



**SOUTH TEXAS
COLLEGE**

Board of Trustees Regular Board Meeting

**Tuesday, March 24, 2026
5:30 p.m.**

**Pecan Campus
Ann Richards Administration
Building
Board Room
McAllen, Texas**

Online Copy

**SOUTH TEXAS COLLEGE
BOARD OF TRUSTEES REGULAR MEETING
Tuesday, March 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 - 57
 - 1. February 24, 2026 Public Hearing and Special Board Meeting Minutes
 - 2. February 24, 2026 Regular Board Meeting
- VIII. Consideration and Action on New Items**
 - 1. Report on New Grants 58
 - 2. Review and Recommend Action on Proposed South Texas College Artificial Intelligence Strategy and Policy 59 - 64
 - 3. Review of Dual Credit Programs Eligibility Criteria Update 65
 - 4. Review and Recommend Action on Proposed Interlocal Agreement for Dual Credit Programs 66
 - 5. Review and Recommend Action on Proposed IDEA San Juan P-TECH Interlocal Agreement for Dual Credit Programs 67
 - 6. Review and Recommend Action on Proposed Santa Maria ISD Interlocal Agreement for Dual Credit Programs 68 - 69
 - 7. Review and Recommend Action on Proposed Out-of-District Interlocal Agreement for Dual Credit Programs 70

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A. Finance, Audit, and Human Resources Committee Items

1. Review of Presentations Prepared for the Finance, Audit and Human Resources Committee 71 - 87
 - a. Review and Discussion of Mission Economic Development Authority (MEDA) Scholarship Fund Trust with Edward Jones for Student Scholarships and Report on Funds Distributed and Awarded .. 71 - 80
 - b. Presentation on Risk Assessment Process 81 - 87
2. Review and Action as Necessary on Consent Agenda Items from the Finance, Audit, and Human Resources Committee 88 - 229
 - a. Approval to Ratify the Revised Allocation Structure of La Joya Windpower, LLC Scholarship Funds Received from South Texas College Education Foundation..... 90 - 95
 - b. Approval of Award and Rejection of Proposals and Approval of Purchases, Purchase Renewals, Revision of Renewal Terms, and Contract Extension 96 - 111

Award of Proposals

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

Rejection of Proposal

- 4) Mobile High-Pressure Air Compressor for Fire Science Training Program
- 5) Re-Bid Medium Duty Truck

Purchases

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

Purchase Renewals

- 8) Internet Managed Services Agreement
- 9) Internet Services Agreement

Revision of Renewal Terms

- 10) Investment Advisory Services

Contract Extension

- 11) Delinquent Tax Collection Services

- c. Approval on Disposal of Surplus Property Valued at \$5,000 or More 112 - 114
- d. Approval on Vehicle Re-Donation..... 115 - 116
- e. Approval on Proposed Revisions to Tuition and Fees Schedules for FY 2026 – 2027 117 - 140
- f. Approval on Evaluation Criteria Used for Delinquent Tax Collection Services 141 - 143

- g. Approval on Change Orders for Contract with Precision Task Group (PTG) / Workday..... 144 - 146
- h. Approval of the Statement of Work to Implement the Electronic Notice of Employment (NOE) in Workday Extend Professional 147 - 163
- i. Approval on Acceptance of Internal Audit Report in the Area of Fixed Assets..... 164 - 170
- j. Approval on Proposed Projects for Internal Auditor for FY 2025 – 2026 171 - 175
- k. Approval to Adopt Local District Update Policy..... 176 - 179
 - A. Adopt DCA (Local) – Employment Practices: Term Contracts
- l. Approval to Adopt the Second Reading of Local Board Policies Included in Numbered Update 50 180 - 229
 - A. Adopt CL (Local) – Facilities Planning
 - B. Revise CS (Local) – Information Security
 - C. Revise DC (Local) – Employment Practices
 - D. Revise DM (Local) – Termination of Employment
 - E. Revise EGA (Local) – Academic Achievement: Grading and Credit
 - F. Revise FB (Local) – Admissions
 - G. Revise FLB (Local) – Student Rights and Responsibilities: Student Conduct
 - H. Revise FLBE (Local) – Student Conduct: Alcohol and Drug Use
 - I. Revise FLD (Local) – Student Rights and Responsibilities: Student Complaints
- 3. Review and Recommend Action on Rejection of Proposal for Delinquent Tax Services 230
- 4. Update on FY 2026 – 2027 Budget Development 231 - 250
- 5. Review and Discussion of First Reading of Local Board Policy Included in Numbered Update 50..... 251 - 252
 - A. Adopt CRB (Local) – Technology Resources: Artificial Intelligence
- 6. Review and Recommend Action to Adopt the Second Reading of Local Board Policies Included in Numbered Update 50 253 - 278
 - A. Revise CM (Local) – Facilities Construction
 - B. Revise GB (Local) – Public Complaints and Hearings

B. Facilities Items

- 1. Review and Action as Necessary on Consent Agenda Items from the Facilities Committee..... 279 - 356
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 - b. Approval on Civil Engineering On-Call Services 287 - 293
 - c. Approval on Mechanical, Electrical, and Plumbing Engineering On-Call Services..... 294 - 301
 - d. Approval on Contracting Construction Services for District Wide New Monument Signs..... 302 - 324

- e. Approval on Contracting Construction Services for District Wide Existing Monument Signs Replacements 325 - 347
- f. Approval on Final Completion of the District Wide Stucco Repainting Phase II at Starr County Campus 348 - 354
- g. Approval on Providing Reimbursement Funds to the City of McAllen for the Pecan West Property Subdivision Project 355 - 356

- X. Approval of Financial Reports for January 2026 357**

- XI. Review of Informational Reports as of February 2026 358**

- XII. Review and Action as Necessary on Executive Session Items..... 359**
 - A. Discussion and Action as Necessary on the Associate Vice President Position- Institutional Research and planning position (Texas Government Code 551.074, Personnel Matters)

- XIII. Announcements 360**
 - A. Next Meetings:
 - Tuesday, April 14, 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, April 28, 2026
 - 5:30 p.m. – Regular Board Meeting

 - B. Other Announcements:
 - The College will be closed April 2 – 5, 2026 for Semester Break.

Approval of Board Meeting Minutes

The following Board Meeting Minutes are submitted for approval:

- 1) February 24, 2026 Public Hearing and Special Board Meeting
- 2) February 24, 2026 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.

**SOUTH TEXAS COLLEGE
BOARD OF TRUSTEES
PUBLIC HEARING AND SPECIAL BOARD MEETING
Tuesday, FEBRUARY 24, 2026 @ 5:00 p.m.
Ann Richards Administration Building Board Room
Pecan Campus, McAllen, Texas 78501**

Minutes

Call Meeting to Order:

The Public Hearing and Special Board Meeting of the South Texas College Board of Trustees was held on Tuesday, February 24, 2026 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 5:09 p.m. with Dr. Alejo Salinas, Jr. presiding.

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

Members absent: Ms. Rose Benavidez and Mr. David De Los Rios.

Also present: Dr. Ricardo J. Solis, Ms. Mary Del Paz, Dr. Anahid Petrosian, Mr. Javier Villalobos, Mr. Ben Castillo, Mr. Robert Pena, Ms. Cindy Zavala, Chief Ruben Suarez, Mr. Khalil Abdullah, Ms. Julissa Canales, Ms. Myriam Lopez, Ms. Deyadira Leal, Mr. Tomee Farias, Mr. Marc Zamorano, Mr. Stephen Crum, Ms. Carla Rodriguez, Ms. Marcela Beas, Ms. Jessica Nely, Ms. Maria Alonzo, Ms. Melissa Pena, Mr. Louis Nolan, Mr. Javier Cuellar, Ms. Ruby Munoz, Dr. Jesus Campos, Ms. Gardenia Perez, Dr. Matt Hebbard, Dr. Marcos Silva, Dr. Rodney Rodriguez, 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.

Public Comments

No public comments were given and a notice of the meeting was posted.

The Public Hearing on Monte Cristo Windpower II, LLC – (Phase II) (Terra-Gen Development Company LLC) and South Texas College Tax Abatement Agreements

The Public Hearing on Monte Cristo Windpower II, LLC – (Phase II) (Terra-Gen Development Company LLC) and South Texas College Tax Abatement Agreements opened at 5:10 p.m. and consisted of:

- The Public Hearing on Monte Cristo Windpower II, LLC – (Phase II) (Terra-Gen Development Company LLC) and South Texas College Tax Abatement Agreements
- Public Comments
No Public Comments were given at the required notice of the meeting.
- Closing of the Public Hearing Monte Cristo Windpower II, LLC – (Phase II) (Terra-Gen Development Company LLC) and South Texas College Tax Abatement Agreements.

The Public Hearing closed at 5:17 p.m.

No action was requested under this presentation agenda item.

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

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

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

The application for Monte Cristo II Windpower, LLC includes:

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

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

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

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

Recommendation ***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 approves and authorizes the Monte Cristo II Windpower, LLC (Terra-Gen Development Company, LLC) Tax Abatement Agreement and Resolution 2026-008.

Upon a motion by Mr. Paull Rodriguez and a second by Ms. Dalinda Gonzalez-Alcantar the Board of Trustees approved and authorized the Monte Cristo II Windpower, LLC (Terra-Gen Development Company, LLC) Tax Abatement Agreement and Resolution 2026-008.

The motion carried.

Discussion and Action as Necessary on Resolution 2026-015 for Monte Cristo II Windpower, LLC Tax Abatement Agreement to Designate the Payments in Lieu of Taxes (PILOT) and Student Scholarship contribution to the South Texas College Foundation

Purpose To approve a Resolution 2026-015 for Monte Cristo II Windpower, LLC Tax Abatement Agreement to designate the Payment in Lieu of Taxes (PILOT) and Student Scholarship Contribution to the South Texas College Foundation.

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 PILOT and scholarship payments.

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

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

Enclosed Documents Appendix A – Resolution 2026-015

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 ***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 approves and authorize to approve the Resolution 2026-015 for Monte Cristo II Windpower, LLC Tax Abatement Agreement to Designate the Payments in Lieu of Taxes (PILOT) and Student Scholarship contribution to the South Texas College Foundation.

Upon a motion by Mr. Paul Rodriguez and a second by Ms. Dalinda Gonzalez-Alcantar the Board of Trustees approves and authorized to approved the Resolution 2026-015 for Monte Cristo II Windpower, LLC Tax Abatement Agreement to Designate the Payments in Lieu of Taxes (PILOT) and Student Scholarship contribution to the South Texas College Foundation.

The motion carried.

Adjournment

There being no further business to discuss, the Public Hearing and Special Board Meeting of the South Texas College Board of Trustees adjourned at 5:19 p.m.

I certify the foregoing are the true and correct minutes of the Tuesday, February 24, 2026 Public Hearing and Special Board Meeting of the South Texas College Board of Trustees.

X _____

Mr. Danny Guzman

Board Secretary

**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**

Minutes

Call Meeting to Order:

The Regular Board Meeting of the South Texas College Board of Trustees was held on Tuesday, February 24, 2026 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 5:35 p.m. Chair, Dr. Alejo Salinas presiding.

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

Members absent: Ms. Rose Benavidez and Ms. Victoria Cantu.

Also present: Dr. Ricardo J. Solis, Ms. Mary Del Paz, Dr. Anahid Petrosian, Ms. Deyadira Leal, Mr. Javier Villalobos, Dr. Matt Hebbard, Dr. Rodney Rodriguez, Mr. George McCaleb, Ms. Lynda Lopez, Ms. Carla Rodriguez, Ms. Kelly Nelson, Mr. Nick Hinojosa, , Ms. Myriam Lopez, Ms. Amanda Sotelo, Ms. Julissa Canales, Ms. Marcela Beas, Mr. Robert Gomez, Mr. Stephen Crum, Ms. Ruby Munoz, Mr. Luis De La Garza, Mr. Luis Silva, Ms. Claudia Olivares, Mr. David Valdez, Mr. Martin Villarreal, Ms. Cindy Zavala, Mr. Robert Pena, Mr. Tomer Farias, Ms. Luisa Ramirez, Ms. Vanessa Medrano, Ms. Lynell Williams, Mr. Sam Rodriguez, Ms. Judy A. Martinez, Ms. J. Isela Guerra, Ms. Diane Hernandez, Mr. Robert Barrera, 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, Sgt. Rene Avendano, Dr. Fernando Chapa, Ms. Santa Pena, Ms. Monica Perez, Ms. Cynthia Vale, Ms. Melissa Pena, Mr. Paul Hernandez, Ms. Emily Upshaw via teleconference, Mr. David Perez via teleconference, Dr. Jayson Valerio, 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

Mr. Sergio Rojas, Manager – Grant and Contract Compliance said the invocation.

Public Comments

There were no public comments.

Mission Moment

Ms. Amanda Sotelo presented the Mission Moment commending Student Services on behalf of Ms. Cynthia Vale for their attention and great customer service.

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.

Upon a motion by Mr. Paul Rodriguez and a second by Mr. David De Los Rios the Board of Trustees of South Texas College approved and authorized legal counsel to proceed as discussed in Executive Session.

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.

No action as necessary on this item.

Update by College President

Dr. Ricardo Solis gave an update on various items.

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.

Upon hearing no corrections, Chair Dr. Alejo Salinas adopted the minutes as presented.

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.

Upon a motion by Mr. Paul Rodriguez and a second by Mr. David De Los Rios the Board of Trustees of South Texas College approved and authorized the Quarterly Investment Report for the Quarter Ended November 30, 2025 as presented.

The motion carried.

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

Upon a motion by Mr. Paul Rodriguez and a second by Mr. David De Los Rios the Board of Trustees of South Texas College approved and authorized 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.

The motion carried.

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.

No action was required on this item.

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 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.

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.

This informational item is intended to apprise the Board of Trustees of the framework's design and safeguards in advance of implementation.

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.

Dr. Matt Hebbard gave a quick update on this item. No action was needed on this item.

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

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 - f” of the Finance, Audit, and Human Resources Committee Consent Agenda as presented .

The motion carried.

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.

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

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 \$1,320,360.39.

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:

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 of 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.

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

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.

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

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.

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

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.

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

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.

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

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.

Discussion 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 (ODC), 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.

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.

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 was requested on this item. It is being presented for discussion purposes only.

No action was needed on this item. It was presented for discussion only. The Board asked VP Mary Del Paz to ask each legal counsel firms to state what duties they work on for the College and to bring back those lists to the March Finance Committee meeting.

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 was required from the Board. This item is presented for information only.

No action was needed on this item. It was presented for informational purposes only.

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

Upon a motion by Mr. David De Los Rios and a second by Mr. Paul Rodriguez the Board of Trustees of South Texas College approved and authorized 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).

The motion carried.

Update on Organizational Culture Climate Survey

Purpose To provide an update regarding the fiscal year 2026 Organizational Culture Climate Survey.

Justification Administration is providing an update to the Board of Trustees regarding the projected timeline for implementation of the Climate Survey.

On September 23, 2025, the Board of Trustees approved conducting an employee Climate Survey and assessing services in Fiscal Year 2026.

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.

On January 27, 2026, Administration presented an update regarding the vendor selected to conduct the Climate Survey.

Enclosed Documents Appendix A – Timeline
Appendix B - Presentation

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

Recommendation No action was required from the Board. This item is presented for information and feedback purposes only.

No action was required on this item. It was presented for informational 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.

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>

Upon a motion by Mr. Danny Guzman and a second Mr. Paul Rodriguez the Board of Trustees of South Texas College approved and authorized to adopt the numbered update local policies listed in Appendix A as presented, and which supersedes any previously adopted Board policy.

The motion carried.

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.

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.

No action as required on this item. The Board will have a second reading of these policies at the March Board meeting. They will discuss at March Committee meeting as well.

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			At Formal Process, language has been added to clarify that certain complaints must begin at the board level. A cross-reference has been updated to incorporate the reorganization of policies related to security personnel.
K.	GB (Local) – Public Complaints and Hearings	7/22/2025	50	Language has been reorganized to clarify the structure of grievance processes. At Formal Process, language has been added to clarify that certain complaints must begin at the board level. Provisions have been added to provide clarity about what the Record includes, to allow a college to Remand a complaint for an incomplete record, and to allow an individual to make an Audio Recording of a hearing under this policy. A cross reference has been updated to incorporate the reorganization of policies related to security personnel. Additional changes have been made for clarity.
Policy Modifications are reflected as follows:				
Additions: blue font		Deletions: red font with a strikethrough.		Repositioned: <ul style="list-style-type: none"> • Moved From • <u>Moved To</u>

Appendix B

Policies follow in the packet.

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.

No action was needed on this item.

Appendix A

Five-Year Unexpended Plant Fund Budget Plan follows 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:

- 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**

Upon a motion by Mr. Danny Guzman and a second by Mr. David De Los Rios the Board of Trustees of South Texas College approved and authorized items "a – d" of the Facilities Committee Consent Agenda as presented.

The motion carried.

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.

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

Appendix A

Change Order #2 follows in the packet.

Appendix B

Fact Sheet follows in the packet

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.

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 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.

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.

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	\$133,00.00	\$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.

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.

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 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.

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, was available to 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

Upon a motion by Mr. Paul Rodriguez and a second by Mr. David De Los Rios the Board of Trustees of South Texas College approved and authorized the submitted financial reports for the month of December 2025.

The motion carried.

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, was available to respond to questions posed by the Board.

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

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.

Adjournment

There being no further business to discuss, the Regular Board Meeting of the South Texas College Board of Trustees adjourned at 7:35 p.m.

I certify the foregoing are the true and correct minutes of the Tuesday, February 24, 2026 Regular Board Meeting of the South Texas College Board of Trustees.

X_____

Mr. Danny Guzman

Board Secretary

Report on New Grants

February 2026 Grant Awards

Grant Title: American Chemistry Society (ACS) PrepareCTP Seed Grant

Awarding Agency: American Chemistry Society

Division and Department Awarded: AAED, Math, Science, I.T., & Bachelor Programs (MSITB)

Amount Awarded: \$20,000

Funding Period: January 1, 2026 – December 31, 2026

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

Project Summary: In collaboration with Axion Analytical Training Laboratories, this project provides five students with hands-on training and certification in gas and high-performance liquid chromatography (GC/HPLC). Axion will also develop video-based instructional materials and a "train-the-trainer" curriculum, enabling STC faculty to sustain the program for future cohorts. The initiative concludes with student capstone projects addressing regional needs, such as water or agricultural testing, to be presented at a community showcase and potentially at ACS meetings.

Grant Title: Project SYSTEMMS Collaborative STEMM Enrichment Camps

Awarding Agency: Department of Education

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

Amount Awarded: \$11,755.40

Funding Period: February 1, 2026 – April 30, 2026

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

Project Summary: Funding will support Project SYSTEMMS, a collaborative initiative with Region One ESC that promotes student engagement in STEMM fields through hands-on exploration of skilled trades. The project offers structured enrichment camps for up to 126 students, aligned with GEAR UP objectives to increase college knowledge, strengthen understanding of career pathways, build work-based learning skills, and expand exposure to STEM opportunities.

Review and Recommend Action on Proposed South Texas College Artificial Intelligence Strategy and Policy

Purpose	Administration will discuss State AI ethical use directives, the development of the South Texas College Ethical Use Standards, and the proposed STC AI policy. The Texas Government Code and the Department of Information Resources (DIR) requires artificial intelligence (AI) training for elected officials. In addition to reviewing state guidance on AI issued by the Texas Department of Information Resources (DIR), administration will discuss the College's AI ethical use strategy and the proposed AI Policy based on the TASB policy template.
Justification	A review of DIR guidance on AI is mandated for state employees and elected officials. Policy CRB (Local) – Technology Resources: Artificial Intelligence will serve as a foundation for guidance and procedures relating to the use of artificial intelligence at South Texas College.
Funding	No funding is requested with this presentation.
Enclosed Documents	Presentation slides STC AI Ethical Use Standards
Staff Resource	Dr. Jesús Campos, Interim VP of Technology, Information, and Planning Services and Dr. Christopher Nelson, Dean of Liberal Arts and Co-Chair of STC AI Taskforce.
Recommendation	No action is needed on this item. It is being presented for information and discussion purposes only.

South Texas College AI Ethical Use Standards

I. Purpose

The purpose of the AI Ethical Use Standards is to promote the safe, transparent, and responsible use of artificial intelligence (AI) at South Texas College. These standards serve as a guide for ethical decision-making, ensuring that AI enhances trust, supports learning, and advances innovation while protecting individual rights and academic integrity. By aligning innovation with institutional values, these standards help safeguard both the College community and the integrity of its educational mission.

Policy Authority: These AI ethical use standards are issued pursuant to Policy [CR Technology Resources](#) and Policy [CS Information Security](#).

II. Definitions

As used herein, the following terms shall have the meaning assigned:

“AI Plugin” means an add-on or extension to an AI tool that enhances its capabilities.

“AI Tool” refers to technologies, including but not limited to machine learning models, large language models (LLMs), and various data-processing systems, which generate distinct responses or outputs based on user inputs.

“Artificial Intelligence (AI)” refers to the computer systems that perform task that would require human intelligence. This definition also includes **Generative AI**, which involves creating new content such as text, or images.

“Autonomous AI Bots or Agents” means AI systems capable of performing tasks independent of human intervention, such as chatbots, notetakers or virtual assistants.

“Confidential Information” means any non-public data that, if disclosed, could compromise institutional operations, privacy, or security. This includes internal communications, student data, and sensitive operational details.

“Human Oversight” means the requirement for human review in AI-assisted decisions, especially those with ethical, legal, or operational consequences.

“Intellectual Property Laws” means laws such as copyright, patent, and trademark which protect original works. AI-generated content must respect these laws.

“Large Language Model (LLM)” refers to a type of artificial intelligence that understands and generates human-like text. These models are trained on massive datasets of text allowing them to perform a wide variety of complex tasks like answering questions, summarizing, and translating content. Examples include Microsoft Copilot, ChatGPT, and Gemini.

“Personally Identifiable Information” means information that can be used to identify individuals, such as names, addresses, student IDs, social security numbers, or biometric data.

“Reasonable Expectation” means a belief that an outcome or condition will occur, based on what an average, rational person would anticipate under similar circumstances.

“Security Vetting” means the formal review process by which IT and the Information Security office assess an AI tool’s security risks, vulnerabilities, and compliance with the existing institutional standards before it is approved for use within the STC network or with the use of an STC account.

“STC Information Security and IT Compliance Standards” refer to the institutional protocols that govern the secure use of technology and data, ensuring compliance with legal and ethical obligations.

“Users” refer to individuals who interact with institutional systems, technologies, or resources. This includes but is not limited to faculty, staff, administrators, students, and vendors.

III. Standards

Users are responsible for adhering to the following AI ethical use standards and related compliance requirements when accessing or utilizing AI technologies within the STC network or with the use of an STC account.

1. Data Protection

It is prohibited to upload or provide access to confidential information, personally identifiable information, or any data protected by law from public disclosure to any AI tool. STC information security and IT compliance standards must first be met. (See [Policy CS Information Security](#))

2. Network Security

AI tools must comply with existing STC IT security procedures. Any new AI tool should undergo security vetting before being accessed through the STC network or used with an STC account. All AI plugins must be evaluated for security vulnerabilities and undergo regular security assessments to prevent unauthorized access or data leakage. (See [Policy CS Information Security](#))

3. Responsibility

Users will be responsible for ensuring the accuracy and reliability of any AI-generated content before using it at the College. Users deploying autonomous AI bots or agents are also responsible for monitoring these and ensuring that the actions of these tools comply with South Texas College policies and AI Ethical Use Standards.

4. Transparency

Generation of Content

Where use of an AI tool is authorized, a user will disclose their use of AI through attribution when sharing AI-generated content if there is a reasonable expectation that the user created the content.

AI Use Disclosure in Data Collection

When interacting with others, a user who intends to employ AI to gather information about their interaction with others will disclose their use of AI and, where feasible, will provide others an opportunity to opt out of this data collection.

AI use disclosure will also be made where legally required.

5. Care for Others

When deciding to use an AI tool, a user will take responsibility in considering the impact that the use of the tool will have on others. For example, AI may be used to enhance learning, but care should be taken not to undermine it.

6. Care for the Environment

AI tools with demonstrated sustainability practices should be favored and used in a way that balances the benefits of these tools with the impact they have on the environment.

7. Accessibility

AI tools that offer greater compliance with accessibility standards and that support assistive technologies should be favored over other comparable AI tools. (See Policy [CR Technology Resources](#))

8. Bias & Fairness

AI tools must be evaluated to determine bias and those tools that minimize bias in their operation, and the content they generate should be favored over other comparable AI tools.

9. Bots and Agents

AI bots, chatbots, and agents must be used with clear accountability, regulatory compliance, and safeguards to prevent misuse.

10. Intellectual Property

Use of AI tools must comply with applicable intellectual property laws and uphold South Texas College AI Ethical Use Standards in the use of AI-generated content. Additionally, proper credit must be provided to authors when their works are used, referenced, or shared. (See Policy [CT Intellectual Property](#))

11. Human Oversight

All AI-assisted decisions must include human review or intervention, particularly in cases with ethical, legal, or operational implications.

12. Explainability & Auditability

AI tools and systems that are explainable and whose operations are auditable enable human oversight. These tools should be favored over other comparable AI tools.

13. Monitoring & Reporting

AI tools that enable the establishment of monitoring processes, reporting channels, and performance tracking to detect misuse and ensure accountability will be favored over other comparable AI tools.

14. Training & Education

When deploying an AI tool, arrangements should be made to provide users with appropriate training to ensure the proper operation and human oversight of the tool. Users are encouraged to receive training on the ethical use, risks, and responsibilities of institutionally endorsed or licensed AI tools to support informed and responsible use. (See [Generative Artificial Intelligence Portal](#))

15. Vendor & Third-Party Standards

AI vendors and third-party AI providers must comply with the College procurement requirements. When working with vendors, agreements must define roles, responsibilities, ownership, and usage rights of AI models and their data. AI vendors and third-party AI providers that best enable users to comply with these Ethical Use Standards will be favored over others.

IV. Level of Risk

AI-related risks vary depending on how and where the technology is used. Some situations pose minimal risk, while those involving sensitive data, network security, or major decisions impacting others require greater caution and oversight. Human oversight and documentation should match the level of risk. Users must be transparent about AI use, protect privacy, uphold academic integrity, and apply human judgment. As risk increases, the need for oversight and documentation also rises.

V. Disclaimer

AI technology is rapidly evolving, and these standards may not anticipate every scenario. In instances where issues arise that fall outside the scope of current standards, the South Texas College AI Ethics Committee will evaluate and address each case and make appropriate adjustments to these standards.

AI Ethical Use Standards © 2026 by South Texas College is licensed under CC BY-NC 4.0

Review of Dual Credit Programs Eligibility Criteria Update

Purpose Administration will provide an update on the recommended changes to the Dual Credit Program Eligibility Criteria, specifically regarding the implementation of a pilot program to offer a “non-degree seeking” option for dual credit students based on Fall 2025 Data.

Justification In May 2025, South Texas College Board of Trustees approved the necessary steps to pilot the Non-Degree Seeking Dual Credit pathway for the 2025-2026 Academic Year.

The Texas Higher Education Coordinating Board eligibility criteria for dual credit programs, introduced a classification for “non-degree seeking” students who have earned fewer than 15 credit hours. Under this new classification, students are not required to meet Texas Success Initiative (TSI) college readiness standards. Once a non-degree seeking student completes 15 credit hours, they must demonstrate TSI compliance and transition to degree-seeking status to continue enrolling in dual credit courses.

The program’s performance for Fall 2025 will be provided to align with their recommendations for AY 2026-2027 Dual Credit Programs Interlocal.

Funding The College is not expected to incur unrecouped costs.

Staff Resources Dr. Anahid Petrosian, Vice President and Provost for Academic Affairs and Economic Development

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

Recommendation No action is necessary on this item. This item is to provide information and solicit feedback from the trustees

Review and Recommend Action on Proposed Interlocal Agreement for Dual Credit Programs

Purpose Administration requests Board approval of the Interlocal Agreement for Dual Credit Program partnerships with In-District school districts in Hidalgo and Starr counties for academic year 2026-2027.

Justification Background:
South Texas College annually renews agreements with partner school districts to define terms for dual credit programs, incorporating any Board-approved changes to tuition, fees, and related policies. These agreements support consistent service and compliance across partnerships. They also facilitate communication and compliance efforts between the College and school districts.

Agreement Summary:

In academic year 2025-2026, the approved agreement included the Non-Degree Seeking Option Pilot presented to the Education and Workforce Development Committee in April 2025. The proposed agreement includes moving forth with the Non-Degree Seeking Option for academic year 2026-2027. Additionally, includes a Data Security and Breach Notification section in the Agreement.

The agreement will be submitted to each partner district's governing board following Board approval.

Funding The College is not expected to incur unrecouped costs.

Staff Resources Dr. Rebecca De Leon, Associate Vice President for Dual Credit Programs & School District Partnerships

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 2026-2027 Interlocal Agreement for In-District Dual Credit Program partnerships.

Approval Recommended:

Dr. Ricardo J. Solis

President

Review and Recommend Action on Proposed IDEA San Juan P-TECH Interlocal Agreement for Dual Credit Programs

Purpose Administration seeks Board approval of an Interlocal Agreement with IDEA Public Schools, designating South Texas College as the higher education partner for their San Juan P-TECH Campus for FY 2026-2027.

Justification Background:
The initial Agreement was presented to the Board in May 2024 where approval was given to establish and support a Computer Science pathway under the P-TECH (Pathways in Technology Early College High School) model, emphasizing career and work-based education. It is specific to the San Juan campus and does not apply to other IDEA campuses.

Agreement Summary:

The proposed agreement includes moving forth with the Non-Degree Seeking Option and including a Data Security and Breach Notification section for academic year 2026-2027. The agreement will be submitted to the partner district's governing board following Board approval.

Funding The College is not expected to incur unrecouped costs.

Staff Resources Dr. Rebecca De Leon, Associate Vice President for Dual Credit Programs & School District Partnerships

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 2026-2027 Interlocal Agreement with IDEA Public Schools for the San Juan P-TECH Campus.

Approval Recommended:

Dr. Ricardo J. Solis
President

Review and Recommend Action on Proposed Santa Maria ISD Interlocal Agreement for Dual Credit Programs

Purpose	Administration seeks Board approval of a Santa Maria ISD, designating South Texas College (STC) as a higher education partner for the Texas Education Agency's Rural Pathways Expansion Program (RPEP) designation shared between Progreso ISD and Santa Maria ISD for FY 2026-2027.
Justification	<p>Background:</p> <p>The initial Agreement was presented to the Board in August 2025 where approval was given to support Region One Education Service Center submitted applications to the Texas Education Agency (TEA) on behalf of Progreso ISD and Santa Maria ISD for participation in the Rural Pathway Excellence Partnership (RPEP) initiative.</p> <p>The RPEP program is designed to expand college and career pathways for students in rural communities and launched in the 2025–2026 academic year. Santa Maria currently has 5 dual credit students enrolled in our Advanced Manufacturing as it's their designated career pathway. Santa Maria ISD transports their students to Progreso ISD to participate in dual credit courses taught by STC Faculty.</p> <p>The 2026-2027 Santa Maria ISD Agreement for their RPEP Initiative will be submitted to the partner district's governing board following Board approval.</p>
Funding	Administration recommends approval of an Out of District Interlocal Agreement with Santa Maria ISD. As this initiative is aimed at increasing access for rural students, Administration proposes to continue waiving tuition for Santa Maria ISD students participating in the RPEP program. The approved Dual Credit Programs 2026-2027 Flat Rate Fee for STC Faculty teaching dual credit courses at respective high school will be shared between the participating districts, proportionally based on student enrollment.
Staff Resources	Dr. Rebecca De Leon, Associate Vice President for Dual Credit Programs & School District Partnerships
Recommendation	<i>It is recommended that the Board of Trustees of South Texas College approve and authorize the following Minute Order proposed for consideration:</i>

The Board of Trustees of South Texas College approves and authorizes the 2026-2027 Santa Maria ISD Interlocal Agreement for Dual Credit Programs.

Approval Recommended:

Dr. Ricardo J. Solis

President

Review and Recommend Action on Proposed Out-of-District Interlocal Agreement for Dual Credit Programs

Purpose Administration requests Board approval of the Out-of-District Interlocal Agreement for Dual Credit Program partnerships for academic year 2026-2027.

Justification Background:
South Texas College works with partnering school districts within the College's service area to execute an interlocal agreement to specify the partnership terms that help the College and In-District ISD partners maintain a high level of quality and service to participating dual credit high school students.

Due to requests received by two Out-of-District Districts, College Administration is seeking to establish Agreements to offer courses taught by South Texas College Faculty.

Out-of-District partners would include school districts with service areas outside Hidalgo and Starr Counties but within the State of Texas, and who would provide opportunities for students to attend South Texas College courses. Because these partners would be within the State of Texas, an Interlocal Agreement would be the appropriate form of agreement to govern these partnerships.

The agreement will be submitted to each partner district's governing board following Board approval.

Funding The College expected to incur unrecouped costs based on the College's approved tuition and fee structure.

Staff Resources Dr. Rebecca De Leon, Associate Vice President for Dual Credit Programs & School District Partnerships

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 2026-2027 Out-of-District Interlocal Agreement for Dual Credit Program partnerships.

Approval Recommended:

Dr. Ricardo J. Solis
President

Review of Presentations Prepared for the Finance, Audit and Human Resources Committee

The following presentations were delivered to the Finance, Audit and Human Resources Committee on Tuesday, March 10, 2026

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

Purpose	To present a report on the Mission Economic Development Authority (MEDA) Scholarship Fund Trust.
Justification	<p>To provide the status of the MEDA Scholarship Fund Trust, including the annual obligated amount of distribution, and the activity of the trust, and the distribution of MEDA scholarship funds to the students.</p> <p>On August 29, 2012, the South Texas College Board of Trustees approved and authorized the acceptance of the Mission Economic Development Authority (MEDA) Scholarship Fund Endowment Agreement, which established a trust in the amount of \$3,213,676.30, with Edwards Jones Trust Company as the sole Trustee and with South Texas College as the sole beneficiary, with funds to be used to establish and offer scholarships to students living in the City of Mission as described.</p> <p>The MEDA Scholarship Fund Trust Agreement and Agreement of Trustee establishes the provision of distributions. According to the MEDA Scholarship Fund Trust Annual Account Statement (January 1, 2025 – December 31, 2025), provided by Edward Jones Trust Company, the distribution to the college on August 6th, 2025 was based on the amount calculated under the agreement which is Five Percent (5%) of the fair market value of the undistributed income and corpus of the Trust as of the last day of the Trust’s previous fiscal year.</p>
Enclosed Documents	Appendix A – Recap of Market Value Activity, Distributions Received by South Texas College, and Fees of the Trust Appendix B – PowerPoint Presentation
Staff Resource	Mary Del Paz, Vice President for Finance and Administrative Services Dr. Matthew Hebbard, Vice President for Student Affairs and Enrollment Management Gustavo Garcia, Coordinator of Scholarships & Outreach
Recommendation	No action is required from the Committee. This item is presented for information and feedback to staff.

