. Projects a positive image of the STC Department of Public Safety by maintaining pleasant and professional demeanor with students, employees, and visitors. Gives directions, renders assistance, and provides information as requested.
5. Ensures that department personnel perform in a professional manner during all law enforcement work.
6. Reviews and approves a variety of police related reports prepared by police officers and other department staff.
7. Acquires and oversees the proper maintenance of the equipment needed for the overall operation of the department. Develops new approaches for operations and investigations.
8. Develops new approaches for operations and investigations.
9. Maintains contact with all police personnel to oversee investigation activities, provide mutual assistance during emergency situations and provide general information

- about department activities.
10. Receives and responds to inquiries from students, employees, other departments and the general public.
 11. Assists with crime prevention, public education, and acts in collaboration with other community organizations.
 12. Implements college district emergency preparedness plan including emergency evacuation plans, secures perimeters, coordinates fire, medical communication, utilities and other emergency services.
 13. Provides Use of Force training to all police officers.
 14. Stays abreast of laws, ordinances, etc., and maintains Texas peace officer licensure by obtaining proper bi-annual TCOLE mandated training.
 15. Oversee police officers properly document information needed for the Racial Profiling Report.
 16. Oversee body and patrol vehicle camera servers are properly maintained
 17. Able to recognize when to distribute an emergency notification or a timely warning through the College Mass Notification System as required by the Clery Act.
 18. Provides emergency medical treatment, including CPR/AED, and First Aid, until medical personnel arrive.
 19. Assists the Chief of Police with other administrative duties pertaining to safety and security.
 20. Serves as Campus Security Authority.
 21. Performs other duties as assigned.

Required Education and Experience

1. Bachelor's Degree required.
2. Ten years (10) of direct commissioned police officer experience including at least four years (4) of supervisory and command-level responsibility required.
3. Experience in a college/university public safety or police department preferred.

Required Knowledge, Skills and Abilities

1. Supervisory experience in a related work environment required.
2. Must be willing to work various hours, rotating shifts, weekends and holidays, and be available for call back.
3. Ability to analyze situations quickly and objectively and to determine proper course of action.
4. Ability to cope with situations firmly, courteously, tactfully, and with respect for the rights of others.
5. Must have knowledge of applicable federal, state, and local laws as well as knowledge of college standard.
6. Ability to utilize computer technology to access data, maintain records, generate reports and communicate with others.
7. Must be trained to provide emergency medical treatment including CPR/AED.
8. Ability to read, analyze interpret professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of students, managers, faculty, staff, and the general public.
9. Ability to respond to and handle issues or problems that often require assessment and reasoning before approaching or determining a solution. Ability to analyze

various alternatives based on standards or approaches defined by the college and/or the appropriate laws of safety and security for the welfare of students, employees, and the general public. Ability to interpret a variety of instructions furnished in written, oral or diagram form.

Checks, Certificates, Licenses, and Registrations

1. Security Sensitive position: All applicants are subject to a criminal background check under South Texas College policy.
2. In addition, subject to a federal background check.
3. TCOLE (Texas Commission on Law Enforcement) licensure is required: U.S. Citizenship is required by TCOLE.
4. Must have valid and current Texas Peace Officer licensure.
5. Must have or qualify for a valid Texas driver's license and proof of liability insurance.
6. CPR certification required.
7. Applicants may be required to take a polygraph, physical examination, drug screening, and psychological assessment.

Physical Requirements

1. Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects.
2. Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
3. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
4. Ability to make rational decisions through sound logic and deductive processes.
5. Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
6. Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
7. Shouting in order to be heard above ambient noise level.
8. Have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading. Including color, depth perception, and field vision.
9. Have visual acuity to operate motor vehicles and/or heavy equipment.
10. Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

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

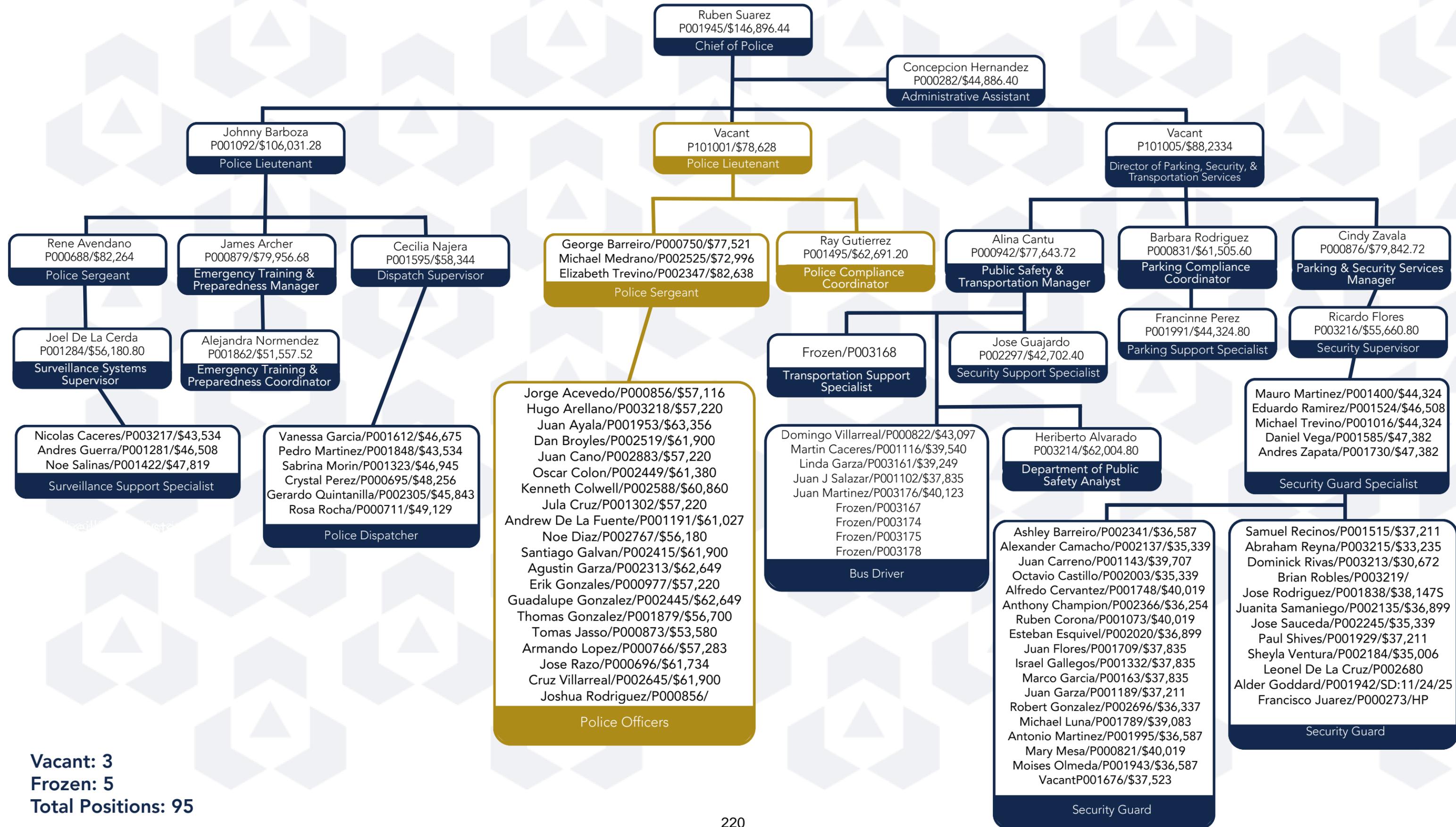
Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

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

Department of Public Safety

Organizational Chart

FY 2025 - 2026



Vacant: 3
 Frozen: 5
 Total Positions: 95

South Texas College

Classification Description

Title: Accounting Specialist

Dept: Business Office

Pay Grade: Administrative Technical Support - 5

Reports to: Accounting Group Supervisor

Salary Range: \$39,582 - \$60,632

Date: 01/09/2026

FLSA Status: Non-Exempt

General Statement of Job

The Accounting Specialist provides support for a variety of accounting functions within the Accounts Payable section of the Business Office. Responsibilities include preparing journal entries, performing account reconciliations, and generating financial reports. This role also assists with IRS reporting, invoice processing, vendor payments, and researching and resolving billing inquiries or disputes. The Accounting Specialist ensures timely and accurate payment of vendor invoices, offers guidance on accounts payable policies and procedures, and applies sound judgment when analyzing vendor accounts. Additional related duties may be assigned as needed.

Specific Duties and Responsibilities

Essential Functions:

1. Oversees assigned accounting functions in the Accounts Payable department in the Business Office.
2. Prepares and assist with journal entries, prepaid reporting and IRS reporting.
3. Assist with the preparation of various financial reports for the Board of Directors and Management.
4. Participates in employee development activities to improve job-related and customer service skills.
5. Investigates discrepancies and resolves questions and issues related to assigned accounting function.
6. Assists supervisors with updates of accounts payable procedures, internal alert notices, compiling and maintaining department signature authority forms, and special projects.
7. Support with audit preparations.
8. Maintains up-to-date knowledge of the College policies, procedures, best practice and keeps current on pertinent laws related to Accounts Payable.
9. Reviews supplier refund checks and prepares journals to allocate the funds to the appropriate worktags.
10. Responsible for timely payments by processing reconciliation of supplier statements and review and clearing of monthly staff reports.
11. Performs review of payments related to prepaid amortization expenses and IRS tax reporting documentation for 1099s.

12. Assists and cross trains between related positions within department, and assists other Business Office departments as needed.
13. Performs other duties as assigned.

Required Education and Experience

1. Bachelor's Degree required. Accounting or a related business field is preferred.
2. At least two (2) years of accounting experience required.
3. Experience in a higher education institution, preferred.

Required Knowledge, Skills and Abilities

1. Excellent oral, written and interpersonal communication skills.
2. Strong computer skills with knowledge of Microsoft Office including, but not limited to, Word, Excel, PowerPoint, and Outlook, the Windows environment, and internet research skills.
3. Familiarity with accounting functions and compliance with laws pertaining to assigned functions.
4. Ability to prioritize, organize, and complete multiple tasks with attention to detail, within stated deadlines.
5. Ability to work independently as well as a team player within department and with others.
6. Ability to work evenings and/or weekends as needed; willing to travel throughout the college district using own means of reliable transportation.
7. Demonstrated ability to interact effectively with a diverse multi-cultural college population.
8. Demonstrated commitment to achieving the vision and mission of South Texas College.
9. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
10. Ability to write reports, business correspondence, and procedure manuals.
11. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
12. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
13. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Checks, Certificates, Licenses, and Registrations

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

Physical Requirements

1. Exerting up to 10 pounds of force occasionally and/or negligible amount of force

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

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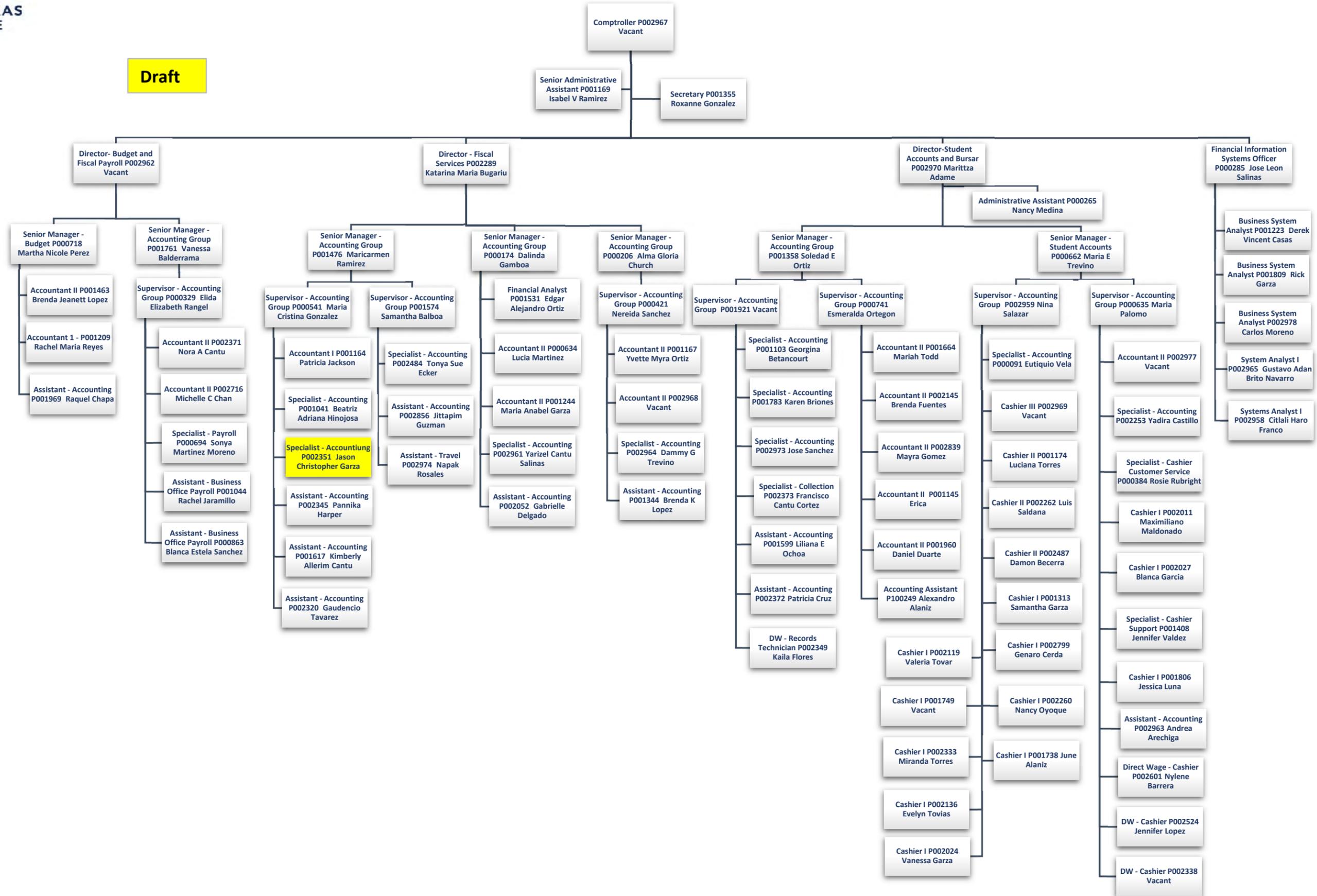
Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

South Texas College is an equal education and equal employment opportunity/affirmative action employer. As an equal education institution and equal opportunity employer, the College does not discriminate on the basis of race, color, national origin, religion, age, sex, sexual orientation, gender, gender identity, disability, genetic information, or veteran status.



FY 2026 Business Office Organization Chart

Draft



South Texas College

Classification Description

Title: Associate Vice President for Human Resources

Department: Finance and Administrative Services

Pay Grade: Executive Administrative Professional - 14

Salary Range: \$129,149.00-\$182,053.00

Date: 2/1/2026

FLSA Status: Exempt

General Statement of Job

The Associate Vice President for Human Resources is the principal leader responsible for the overall leadership, strategic direction, and management of the South Texas College Human Resources functions and operations for all College campuses to achieve the College's mission and strategic direction. The Associate Vice President for Human Resources works collaboratively with the College administration, College committees, and staff to develop and execute plans and provides highly responsible, complex professional support to the Executive Team.

Specific Duties and Responsibilities

Essential Functions:

1. Responsible and accountable for providing executive leadership to ensure sound, transparent, and strategically aligned Human Resources and Talent Development operations that advance the College's long-term mission and workforce objectives.
2. Directs and maintains regulatory compliance in each of the following areas and provides management and oversight of recruitment and selection, onboarding, employee credentials, talent management, employee training and development, new position analysis and classification, employee relations, benefit administration, legal and regulatory compliance, performance evaluation, budget and compensation analysis, maintenance and communication of records required by law, Workers' Compensation, FMLA/ADA reviews, accreditation requirements and other associated functions.
3. Provides strategic leadership and direction to the Human Resources and Talent Development functions in accordance with the needs of all employees by monitoring industry trends and innovations.
4. Collaborates with College personnel to develop budget planning, project staffing projections, and resource allocations – including personnel, technology, facilities, and capital needs – ensuring alignment with institutional priorities.
5. Leads collaborative, cross-campus initiatives that enhance institutional effectiveness and strengthen the College's ability to support and advance its academic mission.
6. Prepares communications to college community on projects, changes, and pertinent information.
7. Oversees and manages critical federal and state reporting, complex surveys and

- data requests related to human resources for internal planning, regulatory compliance, and external reporting entities.
8. Ensure that Human Resources policies, procedures and practices comply with federal, state, and local laws and regulations.
 9. Develops efficient processes for onboarding and hiring of employees to enhance talent acquisition, organizational integration, and long-term retention.
 10. Develops and maintains the district-wide employee training, reporting, resources, tools, development program, and administers the employee's appraisal plan.
 11. Develops systems and processes for conflict management, complaint resolution, and employee investigation – ensuring fairness, consistency, and risk mitigation.
 12. Supervises the appropriate resolution of employee relations issues and investigations of employee discriminatory complaints and/or charges; represents the College at personnel-related hearings and investigations, and responsible for the analysis, maintenance, and communication of records required by law or local governing bodies, or other departments in the college.
 13. Leads, mentors, and supervises the Human Resources Division staff by selecting, training, motivating, counseling, and evaluating personnel, while developing a high-performing team capable of executing strategic HR priorities.
 14. Responsible for the development of the staffing plan for the board's approval, and for maintaining an up-to-date and accurate staffing plan throughout the fiscal year.
 15. Oversees benefits administration, including but not limited to insurance plans, retirement plans, optional employee benefits, Workers' Compensation, and leave accruals and balances.
 16. Strategically aligns wellness initiatives programs that foster employee health, productivity, and overall well-being.
 17. Partnering with IT, develops and improves current HRIS/Workday business processes and analytics and supervises HRIS/Workday functions. Ensures the integrity of employee data and security roles.
 18. Coordinates assigned activities and serves as the principal Human Resources liaison to campus divisions, departments, and external agencies, fostering collaborative partnerships that support institutional effectiveness.
 19. Develops and coordinates annual Employee Recognition service events and awards.
 20. May serve as Deputy Title IX Coordinator or Deputy 504 Coordinator, and provides leadership for College-wide compliance efforts in these areas, including supervision of related staff.
 21. Responsible for personnel-related portions of Board agendas, Board policies, and College procedures; prepares board meeting agendas as necessary
 22. Directs the administration of the employee compensation program, including salary surveys, position reclassifications and leveraging market benchmarking to maintain competitive pay scales.
 23. Administers and monitors procedures for salary administration and placement of new hires.
 24. Develops and maintains knowledge of policies in the areas of Human Resources and Talent Development and applicable federal, state, and local laws and regulations.
 25. Leads and handles special projects and strategic initiatives assigned by senior leadership, addressing complex organizational challenges and advancing institutional priorities.
 26. Travel throughout the College as needed.
 27. Assesses AI-augmented management to leverage technology to improve efficiency while maintaining human-centric oversight.
 17. Performs other duties as assigned.

Required Education and Experience

1. Master's degree in Human Resources Management, Business Administration, or related field required.
2. At least five (5) years of progressive management/leadership experience in human resources required.
3. Prior experience in higher education is highly preferred, but not required.
4. Experience with Human Resources Information Systems (HRIS) and enterprise-wide resource planning system (ERP) required.
5. Strong computer and proficiency with Microsoft Office Suite required.

Required Knowledge, Skills and Abilities

1. Demonstrated experience with the implementation of computer-based HRIS systems, analyses and related technology.
2. Demonstrated knowledge of selection, training, and supervision of personnel.
3. Demonstrated knowledge of compensation, benefits, and performance appraisal administration.
4. Demonstrated experience in general employment law and hearing procedures.
5. Demonstrated ability to implement policy and procedures.
6. Demonstrated ability to provide vigorous, creative, and effective fiscal management.
7. Evidence of commitment to collegiality, professional development, and integration.
8. Excellent oral, written, presentation, and interpersonal communication skills.
9. Strong computer skills with knowledge of Microsoft Office (Word, Excel, PowerPoint, and Outlook) and internet research skills.
10. Ability to prioritize and manage multiple projects that require demonstrated leadership ability.
11. Ability to analyze situations quickly and objectively and to determine the proper course of action.
12. Team player with the ability to collaborate with all college departments, functions, and other support services.
13. Ability to adapt to constant change and periods of fast-paced, high-intensity work situations.
14. Ability to work evenings and/or weekends as needed; willing to travel throughout the college district using own means of reliable transportation.
15. Demonstrated commitment to achieving the vision and mission of South Texas College.
16. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, and governmental regulations.
17. Ability to write reports, business correspondence, and procedure manuals.
18. Ability to effectively present information and respond to inquiries from executive management, faculty, staff, students, public groups, regulatory agencies, and/or Boards of Trustees.
19. Ability to define problems, collect data, establish facts, and draw valid conclusions.
20. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
21. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Checks, Certificates, Licenses, and Registrations

1. Security-sensitive position: All applicants are subject to a criminal background check under South Texas College policy.
2. In addition, subject to a federal background check.
3. Must have or qualify for a valid Texas driver's license and proof of liability insurance.
4. Professional in Human Resources (PHR)/ Senior Professional in Human Resources (SPHR) and/or Society of Human Resource Management- Certified Professional (SHRM-CP)/ Society of Human Resource Management- Senior Certified Professional (SHRM-SCP) certification, preferred.

Physical Requirements

1. Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects.
2. Perceiving the nature of sounds at normal speaking levels with or without correction.
3. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
4. Ability to make rational decisions through sound logic and deductive processes.
5. Applying pressure to an object with the fingers and palm.
6. Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
7. Expressing or exchanging ideas by means of the spoken word, including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
8. Standing particularly for sustained periods of time.
9. Close visual acuity to perform an activity such as: preparing and analyzing data and figures, transcribing, viewing a computer terminal, and/or extensive reading.
10. Mobility to accomplish tasks, particularly for long distances or moving from one work site to another.

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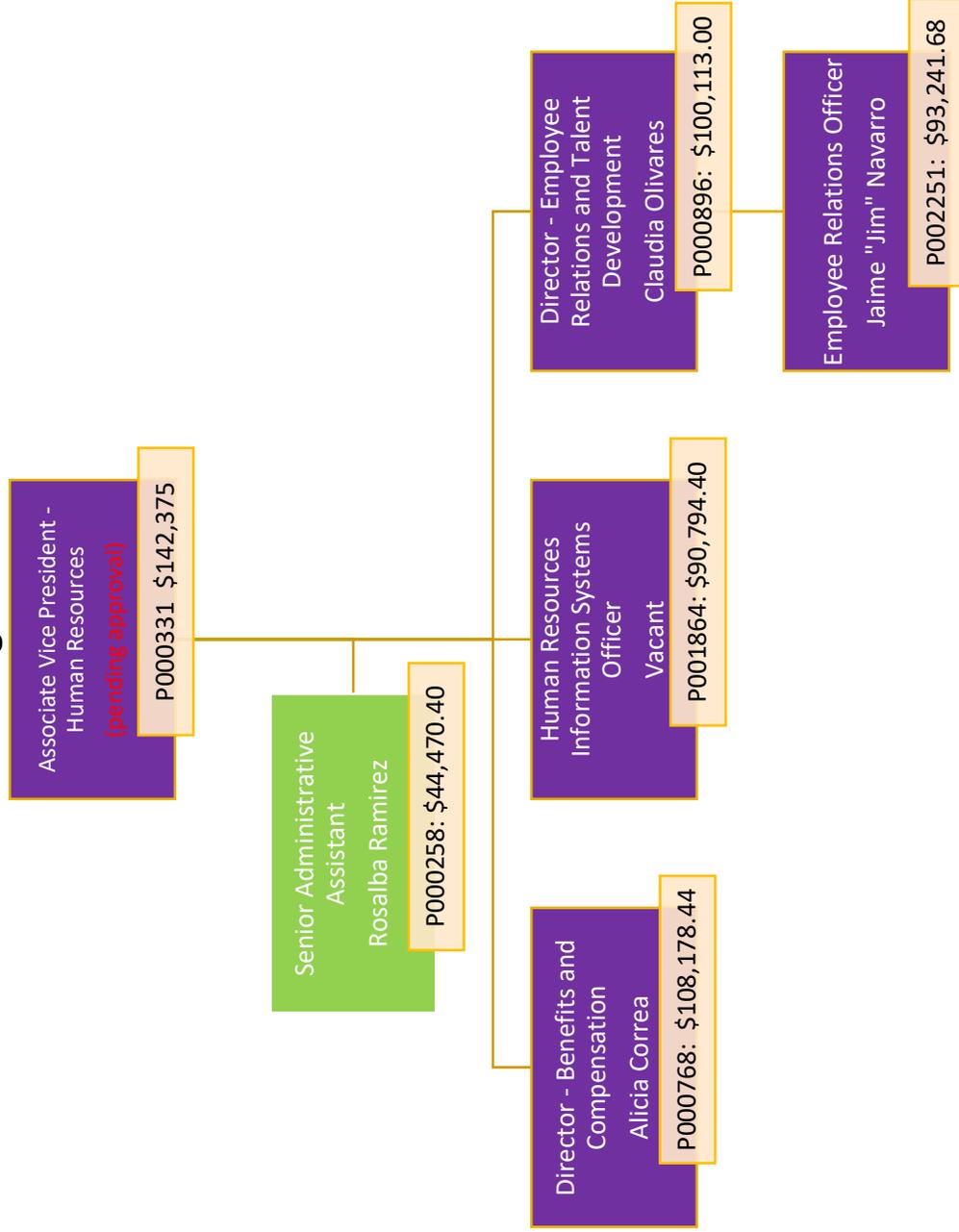
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Key:
Administrative
Professional/Technical Exempt
Professional/Technical Non-Exempt
Classified

Proposed: Human Resources Administrative Organizational Chart FY 2025-2026



South Texas College

Classification Description

Title: Learning Excellence Specialist for Online Services (Grant-funded)

Department: Centers for Learning Excellence

Reports to: Learning Support Manager

Pay Grade: Professional/Technical Non-Exempt - B

Salary Range: \$29,000.00 - \$50,750.00

Date: 10/27/2020

FLSA Status: Non-Exempt

General Statement of Job

The Learning Excellence Specialist for Online Services provides assistance and support in the oversight of daily operations of the Centers for Learning Excellence (CLE) online services. Assists with recommendations for hire, supervision, scheduling, and evaluation of Student Learning Assistants and Customer Service Clerks in the CLE-Online environment. Plans, develops, and delivers training for CLE part-time staff. Oversees workshops and exam reviews offered by and affiliated with CLE-Online. This grant-funded position reports to the CLE Learning Support Manager.

Specific Duties and Responsibilities

Essential Functions:

1. Provides assistance and support in the oversight and supervision of the daily operation of CLE-Online; maintains an online environment that is student-centered, welcoming, and supportive of learning.
2. Assists in supervising and managing the implementation of online tutoring activities.
3. Assists with supervision and development of tutorials and other academic success initiatives designed to enhance learning and to promote the development of independent learners online.
4. Assists CLE Campus Coordinators with recruiting, scheduling, and evaluating of Student Learning Assistants (tutorial staff) and Customer Service Clerks working in the CLE-Online environment.
5. Access to a remote working site that is safe and free from interruptions, and to equipment and reliable internet connection sufficient to perform job duties remotely as required.
6. Serves as a Designee for time and attendance records for Student Learning Assistants (tutorial staff) and Customer Service Clerks for CLE-Online.
7. Markets CLE-Online services to faculty and students, including developing and delivering presentations and orientations about CLE-Online programs and services.
8. Prepares periodic reports of CLE-Online tutors' activity and student tutoring requests for the Director of CLE and CLE Campus Coordinators.
9. Liaises with Distance Learning on matters pertaining to academic support services for distance learners.
10. Maintains comprehensive records of services delivered through CLE-Online.

Learning Excellence Specialist for Online Services

11. Maintains a personal plan for professional development and quality enhancement according to accepted best practices within the field of learning assistance.
12. Addresses student complaints and concerns, notifying the CLE Director, CLE Learning Support Manager, CLE Campus Coordinators, Department of Public Safety, or Office of Judicial Affairs as appropriate.
13. Develops, schedules, and delivers training for CLE Student Learning Assistants (tutorial staff) and Customer Service Clerks.
14. Maintains an inventory and ensures security of supplies, materials, books, computers, and circulating equipment for CLE-Online.
15. Reports technical issues with CLE Online equipment or software to technical support staff.
16. Oversees, schedules, and promotes online workshops and exam reviews.
17. Travels throughout the college district, as needed.
18. Performs other duties as assigned.

Required Education and Experience

1. Bachelor's degree required. Master's preferred.
2. Two years of supervisory experience required.
3. At least nine (9) months (one academic year—fall to spring) of experience working with students in learning support (tutoring, supplemental instruction, test proctoring, teaching, online learning, advising/peer mentoring) or comparable experience in education preferred.
4. Experience delivering or overseeing delivery of online academic support services - preferably at the post-secondary level - preferred.

Required Knowledge, Skills and Abilities

1. Excellent oral, written, presentation, and interpersonal communication skills.
2. Strong computer skills with knowledge of Microsoft Office including, but not limited to, Word, Excel, PowerPoint, and Outlook, the Windows environment, and internet research skills.
3. Knowledge of gathering data and statistical research and reporting.
4. Ability to supervise and train large groups of tutors.
5. Ability to work independently as well as a team player within department and with others.
6. Ability to prioritize, organize, and complete multiple tasks with attention to detail, within stated deadlines.
7. Demonstrated ability to interact effectively with a diverse, multi-cultural student population.
8. Demonstrated commitment to achieving the vision and mission of South Texas College.
9. Ability to read, analyze, and interpret related professional journals, technical procedures, or governmental regulations.
10. Ability to write reports, business correspondence, and procedure manuals.
11. Ability to effectively present information and respond to questions from groups of students, faculty or staff members.
12. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
13. Ability to interpret a variety of instructions furnished in written, oral, diagram, or

schedule form.

Checks, Certificates, Licenses, and Registrations

1. Security Sensitive position: all applicants are subject to a criminal background check under South Texas College policy.
2. Must have or qualify for a valid Texas driver's license and proof of liability insurance.
3. College Reading and Learning Association (CRLA) certification or comparable preferred (any level).

Physical Requirements

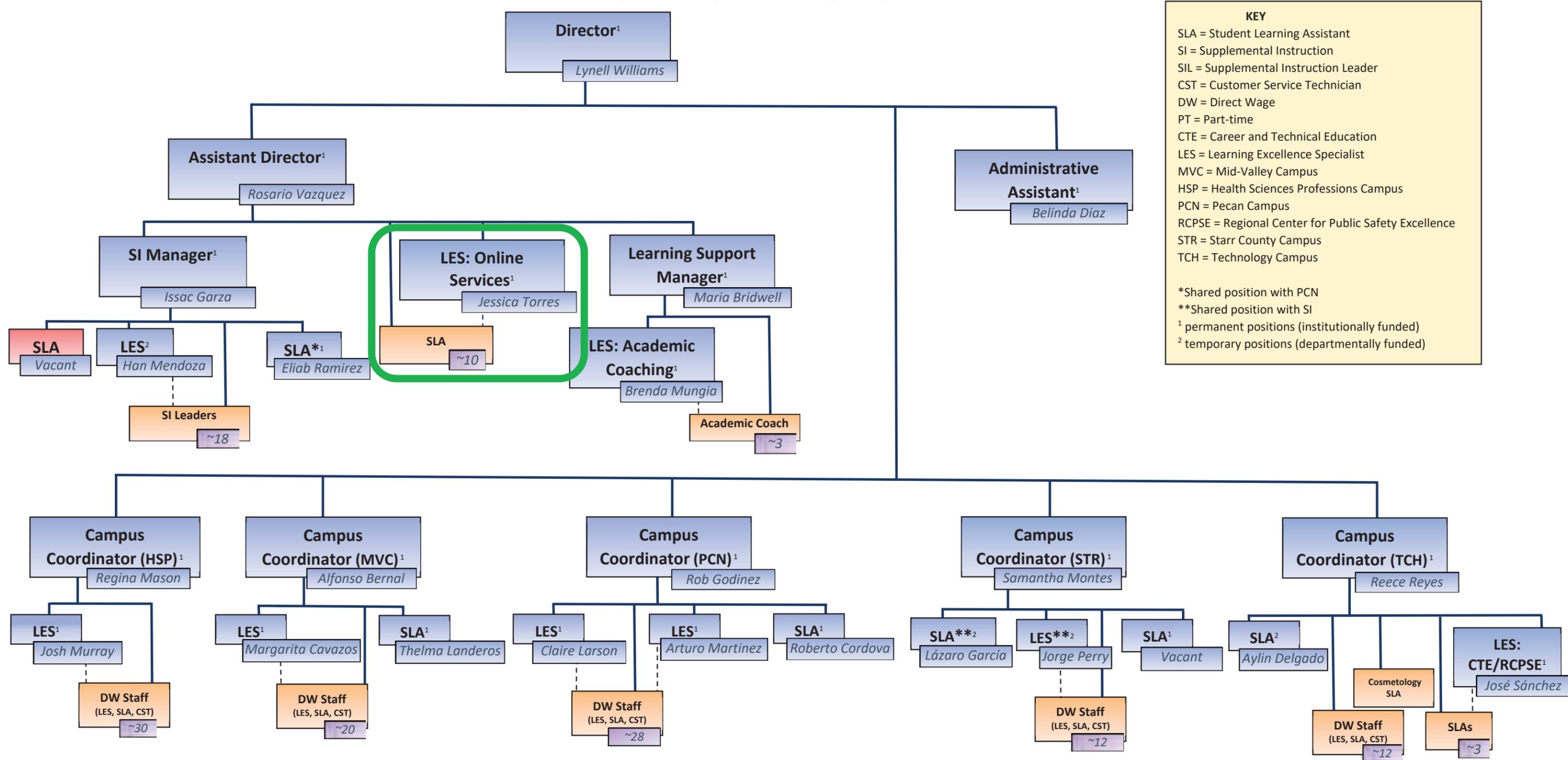
1. Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.
2. Bending the body downward and forward by bending leg and spine.
3. Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
4. Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
5. Perceiving the nature of sounds at normal speaking levels with or without correction.
6. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
7. Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
8. Ability to make rational decisions through sound logic and deductive processes.
9. Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
10. Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
11. Extending hand(s) and arm(s) in any direction.
12. Substantial movements (motions) of the wrist, hands, and/or fingers.
13. Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
14. Standing particularly for sustained periods of time.
15. Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
16. Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
17. Close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading, including color, depth perception, and field vision.
18. Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

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

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

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

Positions in blue are institutionally or departmentally funded full-time.
Positions in orange are departmentally funded part-time.
Positions in red are grant funded full-time.
Purple denotes multiple slots for indicated part-time position.



Update on Organizational Culture Climate Survey

Purpose	To provide an update regarding the fiscal year 2026 Organizational Culture Climate Survey.
Justification	<p>Administration is providing an update to the Board of Trustees regarding the projected timeline for implementation of the Climate Survey.</p> <p>On September 23, 2025, the Board of Trustees approved conducting an employee Climate Survey and assessing services in Fiscal Year 2026.</p> <p>On November 25, 2025, Administration presented an update to the Board of Trustees to request guidance and feedback regarding the focus, themes, and questions to be included in the Climate Survey.</p> <p>On January 27, 2026, Administration presented an update regarding the vendor selected to conduct the Climate Survey.</p>
Enclosed Documents	Appendix A – Timeline Appendix B - Presentation
Staff Resource	Mary Del Paz, Vice President for Finance and Administrative Services
Recommendation	No action is required from the Board. This item is presented for information and feedback purposes only.

Appendix A

Organizational Culture Climate Survey Timeline

- **February 18, 2026:** Kickoff meeting with People Element.
- **February – March 2026:** Survey design and pilot testing.
- **March 23 – April 10, 2026:** Survey open window.
- **April 2026:** The vendor aggregates the results and delivers the finalized report for presentation.
- **May 2026:** Presentation.

The dates outlined above are subject to change pending further coordination with People Element.



SOUTH TEXAS
COLLEGE

Organizational Culture Climate Survey

Mary Del Paz, MBA, CPA, CFE, CGMA

Vice President for Finance & Administrative Services



Purpose

An employee climate survey is a tool used to assess the overall work environment and employee perceptions about various aspects of their workplace.