Appendix A

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

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

(1) Fiduciary Federal Income Tax

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

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

MEDA Scholarship Update

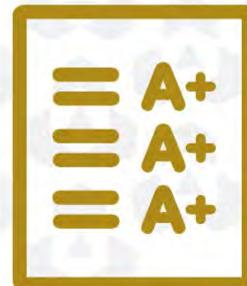
Student Financial Services



1

Initial Eligibility Requirements

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



2

Renewal Requirements

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



3

Meda Scholarship Enrollment Awards

Full-time:

- 12+ credit hours
- \$800

Three-quarters time:

- 9-11 credit hours
- \$600

Half-time:

- 6-8 credit hours
- \$400

Scholarship has a lifetime award of \$3,200

4



Funds Received vs. Funds Awarded

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

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



5

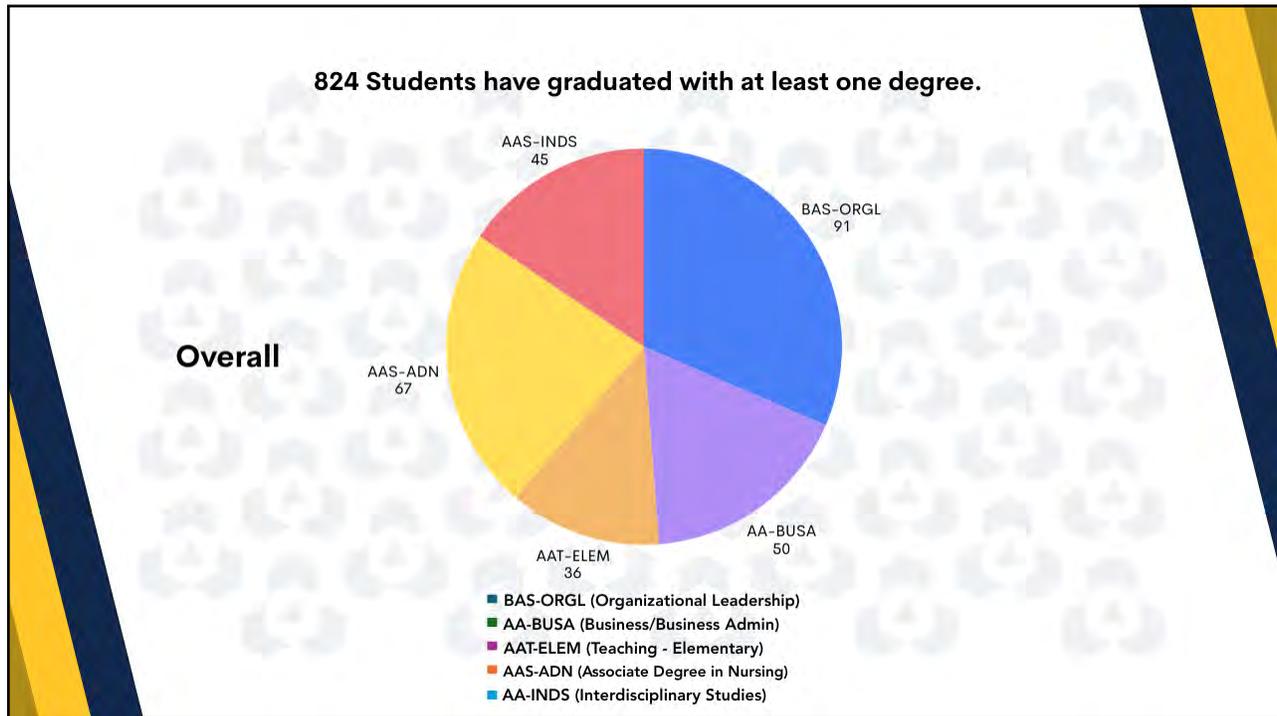
Allocation Received Date	Amount
June 2013	\$160,784.54
June 2014	\$185,937.10
July 2015	\$187,900.18
May 2016	\$173,937.78
June 2017	\$180,511.68
May 2018	\$193,928.47
May 2019	\$174,237.09
May 2020	\$198,719.57
May 2021	\$211,984.14
June 2022	\$224,976.44
June 2023	\$205,924.00
July 2024	\$193,566.21
August 2025	\$202,880.36
Total Funds Received	\$2,495,289. 56

6

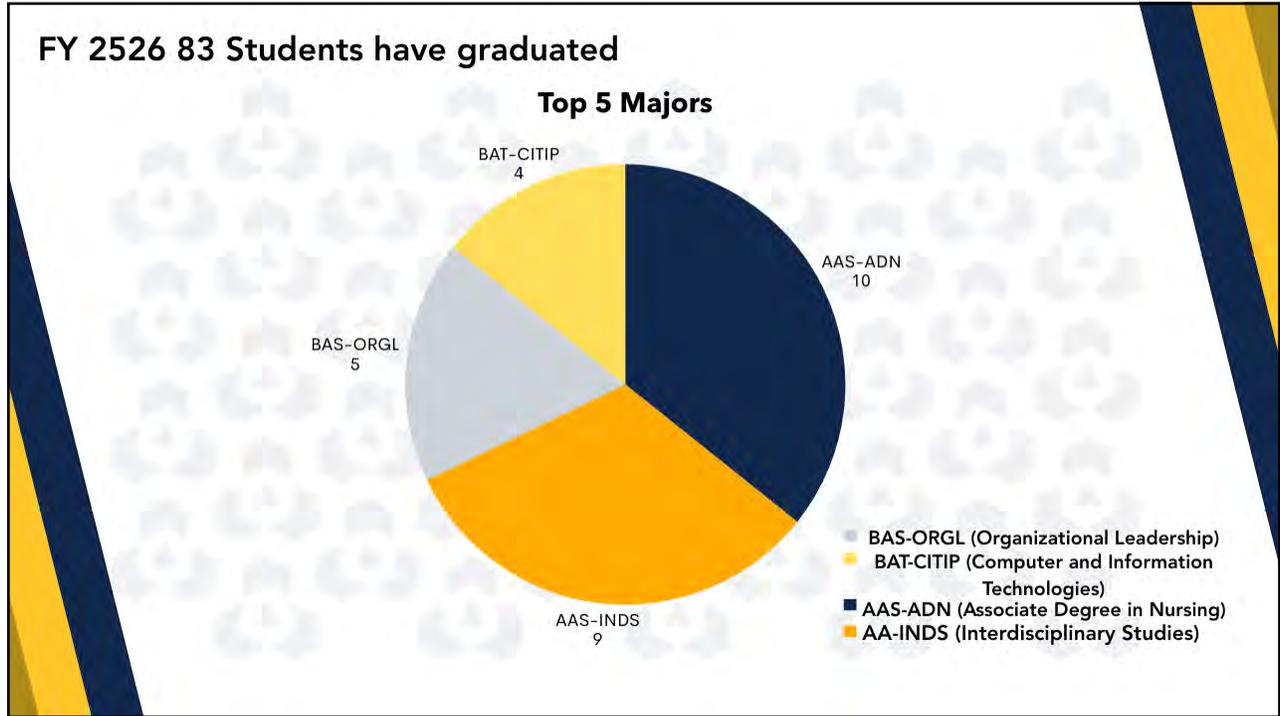
Total MEDA Scholarship Funds Received		\$2,495,289.56
Fiscal Year	Total Students	Funds Paid
2013-2014	47	\$64,200.00
2014-2015	96	\$113,000.00
2015-2016	97	\$130,000.00
2016-2017	148	\$156,800.00
2017-2018	143	\$184,600.00
2018-2019	146	\$158,000.00
2019-2020	119	\$139,800.00
2020-2021	101	\$117,600.00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

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

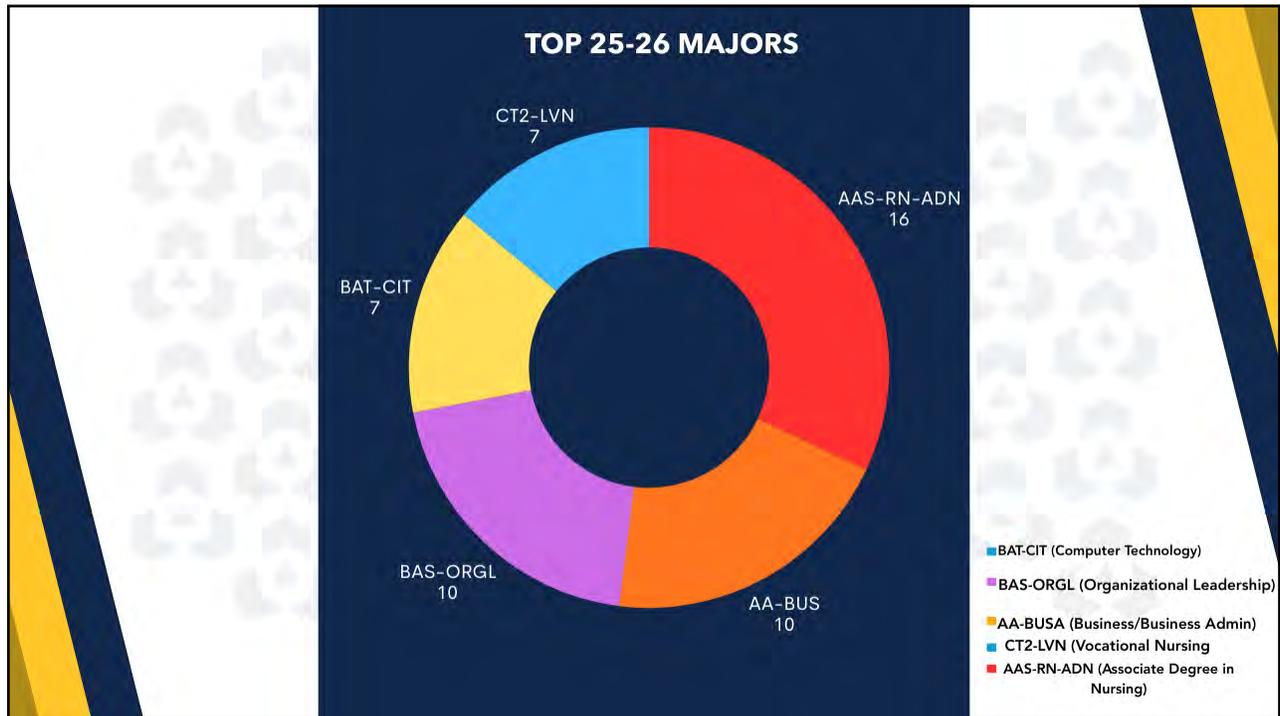
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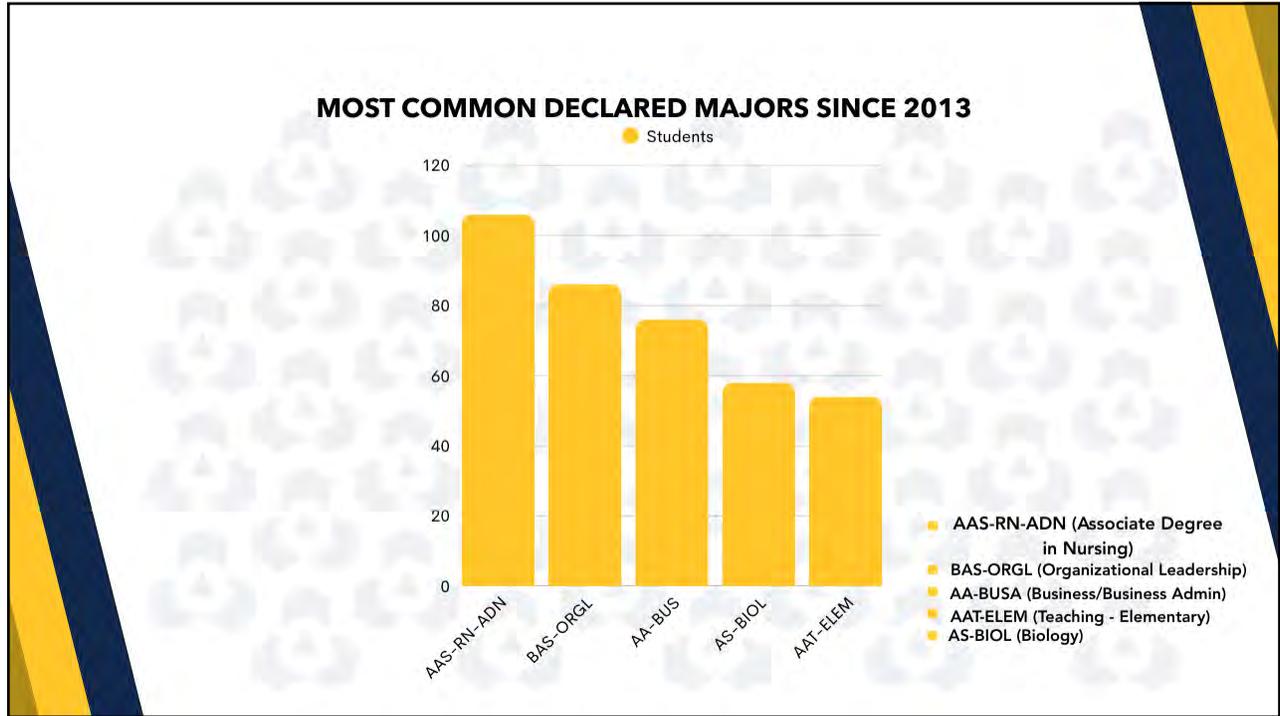
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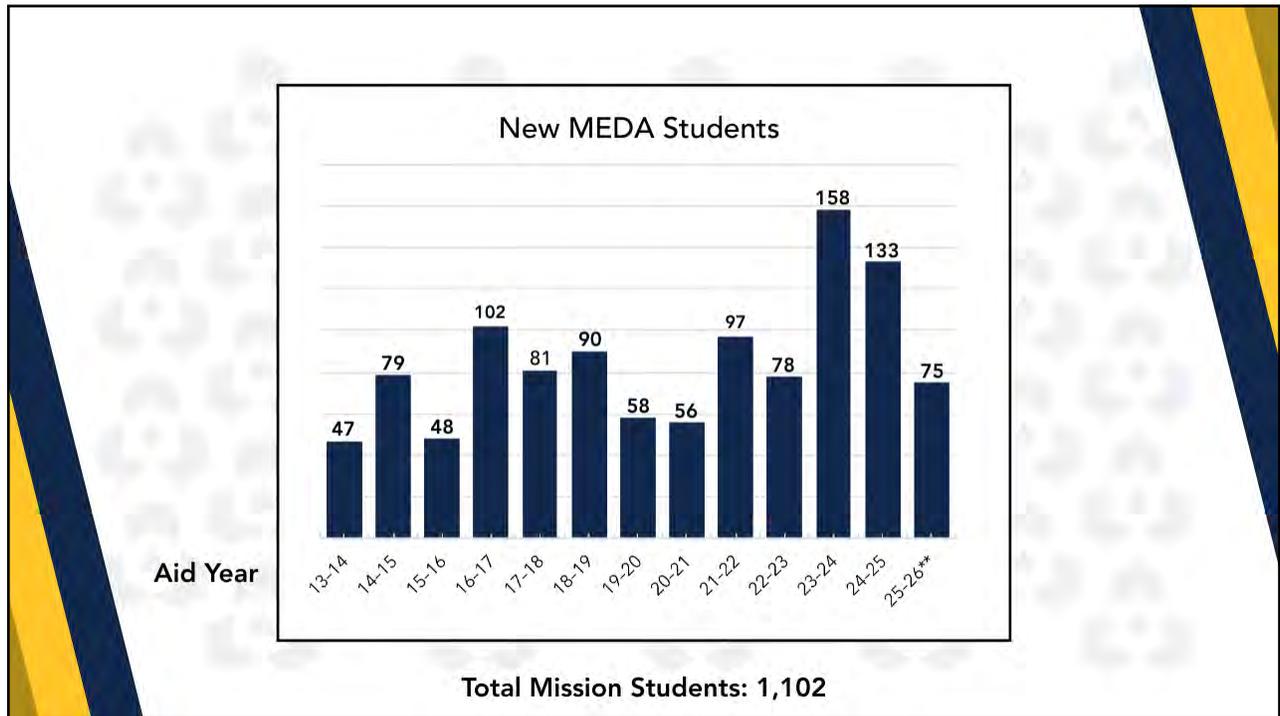
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10



11



12



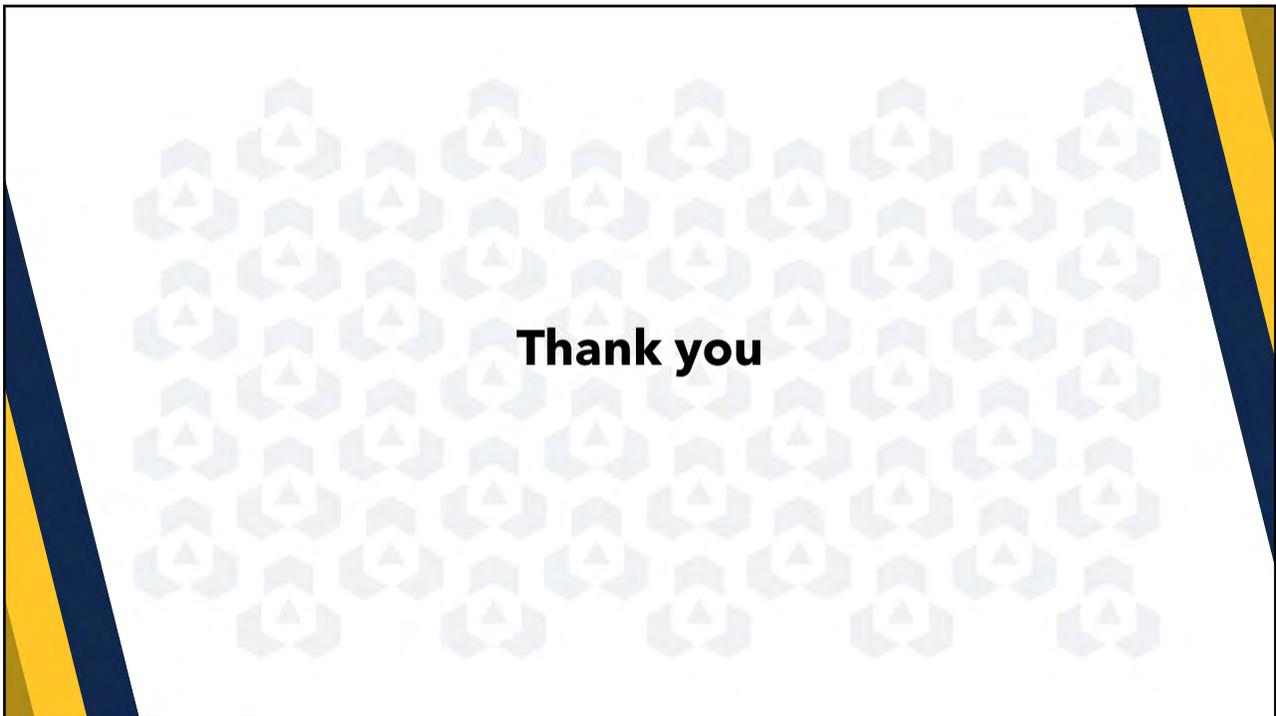
Communication

Potential recipients are being contacted

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



13



Thank you

14

Presentation on Risk Assessment Process

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

Risk Assessment Process at South Texas College

Presented by

Mary Del Paz
Vice President for Finance and
Administrative Services

Ken Lyons
Risk Manager
Facilities Operations & Maintenance



INTEGRATED BUDGET PLANNING PROCESS



What is Risk?

- Risk is the possibility that an event will occur and negatively affect objectives.
- Risks may arise from internal or external factors.
- Effective management of risks helps the College reduce uncertainty and improve decision-making.

What is Risk Management?

Risk management is the systematic process of:

- Identifying
- Assessing
- Controlling risks that could affect the College, project, or activity.

It aims to:

- Reduce potential negative impacts
- Improve planning and decision-making
- Protect resources and stakeholders
- Ensure project or organizational success

What is Risk Assessment?

The Risk Assessment process is a key component of the Risk Management Plan

- Identifying potential risks
- Analyzing their likelihood
- Evaluating their potential impact
- Determining the overall risk level
- Determining mitigation strategies

Steps in the Risk Assessment Process

1. Risk Identification
 - Identify potential threats or uncertainties
 - Examples: financial, operational, strategic, health/safety/hazard/societal/environmental, compliance, accreditation, competition, I.T., fraud, reputation risks.
2. Risk Analysis
 - Assess the likelihood of each risk occurring
 - Assess the impact and severity of consequences
3. Risk Evaluation
 - Determine risk level rating or scoring (low, medium, high)
 - Prioritize risks for action

Risk Assessment Tools and Methods

Common tools include:

- Risk matrix (likelihood vs impact)
- Risk register
- SWOT analysis
- Brainstorming sessions
- Expert consultation
- Historical data analysis

These tools help systematically evaluate and prioritize risks.

Importance of Risk Assessment

Risk assessment helps organizations to:

- Identify potential problems early
- Reduce uncertainty in decision-making
- Improve safety and compliance
- Allocate resources effectively
- Protect organizational objectives

RISK SCORING MATRIX					
 SOUTH TEXAS COLLEGE	Impact of Risk				
	Insignificant	Minor	Moderate	Major	Catastrophic
	<ul style="list-style-type: none"> No impact on achieving objectives or business interruption. Injuries can be treated on site with no long-term effect. Negligible loss or damage to property. Financial impact \$0 - \$9,999. 	<ul style="list-style-type: none"> Minor impact on achieving objectives and business interruption. Minor injuries requiring medical attention off-site with no long-term effect. Minor loss or damage to property. Financial impact \$10,000 - \$99,999. 	<ul style="list-style-type: none"> Moderate impact on achieving objectives and business interruption. Several injuries requiring hospitalization with no long-term effects. Moderate loss or damage to property. Financial impact \$100,000 - \$499,999. 	<ul style="list-style-type: none"> Major impact on achieving objectives and business interruption. Serious injuries resulting in long-term effects and bodily impairment. Major loss or damage to property. Financial impact \$500,000 - \$999,999. 	<ul style="list-style-type: none"> Catastrophic impact on achieving objectives and business interruption. Loss of life. Severe loss or damage to property. Financial impact \$1,000,000 or greater.
	1	2	3	4	5
Likelihood that risk will occur					
Almost Certain Expected to occur immediately (>90% chance of occurring)	5 Medium	Medium	High	Extreme	Extreme
Likely Likely to occur in time (40% - 89% chance)	4 Low	Medium	High	High	Extreme
Possibly May occur in time (11% - 39% chance)	3 Low	Medium	Medium	High	High
Seldom Not likely to occur, but probable (4% - 10% chance)	2 Low	Low	Medium	Medium	Medium
Unlikely Unlikely to occur (3% or less chance)	1 Low	Low	Low	Low	Medium
Risk Definitions					
Extremely High Risk (17-25)	Activities in this category contain unacceptable levels of risk, including catastrophic and critical injuries or fatalities that are highly likely to occur. Immediate action is essential to eliminate or modify risk strategies to control risk.				
High Risk (11-16)	Activities contain potentially serious risk that are likely to occur. Prompt action is necessary to reduce risk from occurring.				
Medium Risk (5-10)	Activities contain some level of risk and are seldom to occur. It is recommended that organizations consider risk strategies to control risk.				
Low Risk (1-4)	Activities contain negligible risk and are unlikely to occur. Organizations can proceed with current operations.				

Timeline

STEPS	FUNCTION	DATE
Identify, Assess, and Prioritize Risk	Identify risks impacting department objectives. Once identified, score each risk and determine priority of addressing risks.	September – November
Respond to risk / Control risk	Develop risk strategies and action plans needed to control risk. Identify risk metrics to measure residual risk or improvement.	December – June
Monitor risk	Monitor and report improvement efforts or residual risk. Refine risk strategies as needed.	July - August



QUESTIONS?

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 to Ratify the Revised Allocation Structure of La Joya Windpower, LLC Scholarship Funds Received from South Texas College Education Foundation
- b. Approval of Award and Rejection of Proposals and Approval of Purchases, Purchase Renewals, Revision of Renewal Terms, and Contract Extension at a total cost of \$1,155,870.79.
- c. Approval on Disposal of Surplus Property Valued at \$5,000 or More
- d. Approval on Vehicle Re-Donation
- e. Approval on Proposed Revisions to Tuition and Fees Schedules for FY 2026 – 2027
- f. Approval on Evaluation Criteria Used for Delinquent Tax Collection Services
- g. Approval on Change Orders for Contract with Precision Task Group (PTG) / Workday
- h. Approval on the Approval of the Statement of Work to Implement the Electronic Notice of Employment (NOE) in Workday Extend Professional
- i. Approval on Acceptance of Internal Audit Report in the Area of Fixed Assets
- j. Approval on Proposed Projects for Internal Auditor for FY 2025 – 2026
- k. Approval to Adopt Local District Update Policy
 - A. Adopt DCA (Local) – Employment Practices: Term Contracts
- l. Approval to Adopt the Second Reading of Local Board Policies Included in Numbered Update 50
 - A. Adopt CL (Local) – Facilities Planning
 - B. Revise CS (Local) – Information Security
 - C. Revise DC (Local) – Employment Practices
 - D. Revise DM (Local) – Termination of Employment

- E. Revise EGA (Local) – Academic Achievement: Grading and Credit
- F. Revise FB (Local) – Admissions
- G. Revise FLB (Local) – Student Rights and Responsibilities: Student Conduct
- H. Revise FLBE (Local) – Student Conduct: Alcohol and Drug Use
- I. Revise FLD (Local) – Student Rights and Responsibilities: Student Complaints

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 - I” of the Finance, Audit, and Human Resources Committee Consent Agenda as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President

Consent Agenda:

a. Approval to Ratify the Revised Allocation Structure of La Joya Windpower, LLC Scholarship Funds Received from South Texas College Education Foundation

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

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

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

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

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

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

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

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

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



Office of the President

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

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

March 30, 2023

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

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

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

Dear Mr. Howard and Mr. Peña,

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

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

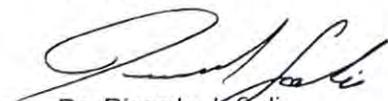
* At this time, the College officially requests your approval in writing to transfer the \$40,000 student scholarship funds received for the La Joya Windpower, LLC project to the newly formed South Texas College Education Foundation for student scholarships. The South Texas College Education Foundation's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

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

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

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

Sincerely,


Dr. Ricardo J. Solis
President

* This is approved.  3/31/23

Terra-Gen Development Company, LLC

Dear Mr. Robert Pena,

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

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

1. \$10,000 – Technical Programs Scholarships

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

2. \$10,000 – Establish Emergency Fund

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

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

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

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

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

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

With sincere appreciation,

Dr. Marcos Silva

Executive Director

South Texas College Foundation



**SOUTH TEXAS
COLLEGE
FOUNDATION**

DONATION DISCLOSURE STATEMENT

Name of donor: _____

Address: _____

City _____ State _____ Zip _____

Thank you for your contribution of _____

South Texas College Foundation received on (date) _____

South Texas College Foundation, Institutional Advancement and External Affairs

Department acknowledging the donation

Julissa Canales, Accountant 956-872-2160

Employee name: Telephone

Financial manager: Telephone

IMPORTANT - PLEASE SELECT YES OR NO

Is this donation restricted? _____ YES _____ NO

Restricted (explain how donation can be used) _____

Purpose of gift (check one):

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

Instructional Program: _____ Required GPA: _____

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

IMPORTANT - PLEASE SELECT YES OR NO

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

_____ YES _____ NO

Disclosure statement:

Please check one:

- No goods or services were provided in exchange for your contribution
- In exchange for your contribution you received:

_____ with a fair market value of \$ _____

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

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

Milton Howard

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

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

b. Approval of Award and Rejection of Proposals and Approval of Purchases, Purchase Renewals, Revision of Renewal Terms, and Contract Extension at a total cost of \$1,155,870.79

Purpose and Justification – Administration requested Board approval of the following Review and Action as Necessary on Approval of Award and Rejection of Proposals, and Approval of Purchases, Purchase Renewals, Revision of Renewal Terms, and Contract Extension at a total cost of \$1,155,870.79.

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) Audio Visual Production Services – Commencement Ceremonies

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

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

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

Enclosed Documents Appendix A – Project Timeline and Information

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

APPENDIX A

Project Timeline and Information

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

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

Purpose Award the proposal for re-bid one (1) ton pickup truck for Fire Science Program to **Sames McAllen, Inc./ dba Sames McAllen Ford** (McAllen, TX).

Justification To be used by the Fire Science Program to provide the necessary towing capacity for heavy equipment trailers that transport critical training props and instructional materials between the Regional Center for Public Safety Excellence, Starr, and Mid-Valley Campuses. With the continued expansion of the public safety programs and the upcoming expansion of the fire academy to the Mid-Valley Campuses, this purchase is essential to ensure efficient, safe, and timely delivery of equipment to meet the growing instructional and training demands of the region.

Funding Funds for this expenditure are budgeted in the Regional Center for Public Safety Excellence budget for FY 2025 – 2026.

Enclosed Documents Appendix A – Project Timeline and Information

Staff Resource Dr. Anahid Petrosian, Vice President and Provost for Academic Affairs and Economic Development
Jose Vela, Point of Contact for Business, Public Safety, and Technology
Robert Vela Jr., Site Administrator – Regional Center for Public Safety Excellence

Recommendation The Committee recommends Board approval to award the proposal for re-bid one (1) ton pickup truck for Fire Science Program to **Sames McAllen, Inc./ dba Sames McAllen Ford** (McAllen, TX) at a total amount of \$59,982.00.

APPENDIX A

Project Timeline and Information

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

Award of Proposals – 3) Vehicle and Wall Graphics

Purpose Award the proposals for vehicle and wall graphics to the vendors listed in Appendix A.

Justification To enhance the College’s outreach by providing constant exposure through vehicle and wall graphics to a broad audience in local communities, at events, and during daily commutes. The graphics services consist of the installation of wraps and decals for College-owned vehicles and the installation of wall graphics (wall wraps and floor & surface vinyl) that may be placed on the interior or exterior of each building district-wide. These graphics services are purchased as needed throughout the fiscal year.

Funding Funds for this expenditure are budgeted in the various requesting departments’ budgets for FY 2025 – 2026. Funds for subsequent fiscal years will be included in future proposed budgets.

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

Staff Resource Dr. Rodney Rodriguez, Vice President for Institutional Advancement and External Affairs
Lynda Lopez, Executive Director of Public Relations and Marketing

Recommendation The Committee recommends Board approval to award the proposals for vehicle and wall graphics to the vendors listed in Appendix A for the period beginning April 23, 2026 through April 22, 2027, with two one-year options to renew, at an estimated total amount of \$100,000.00.

APPENDIX A

Vendors List

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

APPENDIX B

Project Timeline and Information

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

Rejection of Proposals – 4) Mobile High-Pressure Air Compressor for Fire Science Training Program

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

Rejection of Proposals – 5) Re-Bid Medium Duty Truck

- Purpose** Reject the three (3) proposals received for re-bid medium duty truck.
- Justification** Administration determined that the proposals received did not meet the necessary requirements for the product's use.

A new Request for Proposal (RFP) will be solicited for this product with additional requirements.
- Staff Resource** Mary Del Paz, Vice President for Finance and Administrative Services
Deyadira Leal, Director of Purchasing
- Recommendation** The Committee recommends Board approval to reject the three (3) proposals received for re-bid medium duty truck.

Purchases – 6) Computers, Laptops, Tablets, and Monitors

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

APPENDIX A
Vendors List

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

APPENDIX B
District-Wide Technology Request Summary

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

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

Purchases – 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 department budgets for FY 2025 – 2026 as follows:

Educational Technologies, Library Public Services, Sign Language Program, Division of Social and Behavioral Sciences, Cosmetology Program, and Facilities Planning and Construction.
- Enclosed Documents** Appendix A – Vendors List
Appendix B – District-Wide Furniture Request Summary
Other information is included in the Supporting Documentation.
- Staff Resource** Mary Del Paz, Vice President for Finance and Administrative Services
Ricardo De La Garza, Executive Director of Facilities Planning and Construction
- Recommendation** The Committee recommends Board approval to purchase furniture from the vendors listed in Appendix A at a total amount of \$207,501.25.

APPENDIX A

Vendors List

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

APPENDIX B
District-Wide Furniture Request Summary

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

Purchase Renewals – 8) Internet Managed Services Agreement

Purpose Renew the internet managed services agreement with Spectrum Enterprise through the **Texas Department of Information Resources (DIR)** (Austin, TX).

Justification To support the College’s assets at the disaster recovery location, Tyler Junior College, by hosting South Texas College’s public and library websites in a secure off-site location. The agreement provides technical support and the ability to keep the websites running during events such as hurricanes or routine systems maintenance. The service also provides redundancy to the College’s public website in the event of a shutdown of computing resources.

Tyler Junior College serves as a backup, providing access to critical services, including Banner and Workday data and other applications necessary to support students, faculty, and staff.