An employee climate survey will:

- ▶ Validate alignment between stated values and actual practice.
- ▶ Enhance employee morale, retention, and performance.
- ▶ Support ethical responsibility and accountability.
- ▶ Identify strengths and problem areas in management/leadership.
- ▶ Strengthen trust and organizational culture.

Survey Timeline & Board Review

▶ Board Review

- ▶ September 2025 – Board approved climate survey be conducted.
- ▶ November 2025 – Board feedback on survey questions.
- ▶ January 2026 – Board update on vendor selection.
- ▶ February 2026 – Board update on survey timeline.

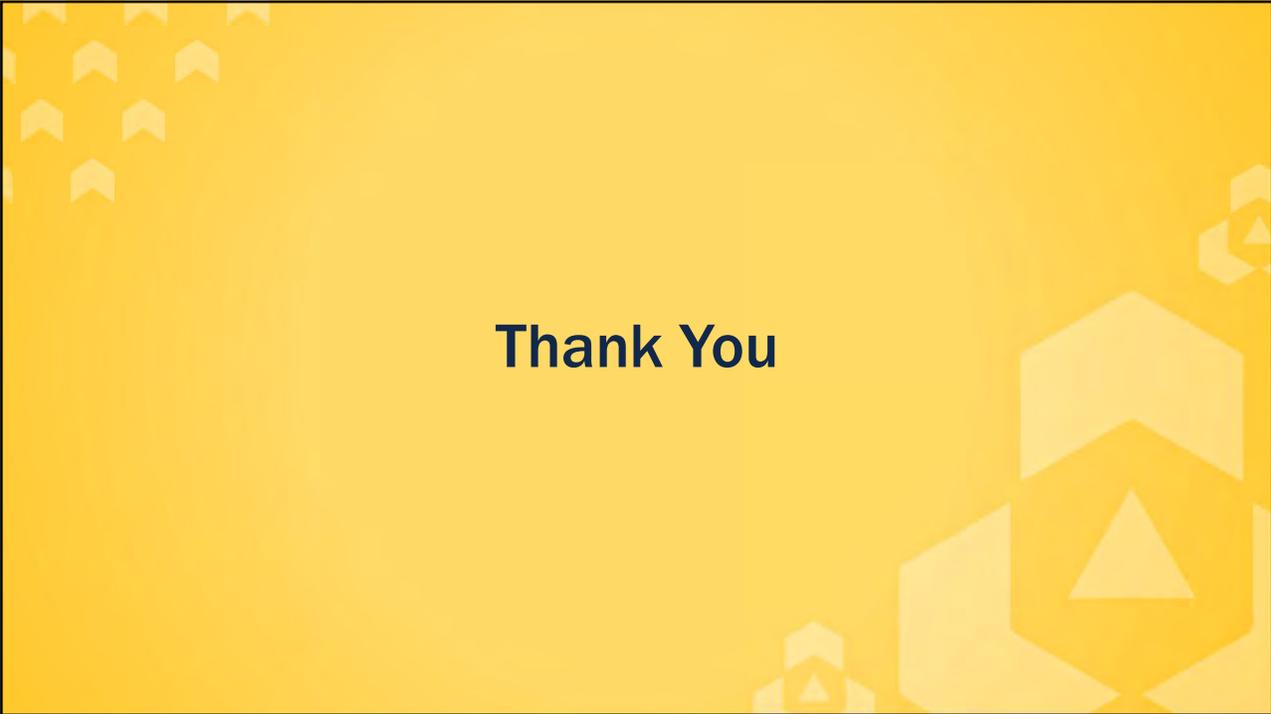
▶ Survey Timeline

- ▶ February 18, 2026: Kickoff meeting with People Element.
- ▶ February – March 2026: Survey design and pilot testing.
- ▶ March 23 – April 10, 2026: Survey open window.
- ▶ April 2026: Results aggregated by vendor and final report delivered.
- ▶ May 2026: Presentation.

The dates outlined above are subject to change pending further coordination with People Element.

Sample Questions

- ▶ *Management avoids taking actions that could compromise ethical standards.*
- ▶ *The college's stated values are reflected in daily operations.*
- ▶ *The workplace culture promotes mutual respect and collaboration.*
- ▶ *Management shows genuine concern for employee well-being.*
- ▶ *I trust management to follow through on their commitments.*
- ▶ *I would recommend this college as a place with strong values and integrity.*
- ▶ *Are all employees extended the same opportunity for advancement?*
- ▶ *What does management do well in demonstrating integrity and care?*



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	<p><i>It is recommended that the Board of Trustees of South Texas College approve and authorize the following Minute Order proposed for consideration:</i></p> <p>The Board of Trustees of South Texas College approves and authorizes to adopt the numbered update local policies listed in Appendix A as presented, and which supersedes any previously adopted Board policy.</p> <p>Approval Recommended:</p> <p>Dr. Ricardo J. Solis President</p>

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 consolidated and updated to reflect language from the bill prohibiting certain expressive activities on campus.</p>

Item	Policy	Last Adopted Date	Update	Explanatory Notes
				<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. Students and student organizations distributing materials or using college facilities must provide identification to a college representative. 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>
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.</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. Community members and organizations distributing materials or using college facilities must provide identification to a college representative.</p> <p>Language related to Designated Public Forums has been added to require the board to designate common outdoor areas where community members may engage in permissible expressive activities and publish those areas on the college’s website and in other publications.</p> <p>Additional changes have been made for clarity.</p>

Item	Policy	Last Adopted Date	Update	Explanatory Notes
				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.

Appendix B

Policies follow in the packet.

Note: For expression and use of College District facilities and grounds by students and registered student organizations, see FLA. For expression and use of College District facilities and grounds by the community, including by nonstudents and organizations that are not registered student organizations, see GD. For use of the College District's internal mail system, see CHE.

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

Academic Freedom

The College District, as an institution of higher education, serves the common good which depends upon an uninhibited search for truth and its open expression. The points enumerated below constitute the College District's position on academic freedom:

1. Faculty members are appointed to impart to their students and to their communities the truth as they see it in their respective disciplines. The teacher's right to teach preserves the student's right to learn.
2. The mastery of a subject makes a faculty member a qualified authority in that discipline and competent to choose how to present its information and conclusions to students. The following are among the freedoms and responsibilities, which should reside primarily with the faculty: sharing participation in planning and revising curricula, selecting supplemental readings, and selecting classroom films and other teaching materials.
3. Faculty members are citizens and, therefore, possess the rights of citizens. These rights include, among others, the right as private citizens to speak freely outside the classroom on matters of public concern and to participate in lawful political activities.
4. Prior restraint or sanctions should not be imposed upon faculty members in the exercise of their rights as citizens or duties as teachers. Nor should faculty members fear reprisals for exercising their civic rights and academic freedom.

5. Faculty members have a right to expect the Board and administrators to uphold vigorously the principles of academic freedom and to protect them from harassment, censorship, or interference from outside groups and individuals.
6. Academic freedom should not be used to infringe on student rights or abilities.
7. Individual faculty members will be responsible for choosing instructional methodologies, assigning grades, and maintaining classroom discipline.

The academic freedom of faculty members is accompanied by equally compelling obligations and responsibilities to their profession, their students, their institutions, and their communities. Faculty members must defend the rights of academic freedom while accepting willingly the responsibilities enumerated below:

1. Faculty members should be judicious in the introduction of material in the classroom without forfeiting the instructional benefits of controversy.
2. Faculty members are entitled to all rights and privileges of academic freedom in the classroom while discussing the subjects they teach. No faculty member, however, should attempt to force on students a personal viewpoint that is intolerant of the rights of others to hold or express diverse opinions.
3. Faculty members recognize their responsibility to maintain competence in their disciplines through continued professional development and to demonstrate that competence through consistently adequate preparation and performance.
4. Faculty members recognize that the public will judge their institutions and their profession by their public conduct. Therefore, faculty members should always make clear that the views they express are their own and should avoid creating the impression that they speak or act on behalf of their employing institutions or of their profession.

It is the policy of the College District to:

1. Entitle faculty members freedom in the classroom in discussing the subject that they teach;
2. Hold each faculty member responsible for judicious use of controversial material in the classroom and limit introduction of such material only as it has clear relationship to the approved curriculum and subject; and

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(LOCAL)

3. Hold each faculty member responsible for maintenance of competencies, exercising professional integrity, being professional in conduct with students, and recognizing and exercising that the faculty member's right to freedom of expression must be balanced with the interest of the state as an employer, so as not to nullify constitutional protection.

The College District shall address faculty academic freedom and the associated responsibilities in appropriate College District publications.

Complaints regarding alleged violations of the right to academic freedom shall be filed in accordance with DGBA(LOCAL).

Distribution of Literature

Written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials not sponsored by the College District shall not be sold, circulated, distributed, or posted on any College District premises by any employee or employee organization, except in accordance with this policy.

The College District shall not be responsible for, nor shall the College District endorse, the contents of any materials distributed by an employee or employee organization.

Limitations on Content

Materials shall not be distributed by an employee or employee organization on College District property if:

1. The materials are obscene;
2. The materials contain defamatory statements about public figures or others;
3. The materials advocate imminent lawless or disruptive action and are likely to incite or produce such action;
4. The materials are considered prohibited harassment or anti-semitism [see DIA series and FFD series];
5. The materials constitute nonpermissible solicitation [see DHC]; or
6. The materials infringe upon intellectual property rights of the College District [see CT].

Time, Place, and Manner Restrictions

Distribution of materials shall be conducted in a manner that:

1. Is not disruptive to College District operations;
2. Does not impede reasonable access to College District facilities;
3. Does not result in damage to College District property;

4. Does not interfere with the rights of others; and
5. Does not violate local, state, or federal laws or College District policies and procedures.

The distributor shall clean the distribution area of any discarded or leftover materials. Additionally, any posted material shall be removed and disposed of properly.

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

Use of Facilities and Grounds

The facilities and grounds of the College District shall be made available to employees or employee organizations when such use does not conflict with use by, or any of the policies and procedures of, the College District. The requesting employees or employee organization shall pay all expenses incurred by their use of the facilities in accordance with a fee schedule developed by the College President or designee and approved by the Board.

An "employee organization" is an organization composed only of College District faculty and staff or an employee professional organization.

Requests

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

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

Approval

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

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

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

The campus administrator shall provide the applicant a written statement of the grounds for rejection if a request is denied.

*Common
Outdoor Area
Exception*

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

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

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Announcements and Publicity	In accordance with administrative procedures, all employees and employee organizations shall be given access on the same basis for making announcements and publicizing their meetings and activities.
Identification	Employees and employee organizations using College District facilities must provide identification when requested to do so by a College District representative.
Violations	Failure to comply with this policy and associated procedures shall result in appropriate administrative action, including but not limited to, termination, suspension of an employee's or employee organization's use of College District facilities and/or other disciplinary action in accordance with the College District's policies and procedures and the employee handbook.
Interference with Expression	Faculty, students, or student organizations that interfere with the expressive activities permitted by this policy shall be subject to disciplinary action in accordance with the College District's discipline policies and procedures. [See DH, FM, and FMA]
Appeals	Decisions made by the administration under this policy may be appealed in accordance with DGBA(LOCAL) and FLD(LOCAL) as applicable.
Publication	This policy and associated procedures must be posted on the College District's website and distributed in the employee and student handbooks and other appropriate publications.

Note: For expression and use of College District facilities and grounds by students and registered student organizations, see FLA. For expression and use of College District facilities and grounds by the community, including by nonstudents and organizations that are not registered student organizations, see GD. For use of the College District's internal mail system, see CHE.

Academic Freedom

The College District, as an institution of higher education, serves the common good, which depends upon an uninhibited search for truth and its open expression. The points enumerated below constitute the College District's position on academic freedom:

1. Faculty members are appointed to impart to their students and to their communities the truth as they see it in their respective disciplines. The teacher's right to teach preserves the student's right to learn.
2. The mastery of a subject makes a faculty member a qualified authority in that discipline and competent to choose how to present its information and conclusions to students. The following are among the freedoms and responsibilities, which should reside primarily with the faculty: sharing participation in planning and revising curricula, selecting supplemental readings, and selecting classroom films and other teaching materials.
3. Faculty members are citizens and, therefore, possess the rights of citizens. These rights include, among others, the right as private citizens to speak freely outside the classroom on matters of public concern and to participate in lawful political activities.
4. Prior restraint or sanctions should not be imposed upon faculty members in the exercise of their rights as citizens or duties as teachers. Nor should faculty members fear reprisals for exercising their civic rights and academic freedom.
5. Faculty members have a right to expect the Board and administrators to uphold vigorously the principles of academic freedom and to protect them from harassment, censorship, or interference from outside groups and individuals.
6. Academic freedom should not be used to infringe on student rights or abilities.

7. Individual faculty members will be responsible for choosing instructional methodologies, assigning grades, and maintaining classroom discipline.

The academic freedom of faculty members is accompanied by equally compelling obligations and responsibilities to their profession, their students, their institutions, and their communities. Faculty members must defend the rights of academic freedom while accepting willingly the responsibilities enumerated below:

1. Faculty members should be judicious in the introduction of material in the classroom without forfeiting the instructional benefits of controversy.
2. Faculty members are entitled to all rights and privileges of academic freedom in the classroom while discussing the subjects they teach. No faculty member, however, should attempt to force on students a personal viewpoint that is intolerant of the rights of others to hold or express diverse opinions.
3. Faculty members recognize their responsibility to maintain competence in their disciplines through continued professional development and to demonstrate that competence through consistently adequate preparation and performance.
4. Faculty members recognize that the public will judge their institutions and their profession by their public conduct. Therefore, faculty members should always make clear that the views they express are their own and should avoid creating the impression that they speak or act on behalf of their employing institutions or of their profession.

It is the policy of the College District to:

1. Entitle faculty members freedom in the classroom in discussing the subject that they teach;
2. Hold each faculty member responsible for judicious use of controversial material in the classroom and limit introduction of such material only as it has a clear relationship to the approved curriculum and subject; and
3. Hold each faculty member responsible for maintenance of competencies, exercising professional integrity, being professional in conduct with students, and recognizing and exercising that the faculty member's right to freedom of expression must be balanced with the interest of the state as an employer, so as not to nullify constitutional protection.

The College District shall address faculty academic freedom and the associated responsibilities in appropriate College District publications.

Complaints regarding alleged violations of the right to academic freedom shall be filed in accordance with DGBA(LOCAL).

Antisemitism

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

Expressive Activities

Employees and employee organizations may engage in expressive activities in accordance with this policy. "Expressive activities" means any speech or expressive conduct protected by the First Amendment to the U.S. Constitution or by Texas Constitution Article I, Section 8, and includes assemblies, protests, speeches, the distribution of written material, the carrying of signs, and the circulation of petitions.

Prohibited Speech and Conduct

The term "expressive activities" does not include the following speech and conduct, which is prohibited on College District facilities and grounds and through the use of College District technology and networks:

1. Defamatory statements about public figures or others;
2. Prohibited harassment or antisemitism [see DIAA, DIAB, FFDA, and FFDB];
3. Incitement to imminent lawless or disruptive activity;
4. Obscenity; or
5. Threats to engage in unlawful activity.

The following conduct is also prohibited:

1. Engaging in unlawful conduct.
1. Engaging in expressive activities that materially and substantially disrupt College District operations at any time, including from 10:00 p.m. to 8:00 a.m. and during the last two weeks of each semester or term.
2. Engaging in expressive activities that materially and substantially disrupt College District operations by inviting speakers to

speaking on campus or by using drums or other percussive instruments during the last two weeks of a semester or term.

3. Using a sound amplification device while engaging in expressive activities during class hours, between 10:00 p.m. to 8:00 a.m., and during the last two weeks of each semester or term to intimidate others, interfere with campus operations, or interfere with a College District employee's or a peace officer's lawful performance of a duty.
1. Camping or erecting tents or other living accommodations, with the exception of reasonable use and modifications of assigned College District housing consistent with administrative regulations. This prohibition applies to shelters that are erected for the purpose of residing within the shelter. It does not apply to other shelters that are erected on a temporary basis to provide protection from the weather or, with approval granted by the campus administrator in accordance with administrative procedures, for special events.
2. Wearing a disguise or other means of concealing a person's identity while engaging in expressive activities with the intent, as determined by the campus administrator or a law enforcement officer to:
 - a. Obstruct the enforcement of law or College District policies and regulations by avoiding identification;
 - b. Intimidate others; or
 - c. Interfere with a College District employee's or a peace officer's lawful performance of a duty.
3. Lowering the College District's U.S. or Texas flag with the intent to raise another nation's flag or the flag representing an organization or group of people.
4. Engaging in expressive activities in a manner that would constitute an immediate and actual danger to the peace or security of the College District that available law enforcement officials could not control with reasonable efforts.
5. Damaging or defacing property.

Distribution of Literature

Written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials not sponsored by the College District shall not be sold, circulated, distributed, or posted on any College District premises by any employee or employee organization, except in accordance with this policy.

The College District shall not be responsible for, nor shall the College District endorse, the contents of any materials distributed by an employee or employee organization.

Materials distributed by faculty and other instructional personnel as a part of instruction or other authorized classroom activities shall not be governed by this section.

**Limitations on
Content**

Materials shall not be distributed by an employee or employee organization on College District property if:

1. The materials constitute prohibited speech, described above;
2. The materials constitute nonpermissible solicitation [see DHC]; or
3. The materials infringe upon intellectual property rights of the College District [see CT].

**Time, Place, and
Manner Restrictions**

Distribution of materials shall be conducted in a manner that:

1. Is not materially and substantially disruptive to College District operations;
2. Does not impede reasonable access to College District facilities;
3. Does not result in damage to College District property;
4. Does not interfere with the rights of others; and
5. Does not violate local, state, or federal laws or College District policies and procedures.

The distributor shall clean the distribution area of any discarded or leftover materials. Additionally, any posted material shall be removed and disposed of properly.

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

**Use of Facilities and
Grounds**

The facilities and grounds of the College District shall be made available to employees or employee organizations when such use does not conflict with use by, or any of the policies and procedures of, the College District. The requesting employees or employee organization shall pay all expenses incurred by their use of the facilities in accordance with a fee schedule developed by the College President or designee and approved by the Board.

EMPLOYEE RIGHTS AND PRIVILEGES
EMPLOYEE EXPRESSION AND USE OF COLLEGE FACILITIES

DGC
(LOCAL)

An “employee organization” is an organization composed only of College District faculty and staff or an employee professional organization.

Requests to Use
Facilities

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

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

Approval

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

Approval shall not be granted when the official has reasonable grounds to believe that the use would be prohibited conduct, described above, or that:

1. The College District facility requested is unavailable, inadequate, or inappropriate to accommodate the proposed use at the time requested;
2. The applicant is under a disciplinary penalty or sanction prohibiting the use of the facility;
3. The proposed use includes nonpermissible solicitation [see DHC];
4. The applicant owes a monetary debt to the College District and the debt is considered delinquent;
5. The applicant has previously damaged College District property; or
6. The proposed activity would constitute an unauthorized joint sponsorship with an outside group.

The campus administrator shall provide the applicant a written statement of the grounds for rejection if a request is denied.

*Common
Outdoor Areas*

Employees and employee organizations may engage in expressive activities in common outdoor areas without prior approval, unless the activities constitute prohibited speech or conduct described above.

EMPLOYEE RIGHTS AND PRIVILEGES
EMPLOYEE EXPRESSION AND USE OF COLLEGE FACILITIES

DGC
(LOCAL)

Announcements and Publicity	In accordance with administrative procedures, all employees and employee organizations shall be given access on the same basis for making announcements and publicizing their meetings and activities.
Identification	Employees and employee organizations distributing materials on campus or using College District facilities must provide identification when requested to do so by a College District representative engaging in official duties.
Violations	Failure to comply with law or this policy and associated procedures shall result in appropriate administrative action, including but not limited to, termination, suspension of an employee's or employee organization's use of College District facilities and/or other disciplinary action in accordance with the College District's policies and procedures and the employee handbook.
Interference with Expression	Faculty, students, or student organizations that interfere with the expressive activities permitted by this policy shall be subject to disciplinary action in accordance with the College District's discipline policies and procedures. [See DH, FM, and FMA]
Appeals	Decisions made by the administration under this policy may be appealed in accordance with DGBA(LOCAL) and FLD(LOCAL) as applicable.
Publication	This policy and associated procedures must be posted on the College District's website and distributed in the employee and student handbooks and other appropriate publications.

Note: For expression and use of College District facilities and grounds by students and registered student organizations, see FLA. For expression and use of College District facilities and grounds by the community, including by nonstudents and organizations that are not registered student organizations, see GD. For use of the College District's internal mail system, see CHE.

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Academic Freedom

The College District, as an institution of higher education, serves the common good, which depends upon an uninhibited search for truth and its open expression. The points enumerated below constitute the College District's position on academic freedom:

1. Faculty members are appointed to impart to their students and to their communities the truth as they see it in their respective disciplines. The teacher's right to teach preserves the student's right to learn.
2. The mastery of a subject makes a faculty member a qualified authority in that discipline and competent to choose how to present its information and conclusions to students. The following are among the freedoms and responsibilities, which should reside primarily with the faculty: sharing participation in planning and revising curricula, selecting supplemental readings, and selecting classroom films and other teaching materials.
3. Faculty members are citizens and, therefore, possess the rights of citizens. These rights include, among others, the right as private citizens to speak freely outside the classroom on matters of public concern and to participate in lawful political activities.
4. Prior restraint or sanctions should not be imposed upon faculty members in the exercise of their rights as citizens or duties as teachers. Nor should faculty members fear reprisals for exercising their civic rights and academic freedom.

5. Faculty members have a right to expect the Board and administrators to uphold vigorously the principles of academic freedom and to protect them from harassment, censorship, or interference from outside groups and individuals.
6. Academic freedom should not be used to infringe on student rights or abilities.
7. Individual faculty members will be responsible for choosing instructional methodologies, assigning grades, and maintaining classroom discipline.

The academic freedom of faculty members is accompanied by equally compelling obligations and responsibilities to their profession, their students, their institutions, and their communities. Faculty members must defend the rights of academic freedom while accepting willingly the responsibilities enumerated below:

1. Faculty members should be judicious in the introduction of material in the classroom without forfeiting the instructional benefits of controversy.
2. Faculty members are entitled to all rights and privileges of academic freedom in the classroom while discussing the subjects they teach. No faculty member, however, should attempt to force on students a personal viewpoint that is intolerant of the rights of others to hold or express diverse opinions.
3. Faculty members recognize their responsibility to maintain competence in their disciplines through continued professional development and to demonstrate that competence through consistently adequate preparation and performance.
4. Faculty members recognize that the public will judge their institutions and their profession by their public conduct. Therefore, faculty members should always make clear that the views they express are their own and should avoid creating the impression that they speak or act on behalf of their employing institutions or of their profession.

It is the policy of the College District to:

1. Entitle faculty members freedom in the classroom in discussing the subject that they teach;
2. Hold each faculty member responsible for judicious use of controversial material in the classroom and limit introduction of such material only as it has a clear relationship to the approved curriculum and subject; and

3. Hold each faculty member responsible for maintenance of competencies, exercising professional integrity, being professional in conduct with students, and recognizing and exercising that the faculty member's right to freedom of expression must be balanced with the interest of the state as an employer, so as not to nullify constitutional protection.

The College District shall address faculty academic freedom and the associated responsibilities in appropriate College District publications.

Complaints regarding alleged violations of the right to academic freedom shall be filed in accordance with DGBA(LOCAL).

Antisemitism

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

Expressive Activities

Employees and employee organizations may engage in expressive activities in accordance with this policy. "Expressive activities" means any speech or expressive conduct protected by the First Amendment to the U.S. Constitution or by Texas Constitution Article I, Section 8, and includes assemblies, protests, speeches, the distribution of written material, the carrying of signs, and the circulation of petitions.

Prohibited Speech and Conduct

The term "expressive activities" does not include the following speech and conduct, which is prohibited on College District facilities and grounds and through the use of College District technology and networks:

1. Defamatory statements about public figures or others;
2. Prohibited harassment or antisemitism [see DIAA, DIAB, FFDA, and FFDB];
3. Incitement to imminent lawless or disruptive activity;
4. Obscenity; or
5. Threats to engage in unlawful activity.

The following conduct is also prohibited:

1. Engaging in unlawful conduct.

1. Engaging in expressive activities that materially and substantially disrupt College District operations at any time, including from 10:00 p.m. to 8:00 a.m. and during the last two weeks of each semester or term.
1. Engaging in expressive activities that materially and substantially disrupt College District operations by inviting speakers to speak on campus or by using drums or other percussive instruments during the last two weeks of a semester or term.
2. Using a sound amplification device while engaging in expressive activities during class hours, between 10:00 p.m. to 8:00 a.m., and during the last two weeks of each semester or term to intimidate others, interfere with campus operations, or interfere with a College District employee's or a peace officer's lawful performance of a duty.
1. Camping or erecting tents or other living accommodations, with the exception of reasonable use and modifications of assigned College District housing consistent with administrative regulations. This prohibition applies to shelters that are erected for the purpose of residing within the shelter. It does not apply to other shelters that are erected on a temporary basis to provide protection from the weather or, with approval granted by the campus administrator in accordance with administrative procedures, for special events.
2. Wearing a disguise or other means of concealing a person's identity while engaging in expressive activities with the intent, as determined by the campus administrator or a law enforcement officer to:
 - a. Obstruct the enforcement of law or College District policies and regulations by avoiding identification;
 - b. Intimidate others; or
 - c. Interfere with a College District employee's or a peace officer's lawful performance of a duty.
3. Lowering the College District's U.S. or Texas flag with the intent to raise another nation's flag or the flag representing an organization or group of people.
4. Engaging in expressive activities in a manner that would constitute an immediate and actual danger to the peace

or security of the College District that available law enforcement officials could not control with reasonable efforts.

5. Damaging or defacing property.

Distribution of Literature

Written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials not sponsored by the College District shall not be sold, circulated, distributed, or posted on any College District premises by any employee or employee organization, except in accordance with this policy.

The College District shall not be responsible for, nor shall the College District endorse, the contents of any materials distributed by an employee or employee organization.

Materials distributed by faculty and other instructional personnel as a part of instruction or other authorized classroom activities shall not be governed by this section.

Limitations on Content

Materials shall not be distributed by an employee or employee organization on College District property if:

- ~~1.~~—The materials ~~are obscene;~~
- ~~2.~~—The materials ~~contain defamatory statements about public figures or others;~~
- ~~3.~~—The materials ~~advocate imminent lawless or disruptive action and are likely to incite or produce such action;~~
- ~~4.1.~~ The materials ~~are considered prohibited harassment or anti-semitism [see DIA series and FFD series]~~**constitute prohibited speech, described above;**
- ~~5.2.~~ The materials constitute nonpermissible solicitation [see DHC]; or
- ~~6.3.~~ The materials infringe upon intellectual property rights of the College District [see CT].

Time, Place, and Manner Restrictions

Distribution of materials shall be conducted in a manner that:

1. Is not **materially and substantially** disruptive to College District operations;
2. Does not impede reasonable access to College District facilities;
3. Does not result in damage to College District property;
4. Does not interfere with the rights of others; and

5. Does not violate local, state, or federal laws or College District policies and procedures.

The distributor shall clean the distribution area of any discarded or leftover materials. Additionally, any posted material shall be removed and disposed of properly.

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

Use of Facilities and Grounds

The facilities and grounds of the College District shall be made available to employees or employee organizations when such use does not conflict with use by, or any of the policies and procedures of, the College District. The requesting employees or employee organization shall pay all expenses incurred by their use of the facilities in accordance with a fee schedule developed by the College President or designee and approved by the Board.

An "employee organization" is an organization composed only of College District faculty and staff or an employee professional organization.

Requests to Use Facilities

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

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

Approval

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

Approval shall not be granted when the official has reasonable grounds to believe that **the use would be prohibited conduct, described above, or that:**

1. The College District facility requested is unavailable, inadequate, or inappropriate to accommodate the proposed use at the time requested;

2. The applicant is under a disciplinary penalty or sanction prohibiting the use of the facility;
3. The proposed use includes nonpermissible solicitation [see DHC];
- ~~4. The proposed use would constitute an immediate and actual danger to the peace or security of the College District that available law enforcement officials could not control with reasonable efforts;~~
- 5.4. The applicant owes a monetary debt to the College District and the debt is considered delinquent;
- ~~6. The proposed activity would disrupt or disturb the regular academic program;~~
- 7.5. ~~The proposed use would result in damage to or defacement of property or the~~ applicant has previously damaged College District property; **or**
- ~~8. The proposed activity would constitute an unauthorized joint sponsorship with an outside group; or~~
- 9.6. ~~The proposed use would constitute expression that is considered prohibited harassment or antisemitism.~~

The campus administrator shall provide the applicant a written statement of the grounds for rejection if a request is denied.

*Common
Outdoor Area
Exception Areas*

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

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

~~The use would result in damage to or defacement of property~~ **without prior approval, unless the activities constitute prohibited speech or conduct described above.**

Announcements
and Publicity

In accordance with administrative procedures, all employees and employee organizations shall be given access on the same basis

for making announcements and publicizing their meetings and activities.

Identification

Employees and employee organizations **distributing materials on campus or** using College District facilities must provide identification when requested to do so by a College District representative **engaging in official duties**.

Violations

Failure to comply with **law or** this policy and associated procedures shall result in appropriate administrative action, including but not limited to, termination, suspension of an employee's or employee organization's use of College District facilities and/or other disciplinary action in accordance with the College District's policies and procedures and the employee handbook.

Interference with
Expression

Faculty, students, or student organizations that interfere with the expressive activities permitted by this policy shall be subject to disciplinary action in accordance with the College District's discipline policies and procedures. [See DH, FM, and FMA]

Appeals

Decisions made by the administration under this policy may be appealed in accordance with DGBA(LOCAL) and FLD(LOCAL) as applicable.

Publication

This policy and associated procedures must be posted on the College District's website and distributed in the employee and student handbooks and other appropriate publications.

Note: For expression and use of College District facilities and grounds by employees and employee organizations, see DGC. For expression and use of College District facilities and grounds by the community, including by nonstudents and organizations that are not registered student organizations, see GD.

Distribution of Literature

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

Written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials not sponsored by the College District shall not be sold, circulated, distributed, or posted on any College District premises by any College District student or registered student organization [see FKC], except in accordance with this policy.

The College District shall not be responsible for, nor shall the College District endorse, the contents of any materials distributed by students or registered student organizations that is not sponsored by the College District.

Materials distributed under the supervision of instructional personnel as a part of instruction or other authorized classroom activities shall not be governed by this policy.

Limitations on Content

Materials shall not be distributed by students or registered student organizations on College District property if:

1. The materials are obscene.
2. The materials contain defamatory statements about public figures or others.
3. The materials advocate imminent lawless or disruptive action and are likely to incite or produce such action.
4. The materials are considered prohibited harassment or antisemitism. [See DIAA, DIAB, FFDA, and FFDB]
5. The materials constitute nonpermissible solicitation. [See FI]
6. The materials infringe upon intellectual property rights of the College District. [See CT]

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Time, Place, and
Manner Restrictions

Distribution of the materials shall be conducted in a manner that:

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

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

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

Posting of Signs

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

Except for signs that violate the restrictions in this policy and administrative procedures, a student or registered student organization may publicly post a sign on College District property in common outdoor areas and in areas or locations designated by the campus administrator. No object other than a sign may be posted on College District property.

Restrictions

A sign shall not be larger than 22 inches by 28 inches, unless authorized by the campus administrator. A sign shall not be attached or posted:

1. To a shrub or plant;
2. To a tree, except by string to its trunk;
3. To a permanent sign installed for another purpose;
4. To a fence or chain or its supporting structure;
5. To a brick, concrete, or masonry structure;
6. To a statue, monument, or similar structure;

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7. On or adjacent to a fire hydrant; or
8. In a College District building, except on a bulletin board designated for that purpose.

Removal A student or registered student organization shall remove each sign not later than 14 days after posting or, if it relates to an event, not longer than 24 hours after the event to which it relates has ended.

A sign posted in accordance with this section shall not be removed without permission from the campus administrator, the student, or the registered student organization.

Disclaimer Materials distributed by a registered student organization must include a disclaimer indicating that the materials are not sponsored by the College District and do not represent the views of the College District or College District officials, faculty, or staff.

Use of Facilities and Grounds

The facilities and grounds of the College District shall be made available to students or registered student organizations [see FKC] when such use does not conflict with use by, or any of the policies and procedures of, the College District. The requesting students or student organization shall pay all expenses incurred by their use of facilities in accordance with a fee schedule developed by the Board.

Requests To request permission to meet or host a speaker in College District facilities, interested students or registered student organizations shall file a written request with the campus administrator in accordance with administrative procedures.

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

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

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

1. The College District facility requested is unavailable, inadequate, or inappropriate to accommodate the proposed use at the time requested;

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2. The applicant is under a disciplinary penalty or sanction prohibiting the use of the facility;
3. The proposed use includes nonpermissible solicitation [see FI];
4. The proposed use would constitute an immediate and actual danger to the peace or security of the College District that available law enforcement officials could not control with reasonable efforts;
5. The applicant owes a monetary debt to the College District and the debt is considered delinquent;
6. The proposed activity would disrupt or disturb the regular academic program;
7. The proposed use would result in damage to or defacement of property or the applicant has previously damaged College District property;
8. The proposed activity would constitute an unauthorized joint sponsorship with an outside group; or
9. The proposed use would constitute expression that is considered prohibited harassment or antisemitism.

The campus administrator shall provide the applicant a written statement of the grounds for rejection if a request is denied.

*Common
Outdoor Area
Exception*

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

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

*Announcements
and Publicity*

In accordance with administrative procedures, all students and registered student organizations shall be given access on the same basis for making announcements and publicizing their meetings and activities.

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Identification	Students or registered student organizations distributing materials on campus or using College District facilities shall provide identification when requested to do so by a College District representative.
Violations of Policy	Failure to comply with this policy and associated procedures shall result in appropriate administrative action, including but not limited to, expulsion, confiscation of nonconforming materials, suspension of a student's or registered student organization's use of College District facilities, and/or other disciplinary action in accordance with the College District's discipline policies and procedures [see FM and FMA].
Interference with Expression	Faculty members, students, or student organizations that interfere with the expressive activities permitted by this policy shall be subject to disciplinary action in accordance with the College District's discipline policies and procedures [see DH, FM, and FMA].
Appeals	Decisions made by the administration in accordance with this policy may be appealed in accordance with DGBA(LOCAL) or FLD(LOCAL), as applicable.
Publication	This policy and associated procedures must be posted on the College District's website and distributed in the student and employee handbooks and other appropriate publications. They must also be distributed to students at orientation.

Note: For expression and use of College District facilities and grounds by employees and employee organizations, see DGC. For expression and use of College District facilities and grounds by the community, including by nonstudents and organizations that are not registered student organizations, see GD.

Antisemitism

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

Expressive Activities

Students and student organizations may engage in expressive activities in accordance with this policy. "Expressive activities" means any speech or expressive conduct protected by the First Amendment to the U.S. Constitution or by Texas Constitution Article I, Section 8, and includes assemblies, protests, speeches, the distribution of written material, the carrying of signs, and the circulation of petitions.

Prohibited Speech and Conduct

The term "expressive activities" does not include the following speech and conduct, which is prohibited on College District facilities and grounds and through the use of College District technology and networks:

1. Defamatory statements about public figures or others;
2. Prohibited harassment or antisemitism [see DIAA, DIAB, FFDA, and FFDB];
3. Incitement to imminent lawless or disruptive activity;
4. Obscenity; or
5. Threats to engage in unlawful activity.

The following conduct is also prohibited:

1. Engaging in unlawful conduct.
1. Engaging in expressive activities that materially and substantially disrupt College District operations at any time, including from 10:00 p.m. to 8:00 a.m. and during the last two weeks of each semester or term.