- Funding** Funds for this expenditure are budgeted in the Systems and Networking budget for FY 2025 – 2026. Funds for subsequent fiscal years will be included in future proposed budgets.
- Enclosed Documents** Other information is included in the Supporting Documentation.
- Staff Resource** Dr. Jesus Campos, Interim Vice President for Information Services, Planning, Performance, & Strategic Initiatives
Lucio Gonzalez, Associate Vice President for Technology and Chief Information Officer
- Recommendation** The Committee recommends Board approval to renew the internet managed services agreement with Spectrum Enterprise through the **Texas Department of Information Resources (DIR)** (Austin, TX) for the period beginning May 1, 2026 through April 30, 2027, at an estimated monthly amount of \$6,942.58 and an estimated total annual amount of \$83,310.96.

Purchase Renewals – 9) Internet Services Agreement

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

Recommendation The Committee recommends Board approval to renew the internet services agreement with Spectrum Enterprise through the **Texas Department of Information Resources (DIR)** (Austin, TX) for the period beginning April 1, 2026 through March 31, 2027 at an estimated monthly amount of \$5,578.72 and an estimated total annual amount of \$66,944.64.

Revision of Renewal Terms – 10) Investment Advisory Services

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

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

The terms are as follows:

Request for Qualification
 Board Approved (2/14/2023)
 Executed Agreement

Terms
4 years
3 years
To obtain Board approval for one (1) additional year to align with the RFQ

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

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

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

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

Recommendation The Committee recommends Board approval to renew the investment advisory services agreement with **Valley View Consulting, LLC** (Huddleston, VA) for the period beginning April 1, 2026 through March 31, 2027, at an estimated total amount of \$85,000.00, and revise the terms approved by the Board from three years to four years, to align with those stipulated in the original Request for Qualification.

APPENDIX A

Renewal Terms Previously Approved by the Board

The Board awarded the agreement for 3 years.

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

APPENDIX B

Renewal Terms Aligning with the Request for Qualification

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

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

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

Contract Extension – 11) Delinquent Tax Collection Services

Purpose Extend the contract for delinquent tax collection services for one (1) additional month with **Linebarger Goggan Blair & Sampson, LLP** (Austin, TX).

Justification To allow sufficient time for the solicitation and evaluation of new proposals and to prevent any interruption in services, while allowing for an orderly transition, if necessary.

The current contract is scheduled to expire on April 30, 2026, and an extension is requested through June 30, 2026.

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

Recommendation The Committee recommends Board approval to extend the contract for delinquent tax collection services for one (1) additional month with **Linebarger Goggan Blair & Sampson, LLP** (Austin, TX) through May 31, 2026.

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

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

APPENDIX A
Vendors List

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

- Rejection of Proposals**
- of 4) **Mobile High-Pressure Air Compressor for Fire Science Training Program:** reject the two (2) proposals received for mobile high-pressure air compressor for Fire Science Training Program;
 - 5) **Re-Bid Medium Duty Truck:** reject the three (3) proposals received for re-bid medium duty truck;

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

APPENDIX A

Vendors List

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

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

APPENDIX A

Vendors List

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

Purchase Renewals

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

Revision of Renewal Terms

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

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

**Contract
Extension**

11)Delinquent Tax Collection Services: extend the contract for delinquent tax collection services for one (1) additional month with **Linebarger Goggan Blair & Sampson, LLP** (Austin, TX) through May 31, 2026.

Consent Agenda:

c. Approval on Disposal of Surplus Property Valued at \$5,000 or More

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

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

#	Pallet	Qty	Description	Ptag	Serial Number	Silver Tag	Purchase Date	Asset Cost	Asset ID	Net Book Value	Condition
1	210	1	2009 Ford Escape XLS, White - Unit #18	N00017319	1FMCU02779KB08768	17768	1/5/2009	\$ 16,483.10	BA-10003328	\$ -	Obsolete
2	227	1	2013 XUV 825i Golf Car - Unit #46	N00021121	1M0825GSVDM063007	27377	7/11/2013	\$ 9,515.42	BA-10003335	\$ -	Obsolete
3	211	1	2014 John Deere XUV 825i - Unit #69	N00021869	1M0825GSAEM082031	26502	6/18/2014	\$ 10,020.59	BA-10003346	\$ -	Damaged
4	228	1	Crown WP3035-45 Electric Pallet Jack	N00025766	7A303517	28074	6/14/2017	\$ 7,400.00	BA-10001845	\$ 1,294.82	Damaged
5	209	1	Nursing Anne Simulator	N00031576	320JMM3118004	36407	8/6/2018	\$ 11,700.00	BA-10002185	\$ 3,422.98	Incomplete
6	209	1	Nursing Anne Simulator	N00031577	320JMM3118005	36408	8/6/2018	\$ 11,700.00	BA-10002186	\$ 3,422.97	Incomplete
								\$ 66,819.11		\$ 8,140.77	

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

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

Consent Agenda:

d. Approval on Vehicle Re-Donation

Purpose

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

Justification

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

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

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

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

The asset information is as follows:

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

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

Staff Resource

Mary Del Paz, Vice President for Finance and Administrative Services
 Dr. Anahid Petrosian, Vice President and Provost for Academic Affairs and Economic Development
 Jose Vela, Point of Contact for Business, Public Safety, and Technology
 Deyadira Leal, Director of Purchasing

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

Consent Agenda:

e. Approval on Proposed Revisions to Tuition and Fees Schedules for FY 2026 – 2027

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

Justification The proposed revisions are as follows:

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

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

The proposed revisions are highlighted in yellow on the Schedules.

Enclosed Document

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

Staff Resource

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

Recommendation

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

Tuition and Fees Schedules

FY 2026 – 2027

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

Board 4/24/26



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

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



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

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



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

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



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

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



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

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



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

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



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

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



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

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



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

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



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

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



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

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



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

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



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

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



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

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



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

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



TESTING FEES FY 2026-2027

	Board Approved FY 2024-2025	Board Approved FY 2025-2026	PROPOSED FY 2026-2027
TESTING FEES:			
American Welding Society Certification Testing and Material Fees	Recovery of costs and processing fees	Recovery of costs and processing fees	Recovery of costs and processing fees
Credit By Examination	Tuition	Tuition	Tuition
Proctoring/Professional Testing Services Fee	Recovery of costs and processing fees to be negotiated	Recovery of costs and processing fees to be negotiated	Recovery of costs and processing fees to be negotiated
Health Education Services Inc. (HESI) Exam Fee	45.00 Students will register and pay fees for each attempt when signing up for the exam through the Market Place website. The College purchases the units through Elsevier Inc. Fees will be subject to change	45.00 Students will register and pay fees for each attempt when signing up for the exam through the Market Place website. The College purchases the units through Elsevier Inc. Fees will be subject to change	45.00 Students will register and pay fees for each attempt when signing up for the exam through the Market Place website. The College purchases the units through Elsevier Inc. Fees will be subject to change
TCOLE Licensing Examination (per exam)			
<ul style="list-style-type: none"> • Basic Peace Officer Exam • Basic Jailer Exam • Telecommunicator Exam • Police Officer to Jailer Exam 	35.00 35.00 35.00 35.00	35.00 35.00 35.00 35.00	35.00 35.00 35.00 35.00
GED Exam Fee-1st and 4th Attempts <ul style="list-style-type: none"> • GED Exam Fee-\$36.25 English Language Arts • GED Exam Fee-\$36.25 Mathematics only • GED Exam Fee-\$36.25 Science only • GED Exam Fee-\$36.25 Social Studies only 	Students will register and pay fees to Pearson VUE for GED on-line testing services and subject to change	Students will register and pay fees to Pearson VUE for GED on-line testing services and subject to change	Students will register and pay fees to Pearson VUE for GED on-line testing services and subject to change
GED Retest Exam Fee-2nd, 3rd, 5th, and 6th Attempts <ul style="list-style-type: none"> • GED Retest Exam Fee-\$16.25 English Language Arts • GED Retest Exam Fee-\$16.25 Mathematics only • GED Retest Exam Fee-\$16.25 Science only • GED Retest Exam Fee-\$16.25 Social Studies only 	Students will register and pay fees to Pearson VUE for GED on-line testing services and subject to change	Students will register and pay fees to Pearson VUE for GED on-line testing services and subject to change	Students will register and pay fees to Pearson VUE for GED on-line testing services and subject to change



**TESTING FEES
FY 2026-2027**

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



**EMPLOYEE FEES
FY 2026-2027**

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



EMPLOYEE FEES FY 2026-2027

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



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

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



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

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

Consent Agenda:

f. Approval on Evaluation Criteria Used for Delinquent Tax Collection Services

Purpose Administration requests review and approval of the evaluation criteria to be used in the solicitation for Delinquent Tax Collection Services, transitioning from an RFP-based evaluation model to an RFQ-based model without considering the purchase price (delinquent fee percentage).

Justification To update, as necessary, the current evaluation criteria and points used for the delinquent tax collection services.

Administration seeks to receive feedback and approval from the Board of Trustees on the Evaluation Criteria to utilize for the Delinquent Tax Collection Services.

The Evaluation Criteria require reassessment to ensure alignment with objectives and requirements.

In addition to ensuring compliance with the Texas Property Tax Code and applicable procurement requirements, the revised Evaluation Criteria are designed to:

- Emphasize professional qualifications, experience, and demonstrate effectiveness in delinquent tax collection.
- Focus on the firm’s capacity, methodology, and ability to safeguard the District’s legal and financial interests; and
- Promote a qualifications-based selection process consistent with the specialized nature of delinquent tax legal services.

Funding The delinquent tax collection services fee was paid to the delinquent tax attorney from delinquent tax collection revenues from Hidalgo County and Starr County.

Enclosed Documents Appendix A – Current Evaluation Criteria - RFP
Appendix B – Proposed Evaluation Criteria – RFQ

Staff Resource Mary Del Paz, Vice President for Finance and Administrative Services
Myriam Lopez, Associate Vice President - Finance and Management
Deyadira Leal, Director of Purchasing

Recommendation The Committee recommended Board approval of the evaluation criteria used for the Delinquent Tax Collection Services solicitation.

APPENDIX A

Current Evaluation Criteria - RFP

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

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

APPENDIX B

Proposed Evaluation Criteria - RFQ

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

Consent Agenda:

g. Approval on Change Orders for Contract with Precision Task Group (PTG) / Workday

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

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

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

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

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

Enclosed Documents Appendix A – Change Order

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

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

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

CHANGE ORDER

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

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

Fees:

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

Current SOW

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

Change Order / Extension

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

Assumptions

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

Payment Terms

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

Amendment

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

CHANGE ORDER

Change Order Reason(s)

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

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

South Texas College

Precision Task Group, Inc.

Signature

Signature

Name

Name

Title

Title

Date Signed

Date Signed

Consent Agenda:

h. Approval of the Statement of Work to Implement the Electronic Notice of Employment (NOE) in Workday Extend Professional

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

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

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

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

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

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

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



STATEMENT OF WORK

Signature Document

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

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

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



STATEMENT OF WORK

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

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

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

South Texas College

Precision Task Group, Inc.

Signature

Name

Title

Date

Signature

Name

Title

Date



STATEMENT OF WORK

Appendix 1 SOW Terms

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

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

Termination.

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

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

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

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

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

Definitions.



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

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

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

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

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

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



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

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

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

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

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

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

Estimated Fees, Invoicing and Payment.

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

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

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

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

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

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Appendix 3 Description of Technical Services Workday Extend Deployment

1. Workday Methodology.

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

2. Workday Roles.

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

2.1 Engagement Manager

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

2.2 Consultant(s)

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

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

3.1 Executive Sponsor/Steering Committee

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

3.2 Project Manager(s)

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

3.3 Change Manager(s)

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

3.4 Business Analysts

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

3.5 Technical Analysts

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

3.6 Workday Administrator(s)

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

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

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

4. Activities.

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

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

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

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

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

BUILD & DELIVER

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

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

4.1 Plan Stage.

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

Plan Stage Assumptions

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

4.2 Architect & Configure Stage.

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

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

Architect & Configure Stage Assumptions

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

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

4.3 Test Stage.

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

4.4 Deploy Stage.

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

5. Deployment Stage Assumptions

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

6. General Project Assumptions for Workday Extend SOWs

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

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time zones.

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

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

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

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

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

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

8.2 Workday Scope – Workday Extend

(a) Project Scope

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

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

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

(iii) Workday Extend Application Uses Cases

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

8.3 Project Scope Exclusions

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



STATEMENT OF WORK

delivered using the continuous deployment methodology.

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

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

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

Consent Agenda:

i. Approval on Acceptance of Internal Audit Report in the Area of Fixed Assets

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



OFFICE OF INTERNAL AUDITS

SOUTH TEXAS COLLEGE

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

February 18, 2026

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

Dr. Solis,

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

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

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

Respectfully submitted,

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

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

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

**FIXED ASSETS
AUDIT REPORT**



**SOUTH TEXAS
COLLEGE**

OFFICE OF INTERNAL AUDITS

February 18, 2026



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EXECUTIVE SUMMARY

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

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

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

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

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



BACKGROUND

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

AUDIT OBJECTIVE

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

AUDIT SCOPE & METHODOLOGY

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

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

AUDIT RESULTS

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



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

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

CONCLUSION

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

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

2/18/2026

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

A handwritten signature in blue ink, appearing to read "Jose Luis Silva".

2/18/2026

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

Consent Agenda:

j. Approval on Proposed Projects for Internal Auditor for FY 2025 – 2026

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

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

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

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

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

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

- FY 2025 - 2026 (Scheduled)
 1. Fraud Survey
 2. Effort Reporting
 3. Scholarships
 4. Administrative Vehicles
 5. Advisory / Consulting Engagements
 6. HR Processes – Hiring & Staffing
 7. Environmental Health & Safety
 8. Account Reconciliations

9. Fixed Assets

10. Center for Advanced Training & Apprenticeships (CATA)-**NEW**

Enclosed Documents

Appendix A – List of Internal Audits conducted for FY 2015 through FY 2025

Staff Resource

Mr. Khalil Abdullah, Chief Internal Auditor
Dr. Ricardo J. Solis, President

Recommendation

The Committee recommended Board approval of revisions to the proposed projects for the Internal Auditor for FY 2025 – 2026 to include the Center for Advanced Training & Apprenticeships (CATA) System of Internal Controls Audit.

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

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

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

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

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

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

Other Activities

Annual Financial Report (CAFRI)
Risk Assessment & Audit Plan
Internal Audit Annual Report

Consent Agenda:

k. Approval to Adopt Local District Update Policy

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

Appendix A

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

Appendix B

Policy follows in the packet.

Term of Contract

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

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

**Contract Renewal:
Faculty**

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

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

**Associated
Provisions**

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

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

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

Term of Contract

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

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Faculty**

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

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

Consent Agenda:

I. Approval to Adopt the Second Reading of Local Board Policies Included in Numbered Update 50

Purpose	To review proposed updates to the local policies listed in Appendix A to align with the Texas Association of School Boards (TASB) policy manual.
Justification	TASB issues numbered updates semiannually to the College. The number updates respond to changes to state and federal law, court cases, and decisions by the attorney general, and may also contain suggested changes to an existing local policy or the development of a new local policy made by TASB.
Enclosed Documents	Appendix A – List of Policies Appendix B - Policies
Staff Resource	Mary Del Paz, Vice President for Finance and Administrative Services 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, Interim 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
Recommendation	The Committee recommended Board approval to adopt the Second reading of local board policies listed in Appendix A, as presented, and which supersedes any previously adopted Board policy.

Appendix A

Item	Policy	Last Adopted Date	TASB Update	TASB and Other Explanatory Notes
Business and Support Services				
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.	CS (Local) – Information Security	9/24/2024	50	Recommended revisions to this policy incorporate HB 150, which requires a college to notify affected persons of cybersecurity incidents, formerly referred to as security incidents.
Personnel				
C.	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.
D.	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.
Instruction				
E.	EGA (Local) – Academic Achievement: Grading and Credit	1/30/2024	50	A cross-reference has been added to policy code FB to incorporate provisions related to the Academic Fresh Start program.
Students				
F.	FB (Local) – Admissions	11/25/2025	50	Recommended revisions address SB 37, clarifying that the board must develop admission procedures in collaboration with the college’s chief executive officer. The recommended revisions address SB 365, permitting the college to disregard course

Item	Policy	Last Adopted Date	TASB Update	TASB and Other Explanatory Notes
				credits and grades earned by an applicant for admission 5-10 years prior to the start of the semester if chosen by the applicant, at Academic Fresh Start. Existing law requires a college to disregard credits earned 10 years prior to the start of the semester for an applicant under the Academic Fresh Start program. The number of years prior to admission at which credits will be disregarded reflects information submitted by the college. A cross reference has been added to policy code EGA to incorporate provisions related to transfer of credit.
G.	FLB (Local) – Student Rights and Responsibilities: Student Conduct	1/29/2024	50	At Behavior Targeting Others, a cross reference has been added to policy code FM to incorporate the definition of antisemitism required to be used in discipline for Student Code of Conduct violations, as provided by SB 326. At Misuse of Technology, a reference at list item #6 to “emails and websites” is recommended to be broadened to "electronic means" to incorporate other forms of technology, such as mobile applications.
H.	FLBE (Local) – Student Conduct: Alcohol and Drug Use	2/14/2023	50	Recommended revisions address HB 46, which prohibits a college from restricting the storage of low-THC cannabis authorized by state law. Additional changes have been made for clarity.
I.	FLD (Local) – Student Rights and Responsibilities: Student Complaints	10/29/2024	50	Language has been reorganized to clarify the structure of grievance processes. Recommended revisions require the college to provide Notice to Students on the college's website to ensure appropriate due process. At Formal Process, language has been added to clarify that certain complaints must begin at the board level. A cross-reference has been updated to incorporate the reorganization of policies related to security personnel.

Community and Governmental Relations

Policy Modifications are reflected as follows:

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

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.

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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

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Security Incidents
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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:

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

Posting Vacancies

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

Applications

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

**Employment of
Certain Law
Enforcement
Personnel**

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

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

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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, or the College President's designee, final authority to employ noncontractual employees on an at-will basis. [See DCC]

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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:

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5. The submission of any required forms to the Texas Commission on Law Enforcement (TCOLE).

TERMINATION OF EMPLOYMENT

DM
(LOCAL)

At-Will Employees

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

Current

TERMINATION OF EMPLOYMENT

DM
(LOCAL)

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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]

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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.

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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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STUDENT CONDUCT

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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;

STUDENT RIGHTS AND RESPONSIBILITIES
STUDENT CONDUCT

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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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(LOCAL)

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

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

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

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

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

Dishonesty The following behavior regarding dishonesty shall be prohibited:

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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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(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.

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

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“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.

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STUDENT RIGHTS AND RESPONSIBILITIES
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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 FM as appropriate]
4. Hazing with or without the consent of a student; [See FLBC]
5. Initiations by organizations that include features that are dangerous, harmful, or degrading to the student, a violation of which also renders the organization subject to appropriate discipline; and
6. Endangering the health or safety of members of the College District community or visitors to the premises.

Property The following behavior regarding property shall be prohibited:

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

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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 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.

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

4. Possesses, sells, or distributes Dextromethorphan.

Paraphernalia

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

Violation

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

Notice

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

NEW

Alcohol

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

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

**Controlled
Substances**

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

1. Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
2. Any abusable glue, aerosol paint, or any other volatile chemical substance for inhalation.
3. Any performance-enhancing substance, including steroids.
4. Any designer drug.
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3. Cultivates, possesses, transports, or sells hemp as authorized by law; or

4. Possesses, sells, or distributes Dextromethorphan.

Paraphernalia

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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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Marking

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

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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

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STUDENT COMPLAINTS

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(LOCAL)

Complaints

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

Other Complaint Processes

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

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

Notice to Students

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

Procedures

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

Informal Process

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

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

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

Formal Process

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

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

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

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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.

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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]~~

Review and Recommend Action on Rejection of Proposal for Delinquent Tax Services

Administration received additional information after the publication of the Board Meeting agenda, rendering this proposed agenda item unnecessary. Therefore, no action is required from the Board of Trustees.

Update on FY 2026 – 2027 Budget Development

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

Update of FY 2026-2027 Budget Development

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



**SOUTH TEXAS
COLLEGE**

Integrated Budget Planning Process



FY 2026-2027 Budget Development Key Highlights

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

3

FY 2026-2027 Budget Development Key Highlights

- Salary and Benefits
 - TASB Compensation Maintenance Review
 - Annual Faculty and Staff Salary Increase, New Positions and Salary Adjustments/Position Reclassifications
 - Streamlined Salary Budget Process and Vacant Position Analysis
- Voluntary Early Retirement Program Funding
 - Carryover from Fund Balance

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FY 2026-2027 Budget Development Key Highlights (Continued)

- Operating Expenditures
 - 5% Approximate Increase
- Technology Expenditures
 - 8% Approximate Increase
- Stricter Control on Budget Transfers
- Zero-Based Budgeting for Operating, Travel, and Technology
- Zero-Based Budgeting for Capital and no Transfers-Out Allowed
- Board Approval Not Required for Comprehensive Staffing Plan
- Board Approval Required for New Positions, Revisions and Reclassifications

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Budget Cycle Timeline

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

6

Budget Cycle Timeline Key Highlights

Month	Action
March	Budget Development Update Presentation
April	Budget Summary with Projections
May	Budget Summary with Projections and Proposed New Positions, Reclassifications, and TASB Salary Increase and Revisions
June	Internally Update Staffing Plan and Integrate in the Budget
July	Present Final Budget for Board Approval

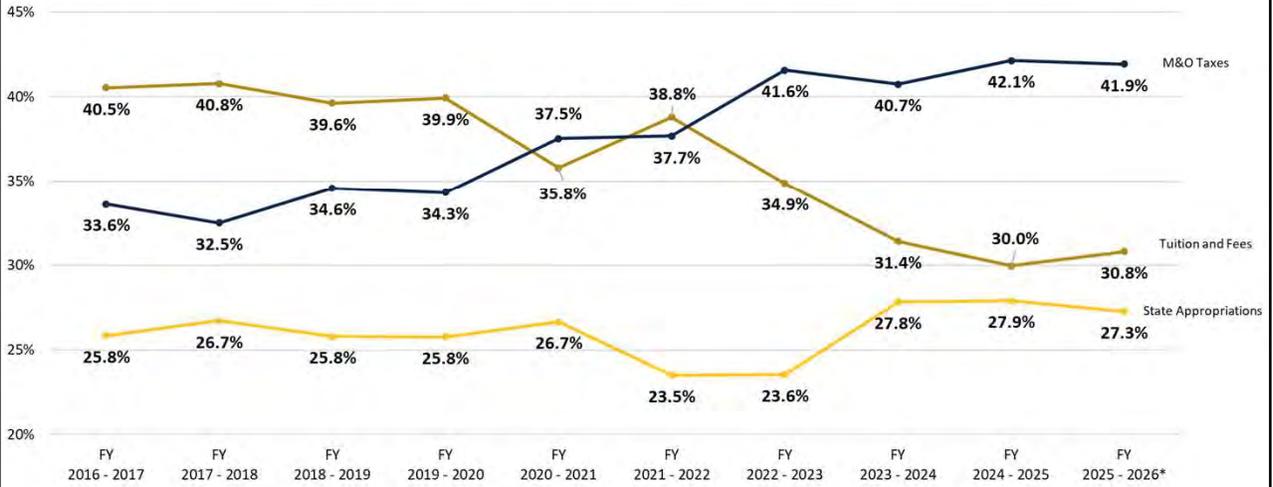
7

Three Primary Revenue Sources

State Appropriations
 Tuition and Fees
 M&O Property Taxes

8

10-Year Trend for Three Primary Revenue Sources By Percentage



* Projected

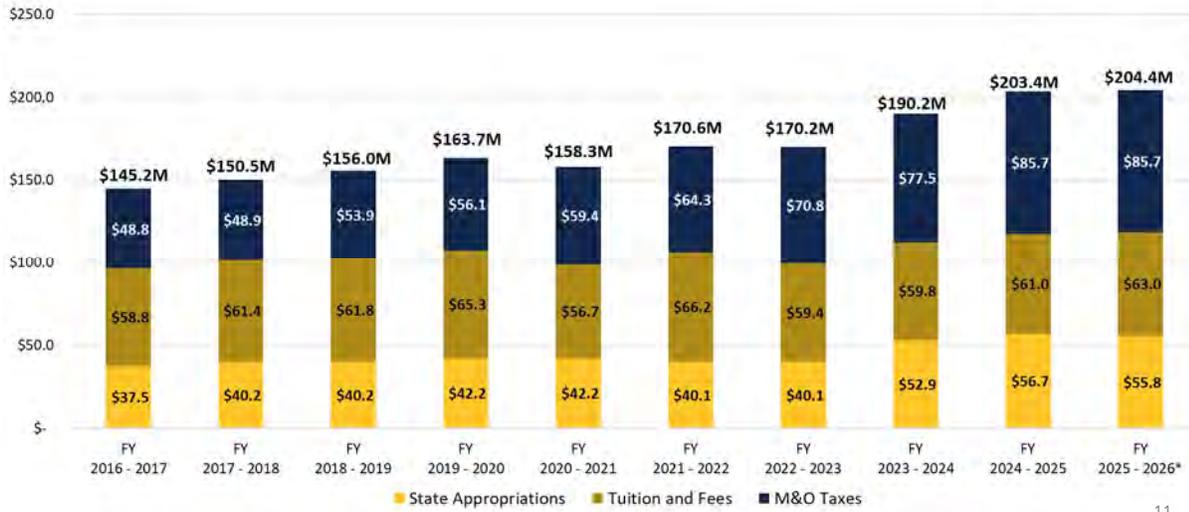
9

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



* Projected

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



* Projected

11

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

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

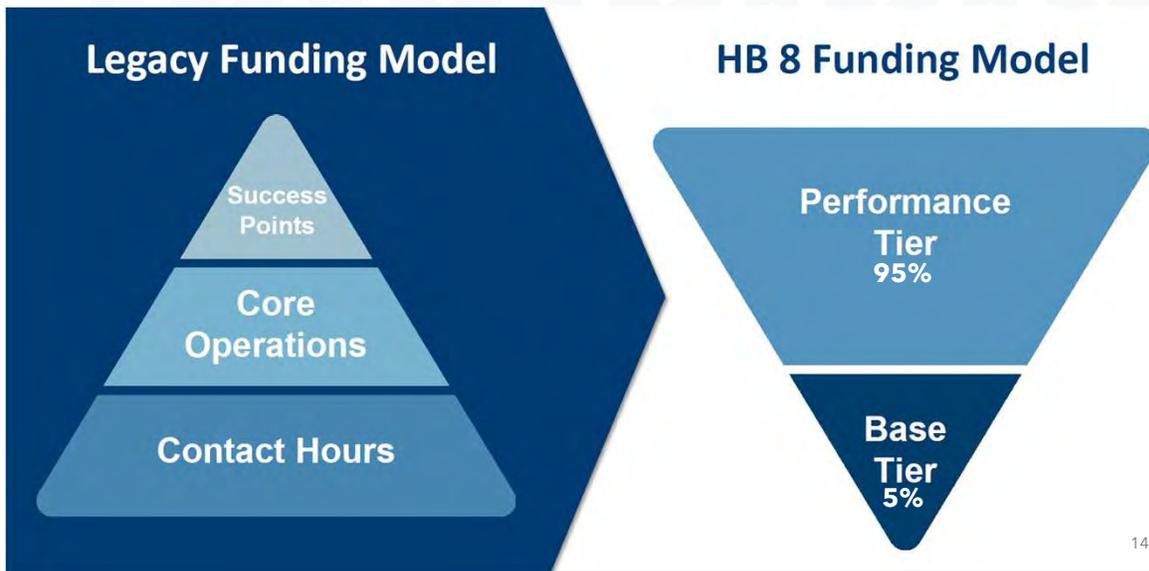
12

State Appropriations

Performance Tier
Financial Aid for Swift Transfer (FAST)

13

State Appropriations Funding Model Background



14

Changes to Community College Financing

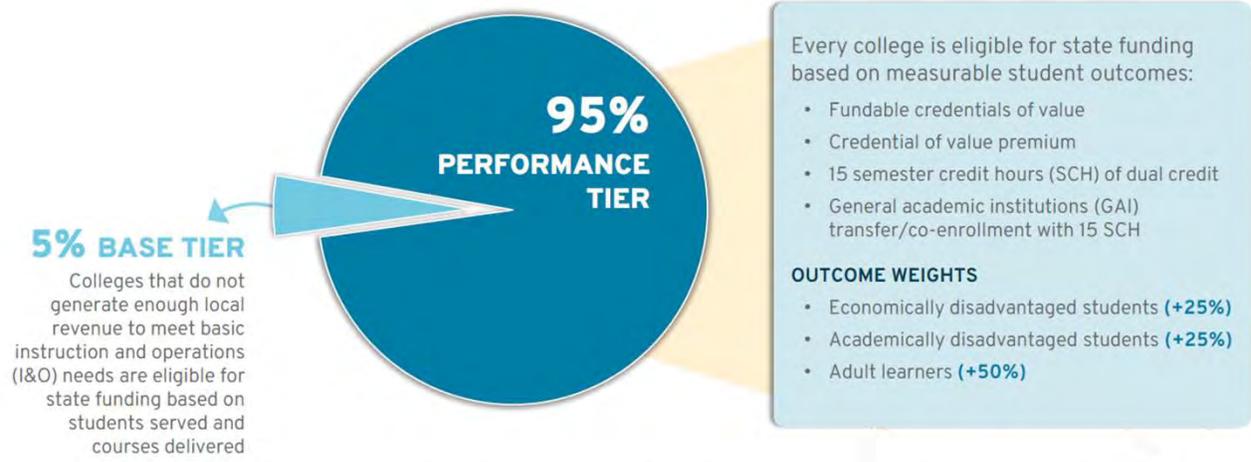
PREVIOUS FUNDING MODEL

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

NEW FUNDING MODEL

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

Community College Finance: Dynamic, Outcomes-Based Funding



Performance Funding Outcomes and Weights



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

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Financial Aid for Swift Transfer (FAST) Background

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



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



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

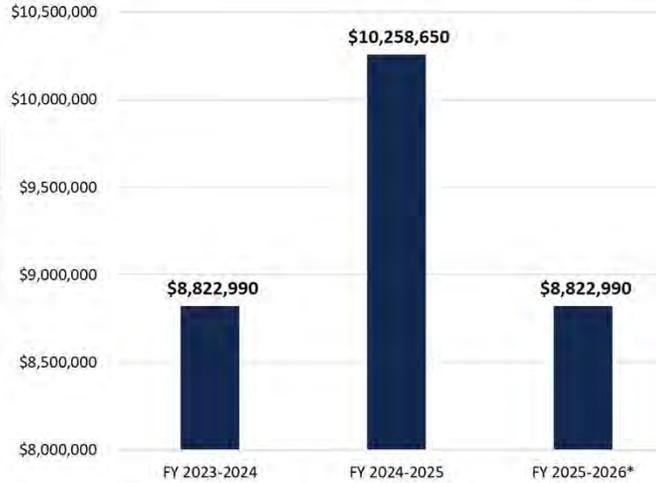
WHO IS ELIGIBLE FOR FAST?

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

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Financial Aid for Swift Transfer (FAST) Funding

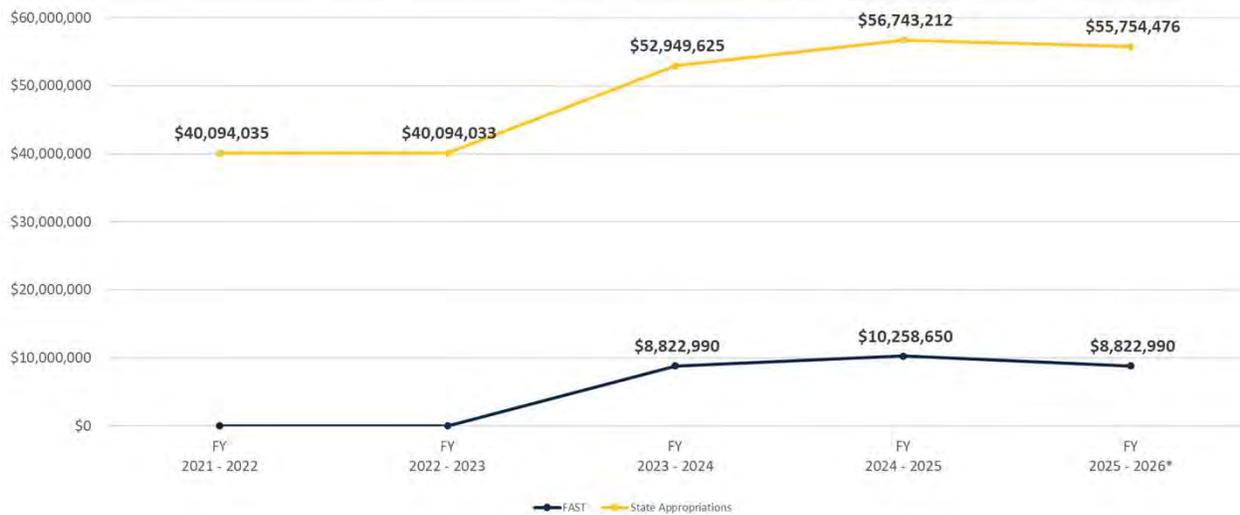
Fiscal Year	Tuition Rate per Semester Credit Hour
FY 2024-2025	\$56.87
FY 2025-2026	\$58.52
Rate Increase	\$1.65



* Projected

19

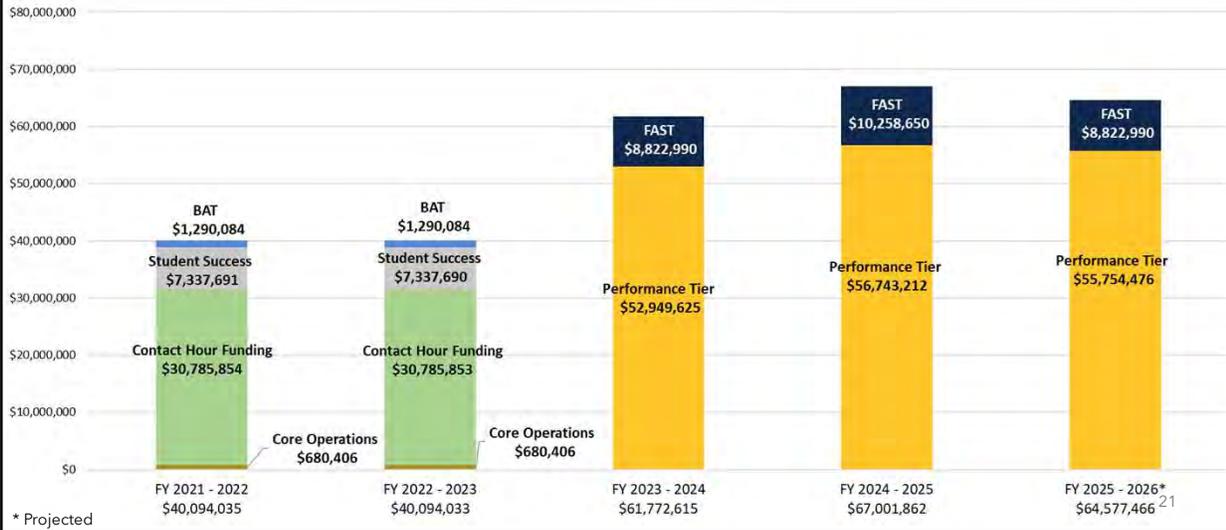
Total State Appropriation Historical Trend



* Projected

20

Total State Appropriation Historical Trend by Funding Category

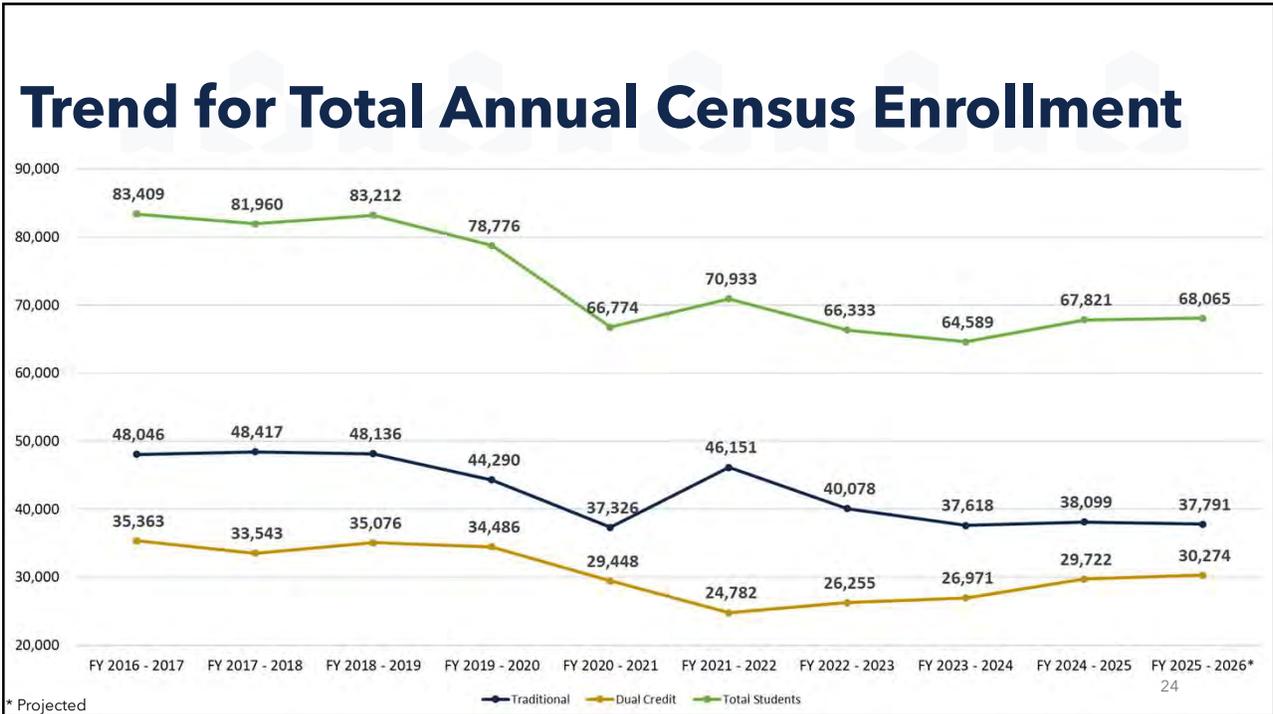


Total State Appropriation Historical Trend by Instructional Program



Tuition and Fees

23

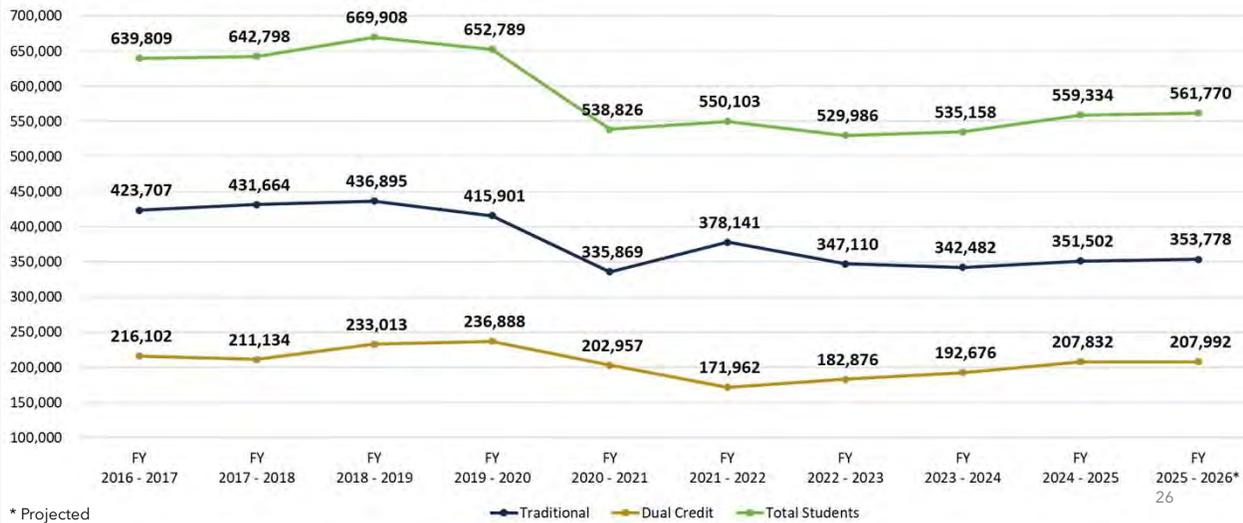


10-Year Enrollment Comparison

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

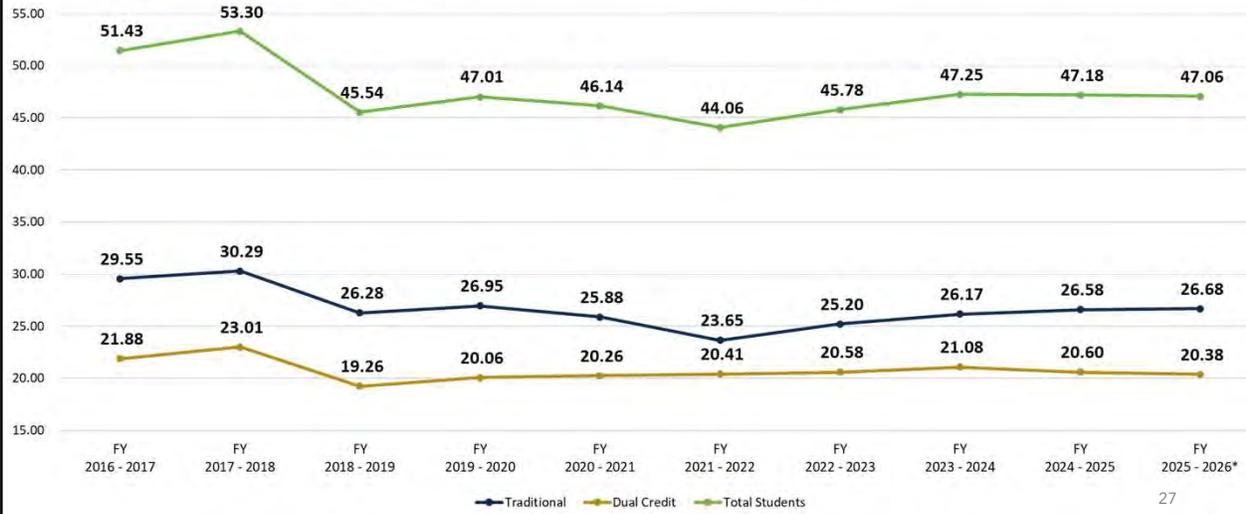
25

Trend for Total Annual Census Semester Credit Hours



26

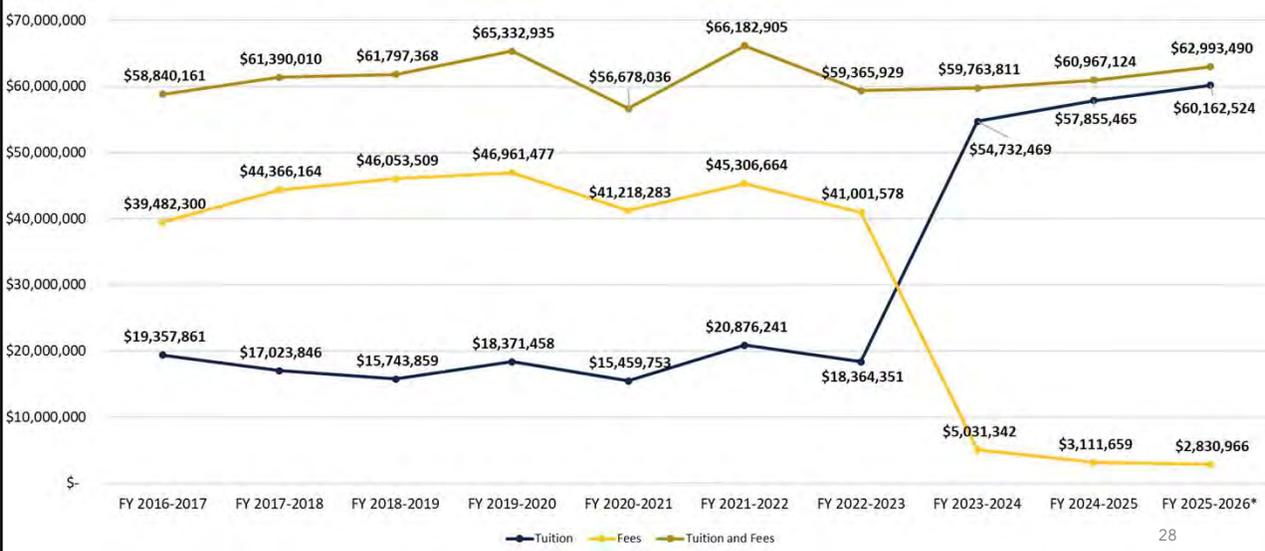
Trend for Total Annual Census Average Semester Credit Hours per Student



* Projected

27

Trend for Annual Tuition and Fee Revenue



* Projected

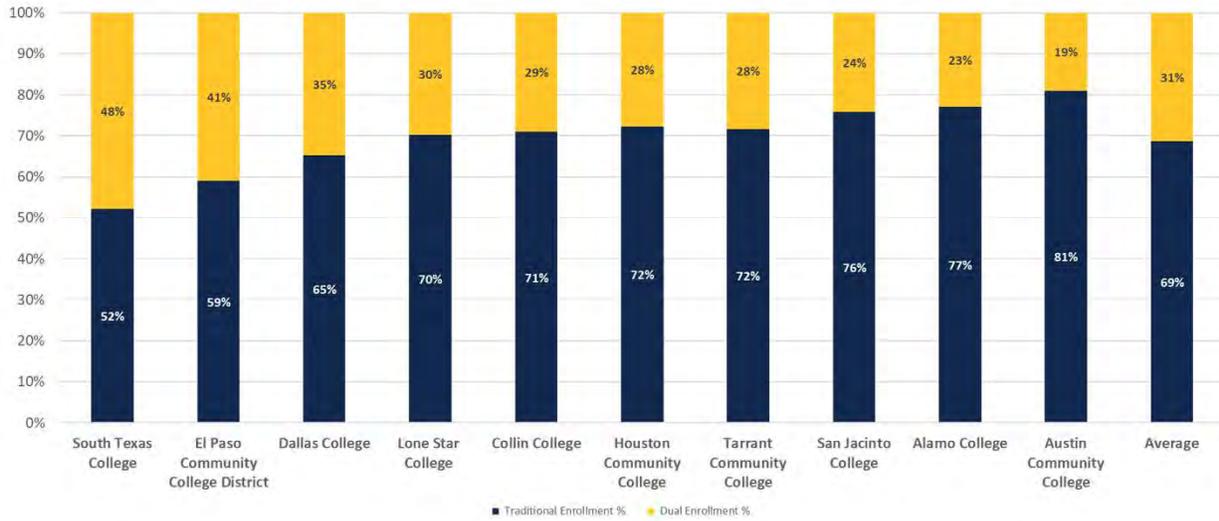
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Student Enrollment Projection

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

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

Traditional Enrollment vs Dual Enrollment



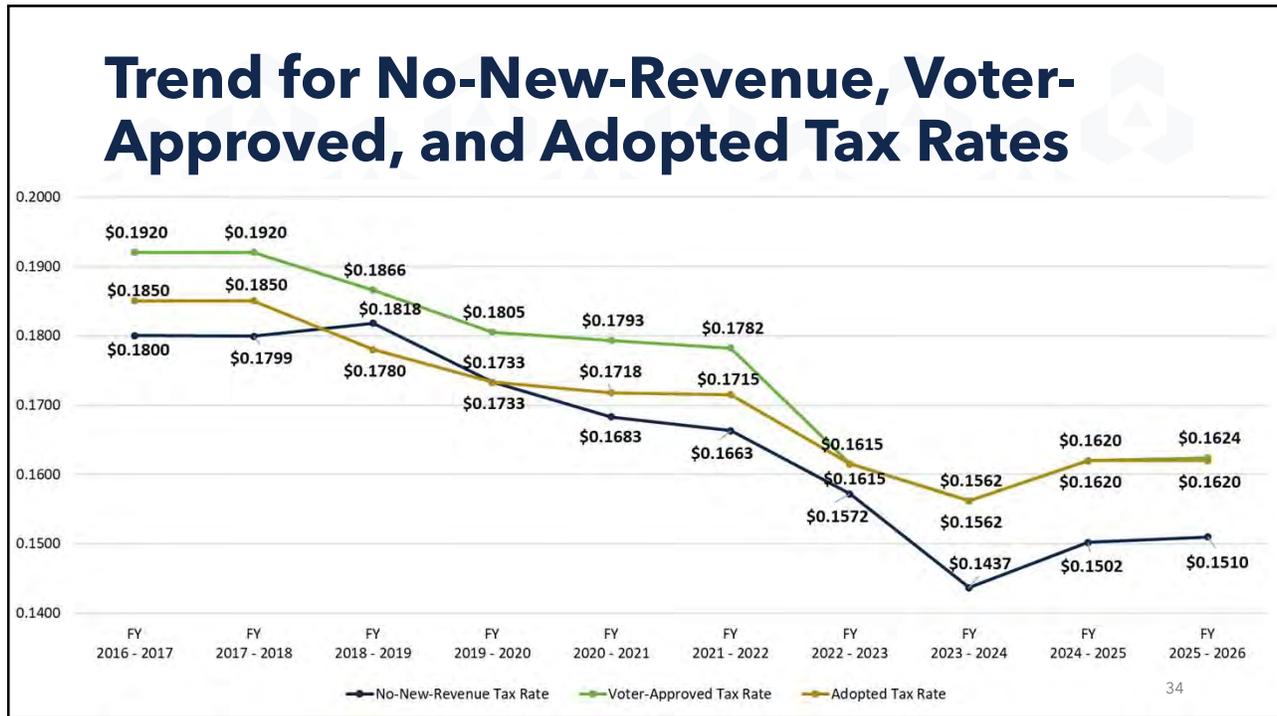
Maintenance & Operation (M&O) Property Tax Revenue

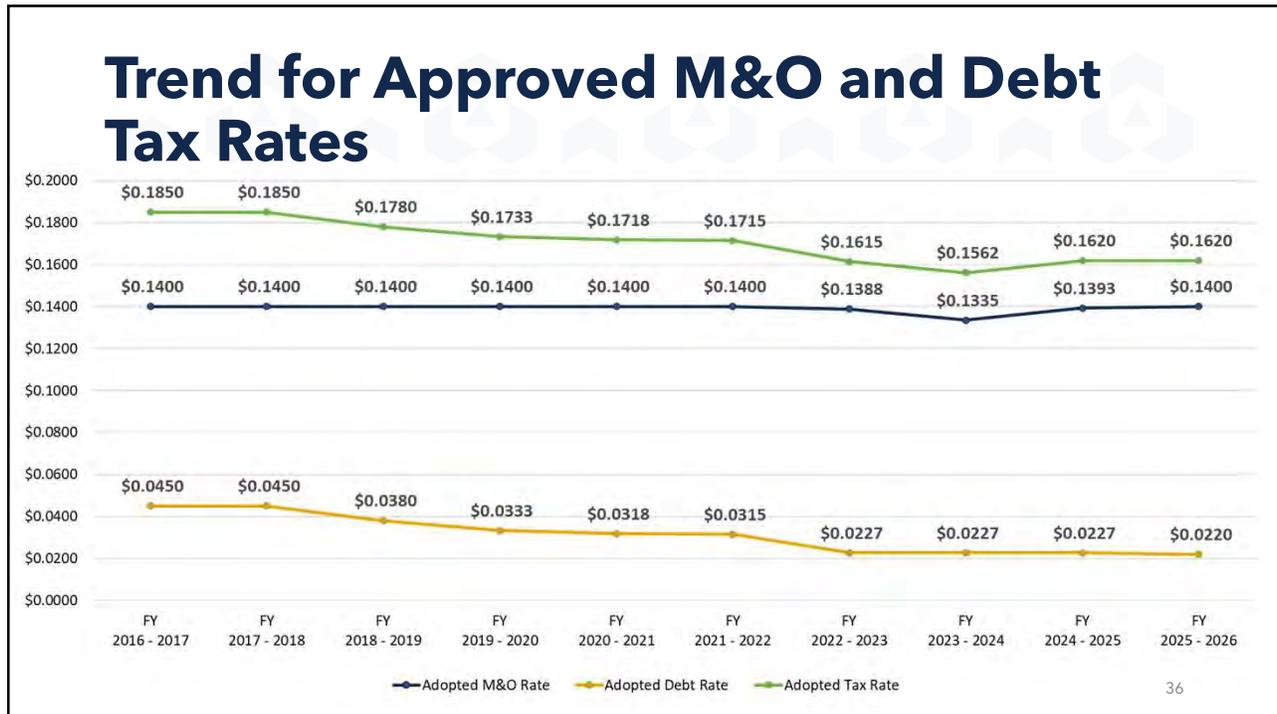
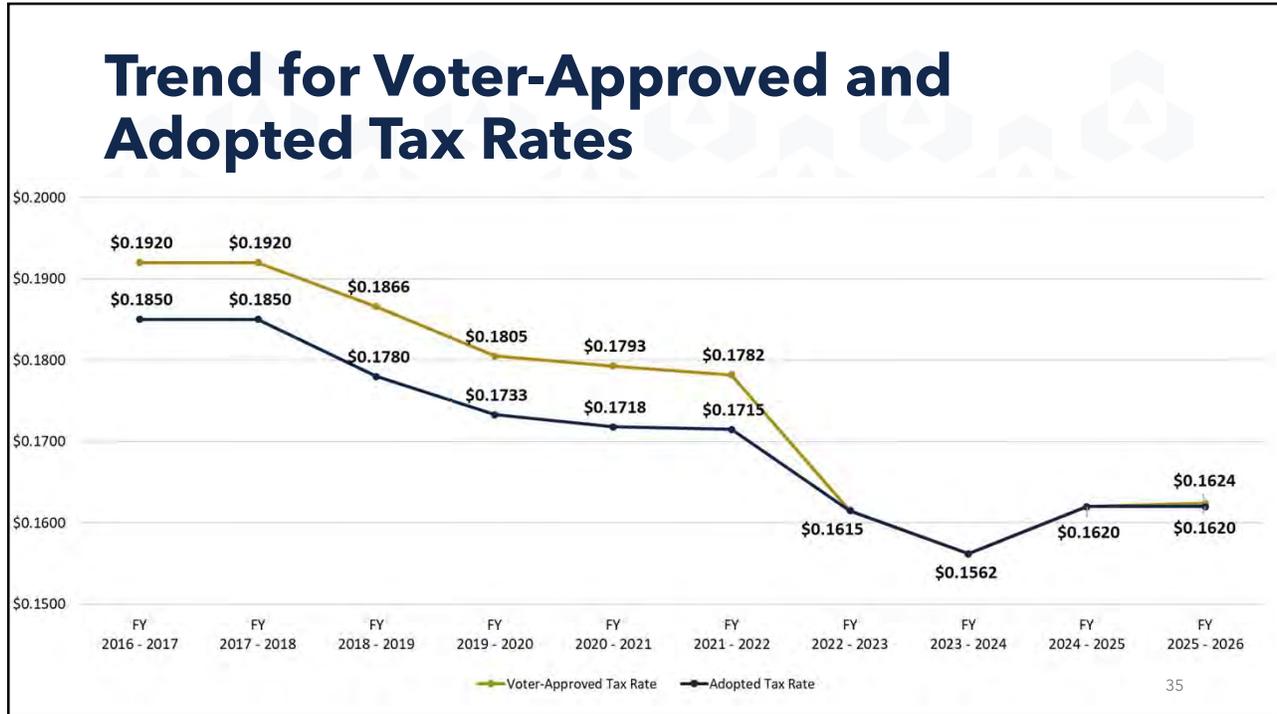
31

Trend for Net Taxable Assessed Valuation

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

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Thank You
Questions?



**SOUTH TEXAS
COLLEGE**

37

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

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

**AI Use by Employees
and Students**

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

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

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

NEW

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

Purpose To review proposed updates to the local policies listed in Appendix A to align with the Texas Association of School Boards (TASB) policy manual.

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

At the March 10, 2026, Committee Meeting, the policies were presented but not approved as part of the consent agenda items since the Board of Trustees requested additional explanation of the updates from Legal Counsel.

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
Deyadira Leal, Director for Purchasing.
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 to adopt the Second reading of local board policies listed in Appendix A, as presented, and which supersedes any previously adopted Board policy.

Approval Recommended:

Dr. Ricardo J. Solis
President

Appendix A

Item	Policy	Last Adopted Date	TASB Update	TASB and Other Explanatory Notes
Business and Support Services				
A.	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.
Community and Governmental Relations				
B.	GB (Local) – Public Complaints and Hearings	7/22/2025	50	Language has been reorganized to clarify the structure of grievance processes. At Formal Process, language has been added to clarify that certain complaints must begin at the board level. Provisions have been added to provide clarity about what the Record includes, to allow a college to Remand a complaint for an incomplete record, and to allow an individual to make an Audio Recording of a hearing under this policy. A cross reference has been updated to incorporate the reorganization of policies related to security personnel. Additional changes have been made for clarity.
Policy Modifications are reflected as follows:				
Additions: blue font		Deletions: red font with a strikethrough.		Repositioned: <ul style="list-style-type: none"> • Moved From • <u>Moved To</u>

Appendix B

Policies follow in the packet.

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]

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FACILITIES CONSTRUCTION

CM
(LOCAL)

**Project
Administration**

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Markup

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.

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

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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.

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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.

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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.
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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.
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3. All other documents relied upon by the Level Two administrator in reaching the Level Two decision.

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- ~~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~~
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Markku

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 Architectural On-Call Services
- b. Approval on Civil Engineering On-Call Services
- c. Approval on Mechanical, Electrical, and Plumbing Engineering On-Call Services
- d. Approval on Contracting Construction Services for District Wide New Monument Signs
- e. Approval on Contracting Construction Services for District Wide Existing Monument Signs Replacements
- f. Approval on Final Completion of the District Wide Stucco Repainting Phase II at Starr County Campus
- g. Approval on Providing Reimbursement Funds to the City of McAllen for the Pecan West Property Subdivision Project

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 – g" of the Facilities Committee Consent Agenda as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President

Consent Agenda:

a. Approval on Architectural On-Call Services

Purpose To approve the ranking and selection of on-call architectural services firms.

Justification A pre-approved pool of design firms reduces estimated project schedules by eliminating the need to solicit qualifications on a project-by-project basis. The Board of Trustees last approved a pool of on-call design firms on June 26, 2014, which expired in 2017 after renewals. This process proved to be effective in expediting design services.

On November 25, 2025, the Board of Trustees approved the process for selecting the on-call services pool of design services firms, including the required documentation, ranking, and evaluation process.

Pool Selection

Fourteen (14) architectural firms submitted statements of qualifications for evaluation to join the pool. College staff recommends contracting with the eight (8) highest-ranked firms for inclusion in the pool, based on the number of upcoming projects that require architectural design services.

Top-ranked Architectural Firms Recommended for On-Call Services	
Brown Reynolds Watford Architects	Gignac & Associates, LLP
EGV Architects, Inc.	Raine Architects
Orange Made, LLC.	Boultinghouse Simpson Gates Architects
Milnet Architectural Services, PLLC	goERO International LLC./ dba ERO Architects

As approved by the Board, part of the evaluation process for inclusion in the pool may include the Facilities Committee or the Board electing to proceed to Round 3, whereby the Facilities Committee or the Board may take additional steps to select the best-qualified firms, such as conducting interviews.

Project Assignment

College staff proposes reevaluating the firms in the pool on a project-by-project basis to assign projects to the firms best qualified for each project type. Once reevaluated, the proposed assignment(s) would be presented to the Facilities Committee for recommendation for Board approval.

Contract Terms

College staff recommends a term of two (2) years for the design services pool, with an option to renew for an additional one (1) year.

Enclosed Documents Appendix A – RFQ Solicitation Information
 Appendix B – RFQ Criteria
 Appendix C – Ranking and Evaluations of Respondents
 Appendix D – List of Upcoming Architectural Projects

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 ranking and selection of eight (8) architectural firms for on-call architectural services as presented.

Appendix A
 RFQ Solicitation Information

Advertised on	January 28, 2026 and February 4, 2026
RFQ Responses Due	February 12, 2026
RFQ Issued To	Six Hundred Thirty-Four (634) vendors
Responses Received From	Fourteen (14) Vendors
Responses Reviewed By	Facilities Operations & Maintenance, Facilities Planning & Construction, and the Purchasing Department.

Appendix B
 RFQ Criteria

Statement of Interest	100 points
Prime Firm	100 points
Project Team	100 points
Representative Projects	100 points
References	100 points
Project Execution	100 points

Appendix C

Ranking and Evaluations of Respondents follow in the packet.

Appendix D

List of Upcoming Architectural Projects follows in the packet.

**SOUTH TEXAS COLLEGE
ON-CALL ARCHITECTURAL SERVICES
PROJECT NO. 25-26-1040**

VENDOR	Able City	ADM Group, Inc.	Alta Architects, Inc.	Alvarado Architects, & Associates, Inc.	Amtech Solutions, LLC.	Boultinghouse Simpson Gates Architects	Brown Reynolds Watford Architects	EGV Architects, Inc.	Gignac & Associates, LLP.	goERO International LLC./ dba ERO Architects	Milnet Architectural Services, PLLC.	Orange Made, LLC.	Raine Architects	Sam Garcia Architect, LLC.
ADDRESS	110 Broadway St Ste 590	2100 West 15th St	3510 North Main Ave	307 South Main St	5550 Granite Pkwy Ste 285	3301 N McColl Rd	3535 Travis Street Ste 250	220 S Bridge St	3700 N 10th St Ste 205	PO Box 720428	608 S 12th St	910 Redwood Ave Ste 10	1101 Jackson Ave Ste A	1200 Auburn Ave Ste 280
CITY/STATE/ZIP	San Antonio, TX 78205	Tempe, AZ 85281	San Antonio, TX 78212	Donna, TX 78537	Plano, TX 75024	McAllen, TX 78501	Dallas, TX 75204	Hidalgo, TX 78557	McAllen, TX 78501	McAllen, TX 78504	McAllen, TX 78501	McAllen, TX 78501	McAllen, TX 78501	McAllen, TX 78504
PHONE	210-201-2376	602-448-9722	210-349-1163	956-464-8258	972-690-6044	956-630-9494		956-843-2987		956-655-4655	956-608-5656	956-800-4384	956-789-4823	956-631-8327
CONTACT	Frank Rotnofsky	Jeff Winney	Chris Gutierrez	Erasmus Alvarado	Courtney Tom	Danny Boultinghouse	Ashley Mauney	Eduardo G Vela	Raymond Gignac	Mar Rivera	Ruben Hernandez	Carolina Civarolo	Edgar I Villameva	Diana Carmona
2.1 Statement of Interest														
2.1.1 Statement of Interest for Project	Able City is a multidisciplinary architecture and planning firm with extensive higher education experience, including prior projects for South Texas College. With a strong regional presence and over 120 educational projects completed, the firm offers integrated design, planning, and consultant coordination services. As Prime, Able City will deliver thoughtful, sustainable, and mission-aligned campus solutions that support student success and regional impact.	Stated their design and professional services team has 30 years of experience working in education projects of various sizes and scope.	Stated that they have many years of higher education experience, including past projects for South Texas College, and is ready to provide responsive, innovative, and cost-effective on-call services.	Deeply rooted in South Texas, the firm offers full-service architectural solutions, strong local expertise, and a commitment to delivering high-quality, on-time, and on-budget projects while building long-term partnerships with South Texas College.	Amtech specializes in building envelope consulting, offering over 40 years of expertise in roofing, waterproofing, structural analysis, and exterior system design. The firm delivers accurate, peer-reviewed assessments, design, and construction administration while maintaining cost, schedule efficiency, and strong client communication.	They have over 20 years of experience providing architectural services to STC.	BRW is excited to continue our partnership with South Texas College, building on our work with the Cooper Center and Institutional Support Services projects. With 41 years of higher education experience, we create functional, inspiring spaces that foster collaboration, maximize natural light, optimize storage, and balance comfort with flexibility to meet the College's evolving needs.	Stated their design and professional services team has 31 years of experience working in learning environments and teaching spaces of various sizes and scope.	Gignac Architects is pleased to submit qualifications for Architectural Services at South Texas College. With over 35 years of experience and more than 450 educational projects—many focused on higher education renovations—we bring deep expertise in South Texas design and a strong history of collaboration with specialized consultants.	ERO is a local firm located minutes from South Texas College's McAllen campuses, with experience on 20 STC projects and more than 320 public facilities overall. We are well-positioned to provide On-Call Architectural Services, with the staff, resources, and availability needed to support STC's ongoing project demands.	Stated their design and professional services team has 25 years of experience working in education projects of various sizes and scope.	ORANGE MADE Architecture, a local McAllen firm, is ready to provide responsive, high-quality on-call architectural services for South Texas College. With experience in educational, public, and commercial projects, our collaborative team delivers practical, durable, and cost-effective solutions, supported by on-the-ground resources and strong local expertise.	Raine Architects combines deep STC experience with advanced technology and principal-led accountability. With nine prior STC projects led by Edgar Villanueva, AIA, DBIA, we understand the College's standards and processes, delivering responsive, well-coordinated, student-focused facilities with fewer change orders and modern, efficient design solutions.	Indicated they are looking forward to the opportunity to work closely with STC and show the firm's capabilities. Stated they are available and well-qualified for this project.
2.1.2 History and Statistics of Firm	- 40 yrs of experience - Founded in Texas - 120+ Educational Facilities - \$1B+ Educational Construction Portfolio	- 30 yrs of experience - Founded in 1993 - Offices in Arizona & Texas	- 77 yrs of experience - Founded in 1927 - Offices in San Antonio, Texas	- 35 yrs of experience - Founded in 1991 - Offices in Donna Texas	- 40 yrs of experience - Founded in 1982 - Offices in Dallas, Texas	- 36 yrs of experience - Staff of 10 - 600 successful projects	- 41 yrs of experience - Established in 1984 - 600 successful projects - Staff 170	- 31 yrs of experience - Established in 1994 - 150 educational facilities	- 40 yrs of experience - Established in 1998 - 450 projects	- 25 yrs of experience - Established in 2001 - 300+ projects	- Established in 2000 - Principal's experience of more than 40 years - Strive to provide the same exceptional level of service to every client by providing more attentive service and responding to clients needs with thoughtful solutions.	- Established in 2013 - Principal's experience of more than 40 years - Strive to provide the same exceptional level of service to every client.	- Headquartered in Pharr, Texas - Principal has 12+ years experience - Established in 2022	- Founded in 2013 - Based in McAllen, TX - 20 years of experience
2.1.3 Narrative describing the design team's unique qualifications and specialized design experience as it relates to the project	Stated the firm's holistic approach ensures that each project is thoughtfully designed to foster collaboration, support modern teaching methodologies, and adapt to future educational challenges, creating schools that are not only functional but also transformative for students and communities alike.	ADM Group's design team offers South Texas College a rare combination of higher-education expertise, on-call responsiveness, cost-conscious design, and hands-on construction administration. Our specialized experience in academic, workforce, and public sector facilities—paired with a flexible, service-oriented delivery model—positions us to be a reliable and long-term on-call architectural partner for the College.	Alta Architects brings nearly 80 years of experience supporting Texas higher education, with over 11 million square feet designed across major university systems including the University of Texas System, Texas State University System, and Texas A&M University System. The firm delivers flexible, fast-track IDIQ/on-call services, combining national expertise with local knowledge to successfully manage projects across active college campuses.	Alvarado Architects & Associates, Inc. provides full-service architectural solutions—including planning, design, construction administration, and fast-track delivery—focused on efficient, on-time, and on-budget results. With prior South Texas College experience, HUB certification, deep Rio Grande Valley roots, and a structured approach to scheduling, budgeting, quality control, and collaborative design charrettes, the firm delivers responsive, high-quality projects backed by strong local expertise and customer service.	Amtech provides top-quality building envelope consulting using specialized in-house testing equipment and current AutoCAD design standards, with licensed professionals ensuring compliance with all federal, state, and local codes and regulations.	Working with South Texas College on a present project. Have over 20 years with STC makes them unique and prepared to handle any project.	BRW is FOCUSED ON WHAT MATTERS®, partnering with South Texas College to deliver thoughtful, efficient, and cost-conscious architectural solutions. With decades of higher education experience, we transform campus spaces into functional, inspiring environments while ensuring responsiveness, collaboration, and high-quality documentation on every project.	Designed over 150 educational projects for the past 31 yrs. Local firm and familiar with the Rio Grande Valley.	Gignac Architects has recently completed multiple projects for South Texas College and is familiar with the College's guidelines, teams, processes, and infrastructure. With extensive experience in both higher education and K-12 facilities, we understand the importance of minimizing campus disruption and have a strong track record of implementing effective phasing strategies. Our experience with IDIQ contracts further ensures our ability to successfully deliver projects under this RFQ.	RO's holistic, collaborative approach delivers high-quality, cost-effective solutions through strong communication, early multidisciplinary coordination, and rigorous quality control. With 25 years of experience and 20 completed projects for South Texas College, ERO brings deep higher education expertise in planning, renovations, new construction, and site master planning.	Stated they manage and coordinate a project from beginning to end, because of this they are able to use their knowledge base of Best Management Practices to the advantage of the project.	ORANGE MADE Architecture offers broad technical expertise and on-call readiness, with strengths in adaptive reuse, renovations, and complex institutional projects. We deliver cost-conscious, schedule-driven, and practical design solutions while minimizing disruption to active facilities.	Raine Architects combines deep STC experience with innovative, technology-forward design. Led by Principal Edgar Villanueva, AIA, DBIA, our team understands STC's processes, campus needs, and construction expectations. We deliver flexible, student-focused learning environments, workforce training facilities, and phased renovations, integrating advanced BIM workflows, technology systems, and design-build expertise for smoother, more efficient projects.	Cited the principal's extensive experience and his personal involvement in a project throughout the entire process.
2.1.4 Statement of Availability and Commitment	Indicated their availability and commitment to the project. Stated that project principals and key professionals would be involved with the project until completed.	Indicated the firm will commit to having staff available according to the schedules determined.	Alta Architects and its full project team are ready to begin work immediately upon contract award, with executive leadership from Geoff Edwards, AIA, and Rob Reiter, AIA. The firm is committed to partnering with South Texas College to deliver innovative, flexible facilities on time and within budget, with the experience and resources to fast-track any assigned task order.	Alvarado Architects & Associates, Inc. is prepared to begin work immediately, providing dedicated staff and comprehensive resources to deliver full architectural services and specialized expertise as needed.	Amtech's Rio Grande Valley team is ready to support STC's building envelope projects, with backup from Corpus Christi and Dallas offices as needed. The firm ensures consistent technical quality and communication, commits to maintaining qualified personnel throughout the contract, and promptly notifies STC of any key staff changes.	Can be available to STC due to conveniently located within 20 minutes of the STC Facilities and campuses.	Our dedicated team, selected for their expertise in higher education renovations and additions, remains consistent from start to finish, ensuring continuity, efficiency, and successful project delivery.	Will be available to South Texas College and committed to provide the best possible needs and exceed them.	Gignac Architects is committed to delivering this project with dedicated leadership, consistent team involvement, and strong quality control from start to finish. Led by Raymond Gignac, AIA, our experienced team and trusted subconsultants ensure continuity, proactive problem-solving, and on-time, on-budget performance.	ERO confirms its full availability and commitment to provide on-call architectural services for STC, supported by a 25-person team with over 200 years of combined relevant experience and 20 completed STC projects. Our licensed architects, interior designers, and technical staff utilize advanced BIM and cloud-based collaboration tools to deliver efficient, coordinated planning, design, and construction administration.	Stated they do not pursue projects unless it is certain to have the capabilities, talent, and personnel to produce outstanding projects on or ahead of schedule.	ORANGE MADE is ready to provide South Texas College with responsive, scalable on-call architectural services. Led by co-founders Carolina Civarolo, AIA, and Erick Darbo Diaz, AIA, our local team combines hands-on leadership, flexible staffing, and strong consultant partnerships to deliver high-quality, timely, and coordinated design and construction support across multiple concurrent projects.	Indicated they are ready and available to execute assignments associated with the project and commit to the timely execution of this project.	