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2. Engaging in expressive activities that materially and substantially disrupt College District operations by inviting speakers to speak on campus or by using drums or other percussive instruments during the last two weeks of a semester or term.
3. Using a sound amplification device while engaging in expressive activities during class hours, between 10:00 p.m. to 8:00 a.m., and during the last two weeks of each semester or term to intimidate others, interfere with campus operations, or interfere with a College District employee's or a peace officer's lawful performance of a duty.
1. Camping or erecting tents or other living accommodations, with the exception of reasonable use and modifications of assigned College District housing consistent with administrative regulations. This prohibition applies to shelters that are erected for the purpose of residing within the shelter. It does not apply to other shelters that are erected on a temporary basis to provide protection from the weather or, with approval granted by the campus administrator in accordance with administrative procedures, for special events.
2. Wearing a disguise or other means of concealing a person's identity while engaging in expressive activities with the intent, as determined by the campus administrator or a law enforcement officer, to:
 - a. Obstruct the enforcement of law or College District policies and regulations by avoiding identification;
 - b. Intimidate others; or
 - c. Interfere with a College District employee's or a peace officer's lawful performance of a duty.
3. Lowering the College District's U.S. or Texas flag with the intent to raise another nation's flag or the flag representing an organization or group of people.
4. Engaging in expressive activities in a manner that would constitute an immediate and actual danger to the peace or security of the College District that available law enforcement officials could not control with reasonable efforts.
5. Damaging or defacing property.

Distribution of Literature

Written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials not sponsored by the College District shall not be sold, circulated, distributed, or posted on any College District premises by any College District student or

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STUDENT EXPRESSION AND USE OF COLLEGE FACILITIES

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registered student organization [see FKC], except in accordance with this policy.

The College District shall not be responsible for, nor shall the College District endorse, the contents of any materials distributed by students or registered student organizations that is not sponsored by the College District.

Materials distributed under the supervision of instructional personnel as a part of instruction or other authorized classroom activities shall not be governed by this policy.

Limitations on
Content

Materials shall not be distributed by students or registered student organizations on College District property if:

1. The materials constitute prohibited speech, described above.
2. The materials constitute nonpermissible solicitation. [See FI]
3. The materials infringe upon intellectual property rights of the College District. [See CT]

Time, Place, and
Manner Restrictions

Distribution of the materials shall be conducted in a manner that:

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

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

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

Posting of Signs

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

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Except for signs that violate the restrictions in this policy and administrative procedures, a student or registered student organization may publicly post a sign on College District property in common outdoor areas and in areas or locations designated by the campus administrator. No object other than a sign may be posted on College District property.

Restrictions

A sign shall not be larger than 22 inches by 28 inches, unless authorized by the campus administrator. A sign shall not be attached or posted:

1. To a shrub or plant;
2. To a tree, except by string to its trunk;
3. To a permanent sign installed for another purpose;
4. To a fence or chain or its supporting structure;
5. To a brick, concrete, or masonry structure;
6. To a statue, monument, or similar structure;
7. On or adjacent to a fire hydrant; or
8. In a College District building, except on a bulletin board designated for that purpose.

Removal

A student or registered student organization shall remove each sign not later than 14 days after posting or, if it relates to an event, not longer than 24 hours after the event to which it relates has ended.

A sign posted in accordance with this section shall not be removed without permission from the campus administrator, the student, or the registered student organization.

Disclaimer

Materials distributed by a registered student organization must include a disclaimer indicating that the materials are not sponsored by the College District and do not represent the views of the College District or College District officials, faculty, or staff.

Use of Facilities and Grounds

The facilities and grounds of the College District shall be made available to students or registered student organizations [see FKC] when such use does not conflict with use by, or any of the policies and procedures of, the College District. The requesting students or student organization shall pay all expenses incurred by their use of facilities in accordance with a fee schedule developed by the Board.

Requests to Use
Facilities

To request permission to meet or host a speaker in College District facilities, interested students or registered student organizations

shall file a written request with the campus administrator in accordance with administrative procedures.

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

Approval

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

Approval shall not be granted when the official has reasonable grounds to believe that the use would be prohibited conduct, described above, or that:

1. The College District facility requested is unavailable, inadequate, or inappropriate to accommodate the proposed use at the time requested;
2. The applicant is under a disciplinary penalty or sanction prohibiting the use of the facility;
3. The proposed use includes nonpermissible solicitation [see FI];
4. The applicant owes a monetary debt to the College District and the debt is considered delinquent;
5. The applicant has previously damaged College District property; or
6. The proposed activity would constitute an unauthorized joint sponsorship with an outside group.

The campus administrator shall provide the applicant a written statement of the grounds for rejection if a request is denied.

*Common
Outdoor Areas*

Students and student organizations may engage in expressive activities in common outdoor areas without prior approval, unless the activities constitute prohibited speech or conduct described above.

*Announcements
and Publicity*

In accordance with administrative procedures, all students and registered student organizations shall be given access on the same basis for making announcements and publicizing their meetings and activities.

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Identification	Students or registered student organizations distributing materials on campus or using College District facilities shall provide identification when requested to do so by a College District representative engaging in official duties.
Violations of Policy	Failure to comply with law or this policy and associated procedures shall result in appropriate administrative action, including but not limited to, expulsion, confiscation of nonconforming materials, suspension of a student's or registered student organization's use of College District facilities, and/or other disciplinary action in accordance with the College District's discipline policies and procedures [see FM and FMA].
Interference with Expression	Faculty members, students, or student organizations that interfere with the expressive activities permitted by this policy shall be subject to disciplinary action in accordance with the College District's discipline policies and procedures [see DH, FM, and FMA].
Appeals	Decisions made by the administration in accordance with this policy may be appealed in accordance with DGBA(LOCAL) or FLD(LOCAL), as applicable.
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Note: For expression and use of College District facilities and grounds by employees and employee organizations, see DGC. For expression and use of College District facilities and grounds by the community, including by nonstudents and organizations that are not registered student organizations, see GD.

Antisemitism

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

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Students and student organizations may engage in expressive activities in accordance with this policy. "Expressive activities" means any speech or expressive conduct protected by the First Amendment to the U.S. Constitution or by Texas Constitution Article I, Section 8, and includes assemblies, protests, speeches, the distribution of written material, the carrying of signs, and the circulation of petitions.

Prohibited Speech and Conduct

The term "expressive activities" does not include the following speech and conduct, which is prohibited on College District facilities and grounds and through the use of College District technology and networks:

1. Defamatory statements about public figures or others;
2. Prohibited harassment or antisemitism [see DIAA, DIAB, FFDA, and FFDB];
3. Incitement to imminent lawless or disruptive activity;
4. Obscenity; or
5. Threats to engage in unlawful activity.

The following conduct is also prohibited:

1. Engaging in unlawful conduct.
1. Engaging in expressive activities that materially and substantially disrupt College District operations at any time, including from 10:00 p.m. to 8:00 a.m. and during the last two weeks of each semester or term.

2. Engaging in expressive activities that materially and substantially disrupt College District operations by inviting speakers to speak on campus or by using drums or other percussive instruments during the last two weeks of a semester or term.
3. Using a sound amplification device while engaging in expressive activities during class hours, between 10:00 p.m. to 8:00 a.m., and during the last two weeks of each semester or term to intimidate others, interfere with campus operations, or interfere with a College District employee's or a peace officer's lawful performance of a duty.
1. Camping or erecting tents or other living accommodations, with the exception of reasonable use and modifications of assigned College District housing consistent with administrative regulations. This prohibition applies to shelters that are erected for the purpose of residing within the shelter. It does not apply to other shelters that are erected on a temporary basis to provide protection from the weather or, with approval granted by the campus administrator in accordance with administrative procedures, for special events.
2. Wearing a disguise or other means of concealing a person's identity while engaging in expressive activities with the intent, as determined by the campus administrator or a law enforcement officer, to:
 - a. Obstruct the enforcement of law or College District policies and regulations by avoiding identification;
 - b. Intimidate others; or
 - c. Interfere with a College District employee's or a peace officer's lawful performance of a duty.
3. Lowering the College District's U.S. or Texas flag with the intent to raise another nation's flag or the flag representing an organization or group of people.
4. Engaging in expressive activities in a manner that would constitute an immediate and actual danger to the peace or security of the College District that available law enforcement officials could not control with reasonable efforts.
5. Damaging or defacing property.

Distribution of Literature

Written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials not sponsored by the College District shall not be sold, circulated, distributed, or posted on any College District premises by any College District student or registered student organization [see FKC], except in accordance with this policy.

The College District shall not be responsible for, nor shall the College District endorse, the contents of any materials distributed by students or registered student organizations that is not sponsored by the College District.

Materials distributed under the supervision of instructional personnel as a part of instruction or other authorized classroom activities shall not be governed by this policy.

Limitations on Content

Materials shall not be distributed by students or registered student organizations on College District property if:

- ~~1.~~—The materials ~~are obscene.~~
- ~~2.~~—The materials ~~contain defamatory statements about public figures or others.~~
- ~~3.~~—The materials ~~advocate imminent lawless or disruptive action and are likely to incite or produce such action.~~
- ~~4.1.~~ The materials ~~are considered prohibited harassment or anti-semitism. [See DIAA, DIAB, FFDA, and FFDB]~~ **constitute prohibited speech, described above.**
- ~~5.2.~~ The materials constitute nonpermissible solicitation. [See FI]
- ~~6.3.~~ The materials infringe upon intellectual property rights of the College District. [See CT]

Time, Place, and Manner Restrictions

Distribution of the materials shall be conducted in a manner that:

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

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

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

Posting of Signs

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

Except for signs that violate the restrictions in this policy and administrative procedures, a student or registered student organization may publicly post a sign on College District property in common outdoor areas and in areas or locations designated by the campus administrator. No object other than a sign may be posted on College District property.

Restrictions

A sign shall not be larger than 22 inches by 28 inches, unless authorized by the campus administrator. A sign shall not be attached or posted:

1. To a shrub or plant;
2. To a tree, except by string to its trunk;
3. To a permanent sign installed for another purpose;
4. To a fence or chain or its supporting structure;
5. To a brick, concrete, or masonry structure;
6. To a statue, monument, or similar structure;
7. On or adjacent to a fire hydrant; or
8. In a College District building, except on a bulletin board designated for that purpose.

Removal

A student or registered student organization shall remove each sign not later than 14 days after posting or, if it relates to an event, not longer than 24 hours after the event to which it relates has ended.

A sign posted in accordance with this section shall not be removed without permission from the campus administrator, the student, or the registered student organization.

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Disclaimer

Materials distributed by a registered student organization must include a disclaimer indicating that the materials are not sponsored by the College District and do not represent the views of the College District or College District officials, faculty, or staff.

Use of Facilities and Grounds

The facilities and grounds of the College District shall be made available to students or registered student organizations [see FKC] when such use does not conflict with use by, or any of the policies and procedures of, the College District. The requesting students or student organization shall pay all expenses incurred by their use of facilities in accordance with a fee schedule developed by the Board.

Requests to Use
Facilities

To request permission to meet or host a speaker in College District facilities, interested students or registered student organizations shall file a written request with the campus administrator in accordance with administrative procedures.

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

Approval

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

Approval shall not be granted when the official has reasonable grounds to believe that **the use would be prohibited conduct, described above, or that:**

1. The College District facility requested is unavailable, inadequate, or inappropriate to accommodate the proposed use at the time requested;
2. The applicant is under a disciplinary penalty or sanction prohibiting the use of the facility;
3. The proposed use includes nonpermissible solicitation [see FI];
- ~~4. The proposed use would constitute an immediate and actual danger to the peace or security of the College District that available law enforcement officials could not control with reasonable efforts;~~

- ~~5.4.~~ The applicant owes a monetary debt to the College District and the debt is considered delinquent;
- ~~6.~~ The ~~proposed activity would disrupt or disturb the regular academic program;~~
- ~~7.5.~~ The ~~proposed use would result in damage to or defacement of property or the~~ applicant has previously damaged College District property; **or**
- ~~8.~~ The proposed activity would constitute an unauthorized joint sponsorship with an outside group; ~~or~~
- ~~9.6.~~ The ~~proposed use would constitute expression that is considered prohibited harassment or antisemitism.~~

The campus administrator shall provide the applicant a written statement of the grounds for rejection if a request is denied.

*Common
Outdoor Area
Exception Areas*

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

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

~~The use would result in damage to or defacement of property~~ **without prior approval, unless the activities constitute prohibited speech or conduct described above.**

Announcements
and Publicity

In accordance with administrative procedures, all students and registered student organizations shall be given access on the same basis for making announcements and publicizing their meetings and activities.

Identification

Students or registered student organizations distributing materials on campus or using College District facilities shall provide identification when requested to do so by a College District representative **engaging in official duties.**

Violations of Policy

Failure to comply with **law or** this policy and associated procedures shall result in appropriate administrative action, including but not limited to, expulsion, confiscation of nonconforming materials,

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suspension of a student's or registered student organization's use of College District facilities, and/or other disciplinary action in accordance with the College District's discipline policies and procedures [see FM and FMA].

**Interference with
Expression**

Faculty members, students, or student organizations that interfere with the expressive activities permitted by this policy shall be subject to disciplinary action in accordance with the College District's discipline policies and procedures [see DH, FM, and FMA].

Appeals

Decisions made by the administration in accordance with this policy may be appealed in accordance with DGBA(LOCAL) or FLD(LOCAL), as applicable.

Publication

This policy and associated procedures must be posted on the College District's website and distributed in the student and employee handbooks and other appropriate publications. They must also be distributed to students at orientation.

Markup

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

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

**Use of College
District Facilities**

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

Requests

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

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

Approval

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

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

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

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

*Common
Outdoor Area
Exception*

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

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

For-Profit Use

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

Nonprofit Use

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

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applicable personnel costs for supervision, custodial services, food services, security, and technology services.

The Board delegates to the College President or designee the authority to waive the facility use rental fee if the requested use serves an appropriate College District or public purpose.

Exception

Fees shall not be charged when College District buildings are used for public meetings sponsored by state agencies, local governmental agencies, and partnering school districts.

Required Conduct

Community members and organizations using College District facilities shall:

1. Conduct business in an orderly manner;
2. Provide identification when requested to do so by a College District representative;
3. Abide by all laws, policies, and procedures, including, but not limited to, those prohibiting the use, sale, or possession of alcoholic beverages, illegal drugs, and firearms, and the use of tobacco products or e-cigarettes on College District property; [See CHF and GDA]
4. Make no alteration, temporary or permanent, to College District property without prior written consent from the College President; and
5. Be responsible for the cost of repairing any damages incurred during use and shall be required to indemnify the College District for the cost of any such repairs.

Distribution of Literature

Written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials not sponsored by the College District shall not be sold, circulated, distributed, or posted on any College District premises by any community member or organization, including a College District support organization except in accordance with this policy.

The College District shall not be responsible for, nor shall the College District endorse, the contents of any materials distributed by a community member or organization.

Limitations on Content

Materials shall not be distributed by a community member or organization on College District property if:

1. The materials are obscene;
2. The materials contain defamatory statements about public figures or others;

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3. The materials advocate imminent lawless or disruptive action and are likely to incite or produce such action;
4. The materials are considered prohibited harassment or anti-semitism [see DIA series and FFD series];
5. The materials constitute unauthorized solicitation [see Use of College District Facilities, above]; or
6. The materials infringe upon intellectual property rights of the College District [see CT].

Time, Place, and
Manner Restrictions

Distribution of materials shall be conducted in a manner that:

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

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

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

Posting of Signs

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

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

Exception

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

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

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

Expressive Activities

Community members and community organizations may engage in expressive activities in accordance with this policy. "Expressive activities" means any speech or expressive conduct protected by the First Amendment to the U.S. Constitution or by Texas Constitution Article I, Section 8, and includes assemblies, protests, speeches, the distribution of written material, the carrying of signs, and the circulation of petitions.

Prohibited Speech
and Conduct

The term "expressive activities" does not include the following speech and conduct, which is prohibited on College District facilities and grounds and through the use of College District technology and networks:

1. Defamatory statements about public figures or others;
2. Prohibited harassment or antisemitism [see DIAA, DIAB, FFDA, and FFDB];
3. Incitement to imminent lawless or disruptive activity;
4. Obscenity; or
5. Threats to engage in unlawful activity.

The following conduct is also prohibited:

1. Engaging in unlawful conduct.
1. Engaging in expressive activities that materially and substantially disrupt College District operations at any time, including from 10:00 p.m. to 8:00 a.m. and during the last two weeks of each semester or term.
2. Engaging in expressive activities that materially and substantially disrupt College District operations by inviting speakers to speak on campus or by using drums or other percussive instruments during the last two weeks of a semester or term.
3. Using a sound amplification device while engaging in expressive activities during class hours, between 10:00 p.m. to 8:00 a.m., and during the last two weeks of each semester or term

to intimidate others, interfere with campus operations, or interfere with a College District employee's or a peace officer's lawful performance of a duty.

1. Camping or erecting tents or other living accommodations, with the exception of reasonable use and modifications of assigned College District housing consistent with administrative regulations. This prohibition applies to shelters that are erected for the purpose of residing within the shelter. It does not apply to other shelters that are erected on a temporary basis to provide protection from the weather or, with approval granted by the campus administrator in accordance with administrative procedures, for special events.
2. Wearing a disguise or other means of concealing a person's identity while engaging in expressive activities with the intent, as determined by the campus administrator or a law enforcement officer to:
 - a. Obstruct the enforcement of law or College District policies and regulations by avoiding identification;
 - b. Intimidate others; or
 - c. Interfere with a College District employee's or a peace officer's lawful performance of a duty.
3. Lowering the College District's U.S. or Texas flag with the intent to raise another nation's flag or the flag representing an organization or group of people.
4. Engaging in expressive activities in a manner that would constitute an immediate and actual danger to the peace or security of the College District that available law enforcement officials could not control with reasonable efforts.
5. Damaging or defacing property.