**SOUTH TEXAS COLLEGE
ON-CALL ARCHITECTURAL SERVICES
PROJECT NO. 25-26-1040**

VENDOR	Able City	ADM Group, Inc.	Alta Architects, Inc.	Alvarado Architects, & Associates, Inc.	Amtech Solutions, LLC.	Boultinghouse Simpson Gates Architects	Brown Reynolds Watford Architects	EGV Architects, Inc.	Gignac & Associates, LLP.	goERO International LLC./ dba ERO Architects	Milnet Architectural Services, PLLC.	Orange Made, LLC.	Raine Architects	Sam Garcia Architect, LLC.
ADDRESS														
2.2.1 Resumes of Principals and Key Members	Included resumes for the following: - Frank Rotnofsky, AIA, LCI, Fitwell Ams., NCARB, Principal Architecture & Adaptive Reuse - Mario A. Pena, AIA, AICP, CNU-A Principal Architecture & Master Planning - Ricardo A. Solis, AIA, LEED, AP Principal Architecture QA/QC - Mariela Valdivia, International Associate AIA, Architecture Studio Head - Deepa Modadugu, Associate AIA Architecture Studio Head - Samuel Haas, AICP Planning/Engagement Studio Head - Victor Montes, Project Manager - Luis Pruneda, Production Lead/Life, Safety & Accessibility Specialist	Included resumes for the following: - Dr. David Peterson, Principal/Project Director - Jenifer Weskalnies, AIA, NCARB, LEED AP-COO Director of Architecture - Wendy Odom, IIDA, NCIDQ, LEED AP BD+C CEO Director of Interior Design - Chris Walvoord, Design Phase Project Manager/Construction Administration - Miguel Tovar, Job Captain/Construction Administration	Included resumes for the following: - Geoffrey S. Edwards, AIA, LEED AP-Project Designer/Principal-In-Charge - Rob Reiter, AIA, LEED AP BD+C-Project Manager - Yazmin Perez-Guevara, NCIDQ-Project Interior Designer - Victor Badillo, AIA, LEED AP BD+C-Project Architect - Gregory O. Snow, Associate AIA-Specifications/QA+QC - Rick Rodriguez, Construction Administration/Commissioning	Included resumes for the following: - Erasmo D. Alvarado, Jr. AIA, President/Architect - Erasmo Eli Alvarado, III, Vice-President - Mario Garza Jr., Project Manager/Construction Administration/Designer	Included resumes for the following: - Chloe Erdman, Senior Principal - Ronnie Erdman, RRC, RRO, Senior Principal - Andre F. de Mattos, LEED AP BD+C, RGV General Manager - Raymond Stone, Approved Architectural Excepted Engineer, Senior Architect - David Vinson, MBA, Vice President - Krystal Garcia, RRO, PMP, REWO, Project Manager Assistant	Included resumes for the following: - Robert S. Simpson, AIA, Principal Architect - John Gates, AIA, NCARB, Principal Architect - Danny Boultinghouse, AIA, Principal/President	Included resumes for the following: - Andrew Everton, AIA, Principal Architect - Chris Sano, AIA, LEED AP BD+C, Project Designer - Carmen Madden, AIA, LEED AP BD+C Project Manager - Andres Vela, AIA, Project Architect - Lenda Sturdivant, RID, LEED AP, Interior Designer	Included resumes for the following: - Eduardo G. Vela, AIA, Principal - Alejandra Mina, Senior Project Manager - Rebecca Acuna, Project Manager/Administrative Asst. - Ramiro E. Ramos, Project Manager - Yajaira N. Davila, Project Manager/Aspiring Architect	Included resumes for the following: - Raymond Gignac, AIA RID Principal-In-Charge - Rolando Garza, AIA, LEED AP BC+C, Senior Project Architect - Carolyn James, AIA, RID, Senior Interior Designer/Space Planner - Ivan Perez-Rossello, AIA, Project Architect - Nicholas Gignac, Associate AIA, LEED AP BD+C, Architectural Designer - Claudio Leon, AIA, LEED AP, WELL AP, Project Architect - Juan Mujica, Associate AIA, Project Manager - Ana Salas-Luksa, Associates AIA, Assistant Project Manager	Included resumes for the following staff: - Octavio Cantu Jr, CSI, CDT, AIA, NCARB, Principal - Yesenia "Yez" Tijerina, Assoc. AIA, Project Manager - Roberto Pruneda, RID, NCIDQ, Project Manager - Juan J. Cantu, AIA, NCARB, LEED AP BD+C-Project Manager	Included resumes for the following staff: - Rodolfo R. Molina, Jr, President - Miguel A. Garcia Jr., Production Staff - Neftali E. Cruz - Project Manager - Ruben Hernandez, Project Manager - Mirtha Rocha Uranga, Interior Specialist - Gerardo Zuniga, Production Staff - Daniel Anthony Solis, Production Staff - Paola Morales, Production Staff	Included resumes for the following staff: - Carolina Civarolo, AIA+LEED AP- Partner CFO - Erick Darbo Diaz, AIA - Partner, CEO - Antonio Champion, Project Manager - Eliazar Rodriguez, Studio Director - Pedro Alan Correa, Production & Construction Administrator	Included resumes for the following staff: - Edgar Villanueva, AIA, DBIA, Principal Architect - Kenneth Gadea, Production/3D Visualization Specialist - Gerardo Benavides, PE, CFM, Civil Liaison - Jesus Gonzalez, Director of Construction/Construction Administration	Included resumes for the following: - Sam R. Garcia, Principal - Sergio Castillo, Production Manager - Zuri Rivera, Lead Designer - Jose Luis Rios, Jr., Project Architect
2.2.2 Project Assignments and Lines of Authority	Lines of authority and assignments within firm are shown in an organizational chart that includes ten staff members.	Listed the information and lines of authority on the Resume Section.	The duties and percentage of time allocated to each team member will also be clearly identified.	Listed lines of authority for each team member.	Listed lines of authority for each team member.	Listed lines of authority for each team member.	Listed lines of authority for each team member.	Mentioned that each member is qualified to assist in every phase of the project.	Listed lines of authority for each team member.	Listed lines of authority for each team member.	Listed the team members for the project with the amount of time they would spend on the project. Indicated they do not "hand off" a project to a different team or personnel.	Listed lines of authority for each team member.	Lines of authority are indicated in an organization chart. Indicate that all team members will, at some point, dedicate 100% of time to project.	Indicated duties and time assignments for the two key team members.
2.2.3 Prime Firm proximity and meeting availability	Indicated that they assign a dedicated Project Manager to each task order who remains involved from start through completion .	ADM Group is fully committed to the availability of its principals, consultants, and key professional staff to successfully support South Texas College's Architectural On-Call Services contract	Will be available to respond promptly and effectively to both planned and unexpected meetings even though they are located in San Antonio.	Office in Donna, Texas office near STC. The firm ensures projects stay on schedule through structured planning, regular coordination with the Owner, and ongoing on-site oversight throughout design and construction.	Mentions he is 10 minutes from McAllen campuses and less than 30 minutes from Mid-Valley campus.	Within 20 minutes from STC.	Architect Andres Vela is 10 minutes from Pecan Campus and will represent BRW on all meetings.	26 year history with South Texas College, every member in the firm is available to meet at any time.	10 Minutes drive (2.9 miles) from South Texas College, close proximity aids in quick accessibility.	Firm is located few miles from STC main campus.	Firm is located 2 miles from STC main campus.	Firm is located minutes from STC main campus.	Firm is located within minutes from every campus. Local presence, immediate response.	Indicated that the firm is 2.7 miles away from the Pecan Campus.
2.2.4 Describe any litigation the prime firm is currently involved in which could affect the firm's ability to provide professional services to STC	Indicated that the firm is not involved in any litigation.	Indicated that the firm is not involved in any litigation.	Indicated that the firm is not involved in any litigation.	Indicated that the firm is not involved in any litigation.	Indicated that the firm is not involved in any litigation.	Indicated that the firm is not involved in any litigation.	Indicated that the firm is not involved in any litigation.	Were involved in a frivolous lawsuit by Roma ISD. Most complaints centered around civil grading and water penetration into the building. Case was settled in 2022.	The following claims have been initiated against our firm: A school district in South Texas unfairly sued various Architects and Contractors in order to beat the 10 year statute of limitations, shortly before the deadline. *This claim will not have any impact on our ability to provide quality architectural services under this contract.	Indicated that the firm is not involved in any litigation.	Indicated that the firm is not or has not ever been involved in any litigation.	Indicated that the firm is not involved in any litigation.	Indicated that the firm is not involved in any litigation.	Indicated that the firm is not involved in any litigation.

**SOUTH TEXAS COLLEGE
ON-CALL ARCHITECTURAL SERVICES
PROJECT NO. 25-26-1040**

VENDOR	Able City	ADM Group, Inc.	Alta Architects, Inc.	Alvarado Architects, & Associates, Inc.	Amtech Solutions, LLC.	Boultinghouse Simpson Gates Architects	Brown Reynolds Watford Architects	EGV Architects, Inc.	Gignac & Associates, LLP.	goERO International LLC./ dba ERO Architects	Milnet Architectural Services, PLLC.	Orange Made, LLC.	Raine Architects	Sam Garcia Architect, LLC.	
2.3 Project Team															
2.3.1 Organization chart with Role of Prime Firm and each consultants firm	Included an organizational chart which showed the following consultants: - KCI, Civil Engineering - DBR, MEP Engineering - Synergy, Structural Engineering - Coral Studio, Landscape Architecture	Included an organizational chart which showed the following consultants: - AV Schwan Structural Engineer - Collier Engineering & Design, Civil Engineer - ESD Mechanical Engineer - Coleman Associates, Landscape Architect - Collier Engineering & Design, Survey/Geospatial - ESD, Electrical Engineer	Included an organizational chart which showed the following consultants: - RSCR Inc/JQ-IMEG, LLC, Structural Engineer - Moose/CNG - MEP Engineer - MTR/JQ-IMEG, LLC, Civil Engineer - Combs Consulting Group, IT/AV/Security - Raba Kistner, Inc., Environmental Geotech - Coral Studio/Coleman & Assoc., Landscape Architect - Vermeulens, Cost Estimator - Garabedian & Associates, Life Safety & Code - Zero/6 Consulting, Envelope	Included an organizational chart which showed the following consultants: - Solorio, Inc., Structural Engineering Design - A&G Engineering, LLC, MEP Engineering Design - Urban Infrastructure Group, Inc., Civil Engineering Design	Amtech is a full-service architectural, engineering, and building envelope firm capable of performing all scopes in-house, with licensed and certified professionals experienced across diverse facility types. Will not need consultants.	Included an organizational chart which showed the following consultants: - Half, Mechanical/Electrical/Plumbing - Changing Engineering, LLC, Structural Consultant	Included an organizational chart which showed the following consultants: - Perez Consulting Engineers, Civil Engineering - Channing Engineering, LLC, Structural Consultant - DBR Engineering, MEP Engineering - SMR, Landscape Architect - DataCom, AV/IT/Security - Halford Busby, Cost Estimating	Included an organizational chart which showed the following consultants: - Chanin Engineering, LLC - Half Associates - MEP/IT/Security/Fire Engineering - Perez Consulting Engineers, Civil Engineering - Passerelle Design Group, Acoustics, Theatrical, and Specialty Systems	Included an organizational chart which showed the following consultants: - Chanin Engineering, LLC - Half Associates - MEP/IT/Security/Fire Engineering - Perez Consulting Engineers, Civil Engineering - Passerelle Design Group, Acoustics, Theatrical, and Specialty Systems	Included an organizational chart which showed the following consultants: - Chanin Engineering, LLC - Half Associates - MEP/IT/Security/Fire Engineering - Perez Consulting Engineers, Civil Engineering - Passerelle Design Group, Acoustics, Theatrical, and Specialty Systems	Included an organizational chart which showed the following consultants: - Chanin Engineering, LLC - Half Associates - MEP/IT/Security/Fire Engineering - Perez Consulting Engineers, Civil Engineering - Passerelle Design Group, Acoustics, Theatrical, and Specialty Systems	Included an organizational chart which showed the following consultants: - Perez Consulting Engineers, Civil - Intelligent Engineering Services, Structural - Half, MEP & Technology	Included an organizational chart showing the prime firm and the following consultants: - OIM Engineering PLLC, Structural - Trinity MEP Engineering, MEP - Langan, Civil	Included an organizational chart showing the prime firm and the following consultants: - Ethos Engineer, Electrical/Mechanical Engineer - Rioplex Engineering, Civil Engineer & Survey - Heffner Design Team, Architectural Landscape - Green, Rubiano & Associates, Structural - Texas Fire Sprinkler Contractors, LLC, Fire Protection Engineer - Sam Garcia Architect, CEI & CMT	
2.4 Representative Projects															
2.4.1 Minimum of three (3) projects firm has worked on	- Laredo College Cigarroa Science Complex (\$17,347,070.22) - Laredo College - College of Health Sciences (\$23,680,291.95) - Texas A&M International University Tennis Center (\$7,557,000)	- Agua Fria Union High School District - Goodyear High School (\$146.0M) - Tolleson Union High School District - West Point High School (\$108.0M) - Phoenix Union High School District - Trevor G Browne Academics + Sport Field Renovations (\$22.0M)	- UT Health San Antonio - Mays Cancer Center Renovations (\$20M) - UTRGV School of Medicine - IDIQ Services - Team Based Learning Center (\$9,531,106) - UT Health San Antonio - On Call Services (\$4,152,590) - UTRGV - McAllen Medical Campus Master Plan	- Donna ISD-Donna North High School Classroom Wing Addition (\$15,750,000) - San Perlita ISD - District Wide Bond Projects - Athletic Facilities (\$10,000,000) - Roma ISD - Roma High School Gladiator Stadium Renovations (\$7,548,000)	- UTRGV Village Apartments Roof Replacement (\$2,013,000) - Texas Southmost College Campus Wide Selective Roof & Envelope Repairs (\$1,682,000) - Del Mar College East Campus Roof Replacements (\$5,456,516)	- UTRV, HACRB Academic Research Building Renovations (\$342,000) - UTRGV BROBL Employee/Student Clinic+Counseling Renovation (\$800,000) - UTRGV, HCEBL Clinical Education Building (\$53,839)	- South Texas College, Pecan Campus Cooper Center for Performing Arts (\$8,600,000) - Texas State University, Alkek Library Learning Commons (\$5,630,000) - University of Texas - Arlington, University Center Entry (\$8,469,550)	- PSJA ISD LBJ Middle School Phase II Additions & Renovations (\$11,654,075) - Mission ISD Collegiate High School (\$12,647,855.50) - PSJA ISD Outdoor Learning Spaces for Alamo Middle School & Cesar Chavez Elem. (\$5,350,600)	- Del Mar College, Memorial Classroom Bldg. Repurpose (\$8 million) - Texas A&M University Systems, TEEEX STEM and Workforce Development Labs (\$9 million) - Del Mar College, Emerging Technology Expansion (\$8.8 million)	- South Texas College Regional Workforce Development Healthcare Center Building E (\$6,169,052) - South Texas College Continuing Education & Testing Center (\$7M) - South Texas College Nursing & Allied Health Professions School Expansion (\$40,500,152)	- UT Health-Cosmetic Surgery Center (\$151,473,000) - UTRGV Accessible Route Surveys (\$N/A) - TSTC Engineering Center Phase II (\$3,400,000)	- UCAS Harlingen Campus (\$1M) - Little Haven PPECC - Brownsville (\$1,200,000) - Jose "Pepe" Salinas Memorial Civic Center Renovation - Pharr (\$3,500,000)	- KVM Montessori School - Rio Grande City (\$3,500,000) - Edinburg Workforce Resource Center (\$5,350,000) - Edinburg ACE Academy (\$15,100,000)	- Rio Bank - Elsa Banking Center (STBD) - Hinojosa Law Firm - Weslaco (STBD) - KHIT Chiropractic Corporation HQ - Mission (STBD)	
2.5 References															
2.5.1 References for Three (3) projects	- Laredo ISD - United ISD - Opportunity Home San Antonio	- Manor Independent School District - Lyford CISD - Dilley ISD	- UTRGV McAllen Medical Campus Master Plan - University of Texas Health San Antonio Mays Cancer Center Renovations - IDIQ Services,- Team Based Learning Center , UTRGV School of Medicine	- San Perlita ISD - Roma ISD - Donna ISD	- UTRGV - Texas Southmost College - Del Mar College	- UTRGV - Museum of South Texas - City of McAllen	- Tarleton State University - West Texas A&M University - Dallas College	- McAllen, ISD - Mission CISD - Roma ISD - Donna ISD - PSJA ISD	- City of Edinburg - Roma ISD - Brownsville ISD	- City of Edinburg - Brownsville PUB - City of San Juan	- UT Health RGV - Edinburg CISD - City of McAllen	- UT Pan-American University - CBG Commercial Real Estate - Freedom Bank	- KVM Montessori School - Edinburg Workforce Resource Center - Edinburg ACE Academy	- Mission CISD - Weslaco ISD - KHIT Multidisciplinary Group	
2.6 Project Execution															
2.6.1 Summary of approach to project that addresses interaction with STC staff, management of different phases of the project, how you maintain quality control, and final project close-out.	Provided a project timeline that covers key events of entire project.	Listed project approach of entire project.	Provided timeline and project goals for every phase of the project.	Listed project approach of entire project.	Provided timeline and project goals for every phase of the project.	Listed project phases of entire project.	Listed project approach of entire project.	Listed project approach of entire project.	Listed project approach of entire project.	Listed project steps on entire project.	Provided a project timeline that covers key events of entire project.	Provided process that includes quality control, plan & specification reviews, construction phase quality control, schedules, and budgets.	Listed project steps on entire project.	Provided a project timeline that covers key events of entire project.	Firm indicated that their project approach emphasizes communication between the design team, the client and other stakeholders.
2.6.2 Willingness and ability to expedite services. Ability to supplement production.	Able City has the in-house capacity to expedite design and construction administration, with 34 professionals providing all core architectural services internally. The firm can quickly reallocate resources to meet accelerated schedules and works with trusted engineering consultants to support specialty needs, ensuring responsive, high-quality delivery for South Texas College.	ADM Group's leadership remains directly involved in workload management and resource allocation to ensure schedule commitments are met. Our approach balances speed with quality—accelerating delivery while maintaining cost control, regulatory compliance, and design integrity.	Alta Architects can expedite design and construction services to meet tight schedules, using proven acceleration strategies and strong internal resources to deliver high-quality projects on time without outside support.	Alvarado Architects & Associates, Inc. delivers efficient, high-quality facilities on time and within budget, using structured schedules and flexible resources to meet client needs and stay on track.	Amtech can accelerate design and construction administration for STC, with all Texas offices available to support the Rio Grande Valley team to meet schedule demands.	Will take whatever measures required to meet our client's schedules.	With the firm of 170+ employees, BRW is willing and able to expedite design services and construction administration services.	Will dedicate staff and as many work hours as necessary to meet project milestones.	The Gignac team is committed to maintaining project schedules, meeting milestones, and providing consistent communication through regular meetings and documentation. We are experienced in fast-tracking, phased projects on occupied campuses, and can quickly mobilize resources to meet owner deadlines while keeping projects on track and efficient.	ERO has the staff, resources, and leadership commitment to expedite design and construction administration services throughout the contract period without the need for supplemental production support. Our experienced team is prepared to respond quickly to on-call assignments and deliver projects on time and within budget.	Stated they will provide STC with expedited services and deliver the project on time or ahead of schedule with fewer interruptions in production and better communication regarding standards of design and construction.	ORANGE MADE has the experience, capacity, and local presence to provide STC with responsive, high-quality on-call architectural services. Our dedicated team, flexible workflows, and scalable consultant network ensure projects are delivered efficiently, on time, and on budget, with hands-on leadership, proactive scheduling, and close coordination throughout design and construction.	Raine Architects is built for rapid, on-call project delivery. With principal-led decision-making, BIM-based parallel coordination, cloud collaboration, flexible staffing, and local presence, we respond quickly to STC's accelerated schedules while maintaining quality and meeting all milestones.	Stated they can and will do what needs to be done from a staffing and manpower perspective to meet client's project deadlines.	
TOTAL EVALUATION POINTS	510.00	498.60	527.60	523.20	490.60	538.70	561.70	558.20	544.60	528.80	545.00	547.60	542.00	521.00	
RANKING	12	13	9	10	14	7	1	2	5	8	4	3	6	11	

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

Capital Improvement Project Description	Professional Services	FY 2026 Projected	FY 2027 Projected	FY 2028 Projected	FY 2029 Projected	FY 2026 to FY 2029 Total Project Cost
Pecan Plaza						
Human Resources Building A Renovation Modify interior spaces to create an open concept for visitors	Architect	\$ 1,879,200	\$ 1,252,800			\$ 3,132,000
Building C Folklorico Renovation Renovation of 2,500 sq. ft. in the existing West Building C for Folklorico program	Architect	86,000.00	1,073,000			1,159,000
Total Pecan Plaza		\$ 1,965,200	\$ 2,325,800	\$ -	\$ -	\$ 4,291,000
Technology Campus						
Athletic Field and Basketball Court Improvements Create a basketball court with canopy since the previous one was removed for the welding program.	Architect	\$	200,500			\$ 200,500
Truck Driving Range Canopy Design and construction of a new canopy for students.	Architect	227,000.00				227,000
Total Technology Campus		\$ 227,000	\$ 200,500	\$ -	\$ -	\$ 427,500
Starr County Campus						
Exterior Solar Panels Structures Construction of a structure on lawn area of Building F for solar panel installation training. Similar to Tech Campus Solar Panel Structures. Also, west portion of Building F (1.500C, 1.506, 1.508, & 1.516)	Architect	\$ 346,250				\$ 346,250
Total Starr County Campus		\$ 346,250	\$ -	\$ -	\$ -	\$ 346,250
Regional Center for Public Safety Excellence						
Emergency Response Support Facility Design and construction of a new 400 s.f. facility.	Architect	\$ 181,600				\$ 181,600
Obstacle Course and Fitness Trail Design and construction of a obstacle course and exercise equipment for Cadet physical training activities	Architect	219,500				219,500
Total Regional Center for Public Safety Excellence		\$ 401,100	\$	\$	\$	\$ 401,100
Renewal & Replacements Project Description	Professional Services	FY 2026 Projected	FY 2027 Projected	FY 2028 Projected	FY 2029 Projected	FY 2026 to FY 2029 Total Project Cost
Dr. Ramiro R. Casso Health Science Professions Campus						
East Building A West Side Window Waterproofing Repairs Provide proper waterproofing for windows on west side of HSP East Building A to prevent water infiltration.	Architect		\$ 90,000			\$ 90,000
Total Dr. Ramiro R. Casso Health Science Professions Campus		\$	\$ 90,000	\$	\$	\$ 90,000

Consent Agenda:

b. Approval on Civil Engineering On-Call Services

Purpose To approve the ranking and selection of on-call civil engineering services firms.

Justification A pre-approved pool of design firms reduces estimated project schedules by eliminating the need to solicit qualifications on a project-by-project basis. The Board of Trustees last approved a pool of on-call design firms on June 26, 2014, which expired in 2017 after renewals. This process proved to be effective in expediting design services.

On November 25, 2025, the Board of Trustees approved the process for selecting the on-call services pool of design services firms, including the required documentation, ranking, and evaluation process.

Pool Selection

Twelve (12) civil engineering firms submitted statements of qualifications for evaluation to join the pool. College staff recommends contracting with the five (5) highest-ranked firms for inclusion in the pool, based on the number of upcoming projects that require civil engineering design services.

Top-ranked Civil Engineering Firms Recommended for On-Call Services	
Half Associates, Inc.	Javier Hinojosa Engineering
Garza and Hernandez, PLLC.	R. Gutierrez Engineering Corporation
Hinojosa Engineering, Inc.	

As approved by the Board, part of the evaluation process for inclusion in the pool may include the Facilities Committee or the Board electing to proceed to Round 3, whereby the Facilities Committee or the Board may take additional steps to select the best-qualified firms, such as conducting interviews.

Project Assignment

College staff proposes reevaluating the firms in the pool on a project-by-project basis to assign projects to the firms best qualified for each project type. Once reevaluated, the proposed assignment(s) would be presented to the Facilities Committee for recommendation for Board approval.

Contract Terms

College staff recommends a term of two (2) years for the design services pool, with an option to renew for an additional one (1) year.

Enclosed Documents

- Appendix A – RFQ Solicitation Information
- Appendix B – RFQ Criteria
- Appendix C – Ranking and Evaluations of Respondents
- Appendix D – List of Upcoming Civil Engineering Projects

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 ranking and selection of five (5) civil engineering firms for on-call civil engineering services as presented.

Appendix A

RFQ Solicitation Information

Advertised on	January 28, 2026 and February 4, 2026
RFQ Responses Due	February 12, 2026
RFQ Issued To	Six Hundred Thirty-two (632) vendors
Responses Received From	Twelve (12) Vendors
Responses Reviewed By	Facilities Operations & Maintenance, Facilities Planning & Construction, and the Purchasing Department.

Appendix B

RFQ Criteria

Statement of Interest	100 points
Prime Firm	100 points
Project Team	100 points
Representative Projects	100 points
References	100 points
Project Execution	100 points

Appendix C

Ranking and Evaluations of Respondents follow in the packet.

Appendix D

List of Upcoming Civil Engineering Projects follows in the packet

**SOUTH TEXAS COLLEGE
ON-CALL CIVIL ENGINEERING SERVICES
PROJECT NO. 25-26-1039**

VENDOR	Garza and Hernandez, PLLC.	Guzman & Munoz Engineering and Surveying, Inc.	Half Associates, Inc.	Hinojosa Engineering, Inc.	Javier Hinojosa Engineering	M2 Engineering, PLLC.	Melden and Hunt, Inc.	R. Gutierrez Engineering Corporation	SAMES, Inc.	SWG Engineering, LLC.	Trimad Consultants, LLC.	Westwood Professional Services
ADDRESS	7337 E Owassa Rd	2020 E Expressway 83	2380 Performance Dr Bldg C Ste 150	108 W 18th St	416 E Dove Ave	1810 E Griffin Parkway	115 W McIntyre St	130 E Park Ave	200 S 10th St Ste 108	611 Bill Summers International Blvd	1103 N Raul Longoria Rd Bldg C	211 North Loop 1604 East Ste 205
CITY/STATE/ZIP	Edinburg, TX 78542	Mercedes, TX 78570	Richardson, TX 75082	Mission, TX 78572	McAllen, TX 78504	Mission, TX 78572	Edinburg, TX 78541	Pharr, TX 78577	McAllen, TX 78501	Weslaco, TX 78596	San Juan, TX 78589	San Antonio, TX 78232
PHONE	956-212-3898	956-565-4637	214-346-6200		956-668-1588		956-607-1448		956-702-8880	956-246-7656		337-274-0484
CONTACT	Rogelio Hernandez	Jose Munoz	Lauren Hunter	Ricardo Hinojosa	Javier Hinojosa	Emigdio Salinas	Michael Hernandez	Sally Gutierrez	Tirzah Rivera	Anita Gonzalez	Emily Galvan	Donald Brinkman
2.1 Statement of Interest												
2.1.1 Statement of Interest for Project	Garza and Hernandez, PLLC (G&H) is a local civil engineering firm based in Edinburg and McAllen, Texas, providing reliable infrastructure design services. With prior experience on South Texas College campus projects, the firm is familiar with the College's standards and processes, enabling efficient coordination and continuity. Led by experienced principals, G&H is prepared to deliver responsive, high-quality engineering support for on-call assignments.	Indicated the firm's highly qualified team has familiarity with the valley and the public schools and colleges.	Indicated the firm's highly qualified team has familiarity with public schools and colleges.	Indicated that they are one of the few firms in the RGV that offer both Civil and Structural Engineering Services.	Indicated that their familiarity with STC, is vital and will make it easy to commit to the College and the quality of work.	Indicated that their experience will provide STC with the most innovative and sustainable engineering solutions.	Our firm has a proven track record in the planning, design, and construction of civil engineering improvements for public entities, including higher-education institutions, municipalities, and special districts.	Indicate that the substantial experience they obtain will meet the college expectations.	Indicate that they are very interested to provide quality design and dependable service to meet STC's needs.	Indicated that their extensive experience and commitment to the College and the quality of work will be demonstrated if given the opportunity.	Indicated that their previous experience with the valley and similar institutional customers, will serve and be relentlessly committed to the College and the quality of work.	Westwood Professional Services, Inc. offers many years of South Texas infrastructure experience and is prepared to provide responsive, multidisciplinary on-call civil engineering services to South Texas College, supporting campus needs with efficient, senior-level expertise and minimal disruption.
2.1.2 History and Statistics of Firm	- Founded in 2023 - Locally based	- Based out of Mercedes - Established in 1973 - 21 employees	- 76 years in business - 33 Offices - 1400 employees	- Providing services since 1993 - 8 employees - Offices in Mission Texas	- Founded in 1996 - Headquarters Located in McAllen, TX - 40 years of experience	- Founded in 2018 - Office in Mission Texas - 19 years of experience from Mr. Salinas PE	- 79 years of service - Office in Edinburg - Total of 65 employees	- Established in 1998 - 9 team members	- Established in 2008 - Office in McAllen	- Established in 1945 - Office in Weslaco	- Established in 2017 - Office in San Juan	- Established in 1972 - Headquarters in Plano, Texas - 600 employees - 13 Texas offices
2.1.3 Narrative describing the design team's unique qualifications and specialized design experience as it relates to the project	Garza and Hernandez, PLLC combines engineering development, and construction expertise to provide realistic schedules and cost estimates backed by active construction pricing.	GMES offers over 50 years of experience in engineering, surveying, design, construction management, inspection, and project management in the Rio Grande Valley. The firm provides comprehensive services including design criteria development, PS&E preparation, surveying, environmental assessments, permitting, construction administration, field testing, and special services. With a strong track record and established relationships with local municipalities, utilities, and TxDOT, GMES delivers timely, cost-effective project solutions.	The team has extensive experience with Texas community colleges and higher education, including 3.5 million square feet of new construction projects and multiple Rio Grande Valley sites, and 5+ million square feet of design services associated with renovation projects.	Stated they are a full-service firm with a full range staff including engineers, overseeing budget, quality, permitting, and contract administration, project management, leading infrastructure projects.	Stated that Mr. Hinojosa has 40 years of experience in water systems, sewer systems, paving improvements, drainage, and construction.	Stated they are a full-service firm with a full range staff including civil engineers, surveyors, hydraulic & hydrologic analysis and environmental evaluation & permitting.	Melden & Hunt, Inc. provides experienced civil engineering services for higher-education and public infrastructure projects in South Texas. The firm specializes in campus utilities, site development, drainage, and phased construction in active environments, delivering safe, sustainable, and responsive solutions aligned with South Texas College's long-term goals.	RGEC is well qualified to provide design and construction administration services for STC capital improvement projects, with prior experience on similar campus projects, including Parking Lot #1. Their approach includes detailed surveying, grading and drainage design, utility and pavement plans, bid preparation, and construction oversight. RGEC supports the project through bidding, contractor coordination, site inspections, and final punch-list review to ensure successful completion.	SAMES offers turnkey civil engineering services, allowing South Texas College to work with a single, coordinated firm for full project delivery and regulatory compliance. With an in-house Surveying and CAD department, SAMES provides efficient, high-quality documentation and has the experience to manage projects of any scope from start to finish.	The approach is described in different Phases.	Stated that the experience supporting municipal and public infrastructure projects throughout South Texas has them well equipped to fulfill any projects STC will need.	Westwood's team offers deep expertise in higher education infrastructure, delivering integrated civil design and construction support with strong in-house resources and quality control. Their community college experience enables consistent, phased campus improvements that support long-term operations and minimize disruption.
2.1.4 Statement of Availability and Commitment	Garza and Hernandez, PLLC (G&H) provides direct leadership involvement on all on-call projects, with principals serving as primary contacts to ensure timely decisions, clear communication, and efficient issue resolution. The firm allocates staff based on project needs and maintains flexibility to expedite time-sensitive assignments by adjusting resources and coordinating with subconsultants, ensuring reliable and responsive engineering support for South Texas College.	GMES reports no conflicts of interest and is currently operating at approximately 60% capacity, allowing immediate mobilization for new projects. The firm can add staff as needed to maintain performance and meet client demands.	Indicated that they are located less than 1 mile from STC's Technology Campus and approximately 6 miles from the Pecan Campus.	Indicate that main PE will commit 50 to 65% of his time to South Texas College.	Indicated that they are available as soon as they are awarded and will make the STC projects their top priority.	Indicated that they are available and will be dedicated and committed to getting the job done.	Indicated that they are available and committed to providing exceptional client service to STC.	RGEC has the staffing capacity and availability to immediately begin work for STC, with three professional engineers, one EIT, and one registered surveyor able to manage multiple projects concurrently. With a lighter current workload, the firm is ready to prioritize STC projects and provide dedicated principal-level involvement. RGEC can also scale resources by hiring additional staff or coordinating with trusted local subconsultants as needed.	Indicated that they are prepared to commence services immediately upon successful contract negotiations.	Indicated that they are available and committed to providing the best quality work.	Indicated that they are available and committed to providing responsive communication, consistent staffing and reliable technical support for the duration of the project.	The firm ensures responsive, accountable service and can begin work within three days of a Notice to Proceed while minimizing disruption to campus operations.