Antisemitism

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

**Use of College
District Facilities**

The grounds and facilities of the College District shall be made available to members of the College District community and com-

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	<p>community organizations, including College District support organizations, when such use is for educational, recreational, civic, or social activities and the use does not conflict with use by, or any of the policies and procedures of, the College District.</p>
Requests to Use Facilities	<p>To request permission to meet in College District facilities, interested community members or organizations shall file a written request with the campus administrator in accordance with administrative procedures.</p> <p>The community members or organization making the request shall indicate that they have read and understand the policies and rules governing use of College District facilities and that they will abide by those rules.</p>
Approval	<p>Requests for community use of College District facilities shall be considered on a first-come, first-served basis.</p> <p>The campus administrator shall approve or reject the request in accordance with provisions of and deadlines set out in this policy and administrative procedures, without regard to the religious, political, philosophical, ideological, academic viewpoint, or other content of the speech likely to be associated with the community members' or organization's use of the facility.</p> <p>Approval shall not be granted when the official has reasonable grounds to believe that the use would be prohibited conduct, described above, or that:</p> <ol style="list-style-type: none">1. The College District facility requested is unavailable, inadequate, or inappropriate to accommodate the proposed use at the time requested;2. The applicant is subject to a sanction [see Violations of Policy, below] prohibiting the use of the facility;3. The applicant owes a monetary debt to the College District and the debt is considered delinquent; or4. The applicant has previously damaged College District property.
Designated Public Forums	<p>The Board shall designate common outdoor areas where community members and organizations may engage, without prior approval, in expressive activities that do not constitute prohibited speech or conduct. Those areas will be published on the College District website and in other appropriate publications.</p>
<i>For-Profit Use</i>	<p>The College District shall not permit individuals or for-profit organizations to use its facilities for financial gain; however, the College District shall permit private academic instruction, as well as public</p>

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performances or presentations so long as no admission fee is charged, when these activities do not conflict with College District use or with this policy.

Nonprofit Use The College District shall permit nonprofit organizations to conduct fundraising events on College District property when these activities do not conflict with College District use or with this policy.

Campaign-Related Use Except to the extent a College District facility is used as an official polling place, College District facilities shall not be available for use by individuals or groups for political advertising, campaign communications, or electioneering, as those terms are used in state law.

No Approval Required No approval shall be required for nonschool-related recreational use of the College District's unlocked, outdoor recreational facilities, such as the track, tennis courts, and the like, when the facilities are not in use by the College District or for another scheduled purpose.

Written Notice if Request Rejected The campus administrator shall provide the applicant a written statement of the grounds for rejection if a request is denied.

Emergency Use In case of emergencies or disasters, the College President may authorize the use of College District facilities by civil defense, health, or emergency service authorities.

Repeated Use The College District shall permit repeated use by any community member or organization in accordance with administrative procedures.

Exception Any limitations on repeated use by a community member or organization shall not apply to any group or organization when the primary participants in the activities are College District students, faculty, or staff.

Scheduling Academic and extracurricular activities sponsored by the College District shall always have priority when any use is scheduled. The campus administrator shall have authority to cancel a scheduled use by a community member or organization if an unexpected conflict arises with a College District activity.

Use Agreement Any community member or organization approved for a nonschool use of College District facilities shall be required to complete a written agreement indicating receipt and understanding of this policy and any applicable administrative regulations, and acknowledging that the College District is not liable for any personal injury or damages to personal property related to the nonschool use.

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Fees for Use A community member or organization authorized to use College District facilities shall be charged a fee for the use of designated facilities.

The Board shall establish and publish a schedule of fees based on the cost of the physical operation of the facilities, as well as any applicable personnel costs for supervision, custodial services, food services, security, and technology services.

The Board delegates to the College President or designee the authority to waive the facility use rental fee if the requested use serves an appropriate College District or public purpose.

Exception Fees shall not be charged when College District buildings are used for public meetings sponsored by state agencies, local governmental agencies, and partnering school districts.

Required Conduct Community members and organizations using College District facilities shall:

1. Conduct business in an orderly manner;
2. Provide identification when requested to do so by a College District representative;
3. Abide by all laws, policies, and procedures, including, but not limited to, those prohibiting the use, sale, or possession of alcoholic beverages, illegal drugs, and firearms, and the use of tobacco products or e-cigarettes on College District property; [See CHF and GDA]
4. Make no alteration, temporary or permanent, to College District property without prior written consent from the College President; and
5. Be responsible for the cost of repairing any damages incurred during use and shall be required to indemnify the College District for the cost of any such repairs.

Distribution of Literature Written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials not sponsored by the College District shall not be sold, circulated, distributed, or posted on any College District premises by any community member or organization, including a College District support organization except in accordance with this policy.

The College District shall not be responsible for, nor shall the College District endorse, the contents of any materials distributed by a community member or organization.

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Limitations on
Content

Materials shall not be distributed by a community member or organization on College District property if:

1. The materials constitute prohibited speech, described above;
2. The materials constitute unauthorized solicitation [see Use of College District Facilities, above]; or
3. The materials infringe upon intellectual property rights of the College District [see CT].

Time, Place, and
Manner Restrictions

Distribution of materials shall be conducted in a manner that:

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

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

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

Posting of Signs

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

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

Exception

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

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Identification

A community member or organization distributing materials on campus or using College District facilities shall provide identification when requested to do so by a College District representative engaging in official duties.

Violations of Policy

Failure to comply with law or this policy and associated procedures shall result in appropriate administrative action, including but not limited to, withdrawal of consent to remain on campus, the suspension of the individual's or organization's use of College District facilities and the confiscation of nonconforming materials.

Interference with
Expression

Faculty members, students, or student organizations that interfere with the expressive activities permitted by this policy shall be subject to disciplinary action in accordance with the College District's discipline policies and procedures. [See DH, FM, and FMA]

Appeals

Decisions made by the administration in accordance with this policy may be appealed in accordance with GB(LOCAL), DGBA(LOCAL), and FLD(LOCAL) as applicable.

Publication

This policy and associated procedures must be posted on the College District's website and distributed in the employee and student handbooks and other appropriate publications.

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

As defined by the Texas Government Code 448.001, "Antisemitism," Expressive Activities

Community members and community organizations may engage in expressive activities in accordance with this policy. "Expressive activities" means any speech or expressive conduct protected by the First Amendment to the U.S. Constitution or by Texas Constitution Article I, Section 8, and includes assemblies, protests, speeches, the distribution of written material, the carrying of signs, and the circulation of petitions.

Prohibited Speech and Conduct

The term "expressive activities" does not include the following speech and conduct, which is prohibited on College District facilities and grounds and through the use of College District technology and networks:

1. Defamatory statements about public figures or others;
2. Prohibited harassment or antisemitism [see DIAA, DIAB, FFDA, and FFDB];
3. Incitement to imminent lawless or disruptive activity;
4. Obscenity; or
5. Threats to engage in unlawful activity.

The following conduct is also prohibited:

1. Engaging in unlawful conduct.
1. Engaging in expressive activities that materially and substantially disrupt College District operations at any time, including from 10:00 p.m. to 8:00 a.m. and during the last two weeks of each semester or term.
2. Engaging in expressive activities that materially and substantially disrupt College District operations by inviting speakers to speak on campus or by using drums or other percussive instruments during the last two weeks of a semester or term.
3. Using a sound amplification device while engaging in expressive activities during class hours, between 10:00 p.m. to 8:00 a.m., and during the last two weeks of each

semester or term to intimidate others, interfere with campus operations, or interfere with a College District employee's or a peace officer's lawful performance of a duty.

1. Camping or erecting tents or other living accommodations, with the exception of reasonable use and modifications of assigned College District housing consistent with administrative regulations. This prohibition applies to shelters that are erected for the purpose of residing within the shelter. It does not apply to other shelters that are erected on a temporary basis to provide protection from the weather or, with approval granted by the campus administrator in accordance with administrative procedures, for special events.
2. Wearing a disguise or other means of concealing a person's identity while engaging in expressive activities with the intent, as determined by the campus administrator or a law enforcement officer to:
 - a. Obstruct the enforcement of law or College District policies and regulations by avoiding identification;
 - b. Intimidate others; or
 - c. Interfere with a College District employee's or a peace officer's lawful performance of a duty.
3. Lowering the College District's U.S. or Texas flag with the intent to raise another nation's flag or the flag representing an organization or group of people.
4. Engaging in expressive activities in a manner that would constitute an immediate and actual danger to the peace or security of the College District that available law enforcement officials could not control with reasonable efforts.
5. Damaging or defacing property.

Antisemitism

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

**Use of College
District Facilities**

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

**Requests to Use
Facilities**

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

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

Approval

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

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

Approval shall not be granted when the official has reasonable grounds to believe that **the use would be prohibited conduct, described above, or that:**

1. The College District facility requested is unavailable, inadequate, or inappropriate to accommodate the proposed use at the time requested;
2. The applicant is subject to a sanction [see Violations of Policy, below] prohibiting the use of the facility;
- ~~3.—The proposed use would constitute an immediate and actual danger to the peace or security of the College District that available law enforcement officials could not control with reasonable efforts;~~
- ~~4.—The applicant owes a monetary debt to the College District and the debt is considered delinquent;~~
- ~~5.3. The proposed activity would disrupt or disturb the regular academic program; or~~

~~6.4. The proposed use would result in damage to or defacement of property or the applicant has previously damaged College District property; or.~~

~~7. The proposed use would constitute expression that is considered prohibited harassment or antisemitism.~~

~~Common
Outdoor Area
Exception~~

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

~~1. The person's conduct is unlawful, including, but not limited to, expression that is considered prohibited harassment or antisemitism;~~

~~2. The use would constitute an immediate and actual danger to the peace or security of the College District that available law enforcement officials could not control with reasonable efforts;~~

~~3. The use would materially or substantially disrupt or disturb the regular academic program; or~~

~~The use would
result in damage to
or defacement of
property~~
**Designate
d Public Forums**

The Board shall designate common outdoor areas where community members and organizations may engage, without prior approval, in expressive activities that do not constitute prohibited speech or conduct. Those areas will be published on the College District website and in other appropriate publications.

For-Profit Use

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

Nonprofit Use

The College District shall permit nonprofit organizations to conduct fundraising events on College District property when these activities do not conflict with College District use or with this policy.

*Campaign-
Related Use*

Except to the extent a College District facility is used as an official polling place, College District facilities shall not be available for use by individuals or groups for political advertising, campaign communications, or electioneering, as those terms are used in state law.

*No Approval
Required*

No approval shall be required for nonschool-related recreational use of the College District's unlocked, outdoor recreational facilities.

COMMUNITY EXPRESSION AND USE OF COLLEGE FACILITIES

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	<p>ties, such as the track, tennis courts, and the like, when the facilities are not in use by the College District or for another scheduled purpose.</p>
<p><i>Written Notice if Request Rejected</i></p>	<p>The campus administrator shall provide the applicant a written statement of the grounds for rejection if a request is denied.</p>
<p>Emergency Use</p>	<p>In case of emergencies or disasters, the College President may authorize the use of College District facilities by civil defense, health, or emergency service authorities.</p>
<p>Repeated Use</p>	<p>The College District shall permit repeated use by any community member or organization in accordance with administrative procedures.</p>
<p><i>Exception</i></p>	<p>Any limitations on repeated use by a community member or organization shall not apply to any group or organization when the primary participants in the activities are College District students, faculty, or staff.</p>
<p>Scheduling</p>	<p>Academic and extracurricular activities sponsored by the College District shall always have priority when any use is scheduled. The campus administrator shall have authority to cancel a scheduled use by a community member or organization if an unexpected conflict arises with a College District activity.</p>
<p>Use Agreement</p>	<p>Any community member or organization approved for a nonschool use of College District facilities shall be required to complete a written agreement indicating receipt and understanding of this policy and any applicable administrative regulations, and acknowledging that the College District is not liable for any personal injury or damages to personal property related to the nonschool use.</p>
<p>Fees for Use</p>	<p>A community member or organization authorized to use College District facilities shall be charged a fee for the use of designated facilities.</p> <p>The Board shall establish and publish a schedule of fees based on the cost of the physical operation of the facilities, as well as any applicable personnel costs for supervision, custodial services, food services, security, and technology services.</p> <p>The Board delegates to the College President or designee the authority to waive the facility use rental fee if the requested use serves an appropriate College District or public purpose.</p>
<p><i>Exception</i></p>	<p>Fees shall not be charged when College District buildings are used for public meetings sponsored by state agencies, local governmental agencies, and partnering school districts.</p>

- Required Conduct Community members and organizations using College District facilities shall:
1. Conduct business in an orderly manner;
 2. Provide identification when requested to do so by a College District representative;
 3. Abide by all laws, policies, and procedures, including, but not limited to, those prohibiting the use, sale, or possession of alcoholic beverages, illegal drugs, and firearms, and the use of tobacco products or e-cigarettes on College District property; [See CHF and GDA]
 4. Make no alteration, temporary or permanent, to College District property without prior written consent from the College President; and
 5. Be responsible for the cost of repairing any damages incurred during use and shall be required to indemnify the College District for the cost of any such repairs.

Distribution of Literature

Written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials not sponsored by the College District shall not be sold, circulated, distributed, or posted on any College District premises by any community member or organization, including a College District support organization except in accordance with this policy.

The College District shall not be responsible for, nor shall the College District endorse, the contents of any materials distributed by a community member or organization.

Limitations on Content

Materials shall not be distributed by a community member or organization on College District property if:

- ~~1.—The materials are obscene;~~
- ~~2.—The materials contain defamatory statements about public figures or others;~~
- ~~3.—The materials advocate imminent lawless or disruptive action and are likely to incite or produce such action;~~
- 4.1. The materials are considered prohibited harassment or anti-semitism [see DIA series and FFD series]; constitute prohibited speech, described above;**
- ~~5.2.~~ The materials constitute unauthorized solicitation [see Use of College District Facilities, above]; or

~~6.3.~~ The materials infringe upon intellectual property rights of the College District [see CT].

Time, Place, and
Manner Restrictions

Distribution of materials shall be conducted in a manner that:

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

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

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

Posting of Signs

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

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

Exception

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

Identification

A community member or organization distributing materials on campus **or using College District facilities** shall provide identification when requested to do so by a College District representative **engaging in official duties**.

Violations of Policy

Failure to comply with **law or** this policy and associated procedures shall result in appropriate administrative action, including but

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not limited to, withdrawal of consent to remain on campus, the suspension of the individual's or organization's use of College District facilities and the confiscation of nonconforming materials.

**Interference with
Expression**

Faculty members, students, or student organizations that interfere with the expressive activities permitted by this policy shall be subject to disciplinary action in accordance with the College District's discipline policies and procedures. [See DH, FM, and FMA]

Appeals

Decisions made by the administration in accordance with this policy may be appealed in accordance with GB(LOCAL), DGBA(LOCAL), and FLD(LOCAL) as applicable.

Publication

This policy and associated procedures must be posted on the College District's website and distributed in the employee and student handbooks and other appropriate publications.

Markup

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.

Appendix A

Item	Policy	Last Adopted Date	TASB Update	TASB and Other Explanatory Notes
A.	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.
B.	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.
C.	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.
D.	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.
E.	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.

Item	Policy	Last Adopted Date	TASB Update	TASB and Other Explanatory Notes
F.	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.
G.	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.</p> <p>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>
H.	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>
I.	FLBE (Local) – Student Conduct: Alcohol and Drug Use	2/14/2023	50	<p>Recommended revisions address HB 46, which prohibits a college from restricting the storage of low-THC cannabis authorized by state law.</p> <p>Additional changes have been made for clarity.</p>
J.	FLD (Local) – Student Rights and Responsibilities:	10/29/2024	50	<p>Language has been reorganized to clarify the structure of grievance processes.</p> <p>Recommended revisions require the college to provide Notice to Students on the college's website to ensure appropriate due process.</p>

Item	Policy	Last Adopted Date	TASB Update	TASB and Other Explanatory Notes
	Student Complaints			<p>At Formal Process, language has been added to clarify that certain complaints must begin at the board level.</p> <p>A cross-reference has been updated to incorporate the reorganization of policies related to security personnel.</p>
K.	GB (Local) – Public Complaints and Hearings	7/22/2025	50	<p>Language has been reorganized to clarify the structure of grievance processes.</p> <p>At Formal Process, language has been added to clarify that certain complaints must begin at the board level.</p> <p>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.</p> <p>A cross reference has been updated to incorporate the reorganization of policies related to security personnel. Additional changes have been made for clarity.</p>
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

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**Project
Administration**

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New

FACILITIES CONSTRUCTION

CM
(LOCAL)

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.

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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.

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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).

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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]

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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

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DM
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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.]

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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**

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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.

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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;

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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:

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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:

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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.

STUDENT RIGHTS AND RESPONSIBILITIES
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Definitions of terms used in this policy shall be as follows.

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2. Using test materials not authorized by the person administering the test;
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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;
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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;

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7. Respect the property of others, including College District property and facilities; and
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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.

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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]
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1. Violating policies, rules, or agreements signed by the student regarding the use of technology resources;
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 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.
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2. Making false accusations or perpetrating hoaxes regarding the safety of the College District, students, employees, or visitors;
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Conduct**

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

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

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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.

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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;

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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;

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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;

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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.
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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.

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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.

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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.
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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.

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

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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.

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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

STUDENT RIGHTS AND RESPONSIBILITIES
STUDENT COMPLAINTS

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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

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.

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.

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 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 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]

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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

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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

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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

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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.
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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

Review of Presentations Delivered to Facilities Committee

The following presentation was delivered to the Facilities Committee on Tuesday, February 10, 2026:

Review and Update on Five-Year Plan for the Unexpended Plant Fund Budget

- Purpose** Update on the planned budget projections for five (5) years of the Unexpended Plant Fund budget.
- Justification** Administration and College staff develop plans for funding future and ongoing projects beyond the current fiscal year. The budget includes proposed funding and budget transfers from other funds needed to meet the College's long-term construction plans.
- Enclosed Documents** Appendix A – Five-Year Unexpended Plant Fund Budget Plan
- Staff Resource** Ricardo de la Garza, Executive Director for Facilities Planning & Construction
Mary Del Paz, Vice President for Finance and Administrative Services
- Recommendation** This item was presented for the Committee's information only. No action was requested.

Appendix A

Five-Year Unexpended Plant Fund Budget Plan follows in the packet.