SOUTH TEXAS COLLEGE
ON-CALL CIVIL ENGINEERING SERVICES
PROJECT NO. 25-26-1039

VENDOR	Garza and Hernandez, PLLC.	Guzman & Munoz Engineering and Surveying, Inc.	Half Associates, Inc.	Hinojosa Engineering, Inc.	Javier Hinojosa Engineering	M2 Engineering, PLLC.	Melden and Hunt, Inc.	R. Gutierrez Engineering Corporation	SAMES, Inc.	SWG Engineering, LLC.	Trimad Consultants, LLC.	Westwood Professional Services	
ADDRESS													
2.2.1 Resumes of Principals and Key Members	Included resumes for the following staff: - Jacob Garza, PE - Rogelio Hernandez PE, Director of Development - Diego Yepez, Assistant Project Manager - Javier Lopez, Project Engineer	Included resumes for the following staff: - Jose L. Munoz, PE, SIT - Carlos Aguilar, PE, RPLS	Included resumes for the following staff: - Marco Diaz, PE Principal-in-Charge - Roxie De La Cruz, PE Project Manager - Mario Garcia, PE Deputy Project Manager - Raul Garcia, Jr., PE, CFM QA/QC Manager - Solveig Cantu, PE Civil Engineer - Mark Cantu, PE Construction Administration - Berenice Chapa, PE Drainage Design - Guadalupe Nunez Jr., RPLS Survey - Leslie Acosta, Permitting - Kristina Leal, PE, CFM Water/Wastewater - Andrew Salinas, PE, SIT Utilities	Included resumes for the following staff: - Ricardo Hinojosa, PE - Principal - Albert Trevino, EIT - Project Manager - San Isidro Navarro - Civil Project Manager	Included resumes for the following staff: - Javier Hinojosa, PE Principal/Owner	Included resumes for the following staff: - Emigdio "Milo" Salinas, PE President - Hector Moreno, Project Manager - Fernando Estevan PE CFM Professional Engineer Certified - Daniel Izaguirre Project Lead Designer	Included resumes for the following staff: - Mario Reyna, PE, Principal In Charge - Ruben James De Jesus, PE, RPLS, Civil Engineer and Land Surveyor	Included resumes for the following staff: - Ramiro Gutierrez., PE President and Principal in Charge - Hernan A. Lugo, PE, CFM Engineering Design & Quality Control - Pablo Soto, Jr., Pe, RPLS Survey Project Manager	Provided resumes for the two principals: - Jessica M. Maldonado, PE, PMP, CFM, SIT - Vice President of Professional Services - Samuel D. Maldonado, PE, RPLS Principal & Chief Executive Officer - Saul D. Maldonado, PE - Principal and President - Luis A. Mendez, Project Manager - Rusbel Pena, EIT, Project Manager - Eduardo Huerta, Project Engineer	Provided resumes for the two principals: - Ramiro Gutierrez., PE President and Principal in Charge - Hernan A. Lugo, PE, CFM Engineering Design & Quality Control - Pablo Soto, Jr., Pe, RPLS Survey Project Manager	Included resumes for the following staff: - Randall C. Winston, PE/President - Joseph B. Winston, Jr., PE, RPLS, VP - Jacob D. Castaneda, EIT, CFM	Included resumes for the following staff: - Ricardo Salazar, President & Principal PE - Jose A. Perez, Graduate Engineer - Fredy Carmona, Engineer in Training - Miguel Mateos, Graduate Engineer	Included resumes for the following staff: - Donald Brinkman, PE, PPM Project Executive - Brian O'Neill, PE, CFM Principal-in-Charge - Mark Miller, PE, LGPP, Project Manager - Steve Gonzales, PE, CFM, Drainage Analysis & Design - Simone King, PE, Public Works & Design - Mickey Gashaw, PE, LGPP, Traffic Analysis & Design - Carlo Andreani, PE, LEED, AP, Land Development & Design - Jason Lehigh, PE, Project Engineer
2.2.2 Project Assignments and Lines of Authority	Listed the assignments of each staff member.	Listed the assignments Phases.	Listed the assignments and percentage of time committed to each staff member.	Listed the assignments of each staff member.	Listed the assignments of each staff member.	Shown key personnel assignments for five named staff members who would be involved in the project.	Listed the teams assigned to each project.	Listed the assignments of each staff member.	Listed the teams assigned to each project.	Listed the teams assigned to each project.	Listed that responsibilities of staff.	Listed the assignments of each staff member.	
2.2.3 Prime Firm proximity and meeting availability	Stated they are available to meet in a prompt time since they are located locally.	Stated they will be prepared with any questions that may arise and can meet as STC requires.	Stated that they are located about 6 miles from Pecan Campus and readily accessible for any meetings.	Stated that they have extensive experience working with South Texas College and are very familiar with the campus.	Stated they are available to meet for any unexpected meetings since they are approximately 5 miles from STC main campus.	Indicated that they are very flexible and available to respond to any unplanned meetings.	Indicated that they will be accessible and responsive to any unplanned meetings.	Stated they are located in Pharr, Texas and will be in the project site within 15 minutes.	Stated they are located 7-minutes away from SAME's McAllen office.	Mentioned the management of on-call project phases.	Being in San Juan near STC gives us availability to be at any planned or unplanned or even unexpected meetings.	Our communication approach includes assigning a dedicated Project Manager as the primary point of contact, responsible for coordinating all communications and ensuring prompt responses.	
2.2.4 Describe any litigation the prime firm is currently involved in which could affect the firm's ability to provide professional services to STC	Firm states they are not involved in any litigation.	Firm states they are not involved in any litigation.	Firm states they are not involved in any litigation.	Firm states they are not involved in any litigation.	Firm states they are under litigation with Pharr-San Juan-Alamo ISD regarding a school project which JHE was Subconsultant.	N/A	Firm states they are not involved in any litigation.	Firm states they are not involved in any litigation.	Firm states they are not involved in any litigation.	N/A	Firm states they are not involved in any litigation.	The firm is currently involved in a few claims and has pending litigation; however, none of these matters are reported as directly related to performance or as having affected the firm's ability to deliver professional services or complete projects on schedule.	

**SOUTH TEXAS COLLEGE
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2.3 Project Team												
2.3.1 Organization chart with Role of Prime Firm and each consultants firm	Included organization chart with the staff who will be assigned to project plus the Consultants.	Included chart with the staff who will be assigned to project. Indicated the subcontractor/ sub-consultants who will be used for this project.	Included organization chart with the staff who will be assigned to project. Indicated that no sub-consultants will be used for this project.	Included organization chart with the staff who will be assigned to project.	Included organization chart that showed all firm staff.	Included organization chart that showed all firm staff working on the projects and listed the sub-consultants.	Included organizational chart with the staff who will be assigned to project and stated that they will not be using subconsultants.	Included organization chart that showed all firm staff and what they will be working on.	Organization chart was included showing the primary roll of all personal.	Included work experience for the staff who will be assigned to project	Included organization chart with the staff who will be assigned to project.	Included organization chart with the staff who will be assigned to project.
2.4 Representative Projects												
2.4.1 Minimum of three (3) projects firm has worked on	- STC Pecan Campus (Main Campus) Administration Bldg A - Additional Parking Lot (\$300,000) - STC Pecan Campus (Main Campus) Pecan West Site - Traffic Control Plan (\$2.6 Million) - City of Alton Cardinal Landing Subdivision (\$1.1 Million)	- Weslaco ISD Margo Elementary Parking Lot - 2022 - Weslaco East High School - Gutter & Drainage Improvements (\$33,000) - Weslaco ISD Roosevelt Elementary - Parking Lot Improvements (\$177,000) - Weslaco East High School - Sports Storage Warehouse (160,000)	- Texas A&M University-Kingsville Deferred Maintenance (\$40M) - Texas A&M University-Kingsville Turner Bishop Demolition (\$1.22M) - University of Texas Rio Grande Valley Regional Academic Health Center, Harlingen (\$984K)	- Tom Landry Stadium Structural and Civil Repairs, Mission (\$1,024,850) - Brownsville ISD SAMS Stadium Structural and Civil Improvements (\$4,769,883) - La Joya ISD Inclusive Playgrounds (\$1,333,932.73) - La Joya ISD Canopies (\$1,342,261.50)	- McAllen ISD Paving Improvements (\$824,935.00) - Olivero Garza Elementary School Paving Improvements (\$331,123.20) - Mission CISD Tom Landry Stadium and Veterans Memorial High School Track Improvements (\$876,530.00)	- La Joya ISD Asphalt Running Tracks and Drainage Systems Solutions (\$650K) - La Joya ISD Juarez Lincoln High School Athletic Field Drainage and Turf Renovation (\$400K) - La Joya ISD Canopy Structures Installation Project (\$1.6M)	- STC Pecan Campus Portable Relocation (\$450,000) - IDEA Public Schools San Juan (Basilica) Campus Parking Renovation (\$193,000) - Edinburg CISD LBJ Elementary Parking Lot Renovation (\$115,000)	- STC Nursing and Allied Health Center Campus Parking and Site Improvements (\$2.2M) - STC Pecan Plaza Parking Area for Police Vehicles (\$202,500) - Edinburg CISD New Administration Parking Lot (\$728,836.92)	- Edinburg CISD BL Garza Middle School New Parking Lot & Pavement Reconstruction (\$417,107) - Edinburg CISD Norma Linda Trevino Elementary Student Drop Off Lanes (\$200,662) - La Loya ISD Sanitary Sewer Line Extension at Sam Fordyce Elementary (\$51,000)	- Laguna Madre Water District (\$19,500,000) - City of Ingram (\$6,500,000) - City of Mercedes (\$2,160,275)	- Edinburg CISD Parking & High School Site Improvements (\$1.5M) - Edinburg CISD Anne L. Magee Elementary Sanitary Sewer Improvements (\$ Available upon request) - Sharyland ISD Lloyd M. Bentsen Elementary School Improvements (\$ Available upon request)	- TCC Northwest Campus Redevelopment Tarrant County College (\$366M) - Paul Quinn College Erosion Control City of Dallas (\$287,000) - UTA West Campus Parking Garage The University of Texas at Arlington (\$27M)
2.5 References												
2.5.1 References for Three (3) projects	- Cardinal Landing Subdivision / Balderas, LLC. - Tierra de Matrosos Subdivision / Esequiel Sanchez - Sioux Heights Phase 2 / M&L Investment Group, LLC.	- Harlingen CISD - Weslaco ISD - City of Raymondville	- City of Alton - Weslaco ISD - City of McAllen	- Brownsville ISD - Mission CISD - La Joya ISD	- McAllen ISD - Sharyland ISD - Mission CISD	- Hidalgo County Drainage District No. 1 - City of Edinburg - McAllen Public Utility - City of Mission	- UTRGV - Texas A&M Tres Lagos Campus - IDEA Academy School	- Edinburg CISD - PSJA LBJ Middle School - City of Pharr	- City of Harlingen - Agua Special Utility District - City of Roma	- Union Water Supply Corporation - City of Weslaco - City of La Feria - Laguna Madre Water District	- City of San Juan - City of Pharr - City of San Benito	- University of Texas System - Texas A&M University - City of Dallas
2.6 Project Execution												
2.6.1 Summary of approach to project that addresses interaction with STC staff, management of different phases of the project, how you maintain quality control, and final project close-out.	Garza & Hernandez Engineering (G&H) approaches projects with a developer's mindset, prioritizing cost control, schedule reliability, and protection of client funds. With experience in engineering, development, and construction, the firm anticipates issues, manages contractors effectively, and delivers practical solutions.	Included a detailed work plan and schedule.	Included a detailed work plan and schedule.	Included a detailed work plan and schedule.	Included work plan and schedule.	Stated they provide structured, transparent, and collaborative project management approach.	Included a detailed work plan and schedule.	Included a detailed work plan.	Included detailed work plan.	Included a detailed work plan and schedule.	Included a detailed work plan and schedule.	Explained a detailed work plan.
2.6.2 Willingness and ability to expedite services. Ability to supplement production.	Garza & Hernandez Engineering delivers on-time engineering services through proactive roadmap planning, direct principal involvement, and efficient team collaboration. The firm front-loads critical tasks, maintains strong municipal and consultant relationships, and leverages local presence and construction experience to reduce delays and change orders.	GMES brings over 50 years of Rio Grande Valley experience in engineering, surveying, design, construction management, and design/build services. The firm specializes in public works projects, including streets, drainage, water and wastewater systems, and surveying. GMES can begin work immediately and deliver comprehensive services from design through construction within schedule and budget.	Stated that they are willing and able to expedite design services and construction administration services for STC due to the 1400 professionals to supplement production capacity as needed.	Listed a detailed supplement production time line.	Reiterated their commitment to the project and getting things done to STC schedule demands.	Willing, able, and fully prepared to expedite all engineering design services.	Listed a detailed design services and construction administration plan.	Stated that they are willing to expedite services for any project and would request permission to sub-contract work on a task by task basis.	Stated that they are willing and able to expedite services.	Stated that they are committed and prepared to expedite all design services and construction tasks.	Stated that they support accelerated schedules through proactive planning, flexible staffing, and coordinated design and construction support, helping South Texas College meet timeline goals while maintaining quality and communication.	Stated their committed and prepared to expedite design services and construction administration to meet schedule demands.
TOTAL EVALUATION POINTS	552.60	482.10	554.20	488.00	536.60	461.20	464.80	523.00	479.80	485.80	487.00	461.20
RANKING	2	8	1	5	3	11	10	4	9	7	6	12

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

**SOUTH TEXAS COLLEGE
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EVALUATION SUMMARY**

VENDOR	Garza and Hernandez, PLLC.	Guzman & Munoz Engineering and Surveying, Inc.	Half Associates, Inc.	Hinojosa Engineering, Inc.	Javier Hinojosa Engineering	M2 Engineering, PLLC.	Melden and Hunt, Inc.	R. Gutierrez Engineering Corporation	SAMES, Inc.	SWG Engineering, LLC.	Trimad Consultants, LLC.	Westwood Professional Services												
ADDRESS	7337 E Owassa Rd	2020 E Expressway 83	Ste 150	108 W 18th St	416 E Dove Ave	1810 E Griffin Parkway	115 W McIntyre St	130 E Park Ave	200 S 10th St Ste 108	Blvd	Bldg. C	205												
CITY/STATE/ZIP	Edinburg, TX 78542	Mercedes, TX 78570	Richardson, TX 75082	Mission, TX 78572	McAllen, TX 78504	Mission, TX 78572	Edinburg, TX 78541	Pharr, TX 78577	McAllen, TX 78501	Weslaco, TX 78596	San Juan, TX 78589	San Antonio, TX 78232												
PHONE	956-212-3898	956-565-4637	214-346-6200		956-668-1588		956-607-1448		956-702-8880	956-246-7656		337-274-0484												
CONTACT	Rogelio Hernandez	Jose Munoz	Lauren Hunter	Ricardo Hinojosa	Javier Hinojosa	Emigdio Salinas	Michael Hernandez	Sally Gutierrez	Tirzah Rivera	Anita Gonzalez	Emily Galvan	Donald Brinkman												
2.1 Statement of Interest (up to 100 points)																								
2.1.1 Statement of interest on project	83		82		94		83		87		82		90		90		85		82		82		82	
2.1.2 Firm History including credentials	92		79.5		84		86		78		78		79		94		69		79		84		87	
2.1.3 Narrative describing the design team's unique qualifications and specialized design experience as it relates to the project	86	87.2	83	84.5	85	88.4	78	84.6	82	84	81	84.4	81	85.6	80	88.2	80	80.6	78	82.6	79	83.8	75	84.4
2.1.4 Availability and commitment of firm and its principal(s) and key professionals	90		93		94		91		88		96		93		92		84		89		89		93	
	85		85		85		85		85		85		85		85		85		85		85		85	
2.2 Prime Firm (up to 100 points)																								
2.2.1 Resumes giving the experience and expertise principles and key members for the prime firm that will be involved in the project(s), including their experience with similar projects and the number of years with the prime firm	94		88		97		85		88		85		94		94		85		80		85		75	
2.2.2 Proposed project assignments, lines of authority, and communication for principals and key professional members of the prime firm that will be involved in the project(s). Indicate the estimated percent of time these individuals will be involved in the project(s).	89		83		80		86		83		78		84		88		70		80		85		84	
2.2.3 Prime Firm proximity and meeting availability	90	89	84	85.6	90	88.8	74	81	82	83.4	84	83.8	82	85.8	84	87.8	84	82.6	84	83.4	80	84	79	80.8
2.2.4 Describe any litigation the prime firm is currently involved in which could affect the firm's ability to provide professional services to STC	92		93		97		85		84		92		89		93		94		93		90		86	
	80		80		80		75		80		80		80		80		80		80		80		80	
2.3 Project Team (up to 100 points)																								
2.3.1 Organizational chart showing the roles of the prime firm and each consultant firm or individual included. --Identify the consultant and provide a brief history about the consultant --Describe the consultant's proposed role in the project and its related project experience --List a project(s) that the prime firm and the consultant have worked together on during the last five years. --Provide a statement of the consultant's availability for the project(s) --Provide resumes giving the experience and expertise of principals and key professional members for the project(s) --Provide a statement of the consultant who will be assigned to the project(s)	95		90		95		95		95		95		92		92		95		95		90		90	
	95		90		95		95		90		90		90		90		85		90		90		96	
	93	94.2	89	87.8	93	93.6	92	92.4	90	91	90	92.2	90	90.4	90	91.8	90	91	90	92	89	91.2	89	92.4
	98		90		95		90		90		96		90		97		95		95		97		97	
	90		80		90		90		90		90		90		90		90		90		90		90	
2.4 Representative Projects (up to 100 points)																								
2.4.1 Specific data on 3 projects the prime firm provided or is providing professional services in an educational setting --Project name and location; Project Owner and contact information; Project construction cost; Project size in gross square feet; Date project was started and completed; Professional services prime firm provided for the project; Project manager; Project architect; Project designer; Names of consultant firms and their expertise.	95		90		95		95		95		95		92		92		95		95		90		90	
	95		90		95		95		85		90		90		90		85		90		90		95	
	93	93.6	89	89.8	93	93.8	92	92.4	90	91	90	91	90	92	90	92	90	90.4	90	91	89	91.2	89	91.8
	95		90		96		90		95		95		98		98		97		95		97		95	
	90		90		90		90		90		85		90		90		85		85		90		90	
2.5 Five References (up to 100 points)																								
2.5.1 Provide references for 3 projects, other than STC. The references shall include the following current information: --Owner's name, Owner's representative who served as the day-to-day liaison during planning, design, and construction of the project, and the Owner representative's telephone number and email address	100		50		100		50		100		25		25		76		50		50		50		25	
	100		50		100		50		100		25		25		76		50		50		50		25	
	100	100	50	50	100	100	50	50	100	100	25	25	25	25	76	76	50	50	50	50	50	50	25	25
	100		50		100		50		100		25		25		76		50		50		50		25	
	100		50		100		50		100		25		25		76		50		50		50		25	
2.6 Project Execution (up to 100 points)																								
2.6.1 Provide a summary of your approach to the project that addresses key elements such as your interaction with STC staff, management of the different phases of the project, how you maintain quality control, and final project close-out.	90		90		96		90		90		90		96		90		90		90		90		90	
2.6.2 Provide information as part of submission response to assure that Architectural firm is willing and able to expedite design services and construction administration for the project. Please provide insight if Architect is intending to supplement production capability in order to meet schedule demands.	90		80		90		90		90		80		80		90		80		90		90		90	
	88	88.6	80	84.4	88	89.6	85	87.6	84	87.2	80	84.8	80	86	82	87.2	80	85.2	80	86.8	80	86.8	80	86.8
	95		92		94		93		92		94		94		94		96		94		94		94	
	80		80		80		80		80		80		80		80		80		80		80		80	
TOTAL EVALUATION POINTS	552.60	482.10	554.20	488.00	536.60	461.20	464.80	523.00	479.80	485.80	487.00	461.20												
RANKING	2	8	1	5	3	11	10	4	9	7	6	12												

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

Capital Improvement Project Description	Professional Services	FY 2026 Projected	FY 2027 Projected	FY 2028 Projected	FY 2029 Projected	FY 2026 to FY 2029 Total Project Cost
Pecan Campus						
Relocation of Portable Building Relocation of existing portable buildings as needed	Civil	\$ 104,000				\$ 104,000
Total Pecan Campus		\$ 104,000	\$ 0	\$ 0	\$ 0	\$ 104,000
Mid Valley Campus						
Site Drainage Upgrades	Civil				\$ 281,250	\$ 281,250
Total Mid Valley Campus		\$ -	\$ -	\$ -	\$ 281,250	\$ 281,250
Renewal & Replacements Project Description	Professional Services	FY 2026 Projected	FY 2027 Projected	FY 2028 Projected	FY 2029 Projected	FY 2026 to FY 2029 Total Project Cost
Technology Campus						
Replacement of Existing Perimeter Fence & Regrading of Existing Swales Replacement of the existing perimeter fence and regrading of existing swale on the west side of campus	Civil		\$ 75,000			\$ 75,000
Total Technology Campus		\$ -	\$ 75,000	\$ -	\$ -	\$ 75,000
Mid Valley Campus						
Resurfacing of Parking Lot 2 Resurfacing of Lot #2, South side of South Academic Building H.	Civil		\$ 115,000			\$ 115,000
Resurfacing of Parking Lot 7 Resurfacing of Lot #7, East side of Library Building E	Civil		300,000			300,000
Total Mid Valley Campus		\$ -	\$ 415,000	\$ -	\$ -	\$ 415,000

Consent Agenda:

c. Approval on Mechanical, Electrical, and Plumbing Engineering On-Call Services

Purpose To approve the ranking and selection of on-call mechanical, electrical, and plumbing (MEP) engineering services firms.

Justification A pre-approved pool of design firms reduces estimated project schedules by eliminating the need to solicit qualifications on a project-by-project basis. The Board of Trustees last approved a pool of on-call design firms on June 26, 2014, which expired in 2017 after renewals. This process proved to be effective in expediting design services.

On November 25, 2025, the Board of Trustees approved the process for selecting the on-call services pool of design services firms, including the required documentation, ranking, and evaluation process.

Pool Selection

Ten (10) MEP engineering firms submitted statements of qualifications for evaluation to join the pool. College staff recommends contracting with the five (5) highest-ranked firms for inclusion in the pool, based on the number of upcoming projects that require MEP engineering design services.

Top-ranked MEP Engineering Firms Recommended for On-Call Services	
Ethos Holistique Holdings, LLC.	MEP Solutions Engineering, PLLC.
Half Associates, Inc.	DBR Engineering
Sigma HN Engineers	

As approved by the Board, part of the evaluation process for inclusion in the pool may include the Facilities Committee or the Board electing to proceed to Round 3, whereby the Facilities Committee or the Board may take additional steps to select the best-qualified firms, such as conducting interviews.

Project Assignment

College staff proposes reevaluating the firms in the pool on a project-by-project basis to assign projects to the firms best qualified for each project type. Once reevaluated, the proposed assignment(s) would be presented to the Facilities Committee for recommendation for Board approval.

Contract Terms

College staff recommends a term of two (2) years for the design services pool, with an option to renew for an additional one (1) year.

Enclosed Documents Appendix A – RFQ Solicitation Information
 Appendix B – RFQ Criteria
 Appendix C – Ranking and Evaluations of Respondents
 Appendix D – List of Upcoming MEP Engineering Projects

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 ranking and selection of five (5) MEP engineering firms for on-call MEP engineering services as presented.

Appendix A
 RFQ Solicitation Information

Advertised on	January 28, 2026 and February 4, 2026
RFQ Responses Due	February 12, 2026
RFQ Issued To	Six Hundred Thirty-Four (634) vendors
Responses Received From	Ten (10) Vendors
Responses Reviewed By	Facilities Operations & Maintenance, Facilities Planning & Construction, and the Purchasing Department.

Appendix B
 RFQ Criteria

Statement of Interest	100 points
Prime Firm	100 points
Project Team	100 points
Representative Projects	100 points
References	100 points
Project Execution	100 points

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

Appendix D
 List of Upcoming MEP Engineering Projects follows in the packet.

**SOUTH TEXAS COLLEGE
ON-CALL MECHANICAL, ELECTRICAL, AND PLUMBING (MEP) ENGINEERING SERVICES
PROJECT NO. 25-26-1038**

VENDOR NAME	A&G Engineering	CleanEra Technologies, Inc.	Cleary Zimmermann Engineers, LLC.	DBR Engineering	Ethos Holistique Holdings, LLC.	Half Associates, Inc.	MEP Solutions Engineering, PLLC.	Senga Architects, Inc.	Sigma HN Engineers	Trinity MEP Engineering
ADDRESS	1004 W Frontage Rd	1355 S Route 59 Ste 201-B	1344 S Flores Ste 101	200 South 10th St Ste 901	1126 S Commerce St	2380 Performance Dr Bldg C Ste 150	600 E Beaumont Ave Ste 2	116 W Hubbard St Ste 600	701 S 15th	3533 East Moreland Dr Ste A
CITY/STATE/ZIP	Alamo, TX 78516	Naperville, IL 60564	San Antonio, TX 78204	McAllen, TX 78501	Harlingen, TX 78550	Richardson, TX 75082	McAllen, TX 78501	Chicago, IL 60654	McAllen, TX 78501	Weslaco, TX 78596
PHONE	956-240-7236	773-501-5966	210-447-6100	956-683-1640	956-230-3435	214-346-6200	956-664-2727			956-532-4165
CONTACT	Lorena Madrigal	Sujit Parikh	Wade Cleary	Jeanette Scarsdale	Imelda Ruiz	Lauren Hunter	Abram Dominguez	Madison Weber	Gabriel Hinojosa	Angeline Gutierrez
2.1 Statement of Interest										
2.1.1 Statement of Interest for Project	States they have considerable experience in MEP services, VETHUB-certified. Servicing the Rio Grande Valley since 2012.	CleanEra Technologies, Inc., partnered with VRX, Inc., proposes to provide on-call MEP engineering services to South Texas College, bringing extensive experience in electrical, HVAC, and plumbing systems and a commitment to prioritizing the College's best interests.	Indicated the firm's highly qualified team has familiarity with public schools and colleges.	Pointed out the work the firm has completed more than 20 projects over the last twelve years for STC. Indicated that they can begin work on new projects immediately.	Indicated the firm's highly qualified team has been providing MEP engineering services to higher education for about 30 years. Emphasized their previous work for STC and therefore their familiarity with the campuses and staff.	Indicated that their previous experience with STC, they have demonstrated their commitment to the College and the quality of work.	MEP Solutions Engineering is a full-service MEP firm with 18 years of experience serving South Texas municipalities, schools, universities, and healthcare facilities, offering efficient, cost-effective system designs, preventive maintenance guidance, and responsive on-call engineering support	Senga Architects Inc. seeks to provide South Texas College with responsive, experienced on-call architectural services, offering constructible, budget-conscious designs and long-term support for capital improvements, renovations, and maintenance projects.	The firm emphasized the experience of the two principals within the firm. They indicated that STC would be working directly with the two principals and pointed out that the firm's size would be better able to meet the needs in a cost-effective manner.	Indicated that their previous experience with STC and similar institutional customers, demonstrates their client centric, and relentlessly commitment to the College and the quality of work.
2.1.2 History and Statistics of Firm	- Founded by Luis Madrigal, P.E. - Experience with School Districts & Similar Facilities - Client-focused Philosophy	- Founder has 22 years of experience - 95% client satisfaction rate - Offices in Naperville, IL	- Founded in 2006 - Offices in San Antonio, Bryan/College Station, Houston, Dallas and Austin	- Providing services since 1972 - 200+ staff members firm-wide - Offices in Houston, San Antonio, Austin, McAllen, Dallas, El Paso, and Laredo	- Founded in 2014 - Headquarters Located in Harlingen, TX - 24 Full Time Employees, 2 Registered Engineers	- Founded in Dallas in 1950 - About 1,400 total staff - 33 offices offering services	-Established in 2007 -Office in McAllen - Total of 5 employees	-Established in 2016 -16 team members	-Established in 2012 -Over 20 Years of combined experience	-Established in 2008 -Office in Weslaco -16 employees
2.1.3 Narrative describing the design team's unique qualifications and specialized design experience as it relates to the project	A&G Engineering embeds rigorous quality control throughout every phase of its design process, combining structured internal reviews, daily leadership oversight, and collaborative client feedback to ensure code-compliant, high-performance MEP solutions. Supported by ongoing professional development and a highly experienced multidisciplinary team, the firm delivers coordinated, energy-efficient mechanical, electrical, and plumbing designs tailored to municipal and public-sector facilities.	CleanEra Technologies' principals, Mr. Parikh and Mr. Gross, each bring over 20 years of experience in engineering, construction, and project management, with extensive expertise in building systems, quality assurance, cost control, and large-scale renovation and capital improvement projects.	The team has extensive MEP experience with Texas community colleges and higher education, including 660+ projects and multiple Rio Grande Valley sites, is skilled in IDIQ contracts, and excels at fast, minimally disruptive campus upgrades.	Stated that are uniquely qualified for this project because of the following: Intimate knowledge of existing systems, Understanding of Existing Challenges, and Experience with STC.	Stated they have successful worked with STC for over 15 years. Designed over \$100 million in HVAC replacement in the past 12 months.	Stated they are a full-service firm with a full range staff including engineers, landscape architects, planners, architects, environmental scientists, surveyors and more.	MEP Solutions Engineering is a full-service MEP firm with 18 years of experience serving South Texas municipalities, schools, universities, and healthcare facilities, offering efficient, cost-effective system designs, preventive maintenance guidance, and responsive on-call engineering support	The design team offers specialized experience in higher-education and institutional projects, delivering buildable designs, coordinated consultant integration, cost-conscious solutions, and comprehensive construction administration while prioritizing durability, maintainability, and operational efficiency.	Stated they have gained familiarity with STC over the course of their careers. Forty projects were completed for STC.	Stated that they have dedicated employees have access to most the current software, technology, and certifications tom work at their best. Work with business and residential projects and pride ourselves in providing first-rate work to all customers.
2.1.4 Statement of Availability and Commitment	A&G Engineering is committed to building a long-term partnership through close collaboration, weekly coordination, and responsive design adjustments to meet client goals and timelines. As a locally based firm, A&G provides comprehensive in-house services—including MEP design, code reviews, construction management, and fire protection systems—with hands-on principal oversight, rapid response capability, and the capacity to support ongoing and on-call needs for South Texas College.	The firm confirms full resource availability, committed key personnel, executive-level support, and adherence to all schedules, contractual requirements, and professional standards to ensure successful project delivery.	Indicated that they are available as soon as they are awarded and will make the STC projects their top priority.	Indicated that the firm's design team meets each week to discuss project schedules and coordinate the allocation of staff to meet needs of each client.	Indicated that they are available as soon as they are awarded and will make the STC projects their top priority.	Indicated that they are available and committed to providing exceptional client service to STC.	Indicated that they are available and committed to providing exceptional client service to STC.	Senga Architects ensures dedicated, flexible support for Texas projects, with principals actively overseeing work, combining remote and on-site coordination, and supplementing staff as needed to provide reliable architectural services to South Texas College.	Indicated that firm has the resources to perform work immediately for STC. Listed a staff of eight, including the principals. Stated that they will ensure the projects are completed successfully on time and within budget.	Indicated that they are available and committed to providing exceptional client service to STC.