**South Texas College
Capital Improvement Projects
FY 2021 through FY 2028**

Campus	Construction Project Description Information from the CIP Requests	Total Project Cost FY 2021 to FY 2028
Pecan Campus	Ann Richards Administration Building A Renovation	797,575.31
Pecan Campus	North Academic Bldg. P ARC, IE Renovation	908,587.65
Pecan Campus	Ann Richards Administration Building A Additional Parking Lot	289,270.30
Pecan Campus	Pecan West New Continuing Education Building Testing Ctr Addition	409.95
Pecan Campus	Information Technology Building M Office and Work Space Renovation	434,693.39
Pecan Campus	Student Activities Center Building H Cafeteria Renovation	103,462.05
Pecan Campus	Sand Volleyball Courts	63,141.00
Pecan Plaza	Human Resources Dept. Bldg. A Entry Courtyard Renovations	5,200.00
Pecan Plaza	Human Resources Dept. Bldg. A Renovations	40,886.11
Pecan Plaza	Kinesiology Renovations	184,604.00
Dr. Ramiro Casso	West Entry Campus Sign	68,308.92
Dr. Ramiro Casso	Nursing Allied Health East Bldg. A Occupational Therapy Kitchen Lab Expansion	193,217.09
Dr. Ramiro Casso	NAH East Building A Student Services Renovation	310,837.04
Mid Valley Campus	Center for Learning Excellence Building A Renovation of Existing Cafeteria to Culinary Arts Instructional Kitchen	498,022.86
Mid Valley Campus	Student Union Building F Renovation	250,712.47
Mid Valley Campus	CLE Bldg. A Reno Exist Café to Culinary Kitchen Lab	112.00
Mid Valley Campus	Physical Plant Building J Renovation	1,650.00
Technology Campus	Exterior Solar Panels Structure	235,995.24
Technology Campus	Truck Driving Range Expansion	65,116.39
Technology Campus	Career Bldg. B Renovation	8,000.00
Technology Campus	Welding Lab Building F	3,880,741.86
Technology Campus	Emerging Technologies Building A & Advanced Technical Careers B Renovations	50,500.00
Starr Campus	Automotive Lab Building Q	2,447,344.58
Starr Campus	North Academic Bldg. C HVCA-R Outdoor Covered Area Expansion	483,650.15

Campus	Construction Project Description Information from the CIP Requests	Total Project Cost FY 2021 to FY 2028
Starr Campus	Electrician Technology Expansion Building F	2,066.48
Starr Campus	Student Services Building G Renovation	231,598.40
Starr Campus	Workforce Center Building D Welding Expansion	1,102,554.82
RCPSE	Cityscape Remediation	103,535.32
RCPSE	Target Range (25% STC)	46,946.59
RCPSE	Target Range (75% Grant)	622.50
RCPSE	Canopy for Safety Training Vehicles	806,992.23
RCPSE	Canopy for Students and Instructors	582,112.04
RCPSE	Chiller Installation	220,117.86
RCPSE	Fire Training Area	430,438.59
RCPSE	RCPSE Skills Pad and EVOG Lighting	355,340.98
RCPSE	Site Drainage Upgrades	142,568.77
RCPSE	RCPSE Perimeter Fencing	38,571.71
RCPSE	Two-Story Residential Fire Training Structure Building K	2,709,458.16
RCPSE	Building A Expansion of Parking Lot #1	305,326.82
La Joya	Building and Wayfinding Signage	9,439.60
District Wide	Exterior Wayfinding Signage	\$ 90,874.65
District Wide	Automatic Doors Phase III	6,176.18
District Wide	Automatic Doors Phase IV	44,382.50
District Wide	Fence Enclosures	9,892.05
Completed Total		\$ 18,561,054.61
Pecan Campus	Library Space Modifications	1,194,945.75
Pecan Campus	Pecan West Continuing Education Building A	9,502,953.74
Pecan Campus	Pecan West Parking and Site Improvements	2,908,532.27
Pecan Campus	Kinesiology Bldg. Q	7,804,521.22
Pecan Campus	Cooper Center for Performing Arts Building L Music and Dance Expansion and Renovation	8,114,675.61

Campus	Construction Project Description Information from the CIP Requests	Total Project Cost FY 2021 to FY 2028
Pecan Campus	Business and Science Building G Engineering Lab Renovation	652,976.03
Pecan Campus	Student Services Building K Renovation	2,457,395.12
Pecan Campus	North Academic Humanities Building P Renovations for the Accounts Receivable and Grant Accounting Departments	94,500.00
Pecan Campus	North Academic Humanities Building P Faculty and Staff Office Renovation	895,313.15
Pecan Campus	Institution Support Services Building N	4,991,220.00
Pecan Campus	Athletic Field Improvements	54,639.89
Pecan Campus	Athletic Field Building R	554,600.00
NHA	Regional Workforce Development Healthcare Center Building E	7,272,530.42
Pecan Plaza	East Building B Renovation for Cosmetology	4,917,336.62
Dr. Ramiro Casso	East Building A Conversion of Radiology Lab to Multipurpose Skills Lab	197,690.21
Dr. Ramiro Casso	East Building A Community Pharmacy Lab & Pharmacy Technology Lecture Renovation	422,476.19
Mid Valley Campus	Workforce Center Building D Welding Expansion	1,292,152.03
Mid Valley Campus	Automotive Lab Building M	2,270,986.68
Mid Valley Campus	Workforce Center Building D HVAC-R Outdoor Covered Area	1,037,397.26
Mid Valley Campus	Child Development Center Portable PB-L2 Renovation	250,555.04
Mid Valley Campus	Child Development Center Canopy Expansion	6,562.90
Mid Valley Campus	Student Union Building F Financial Aid Renovation	34,339.87
District Wide	Land and Facility Purchases	8,808,503.78
District Wide	Renovations and Contingencies	1,810,569.23
District Wide	Outdoor Furniture	159,914.38
District Wide	Facility Signage	758,012.26
District Wide	Removal of Existing Trees	106,775.91
In-Progress Approved Cost Total		\$ 68,572,075.56
Pecan Campus	Building P VPFAS Renovation	892,620.00
Pecan Plaza	Human Resources Building A Renovation	1,798,800.00
Pecan Plaza	Building C Folklorico Renovation	1,159,000.00

Campus	Construction Project Description Information from the CIP Requests	Total Project Cost FY 2021 to FY 2028
Pecan Plaza	East Building B Department of Public Safety Expansion	2,373,873.00
Dr. Ramiro Casso	East Building A Breakroom and Offices Expansion	142,450.00
Technology Campus	Automotive Lab Exhaust System	200,500.00
Technology Campus	Truck Driving Range Canopy	87,000.00
Starr Campus	Exterior Solar Panels Structures	346,250.00
Starr Campus	Physical Plant Building P Additional Pole Lights	73,000.00
RCPSE	F.L.A.G. Training Area Gas Supply Line	24,000.00
RCPSE	Emergency Response Support Facility	181,600.00
RCPSE	Obstacle Course and Fitness Trail	219,500.00
La Joya	Higher Education Center La Joya Welding Lab Relocation	300,000.00
District Wide	Project Cost Control Reserve	8,625,154.00
District Wide	Entry Monument Signs	1,040,000.00
District Wide	Interior Facility Signage	250,000.00
District Wide	Campus Master Plan	375,000.00
Projected Cost Total		\$ 18,088,747.00
Technology Campus	Athletic Field and Basketball Court Improvements	200,500.00
RCPSE	Student Services Building	5,000,000.00
District Wide	CIP Additional Projects	4,000,000.00
District Wide	Left for land Allocate every year	5,000,000.00
Wish List Total		\$ 14,200,500.00
	Grand Total for Completed Projects	\$ 119,422,377.17

**South Texas College
Capital Improvement Projects
From Fiscal Year 2021 through Fiscal Year 2028**

Beginning Balance	September 1, 2020		\$ 41,436,603
Projects FY 2021 - FY 2028			
CIP - Complete	Actual Costs	\$ 18,561,055	
CIP - In Progress	Approved Costs	68,572,076	
CIP - In Progress	Projected Costs	18,088,747	
CIP - Wish Projects		14,200,500	
Total Projects			\$ 119,422,377
Ending Balance	August 31, 2028		\$ (77,985,774)
Transfer - In From Unrestricted FY 2021 - FY 2028			\$ 67,931,099
Interest Earned and projected		\$ 10,805,841	
EDA for Continuing Education		1,500,000	
Total Interest and EDA Grant			\$ 12,305,841
Balance After Transfers			\$ 2,251,166

Wish List Projects

Athletic Field and Basketball Court Improvements	Technology Campus		5,000,000
CIP Additional Projects	RCPSE		4,000,000
CIP Additional Projects	District Wide	\$	200,500
Left for land Allocate every year	District Wide		5,000,000
Total Wish List Projects			\$ 14,200,500

Review and Action as Necessary on Consent Agenda Items from the Facilities Committee

The following Consent Agenda items were thoroughly discussed by the Facilities Committee. All trustees, whether a member of the Committee or not, received all supporting documentation and were invited to participate in the deliberation on the items. Non-committee members did not participate in Committee votes for recommendation of Board action.

Administration believes that all questions raised during the Committee discussion of Consent Agenda items were resolved to the Committee's satisfaction at the meeting, and the items are presented here substantially as recommended by the Committee, for approval by the Board of Trustees.

Any trustee may request an item or items be removed from the Consent Agenda for further discussion. Otherwise, the Board is asked to formally act on the full consent agenda, according to the details and recommended action presented for each item in the following pages.

The Facilities Committee recommended Board action on the following items as presented:

- a. Approval on Change Order for Pecan West Continuing Education Parking & Site Improvements
- b. Approval on Substantial Completion of the District Wide Stucco Repainting Phase II at Starr County Campus
- c. Approval on Final Completion of the District Wide Stucco Repainting Phase II at Pecan Campus
- d. Approval on Final Completion of the District Wide Stucco Repainting Phase II at Mid Valley Campus

It is recommended that the Board of Trustees of South Texas College approve and authorize the following Minute Order proposed for consideration:

The Board of Trustees of South Texas College approve and authorize items "a – d" of the Facilities Committee Consent Agenda as presented.

Approval Recommended:

**Dr. Ricardo J. Solis
President**

Consent Agenda:

a. Approval on Change Order for Pecan West Continuing Education Parking & Site Improvements

Purpose To approve a proposed change order for the project.

Justification A change order to the construction contract is needed to cover the additional scope of work required by the City of McAllen, which includes:

- Reorientation of the dumpster pad and enclosure

Construction Contract Amount \$2,757,716.50
Net Effect of Change Order No. 2 to Contract Amount 13,441.50
Revised Construction Contract Amount \$2,771,158.00

An additional twenty-six (26) days will be added to the substantial completion schedule.

Enclosed Documents Appendix A – Change Order #2
Appendix B – Fact Sheet

Funding The funds are available in the Unexpended Construction Plant Fund for use in FY 2025 – 2026.

Staff Resource Ricardo de la Garza, Executive Director for Facilities Planning & Construction
Mary Del Paz, Vice President for Finance and Administrative Services

Recommendation Administration requests the Committee recommend Board approval of the proposed change order with GST Construction, Inc. in the amount of \$13,441.50 and an additional twenty-six (26) days for the Pecan West Parking and Site Improvements project as presented.

Appendix A

Change Order #2 follows in the packet.

Appendix B

Fact Sheet follows in the packet

CONTRACT CHANGE ORDER

808 Dallas Avenue
 McAllen, Texas 78501
 956/631-4482
 www.perezce.com
 Firm Registration F-2158



TO: <u>GST Construction, Inc.</u> <u>7337 Owassa Road</u> <u>Edinburg, Texas 78542</u>	Date: <u>1/28/2026</u> Project No.: <u>STC23103</u> Location: <u>McAllen, Texas</u> Contract No.: <u>24-25-1038</u> Change Order No.: <u>2</u>		
You are hereby requested to comply with the following changes from the contract plans and specifications.			
Item No. (1)	Description of changes-quantities, units, unit prices, change in completion schedule, etc. (2)	Decrease in contract price (3)	Increase in contract price (4)
DUMPSTER REORIENTATION			
1	ADD: 1,070 SF of 7-inch Heavy Duty Asphalt at \$13.00/SF		\$ 13,910.00
2	ADD: 119 SY of 4 inch Flexbase at \$13.00/SY		\$ 1,547.00
3	ADD: 119 SY of 6 inch Moisture Conditioning at \$4.50/SY		\$ 535.50
4	ADD: 1 Curb-O-Inlet System at \$2,000/EA		\$ 2,000.00
CREDIT(S)			
5	DEDUCT: 82 SY of 2.5 inch Medium Duty Asphalt Pavement at \$29.00/SY	\$ (2,378.00)	
6	DEDUCT: 82 SY of 8 inch Flexbase at \$18.50/SY	\$ (1,517.00)	
7	DEDUCT: 82 SY of 6 inch Cement Stabilize Subgrade at \$8.00/SY	\$ (656.00)	
Contract Amount			\$ 2,586,000.00
Change Order No. 1			\$ 171,716.50
Total decrease			\$ (4,551.00)
Total increase			\$ 17,992.50
Difference between Col. (3) and (4)			\$ 13,441.50
New Contract Amount			\$ 2,771,158.00
1. Necessity for change:			
Construction Plan releases on 8.15.2025 as per the latest City of McAllen comments and requirements for the dumpster orientation. A total of 26 weather-impact days have been added, as per the attached documentation.			
2. Will proposed change alter the physical size of the property? [] Yes [X] No If "Yes" explain:			
3. Effect on operation and maintenance costs: None anticipated.			
The time provided for completion in the contract is (unchanged) (increased) (decreased) by <u>26</u> calendar days. This document shall become an amendment to the contract and all provisions of the contract that apply hereto.			
Recommended by:		_____ Engineer - Perez Consulting Engineers, LLC	_____ Date
Accepted by:		_____ Contractor - GST Construction	_____ Date
Approved by:		_____ Owner - South Texas College	_____ Date



Project Fact Sheet
2/2/2026

Project Name: Pecan West - Parking & Site Improvements		Project No. 2023-018C						
Funding Source(s): Unexpended Plant Fund / Grant Fund (STC 20% and EDA 80%)								
	Total Project Budget	FY 22-23		FY 23-24		FY 24-25		Variance of Project Budget vs. Actual
		Project Budget	Actual Expenditures	Project Budget	Actual Expenditures	Project Budget	Actual Expenditures	
Construction:	\$ 1,668,440.00	\$ -	\$ -	\$ 500,532.00	\$ -	\$ 1,466,712.00	\$ 442,714.91	\$ 1,023,997.09
Design (Site):	118,376.00	79,445.00	-	40,709.00	4,897.17	150,986.00	135,999.21	14,986.79
Design (Subdivision):	40,514.00	-	24,230.00	40,514.00	5,542.50	10,750.00	21,395.00	(10,645.00)
Miscellaneous:	47,670.00	23,835.00	1,058.91	46,470.00	-	73,738.00	7,415.81	66,322.19
FFE:	-	-	-	-	-	-	-	-
Technology:	-	-	-	-	-	-	-	-
Total:	\$ 1,875,000.00	\$ 103,280.00	\$ 25,288.91	\$ 628,225.00	\$ 10,439.67	\$ 1,702,186.00	\$ 607,524.93	\$ 1,094,661.07

	Project Budget	FY 25-26		Variance of Project Budget vs. Actual	Total Actual Expenditures To Date
		Project Budget	Actual Expenditures		
Construction:	\$ 2,327,400.00	\$ 343,587.03	\$ 1,983,812.97		\$ 786,301.94
Design (Site):	92,845.00	-	92,845.00		140,896.38
Design (Subdivision):	-	-	-		51,167.50
Miscellaneous:	50,000.00	-	50,000.00		8,474.72
FFE:	-	-	-		-
Technology:	-	-	-		-
Total:	\$ 2,470,245.00	\$ 343,587.03	\$ 2,126,657.97		\$ 986,840.54

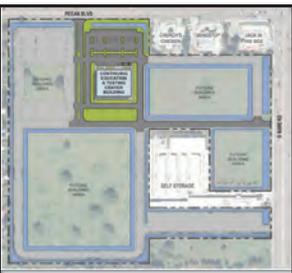
Project Team		Board Status							
Approval to Solicit Architect/Engineer:	8/23/2022	Board Approval of Schematic Design	N/A	Vendor	Contract Amount	Actual Expenditures	Variance		
Architect/Engineer:	Perez Consulting Engineers			Perez Consulting (Sub-Division Plat)	\$ 40,514.00	\$ 51,167.50	\$ (10,653.50)		
Contractor:	GST Construction, Inc.	Substantial Completion	TBD	Board Acceptance	TBD	Perez Consulting (Parking and Site Improvements)	\$ 130,591.10	\$ 140,896.38	\$ (10,305.28)
STC FPC Project Manager:	David Valdez	Final Completion	TBD	Board Acceptance	TBD	GST Construction Inc.	\$ 2,586,000.00	\$ -	\$ 2,586,000.00

Project Description	Project Scope
Design and construction of site improvements for the Continuing Education facility.	Design and construction of site improvements, site infrastructure and parking area to service the Continuing Education facility.

Projected Timeline							
Board Approval to Solicit Architect/Engineer	Board Approval of Architect/Engineer	Board Approval of Schematic Design	Board Approval of Contractor	Construction Start Date	Board Approval of Substantial Completion Date	Board Approval of Final Completion Date	FFE Completion of Move In
8/23/2022	1/31/2023	N/A	1/28/2025	4/12/2025	6/23/2026	7/21/2026	7/31/2026

Project Calendar of Expenditures by Fiscal Year							
Fiscal Year	Construction	Design	Miscellaneous	FFE	Tech	Project Total	
2022-23	\$ -	\$ 24,230.00	\$ 1,058.91	\$ -	\$ -	\$ 25,288.91	
2023-24	-	10,439.67	-	-	-	\$ 10,439.67	
2024-25	442,714.91	157,394.21	7,415.81	-	-	\$ 607,524.93	
2025-26	343,587.03	-	-	-	-	\$ 343,587.03	
Project Total	\$ 786,301.94	\$ 192,063.88	\$ 8,474.72	\$ -	\$ -	\$ 986,840.54	

Current Agenda Item
02/10/2026 Facilities Committee Meeting: Review and Recommend Action on Change Order for Pecan West Continuing Education Parking & Site Improvements



FPC Project Manager David A. Valdez

FPC Director Roberto S Gomez

FPC Executive Director [Signature]

Consent Agenda:

b. Approval on Substantial Completion of the District Wide Stucco Repainting Phase II at Starr County Campus

- Purpose** To approve substantial completion of the project.
- Justification** College staff visited the site and developed a construction punch list on January 28, 2026.
- Contractor: Terra Fuerte Construction, LLC
- A Certificate of Substantial Completion has been issued. Substantial Completion was accomplished within the time allowed in the Owner/Contractor agreement for this project by Terra Fuerte Construction, LLC. The original cost approved for this project, which included Buildings D, F, and J, was \$240,000.00.
- Enclosed Documents** Appendix A – Current Budget Status
 Appendix B – Photos
 Appendix C – Substantial Completion
 Appendix D – Fact Sheet
- Funding** The funds for the District Wide Stucco Repainting Phase II at Starr County Campus Project 2024-011R are available in the Renewals and Replacements Fund for use in FY 2025 – 2026.
- Staff Resource** Ricardo de la Garza, Executive Director for Facilities Planning & Construction
 Mary Del Paz, Vice President for Finance and Administrative Services
- Recommendation** Administration requests the Committee recommend Board approval of substantial completion of the District Wide Stucco Repainting Phase II at Starr County Campus project as presented.