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2.2 Prime Firm										
2.2.1 Resumes of Principals and Key Members	Included resumes for the following staff: - Luis Eduardo Madrigal, PE, CEO and President - Amira M Soto, Mechanical Engineer, EIT - Joshua Garza Hinojosa, Mechanical Engineer - Edgar Garcia, Plumbing Designer - Aamir Zeeshan, BIM Coordinator - Lorena M Bush, Electrical Designer Rodolfo Martinez, MEP Designer - Oscar A. Gonzalez O., MEP Drafter Hannah Zuniga, Mechanical Designer	Included resumes for the following staff: - Sujit "Sam" Parikh, Principal - Gerhard (Gary) Gross Jr. MBA	Included resumes for the following staff: - Wade Cleary, PE Principal-in-Charge - Brookell Nobles, PE, Lead Mechanical Engineer - Tyler Gary, PE, Lead Electrical Engineer - Valeriano Reyna, PE Lead Plumbing Engineer	Included resumes for the following staff: - Edward Puentes, PE, CEM, LEED, Partner-in-Charge - Hugo H. Avila, PE, Senior Associate / Principal-in-Charge - Robert Tijerina, PE, Associate Project Manager - Cooper Gates, Plumbing Designer I - Jaime Rodriguez, Electrical Designer II - Maritza Garza, EIT, Associate / Asst. Project Manager / Senior Mechanical Designer	Included resumes for the following staff: - Rajesh Kapileshwari, PE, LEED AP, Principal + QC/QA + Sustainability Director + BCxP - Guillermo Quintanilla, Principal + Project Manager - Cesar Gonzalez, PE, Principal + Mechanical/Electrical Engineer - Mark Warren, Commissioning Director	Included resumes for the following staff: - Trey Murray III, PE, RCDD, LEED AP, Principal-in-Charge - Mark Sisen, PE, HVAC Controls - Greg McFarland, PE, Mechanical Manager - Leroy Martinez, PE, Project Manager - Gabriel Benavides, Jr., PE, Electrical - William Pryor, PE Mechanical/Plumbing - Jose Delgado, PE, RCDD, LEED AP QA/QC Manager - Dean Lizzotte, PE HVAC Controls - Gabriel Benavidez, PE Electrical - Lizbeth Guerra, PE Electrical - Adrian Garza, PE Electrical - Eddie Martinez, Plumbing - Rudy Juarez, ICT - Eleazar Elizondo, EIT Lidar	Included resumes for the following staff: - Luis Javier Pena, P.E. Professional Engineer - Abram LaRue Dominguez, P.E., Professional Engineer - Francisco Cavazos, Electrical Engineer Assistant - Eloy Espinoza Mechanical Engineer Assistant - Thadeo Torio Plumbing Engineer Assistant - Ruchi Patel, Architectural Designer	Provided resumes for the two principals: - Firmin Senga, Principal Architect/Owner - Paul Jensen, Senior Architect - Marco Vides, Senior Architectural Designer - Trevor O'Keefe, Architect III - Samuel Berk, Architectural Designer III - Ruchi Patel, Architectural Designer II	Provided resumes for the two principals: - Jesus Gabriel Hinojosa, PE, LEED AP, Principal - Jose Antonio Nicanor, PE, LEED AP, Principal	Provided resumes for the following staff: - Leonardo Munoz, PE, R.M.E. / CEO and President - Fidencio Alvarado, Lead Project Manager, Sr. Electrical Designer - Wilford L McGee III, PE, Principal Mechanical Engineer Biography
2.2.2 Project Assignments and Lines of Authority	Showed percentage time assignments for nine named staff members who would be involved in the project.	Listed the assignments for the above named staff and the time commitment each will devote to the project. Plus MEP Engineering Gary Sutorius, VRX Inc.	Listed the assignments and percentage of time committed to each staff member.	Listed the assignments of each staff member.	Listed the assignments of each staff member.	Showed key personnel assignments for six named staff members who would be involved in the project.	Listed the teams assigned to each project.	Indicated a 100% time commitment from both principals for the project and provided the time commitments from nine staff.	Indicated a 100% time commitment from both principals for the project and provided the time commitments from nine staff.	Listed the teams assigned to each project.
2.2.3 Prime Firm's Proximity and ability to respond to unplanned meetings	Stated they are 20 miles from STC. They can be here on a daily basis if needed.	Stated they can arrange scheduled and travel to meet with STC representatives. Can be available virtually via Google Meet or TEAMS.	Cleary Zimmermann Engineers prioritizes understanding South Texas College's needs and involves them throughout the design process, using a flexible manpower scheduling system with built-in buffer time to quickly adjust staff and meet tight deadlines while ensuring efficient, team-based project execution.	Stated they are about 2.3 miles away and approximately 7 minutes away from Pecan Campus.	Stated they are available to meet for face-to-face discussions within the hour. Since they have several projects in the upper valley, one of the principals or engineers is always in the area.	Indicated their office is located in McAllen, 15-minutes away from Mid-Valley Campus and they are available to begin service immediately.	Indicated that they will be available to us at any time.	Stated they are willing to travel as necessary to attend in-person meetings.	Stated they are located in downtown McAllen, and only 3 miles away from the Facilities Planning and Construction Building.	The proximity to STC gives us availability to be at any planned or unplanned or even unexpected meetings.
2.2.4 Litigation that could affect firm's ability provide services	Firm states they are not involved in any litigation.	Firm states they are not involved in any litigation.	Firm states they are not involved in any litigation.	Firm states they are not involved in any litigation.	Firm states they are not involved in any litigation.	Firm states they are not involved in any litigation.	Firm states they are not involved in any litigation.	Firm states they are not involved in any litigation.	Firm states they are not involved in any litigation.	Firm states they are not involved in any litigation.
2.3 Project Team										
2.3.1 Organization chart with Role of Prime Firm and each consultants firm	Included an organizational chart with the staff who will be assigned to the project.	Included an organizational chart with the staff who will be assigned to the project. Indicate the subcontractor/sub-consultants who will be used for this project.	Cleary Zimmermann is fully capable of self-performing all work required under this contract and will not subcontract any portion of the RFQ.	Included an organizational chart with the staff who will be assigned to the project. Indicated that no sub-consultants will be used for this project.	Included organization chart that showed all firm staff and which included the following sub consultants: - Boultinghouse Simpson Gates Architects - Sam Garcia Architects - Chanin Engineering LLC - Green Rubiano and Associates	Included an organizational chart that showed all firm staff working on the projects and stated that they do not anticipate needing any sub-consultants.	Included an organizational chart with the staff who will be assigned to the project.	Experience was explained in the personal qualifications and experience of all staff.	An organizational chart was included showing the primary roles of the two principals and the following sub consultants: - CHLH Engineering	Included an organizational chart with the staff who will be assigned to the project.
2.4 Representative Projects										
2.4.1 Minimum of three (3) projects firm has worked on	- La Joya ISD Roof HVAC Equipment Replacement (multiple campuses) (\$500,000) - Roma ISD Stadium & Fieldhouse (\$2,000,000) - Edinburg CISD Gorenza Elementary Lighting (\$100,000)	- Complete Renovation; Student Housing to Senior Independent Living (\$35,000) - Split single incoming utility lines (electrical & natural gas) into individual lines per tenant. (\$22,000) - Home Care Corporate Offices Tennant Build-Out (\$45,000)	- San Antonio College Candler Physical Education Center and Longwith Radio Television & Film Building (\$5,000,000) - Old Main Renovation Blinn College (\$1,000,000) - Workforce Development Center Del Mar College (\$14,700,000)	- South Texas College Mid Valley Campus - Central Thermal Plant (\$4.4 Million) - South Texas College District-Wide Parking Lot Lighting Upgrades (\$800,000) - Texas A&M University Mosher Hall - HVAC Replacement (\$10.9 Million)	- UTRGV/Harlingen CISD Early College High School (\$15,036,000) - Texas Southmost College Thermal Plant (\$1,130,000) - IDEA PS-HVAC Upgrades at Mid RGV Campus (\$1,204,000)	- Texas A&M University Kingsville, Texas - Deferred Maintenance (\$40 M) - Texas A&M University - Kingsville - Kleberg Hall HVAC Improvements (\$255,515) - UTRGV Brownsville - BBRHB Vivarium Boiler Replacement (\$500,000)	- Edinburg CISD - BL Garza Middle School Esser HVAC Improvements (\$5,977,0914) - Edinburg CISD Barrientes Middle School Esser HVAC Improvements (\$8,585,141) - La Joya ISD Chavez and Memorial Middle School HVAC Upgrades (\$6,812,535)	- Kaskaskia Community College Pedestrian Walkway Roofing (\$756,542) - Florence Nightingale Elementary School (\$18.4 Million+) - Chicago West, North, and South Driver Facility (\$10.5 Million)	- South Texas College - Starr County Campus Thermal Plant (\$5,300,000) - South Texas College Starr County Health and Science Facility (\$8.5M) - University of Texas - Rio Grande Valley One Stop (\$1.7 Million)	- La Joya ISD - Rosendo Benavides Elementary School (\$1,223,000) - Laredo United ISD - New Elementary No. 27 (\$14,200,000) - Mission CISD - Mission Early College High School (\$14,000,000)

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2.5 References										
2.5.1 References for three (3) projects	- La Joya ISD - Roma ISD - Edinburg CISD	- Seva Senior Homecare Corporate Office - Mall of India Seva Branch Office - For VRX	- Alamo Colleges District - Blinn College - Del Mar College	- Texas A&M University System - Texas State Technical College - UTRGV	- UTRGV - Texas Southmost College - IDEA Public Schools - Harlingen CISD - Brownsville ISD - Sharyland ISD - Edinburg CISD	- UTRGV - Broaddus & Associates - Hidalgo County Commissioner's Court	- Boultinghouse Simpson Gates Architects - The Warren Group Architects - Alvarado Architects & Associates	- Chicago Public Schools - FGM Architects - Cook County Courthouse	- Edinburg CISD - Brownsville ISD - Harlingen CISD	- ROFA Architects - NK Architects - EGV Architects
2.6 Project Execution										
2.6.1 Summary of approach to project that addresses interaction with STC staff, management of different phases of the project, how you maintain quality control, and final project close-out.	A&G Engineering previously partnered successfully with STC on a Kinesiology renovation and is committed to continuing that relationship through responsive communication, strong local familiarity, and MEP expertise. The firm offers immediate project mobilization, extended work availability for fast turnaround, and rigorous multi-level quality control to ensure timely, fully approved, and inspection-ready deliverables.	CleanEra Technologies' TEAM is fully engaged throughout all project phases, following PMI guidelines, performing continuous quality checks, cost analyses, and client reviews from concept through design, bidding, and construction administration.	Cleary Zimmermann Engineers ensures projects meet South Texas College's goals and budget by finalizing scope before design, continuously monitoring costs, schedules, and milestones, and maintaining rigorous quality control through experienced leadership, team reviews, and independent design verification for constructability and maintainability.	Included a detailed work plan and schedule.	Included a detailed work plan and schedule.	Stated they provide accuracy by reviewing available data and successful project execution planning. Provided a very detailed project approach.	MEP Solutions has provided building owners with assistance and insight into the MEP systems which have been built. We continue to share with them the knowledge that we have gained in regard to preventive maintenance, troubleshooting, and energy management in an effort to maintain the systems efficient throughout their life cycle.	Senga Architects delivers on-call services through structured phases, clear communication, and quality control. They coordinate early with South Texas College staff, assign a single point of contact, manage design and consultant coordination, and provide responsive construction administration and thorough project close-out.	Stated that to complete projects within budget we communicate with our clients and visit the job site to clearly define a scope of work. They prepare an engineering cost estimate and establish a budget. The basic elements of effective budget control allow us to provide quality designs, which minimize unanticipated cost in the construction phase such as change orders.	Included a detailed work plan and schedule.
2.6.2 Willingness and ability to expedite services. Ability to supplement production.	A&G Engineering is dedicated to delivering exceptional client service, maintaining 80% capacity to ensure flexibility for urgent needs and prioritizing STC's projects. With all MEP services performed in-house, local proximity, and the ability to quickly reallocate staff, A&G can expedite design and construction support while maintaining quality and accountability.	Gary Sutorius, PE, currently plans to handle MEP design in-house but may request additional support from the prime firm if project scope or workload requires, pending South Texas College approval.	At project kickoff, a clear schedule and team buy-in are essential, and the project manager must actively monitor milestones and drive timely decisions, as adjustments are typically needed.	Stated that they are willing and able to expedite design services and construction administration services as needed by STC .	Reiterated their commitment to the project, including commitment by their sub consultants.	Stated that the McAllen office has the advantage of being able to reach out for assistance from any of their offices, should they need to.	MEP Solutions is committed to providing quality services and is readily available to perform engineering services on an as needed basis. Our project team can respond quickly and provide the necessary personnel and resources to meet aggressive schedules. MEP Solutions appreciates the opportunity to submit this Statement of Qualifications and thanks you for your consideration of our firm for this contract.	Senga Architects can rapidly mobilize staff for time-sensitive projects, using flexible staffing, BIM-based workflows, and principal oversight. They can supplement capacity through trusted consultants while ensuring quality, coordination, and responsive construction-phase support for on-call assignments.	Stated that they are willing and able to expedite services. Pointed to a proven track record for the two principals.	Stated their commitment to the project, including commitment to on-site quality control, and scheduling site visits and review meetings.
TOTAL EVALUATION POINTS	485.20	444.60	508.40	531.40	560.60	553.80	542.20	516.20	547.40	518.80
RANKING	9	10	8	5	1	2	4	7	3	6

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

**SOUTH TEXAS COLLEGE
ON-CALL MECHANICAL, ELECTRICAL, AND PLUMBING (MEP) ENGINEERING SERVICES
PROJECT NO. 25-26-1038
EVALUATION SUMMARY**

VENDOR NAME	A&G Engineering	CleanEra Technologies, Inc.	Cleary Zimmermann Engineers, LLC.	DBR Engineering	Ethos Holistique Holdings, LLC.	Half Associates, Inc.	MEP Solutions Engineering, PLLC.	Senga Architects, Inc.	Sigma HN Engineers	Trinity MEP Engineering										
ADDRESS	1004 W Frontage Rd	1355 S Route 59 Ste 201B	1344 S Flores Ste 101	200 South 10th St Ste 901	1126 S Commerce St	2380 Performance Dr Bldg C Ste 150	600 E Beaumont Ave Ste 2	116 W Hubbard St Ste 600	701 S 15th	3533 East Moreland Dr Ste A										
CITY/STATE/ZIP	Alamo, TX 78516	Naperville, IL 60564	San Antonio, TX 78204	McAllen, TX 78501	Harlingen, TX 78550	Richardson, TX 75082	McAllen, TX 78501	Chicago, IL 60654	McAllen, TX 78501	Weslaco, TX 78596										
PHONE	956-240-7236	773-501-5966	210-447-6100	956-683-1640	956-230-3435	214-346-6200	956-664-2727			956-532-4165										
CONTACT	Lorena Madrigal	Sujit Parikh	Wade Cleary	Jeanette Scarsdale	Imelda Ruiz	Lauren Hunter	Abram Dominguez	Madison Weber	Gabriel Hinojosa	Angeline Gutierrez										
2.1 Statement of Interest (up to 100 points)																				
2.1.1 Statement of interest on project	89		77		84		93		89		90		85		91		89		86	
2.1.2 Firm History including credentials	77		82		83		88		92		94		92		82		92		89	
2.1.3 Narrative describing the design team's unique qualifications and specialized design experience as it relates to the project	83	82.8	78	80.4	79	80.6	88	88.2	93	90	81	88.6	74	85.4	71	77.8	84	86.2	79	84
2.1.4 Availability and commitment of firm and its principal(s) and key professionals	77		82		82		88		92		94		92		77		87		82	
	88		83		75		84		84		84		84		68		79		84	
2.2 Prime Firm (up to 100 points)																				
2.2.1 Resumes giving the experience and expertise principles and key members for the prime firm that will be involved in the project(s), including their experience with similar projects and the number of years with the prime firm	95		72		93		94		95		93		83		83		96		92	
2.2.2 Proposed project assignments, lines of authority, and communication for principals and key professional members of the prime firm that will be involved in the project(s). Indicate the estimated percent of time these individuals will be involved in the project(s).	85		85		85		94		94		97		94		85		94		92	
2.2.3 Prime Firm proximity and meeting availability	93	86.8	74	78.4	95	87.2	96	91	93	91.4	88	90.4	85	86.8	80	78.8	89	88.6	85	85.8
2.2.4 Describe any litigation the prime firm is currently involved in which could affect the firm's ability to provide professional services to STC	81		82		83		88		92		92		92		76		84		80	
	80		79		80		83		83		82		80		70		80		80	
2.3 Project Team (up to 100 points)																				
2.3.1 Organizational chart showing, the roles of the prime firm and each consultant firm or individual included.	90		85		90		88		95		90		90		90		90		90	
--Identify the consultant and provide a brief history about the consultant	90		90		90		95		95		95		95		85		95		95	
--Describe the consultant's proposed role in the project and its related project experience	95	91	90	89	85	89	95	93	95	94.2	90	92.4	90	92.2	85	88	90	91.4	90	92
--List a project(s) that the prime firm and the consultant have worked together on during the last five years	90		90		90		94		94		95		94		90		92		92	
--Provide a statement of the consultant's availability for the projects(s)	90		90		90		93		92		92		92		90		90		93	

**SOUTH TEXAS COLLEGE
ON-CALL MECHANICAL, ELECTRICAL, AND PLUMBING (MEP) ENGINEERING SERVICES
PROJECT NO. 25-26-1038
EVALUATION SUMMARY**

VENDOR NAME	A&G Engineering	CleanEra Technologies, Inc.	Cleary Zimmermann Engineers, LLC.	DBR Engineering	Ethos Holistique Holdings, LLC.	Half Associates, Inc.	MEP Solutions Engineering, PLLC.	Senga Architects, Inc.	Sigma HN Engineers	Trinity MEP Engineering										
2.4 Representative Projects (up to 100 points)																				
2.4.1 Specific data on 5 projects the prime firm provided or is providing professional services in an educational setting --Project name and location; Project Owner and contact information; Project construction cost; Project size in gross square feet; Date project was started and completed; Professional services prime firm provided for the project; Project manager; Project architect; Project designer; Names of consultant firms and their expertise.	90		90		90		95		95		95		90		90		95		95	
	90		90		90		95		95		95		95		85		95		95	
	95	91	90	89	95	91.8	95	94.4	95	94.4	95	94.6	90	91.8	85	88	90	92.4	90	93
	90		90		90		94		94		95		94		90		92		92	
	90		85		94		93		93		93		90		90		90		93	
2.5 Five References (up to 100 points)																				
2.5.1 Provide references for 3 projects, other than STC. The references shall include the following current information: --Owner's name, Owner's representative who served as the day-to-day liaison during planning, design, and construction of the project, and the Owner representative's telephone number and email address	50		25		76		76		100		100		100		100		100		76	
	50		25		76		76		100		100		100		100		100		76	
	50	50	25	25	76	76	76	76	100	100	100	100	100	100	100	100	100	100	76	76
	50		25		76		76		100		100		100		100		100		76	
	50		25		76		76		100		100		100		100		100		76	
2.6 Project Execution (up to 100 points)																				
2.6.1 Provide a summary of your approach to the project that addresses key elements such as your interaction with STC staff, management of the different phases of the project, how you maintain quality control, and final project close-out. 2.6.2 Provide information as part of submission response to assure that Architectural firm is willing and able to expedite design services and construction administration for the project. Please provide insight if Architect is intending to supplement production capability in order to meet schedule demands.	82		80		85		90		95		93		84		90		93		90	
	80		90		90		94		96		96		96		90		96		96	
	90	83.6	80	82.8	80	83.8	90	88.8	90	90.6	80	87.8	80	86	78	83.6	90	88.8	90	88
	86		84		84		90		92		90		90		80		85		84	
	80		80		80		80		80		80		80		80		80		80	
TOTAL EVALUATION POINTS	485.20	444.60	508.40	531.40	560.60	553.80	542.20	516.20	547.40	518.80										
RANKING	9	10	8	5	1	2	4	7	3	6										

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

Capital Improvement Project Description	Professional Services	FY 2026 Projected	FY 2027 Projected	FY 2028 Projected	FY 2029 Projected	FY 2026 to FY 2029 Total Project Cost
Pecan Campus						
Relocation of Portable Building Relocation of existing portable buildings as needed	MEP	\$ 104,000				\$ 104,000
Total Pecan Campus		\$ 104,000	\$ -	\$ -	\$ -	\$ 104,000
Technology Campus						
Automotive Lab Exhaust System Provide vehicle exhaust system for automotive labs.	MEP	\$ 200,500				\$ 200,500
Total Technology Campus		\$ 200,500	\$ 0	\$ -	\$ -	\$ 200,500
Starr County Campus						
Physical Plant Building P- Additional Pole Lights Design and construction of additional lighting surrounding Physical Plant.	MEP	73,000				73,000
Total Starr County Campus		\$ 73,000	\$ -	\$ -	\$ -	\$ 73,000
Regional Center for Public Safety Excellence						
F.L.A.G. Training Area Gas Supply Line Extension of the existing propane tank gas line to the F.L.A.G. Training Area.	MEP	\$ 24,000				\$ 24,000
Total Regional Center for Public Safety Excellence		\$ 24,000	\$ -	\$ -	\$ -	\$ 24,000
Renewal & Replacements Project Description	Professional Services	FY 2026 Projected	FY 2027 Projected	FY 2028 Projected	FY 2029 Projected	FY 2026 to FY 2029 Total Project Cost
Pecan Campus						
Pecan Campus Student Services Bldg. K HVAC Replacements Replace/Upgrade of existing HVAC equipment at PCN Campus.	MEP		\$ 222,000			\$ 222,000
Pecan Campus Sylvia Esterline Center for Learning Excellence Bldg. C HVAC Replacements Replace/Upgrade of existing HVAC equipment at PCN Campus.	MEP		662,000			662,000
Library Bldg. F HVAC Replacements Replace/Upgrade of existing HVAC equipment at PCN Campus.	MEP		442,000			442,000
Student Activities Center Bldg. H HVAC Replacements Replace/Upgrade of existing HVAC equipment at PCN Campus.	MEP		220,500			220,500
Ann Richards Administration Bldg. X HVAC Replacements Replace/Upgrade of existing HVAC equipment at PCN Campus.	MEP		220,500			220,500
Total Pecan Campus		\$ -	\$ 1,767,000	\$ -	\$ -	\$ 1,767,000

Consent Agenda:

d. Approval on Contracting Construction Services for District Wide New Monument Signs

Purpose	To contract construction services for the project.
Justification	<p>On February 25, 2025, the Board of Trustees approved the solicitation of construction services for the project.</p> <p>The project consists of installing new entry monument signage district-wide.</p> <p>The proposed scope of work is summarized as follows:</p> <ul style="list-style-type: none">• Installation of new monument signage at existing campus entries
Enclosed Documents	<p>Appendix A – RFP Solicitation Information Appendix B – Project Presentation Appendix C – Ranking and Evaluations of Respondents Appendix D – Fact Sheet</p>
Funding	<p>The total estimated cost of the District Wide Entry Monument Signage Project 2025-007C is \$1,040,000.</p> <p>The funds are available in the Unexpended Construction Plant Fund for use in FY 2025 – 2026.</p>
Staff Resource	<p>Ricardo de la Garza, Executive Director for Facilities Planning & Construction Mary Del Paz, Vice President for Finance and Administrative Services</p>
Recommendation	The Facilities Committee recommended Board approval to authorize contracting construction services with CRC Development & Construction Co. LLC in the amount of \$765,320 for the District Wide New Monument Signs project as presented.

Appendix A
RFP Solicitation Information

Advertised on	February 11, 2026 and February 18, 2026
RFP Responses Due	February 26, 2026
RFP Issued To	Six Hundred Forty-Eight (648) vendors
Responses Received From	Four (4) Vendors, of which two (2) submitted incomplete required documentation; therefore, they were not considered.
Responses Reviewed By	Facilities Operations & Maintenance, Facilities Planning & Construction, and the Purchasing Department.

Appendix B
Project Presentation follows in the packet.

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

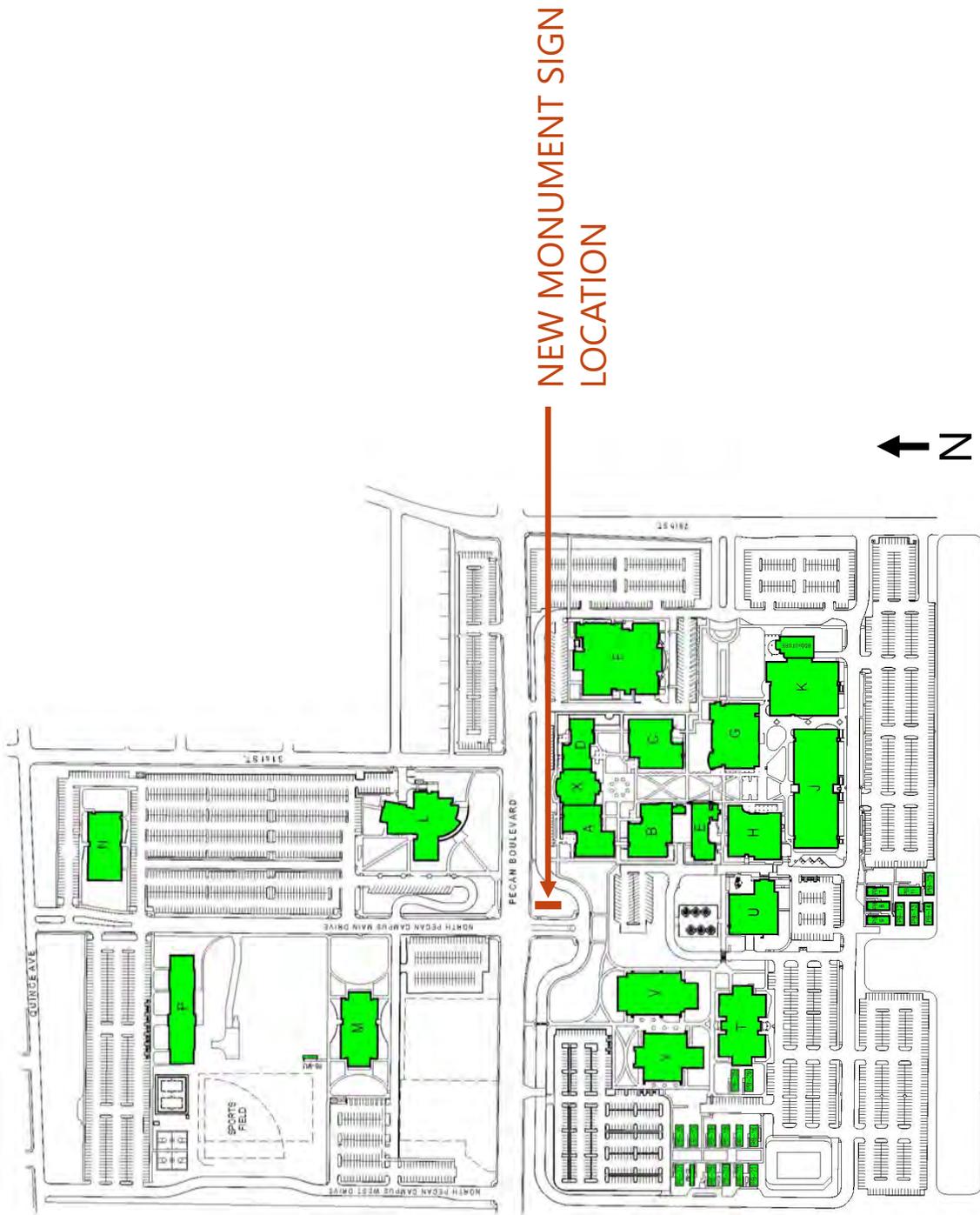
Appendix D
Fact Sheet follows in the packet.