Appendix A

Current Budget Status

District Wide Stucco Repainting Phase II at Starr County Campus					
Construction Budget	Approved Proposal Amount	Net Total Change Orders	Current Project Cost	Previous Amount Paid	Remaining Balance
\$500,000.00	\$240,000.00	\$0	\$240,000.00	\$192,722.70	\$47,277.30

Appendix B

Photos follow in the packet.

Appendix C

Substantial Completion follows in the packet.

Appendix D

Fact Sheet follows in the packet.

District Wide Stucco Repainting at Starr Campus – Building D



District Wide Stucco Repainting at Starr Campus - F



District Wide Stucco Repainting at Starr Campus - J

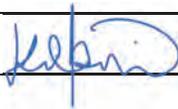




Project Fact Sheet
2/2/2026

Project Name		District Wide Stucco Repainting Phase II - Starr County Campus Building D, F, & J				Project No.		2024-011R	
Funding Source(s):		Renewals & Replacements Fund							
		FY 23-24			FY 24-25				
		<u>Total</u>	<u>FY 23-24</u>	<u>Variance of Project</u>	<u>Total</u>	<u>FY 24-25</u>	<u>Variance of</u>		
		<u>Project Budget</u>	<u>Actual</u>	<u>Budget vs. Actual</u>	<u>Project Budget</u>	<u>Actual Expenditures</u>	<u>Expenditures</u>		
		<u>Expenditures</u>	<u>Expenditures</u>	<u>Expenditures</u>	<u>Expenditures</u>	<u>Expenditures</u>	<u>vs. Actual</u>		
		<u>Expenditures</u>	<u>Expenditures</u>	<u>Expenditures</u>	<u>Expenditures</u>	<u>Expenditures</u>	<u>Expenditures</u>		
Construction:		\$ 250,000.00	\$ -	\$ 250,000.00	\$ 250,000.00	\$ -	\$ 250,000.00		
Design		-	-	-	-	-	-		
Miscellaneous:		3,000.00	124.96	2,875.04	3,000.00	-	3,000.00		
FFE:		-	-	-	-	-	-		
Technology:		-	-	-	-	-	-		
Total:		\$ 253,000.00	\$ 124.96	\$ 252,875.04	\$ 253,000.00	\$ -	\$ 253,000.00		
		FY 25-26							
		<u>Total</u>	<u>FY 25-26</u>	<u>Variance of Project</u>			<u>Total Actual</u>		
		<u>Project Budget</u>	<u>Actual</u>	<u>Budget vs. Actual</u>			<u>Expenditures To</u>		
		<u>Expenditures</u>	<u>Expenditures</u>	<u>Expenditures</u>			<u>Date</u>		
Construction:		\$ 24,000.00	\$ 192,722.70	\$ (168,722.70)			\$ 192,722.70		
Design		-	-	-			-		
Miscellaneous:		-	-	-			124.96		
FFE:		-	-	-			-		
Technology:		-	-	-			-		
Total:		\$ 24,000.00	\$ 192,722.70	\$ (168,722.70)			\$ 192,847.66		
Project Team		Board Status							
Architect/Engineer:	N/A	of Schematic Design	NA	Location	Vendor	Amount	Expenditures	Variance	
Architect/Engineer:	N/A			Building D	Terra Fuerte	\$ 74,400.00	\$ 59,774.00	\$ 14,626.00	
Contractor:	Terra Fuerte			Building J	Terra Fuerte	\$ 88,800.00	\$ 71,053.35	\$ 17,746.65	
Contractor:				Building F	Terra Fuerte	\$ 76,800.00	\$ 61,895.35	\$ 14,904.65	
		Substantial Completion	1/28/2026	Board Acceptance	TBD				
STC FPC Project Manager:	Kelly Nelson	Final Completion	TBD	Board Acceptance	TBD				
Project Description		Project Scope							
Painting of Exterior Stucco for Building(s) - Workforce Center Building D, Cultural Arts Center Building F, and Manuel Benavides JR Rural Technology Center Building J		Painting of Exterior Stucco - continuing project for painting of exterior stucco walls on various buildings on the Starr County Campus.							
Projected Timeline									
Board Approval to Solicit Architect/Engineer	Board Approval of Architect/Engineer	Board Approval of Schematic Design	Board Approval of Contractor	Construction Start Date	Board Approval of Substantial Completion Date	Board Approval of Final Completion Date	FFE Completion of Move In		
N/A	N/A	N/A	10/29/2024	7/7/2025	2/24/2026	3/24/2026	N/A		
Project Calendar of Expenditures by Fiscal Year									
Fiscal Year	Construction	Design	Miscellaneous	FFE	Tech	Project Total			
2023-24	-	-	124.96	-	-	124.96			
2024-25	-	-	-	-	-	-			
2025-26	192,722.70	-	-	-	-	192,722.70			
Project Total	\$ 192,722.70	\$ -	\$ 124.96	\$ -	\$ -	\$ 192,847.66			
Current Agenda Item									
02/10/2026 Facilities Committee Meeting - Review and Recommend Action on Substantial Completion of the District Wide Stucco Repainting Phase II - Starr County Campus Buildings D, F & J									
Starr County Campus									
									
Workforce Center Building D			Cultural Arts Center Building F			Manuel Benavides Jr. Rural Technology Center Building J			

FPC Project Manager



FPC Director



FPC Executive Director



Consent Agenda:

c. Approval on Final Completion of the District Wide Stucco Repainting Phase II at Pecan Campus

Purpose To approve final completion and release of final payment for the project.

Justification College staff visited the site and developed a construction punch list on December 1, 2025.

- Contractor: Terra Fuerte Construction, LLC

Final Completion, including punch list items, was accomplished as required in the Owner/Contractor agreement for this project by Terra Fuerte Construction, LLC. The original cost approved for this project, which included Buildings L, M, N, and T, was \$140,000.00.

Enclosed Documents Appendix A – Current Budget Status
 Appendix B – Photos
 Appendix C – Final Completion
 Appendix D – Fact Sheet

Funding The funds for the District Wide Stucco Repainting Phase II at Pecan Campus Project 2024-014R are available in the Renewals and Replacements Fund for use in FY 2025 – 2026.

Staff Resource Ricardo de la Garza, Executive Director for Facilities Planning & Construction
 Mary Del Paz, Vice President for Finance and Administrative Services

Recommendation Administration requests the Committee recommend Board approval of final completion and release of final payment in the amount of \$7,000 with Terra Fuerte Construction, LLC. for the District Wide Stucco Repainting Phase II at Pecan Campus project as presented.

Appendix A

Current Budget Status

District Wide Stucco Repainting Phase II at Pecan Campus					
Construction Budget	Approved Proposal Amount	Net Total Change Orders	Current Project Cost	Previous Amount Paid	Remaining Balance
\$500,000.00	\$140,000.00	\$0	\$140,000.00	\$133,00.00	\$7,000.00

Appendix B

Photos follow in the packet.

Appendix C

Final Completion follows in the packet.

Appendix D

Fact Sheet follows in the packet.

District Wide Stucco Repainting at Pecan Campus – Building M



District Wide Stucco Repainting at Pecan Campus – Building L



District Wide Stucco Repainting at Pecan Campus – Building T



District Wide Stucco Repainting at Pecan Campus – Building N





**SOUTH TEXAS
COLLEGE**

P.O. BOX 9701
McAllen, TX 78502-9701

Facilities Planning & Construction
3200 W. Pecan Blvd. • McAllen, TX 78501

(956) 872-3737
(956) 872-3747

February 2, 2026

South Texas College
3200 W. Pecan Blvd., Bldg N., Suite 179
McAllen, TX 78501

Re: RFP 24-25-1012 District-Wide Repainting of Exterior Stucco – Pecan Campus

South Texas College Facilities Planning and Construction recommends Final Acceptance of the STC **District Wide Repainting of Exterior Stucco – Pecan Campus Buildings L, M, N & T** as of **December 01, 2025** and recommends release of final payment to Terra Fuerte Construction, LLC.

If you have any questions, please contact our office.

Sincerely,

Rick de la Garza, Executive Director
Facilities Planning & Construction
3200 W. Pecan Blvd., Bldg. N. Suite 179
McAllen, TX 78501
Phone: 956-872-3737
Fax: 956-872-3747

Consent Agenda:

d. Approval on Final Completion of the District Wide Stucco Repainting Phase II at Mid Valley Campus

Purpose To approve final completion and release of final payment for the project.

Justification College staff visited the site and developed a construction punch list on January 9, 2026.

- Contractor: Terra Fuerte Construction, LLC

Final Completion, including punch list items, was accomplished as required in the Owner/Contractor agreement for this project by Terra Fuerte Construction, LLC. The original cost approved for this project, which included Buildings A, B, D, and H, was \$299,879.

Enclosed Documents Appendix A – Current Budget Status
 Appendix B – Photos
 Appendix C – Final Completion
 Appendix D – Fact Sheet

Funding The funds for the District Wide Stucco Repainting Phase II at Mid Valley Campus Project 2024-009R are available in the Renewals and Replacements Fund for use in FY 2025 – 2026.

Staff Resource Ricardo de la Garza, Executive Director for Facilities Planning & Construction
 Mary Del Paz, Vice President for Finance and Administrative Services

Recommendation Administration requests the Committee recommend Board approval of final completion and release of final payment in the amount of \$14,993.95 with Terra Fuerte Construction, LLC. for the District Wide Stucco Repainting Phase II at Mid Valley Campus project as presented.

Appendix A

Current Budget Status

District Wide Stucco Repainting Phase II at Mid Valley Campus					
Construction Budget	Approved Proposal Amount	Net Total Change Orders	Current Project Cost	Previous Amount Paid	Remaining Balance
\$500,000.00	\$294,000.00	\$5,879.00	\$299,879.00	\$284,885.05	\$14,993.95

Appendix B

Photos follow in the packet.

Appendix C

Final Completion follows in the packet.

Appendix D

Fact Sheet follows in the packet.

District Wide Stucco Repainting at Mid Valley Campus - A



District Wide Stucco Repainting at Mid Valley Campus - B



District Wide Stucco Repainting at Mid Valley Campus - D



District Wide Stucco Repainting at Mid Valley Campus - H





P.O. BOX 9701
McAllen, TX 78502-9701

Facilities Planning & Construction
3200 W. Pecan Blvd. • McAllen, TX 78501

(956) 872-3737
(956) 872-3747

February 2, 2026

South Texas College
3200 W. Pecan Blvd., Bldg N., Suite 179
McAllen, TX 78501

Re:
RFP 24-25-1012 District-Wide Repainting of Exterior Stucco – Mid Valley Campus

South Texas College Facilities Planning and Construction recommends Final Acceptance of the STC **District Wide Repainting of Exterior Stucco – Mid Valley Campus Buildings A, B, D & H** as of **January 9, 2026** and recommends release of final payment to Terra Fuerte Construction, LLC.

If you have any questions, please contact our office.

Sincerely,

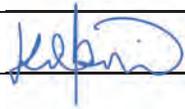
Rick de la Garza, Executive Director
Facilities Planning & Construction
3200 W. Pecan Blvd., Bldg. N. Suite 179
McAllen, TX 78501
Phone: 956-872-3737
Fax: 956-872-3747



Project Fact Sheet
2/2/2026

Project Name District Wide Stucco Repainting Phase II - Mid Valley Campus - Buildings A,B,D &H				Project No. 2024-009R				
Funding Source(s): Renewals & Replacements Fund								
		FY 23-24			FY 24-25			
		FY 23-24			FY 24-25			Variance of
		Actual			Actual			Project Budget
		Budget vs. Actual			Budget vs. Actual			vs. Actual
		Expenditures			Expenditures			Expenditures
		Expenditures			Expenditures			Expenditures
Construction:	\$ 200,000.00	\$ -	\$ 200,000.00	\$ 300,000.00	\$ 284,885.05	\$ 15,114.95		
Design	-	-	-	-	-	-		
Miscellaneous:	3,000.00	137.44	2,862.56	3,000.00	-	3,000.00		
FFE:	-	-	-	-	-	-		
Technology:	-	-	-	-	-	-		
Total:	\$ 203,000.00	\$ 137.44	\$ 202,862.56	\$ 303,000.00	\$ 284,885.05	\$ 18,114.95		
		FY 25-26						
		FY 25-26						Total Actual
		Actual						Expenditures To
		Budget vs. Actual						Date
		Expenditures						
		Expenditures						
Construction:	\$ -	\$ -	\$ -				\$ 284,885.05	
Design	-	-	-				-	
Miscellaneous:	-	-	-				137.44	
FFE:	-	-	-				-	
Technology:	-	-	-				-	
Total:	\$ -	\$ -	\$ -				\$ 285,022.49	
Project Team				Board Status				
Architect/Engineer:	N/A	of Schematic	NA	Location	Vendor	Amount	Expenditures	Variance
Architect/Engineer:	N/A	Design		Building A	Terra Fuerte	\$ 82,320.00	\$ 78,204.00	\$ 4,116.00
Contractor:	Terra Fuerte	Substantial		Building B	Terra Fuerte	\$ 82,320.00	\$ 78,204.00	\$ 4,116.00
		Completion	MVC 06/30/25	Building D	Terra Fuerte	\$ 52,920.00	\$ 50,274.00	\$ 2,646.00
				Building H	Terra Fuerte	\$ 76,440.00	\$ 78,203.05	\$ (1,763.05)
STC FPC Project Manager:	Kelly Nelson			Board Acceptance	MVC-07/22/25			
		Final Completion	1/9/2026	Board Acceptance	TBD			
Project Description				Project Scope				
Painting of Exterior Stucco for Building(s) - Center for Learning Excellence Building A, Nursing and Allied Health Building B, Workforce Center Building D, and South Academic Building H				Painting of Exterior Stucco - continuing project for painting of exterior stucco walls on various buildings on the Mid-Valley Campus.				
Projected Timeline								
Board Approval to Solicit Architect/Engineer	Board Approval of Architect/Engineer	Board Approval of Schematic Design	Board Approval of Contractor	Construction Start Date	Board Approval of Substantial Completion Date	Board Approval of Final Completion Date	FFE Completion of Move In	
N/A	N/A	N/A	10/29/2024	1/9/2025	7/22/2025	2/24/2026	N/A	
Project Calendar of Expenditures by Fiscal Year								
Fiscal Year	Construction	Design	Miscellaneous	FFE	Tech	Project Total		
2023-24	-	-	137.44	-	-	137.44		
2024-25	284,885.05	-	-	-	-	284,885.05		
2025-26	-	-	-	-	-	-		
Project Total	\$ 284,885.05	\$ -	\$ 137.44	\$ -	\$ -	\$ 285,022.49		
Current Agenda Item								
02/10/2026 Facilities Committee Meeting - Review and Recommend Action on Final Completion of the District Wide Stucco Repainting Phase II - Mid Valley Campus Buildings A, B, D, & H								
Mid Valley Campus								
								
Center for Learning Excellence		Nursing and Allied Health Building B		Workforce Center Building D		South Academic Building H		

FPC Project Manager



FPC Director



FPC Executive Director



Approval of Financial Reports for December 2025

Administration recommends Board approval of the financial reports for the month of December 2025.

The following financial reports have been provided under separate cover:

- 1) Quarterly Investment Report and Money Market Accounts for December 2025.
- 2) Summary of Revenues for December 2025.
- 3) Summary of State Appropriations Revenue for December 2025.
- 4) Summary of Property Tax Revenue for December 2025.
- 5) Summary of Expenditures by Classification for December 2025.
- 6) Summary of Expenditures by Function for December 2025.
- 7) Summary of Auxiliary Fund Revenues and Expenditures for December 2025.
- 8) Summary of Grant Revenues and Expenditures for December 2025.
- 9) Foundation Financial Activity for December 2025.

Ms. Mary Del Paz, Vice President for Finance and Administrative Services, will respond to questions posed by the Board.

It is recommended that the Board of Trustees of South Texas College approve the following Minute Order proposed for consideration:

The Board of Trustees of South Texas College approves and authorizes the submitted financial reports for the month of December 2025.

Approval Recommended:

Dr. Ricardo J. Solis
President

Review of Informational Reports as of January 2026

Administration includes the following information reports as of January 2026 for the Board's information.

- 1) Checks for \$125,000 and above for January 2026.
- 2) Check Register for January 2026.
- 3) Summary of Purchase Orders (Purchasing) for January 2026.
- 4) Summary of Bid Solicitations (Purchasing) for January 2026.
- 5) Employee New Hires for January 2026.
- 6) Employee Resignations/Retirements for January 2026.

The reports are presented for review by the Board and are provided under separate cover.

Ms. Mary Del Paz, Vice President for Finance and Administrative Services, will respond to questions posed by the Board.

No action is required from the Board. This item is presented for information purposes.

**Update and Action as Necessary on Water Billing for South Texas
College Starr County Campus (Texas Government Code 551.071,
Consultation with Attorney)**

Purpose Administration will provide an update on the Water Billing for South Texas College Starr County Campus.

Recommendation **It is recommended that the Board of Trustees of South Texas College approve and authorize the following Minute Order proposed for consideration:**
The Board of Trustees of South Texas College approves and authorizes action as discussed regarding the Water Billing for South Texas College Starr County Campus.

**Update on Employee Grievances (Texas Government Code 551.074,
Personnel Matters)**

Purpose The Board will hear an update on Employee Grievances.

Recommendation No action is required on this item.

Announcements

A. Next Meetings:

- Tuesday, March 10, 2026
 - 3:00 p.m. - Education & Workforce Development Committee
 - 4:00 p.m. – Facilities Committee
 - 5:00 p.m. – Finance, Audit and Human Resources Committee
- Tuesday, March 24, 2026
 - 5:30 p.m. – Regular Board Meeting

B. Other Announcements:

- The College will be closed March 16 – 22, 2026 for Spring Break.