DISTRICT WIDE ENTRY MONUMENT SIGNS

2025-007C





NEW MONUMENT SIGN
LOCATION



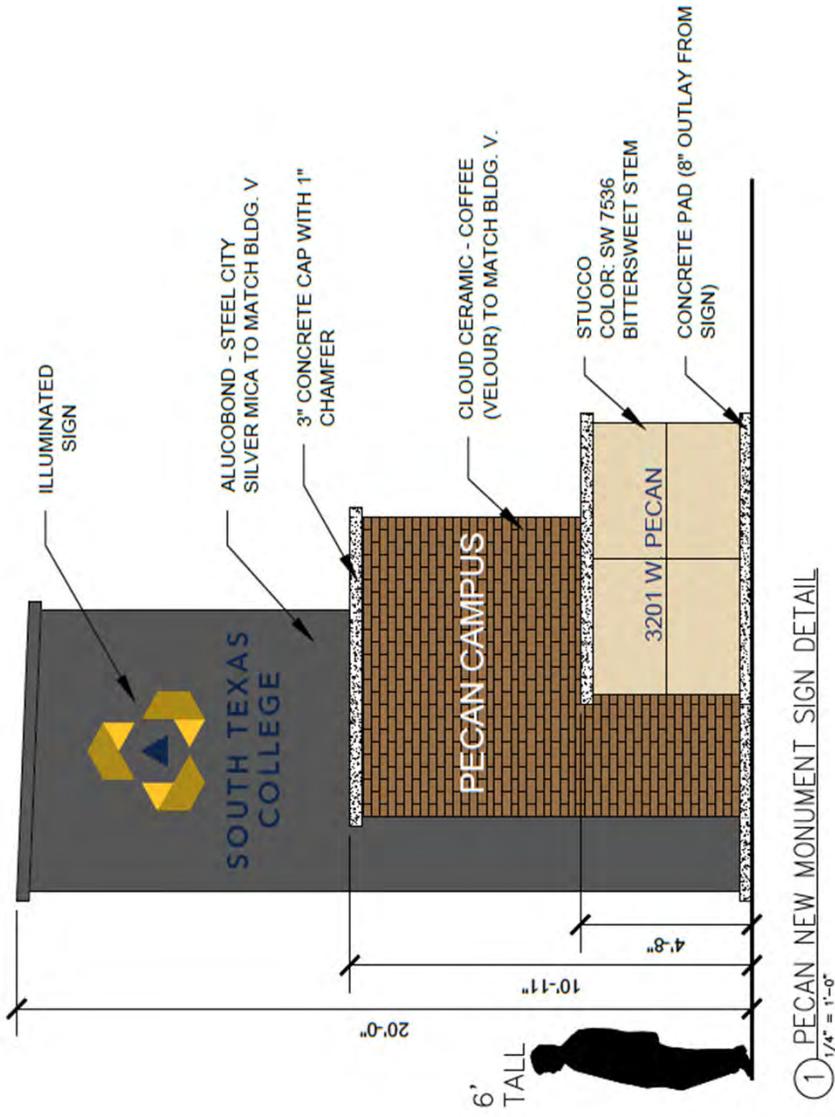
PECAN CAMPUS MONUMENT SIGN LOCATION





306

West View

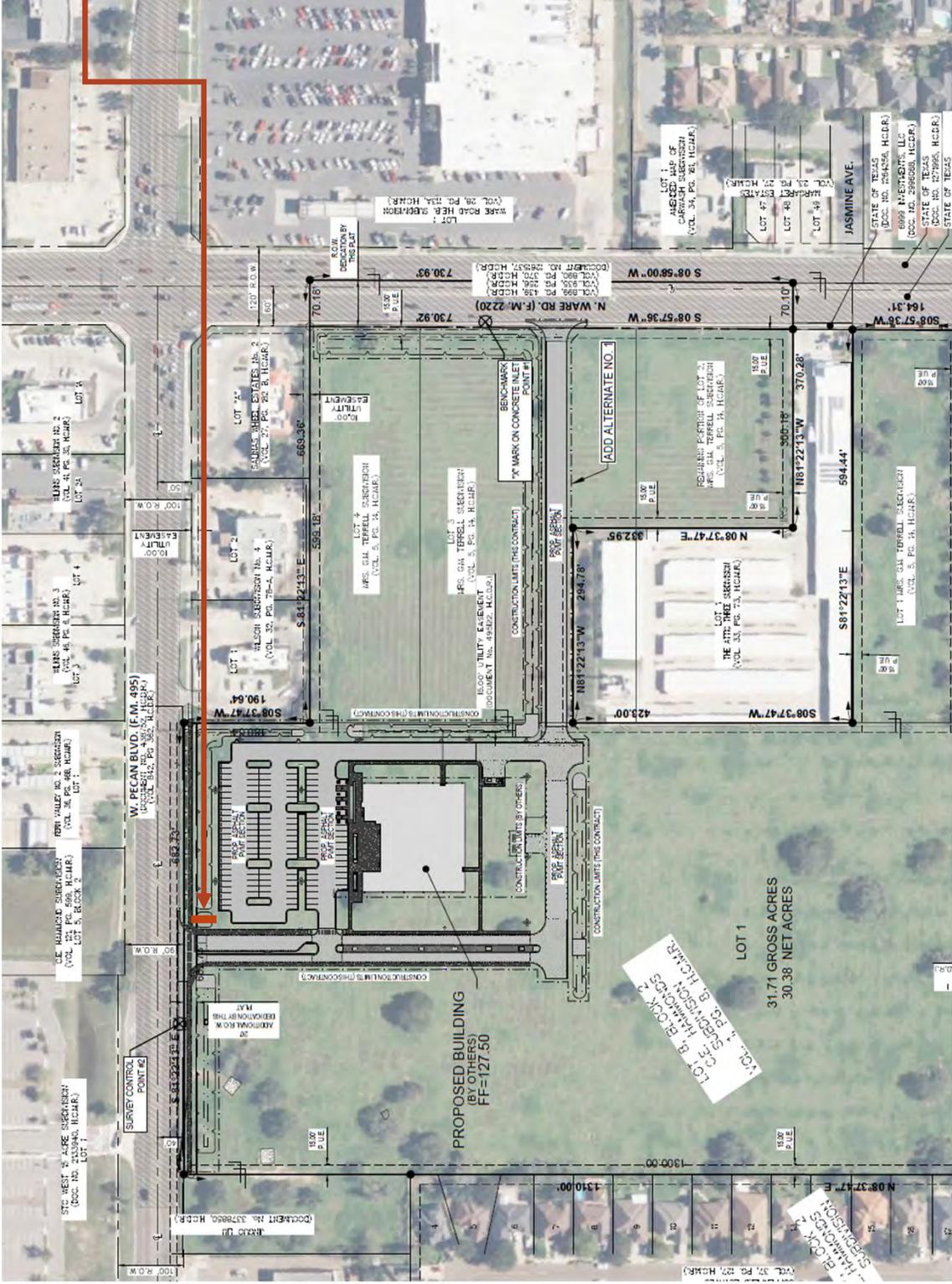


PECAN CAMPUS

EXISTING SITE & PROPOSED DESIGN



**NEW MONUMENT
SIGN LOCATION**



**PECAN WEST
MONUMENT SIGN LOCATION**

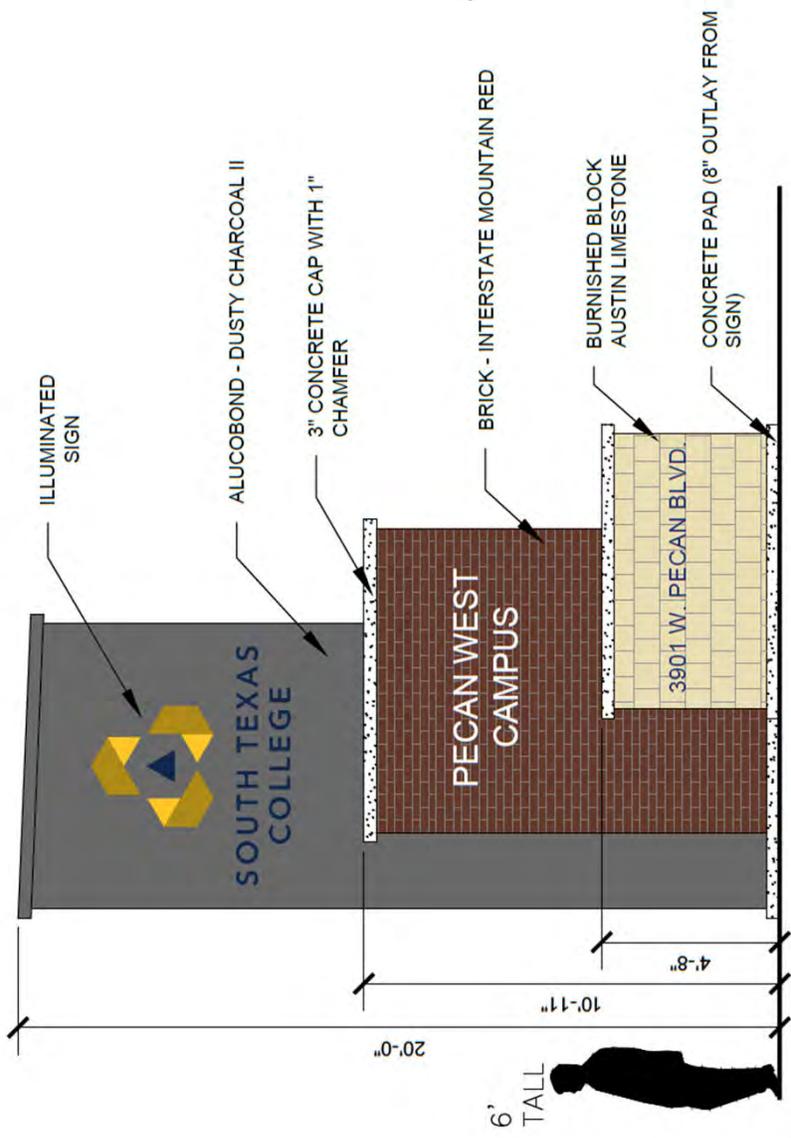


**SOUTH TEXAS
COLLEGE**

APPROXIMATE NEW MONUMENT SIGN LOCATION



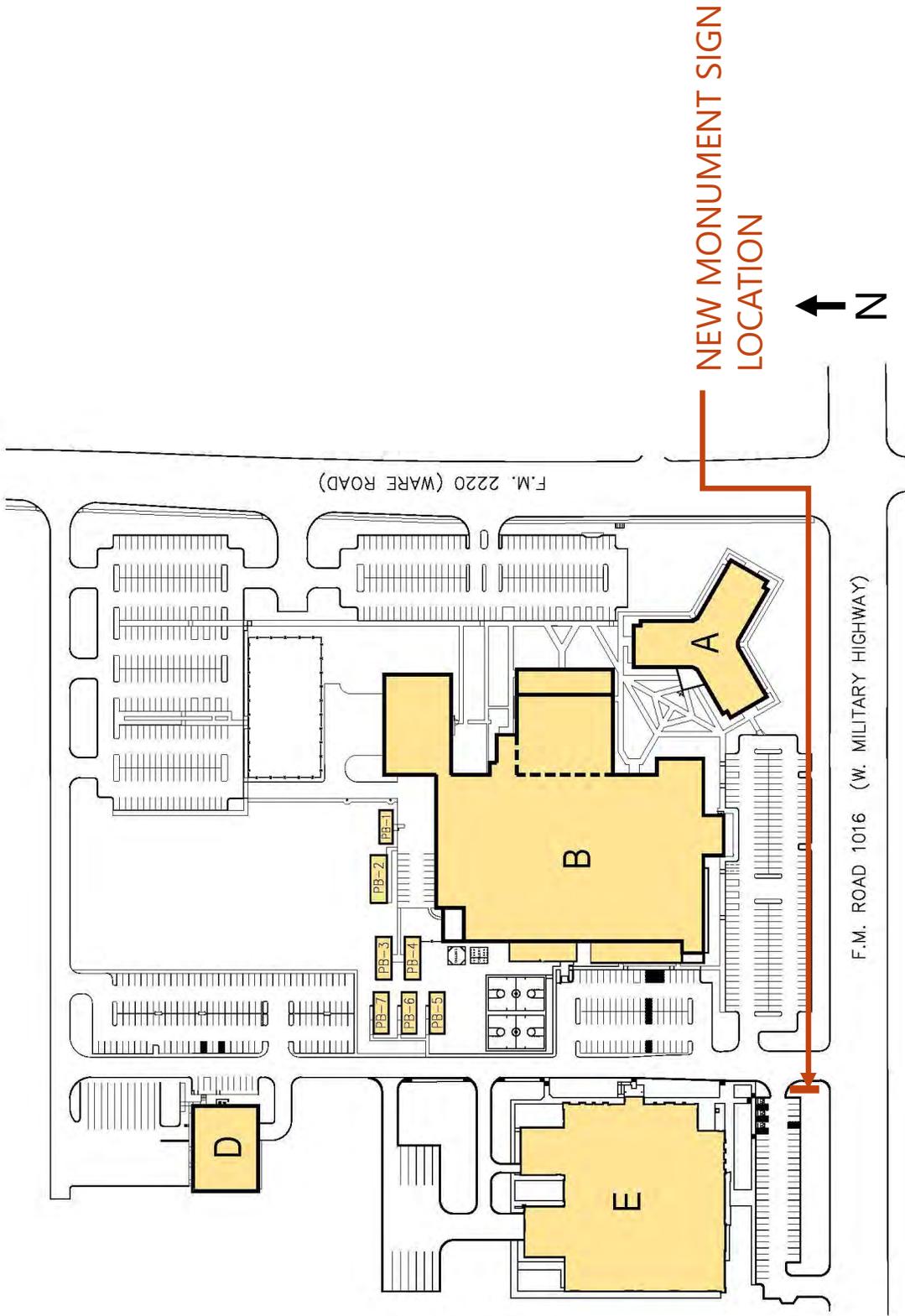
South View



1 PECAN WEST NEW MONUMENT SIGN DETAIL
1/4" = 1'-0"

PECAN WEST
EXISTING SITE & PROPOSED DESIGN





NEW MONUMENT SIGN
LOCATION

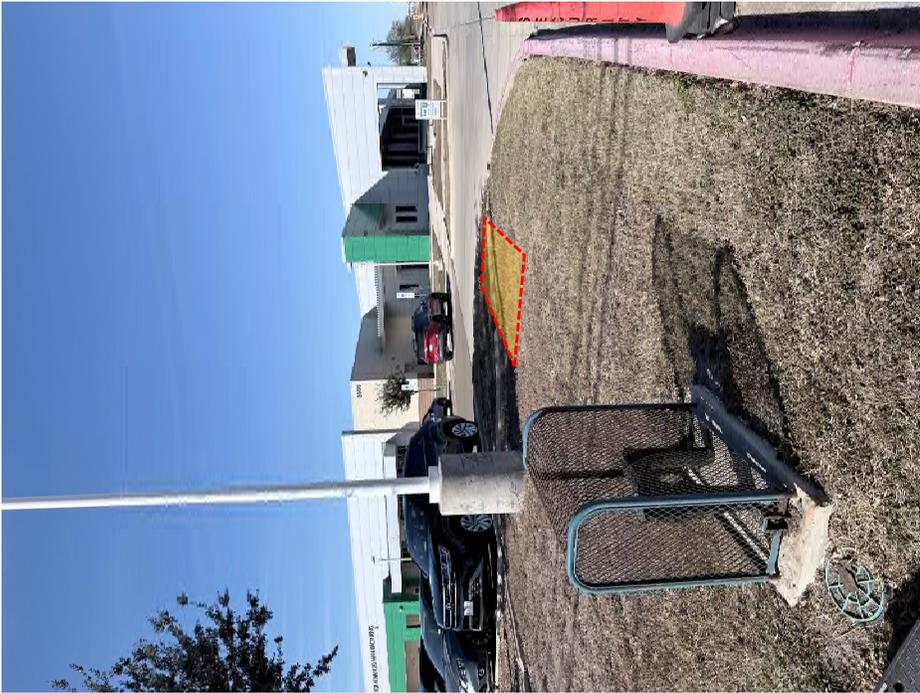


F.M. ROAD 1016 (W. MILITARY HIGHWAY)

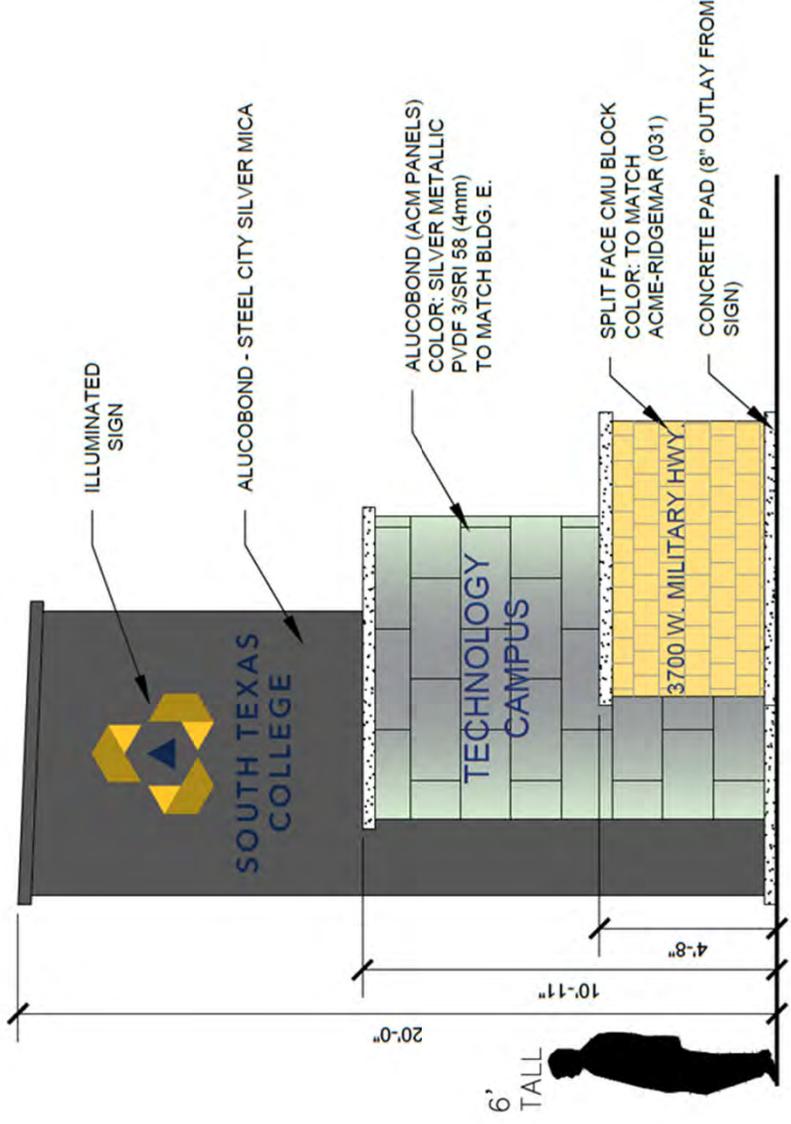
F.M. 2220 (WARE ROAD)

TECHNOLOGY CAMPUS MONUMENT SIGN LOCATION





North View



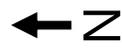
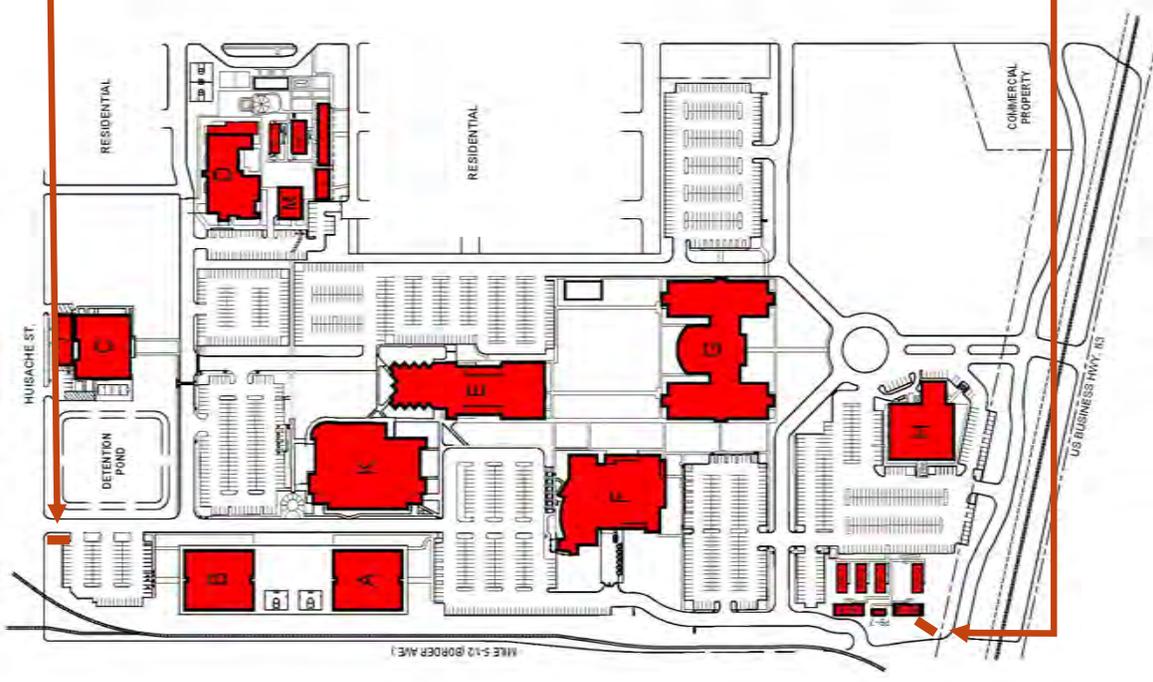
① TECHNOLOGY NEW MONUMENT SIGN DETAIL
1/4" = 1'-0"

TECHNOLOGY CAMPUS

EXISTING SITE & PROPOSED DESIGN



NEW MONUMENT SIGN
LOCATION



NEW MONUMENT SIGN
LOCATION

MID VALLEY CAMPUS MONUMENT SIGN LOCATION

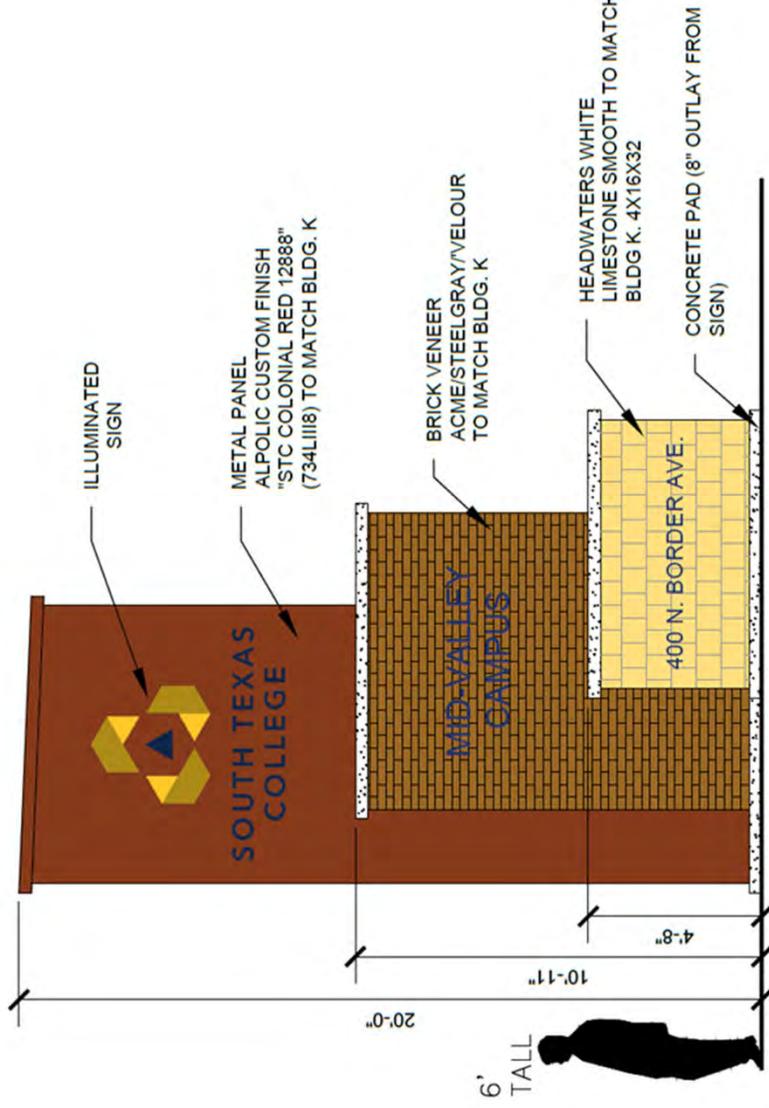




North View



Southwest View



① MID-VALLEY NEW MONUMENT SIGN DETAIL
1/4" = 1'-0"

MID VALLEY CAMPUS

EXISTING SITE & PROPOSED DESIGN





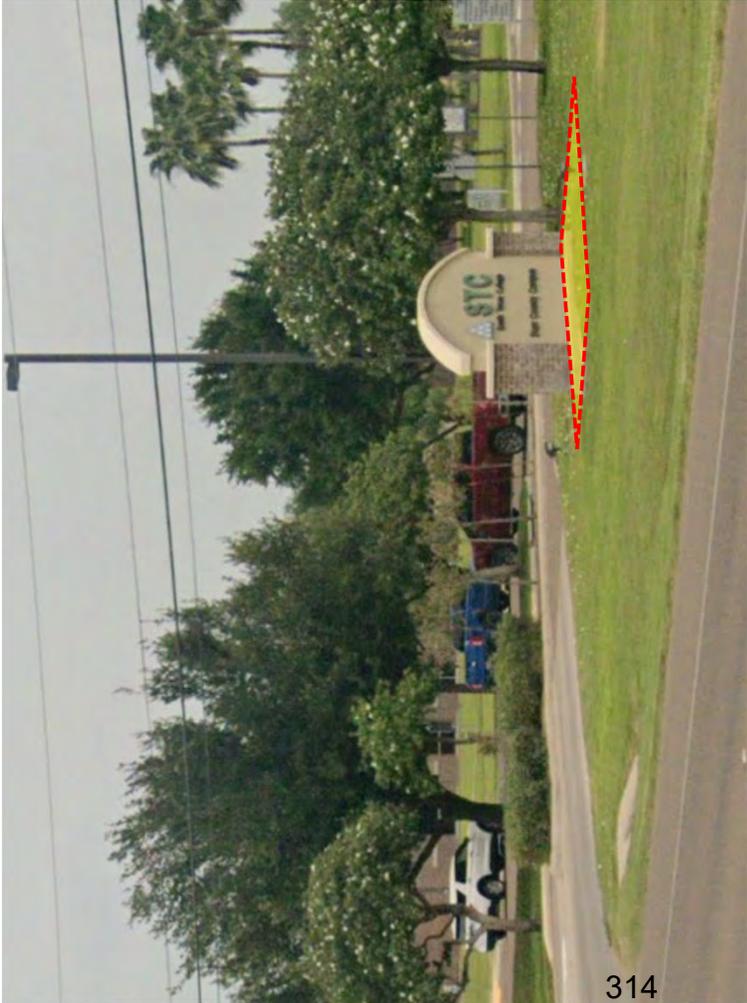
**NEW MONUMENT SIGN
LOCATION (EXISTING SIGN TO BE
DEMOLISHED)**

313 

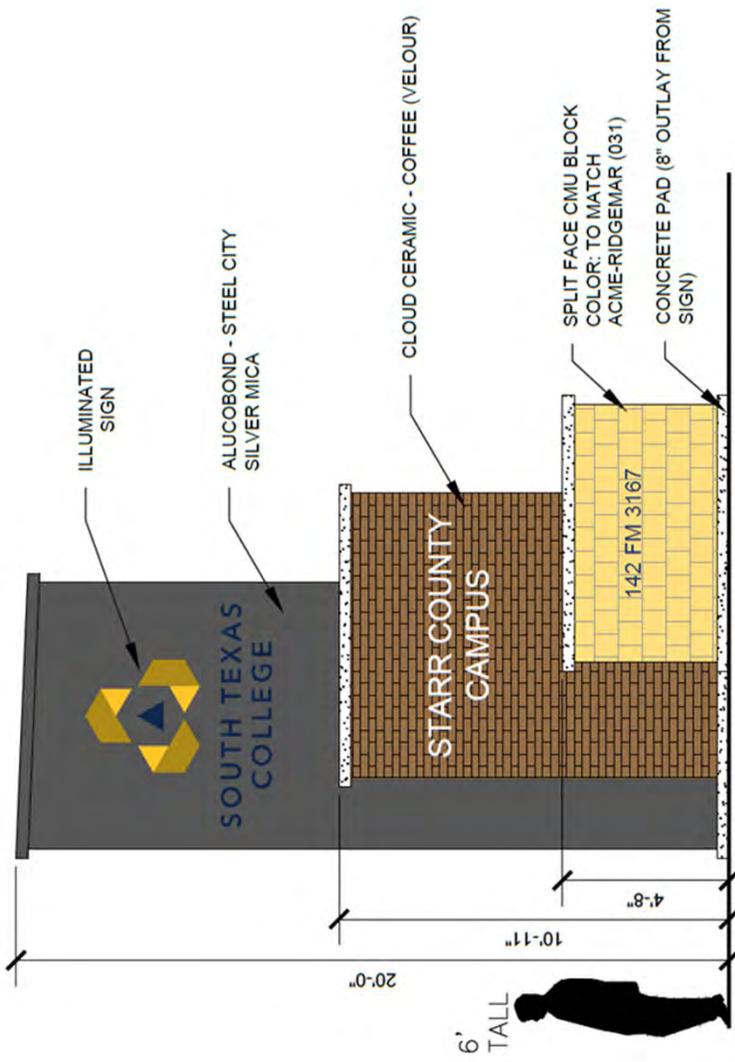
 **STARR COUNTY CAMPUS** 

STARR COUNTY CAMPUS MONUMENT SIGN LOCATION





Northeast View



① STARR NEW MONUMENT SIGN DETAIL
1/4" = 1'-0"

STARR COUNTY CAMPUS

EXISTING SITE & PROPOSED DESIGN





Northeast View

STARR COUNTY CAMPUS

EXISTING SITE PHOTOS



SOUTH TEXAS
COLLEGE



West View



East View

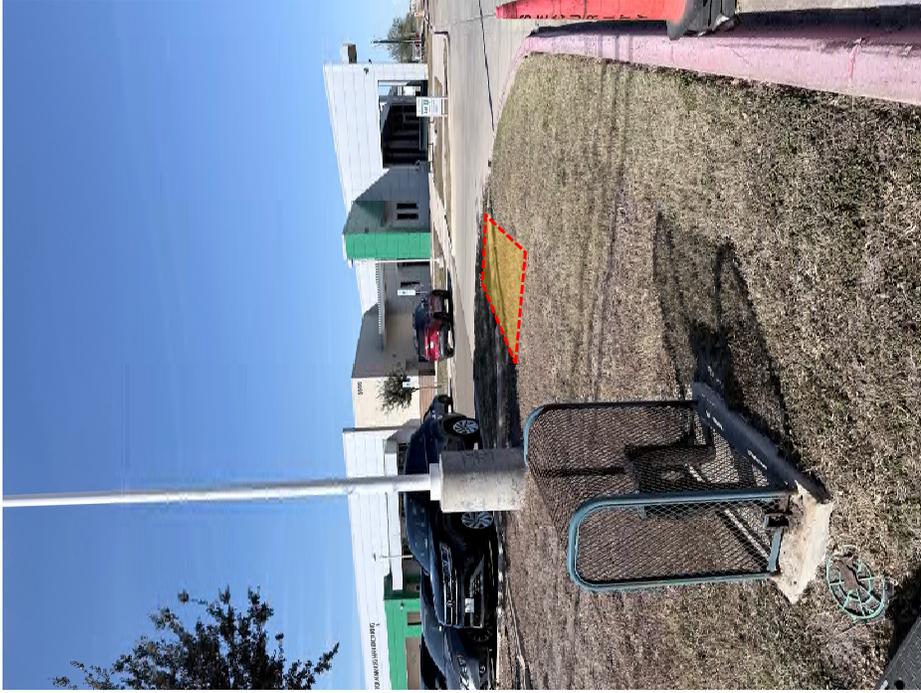
APPROXIMATE NEW MONUMENT SIGN LOCATION



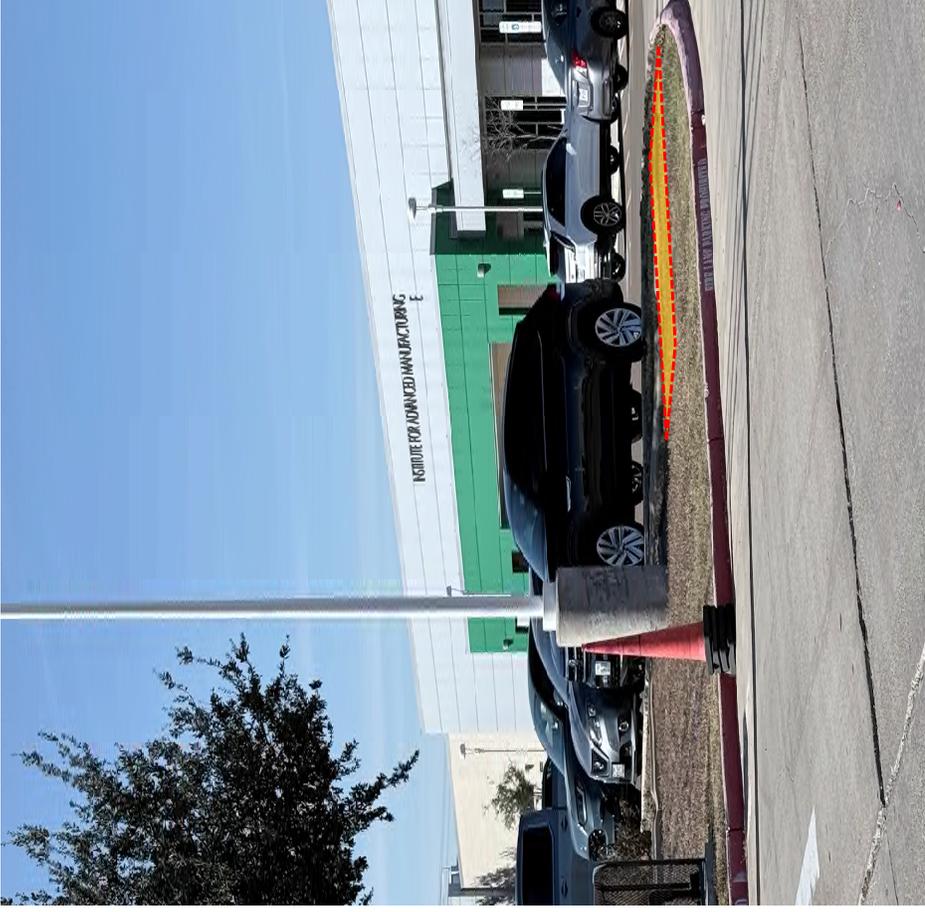
PECAN WEST

EXISTING SITE PHOTOS





North View



Northwest View

TECHNOLOGY CAMPUS

EXISTING SITE PHOTOS





North View



West View

MID VALLEY CAMPUS

EXISTING SITE PHOTOS



Existing Tree will be relocated prior to commencing project



Southwest View

First (2) existing columns and fence to be demolished by the Contractor



Northwest View

MID VALLEY CAMPUS

EXISTING SITE PHOTOS



**SOUTH TEXAS COLLEGE
DISTRICT-WIDE ENTRY MONUMENT SIGNS
PROJECT NO. 25-26-1043**

VENDOR NAME		CRC Development & Construction Co. LLC	Extreme Signs & Lighting	Huntington Sky Production dba Fastsigns	Terra Fuerte
ADDRESS		2016 S 45th St	1800 Old Sycamore	1009 S 77 Sunshine Strip	5510 N Cage Blvd Ste M
CITY/STATE/ZIP		McAllen, TX 78503	Huntsville, TX 77340	Harlingen, TX 78550	Pharr, TX 78577
PHONE			702-343-6415		956-935-1677
CONTACT		Carlo Cantu	Jenny Watkins	Ernest Macias	AJ Saldana
#	Description	Proposed	Proposed	Proposed	Proposed
1	Mid Valley Campus	\$ 260,000.00	\$ 122,166.66	\$ 210,870.00	\$ 270,000.00
2	Pecan Campus	\$ 130,000.00	\$ 61,083.33	\$ 105,435.00	\$ 148,723.00
3	Pecan West Campus	\$ 130,000.00	\$ 61,083.33	\$ 105,435.00	\$ 146,900.00
4	Technology Campus	\$ 115,320.00	\$ 65,083.33	\$ 105,435.00	\$ 136,223.00
5	Star County Campus	\$ 130,000.00	\$ 61,083.33	\$ 105,435.00	\$ 146,900.00
6	Begin Work Within	15 Working Days	90 Working Days	15 Working Days	10 Working Days
7	Completion of Work Within	270 Calendar Days	180 Calendar Days	280 Calendar Days	124 Calendar Days
TOTAL AMOUNT		\$ 765,320.00	\$ 370,499.98	\$ 632,610.00	\$ 848,746.00
TOTAL EVALUATION POINTS		89.09	*****	*****	87.28
RANKING		1	*****	*****	2

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

****The vendor did not submitted required documents, therefore not evaluated.

**SOUTH TEXAS COLLEGE
DISTRICT-WIDE ENTRY MONUMENT SIGNS
PROJECT NO. 25-26-1043
EVALUATION SUMMARY**

VENDOR NAME		CRC Development & Construction Co. LLC		Terra Fuerte	
ADDRESS		2016 S 45th St		5510 N Cage Blvd Ste M	
CITY/STATE/ZIP		McAllen, TX 78503		Pharr, TX 78577	
PHONE				956-935-1677	
CONTACT		Carlo Cantu		AJ Saldana	
1	The Respondent's price proposal. (up to 45 points) -a. Refer to RFP Section 4, Pricing and Delivery Schedule.	45	45	40.58	40.58
		45		40.58	
		45		40.58	
		45		40.58	
		45		40.58	
2	The Respondent's experience and reputation. (up to 10 points) -a. Provide total number of current company employees. -b. Provide dollar amounts for each project contracted in the past twenty four months. -c. Provide number of years your company has been in business. -d. Are there currently or in the past five years, any judgements, claims, arbitration proceedings, claim on bonds or suits pending or outstanding against your organization or its officers? -e. Provide a customer reference list of no less than five (5) organizations from whom your organization has previously provided services of equal type and scope within the past five (5) years as requested in the RFP. Reference list is to include company name, contact person, telephone number and description of the project. References will be contacted as part of this evaluation.	8	8.7	8	8.4
		8		8	
		9.5		9	
		9		9	
		9		8	
3	The quality of the Respondent's goods or services. (up to 10 points) -a. Describe your company's quality control program. -b. Explain the methods used to maintain quality control in the construction project. -c. Describe company's process for addressing warranty claims. -d. Describe the experience of key personnel responsible for maintaining quality control. -e. Provide examples of past STC construction projects or other similar projects. (all respondents will receive a minimum of 3 points for item (e) unless it is determined that past performance bond is poor). Reference for similar projects will be contacted and responses will be considered as part of this evaluation.	8	8.6	8	8.3
		8		8	
		9		8.5	
		9		9	
		9		8	
4	The Respondent's safety record. (up to 5 points) -a. Provide copy of your company's safety program or describe how job site safety is managed. Include safety policies which employees must be in compliance with. -b. What is your company's Experience Modifier Rate (EMR) for the three (3) most recent annual insurance-year ratings? -c. Have you had any OSHA fines within the last three (3) years? If yes, provide details.	4	4	4	4.1
		4		4	
		4		4	
		4		4.5	
		4		4	

**SOUTH TEXAS COLLEGE
DISTRICT-WIDE ENTRY MONUMENT SIGNS
PROJECT NO. 25-26-1043
EVALUATION SUMMARY**

VENDOR NAME		CRC Development & Construction Co. LLC		Terra Fuerte	
5	The Respondent's proposed personnel. (up to 8 points) -a. Provide resumes of the Respondent's team that will be directly involved in the project. The resume must include experience in similar projects, number of years with the firm and city of residence. -b. Describe the project assignment and the percent of time each team will be involved in the project. c. Provide list of member(s) on your staff, directly involved in managing the project, who are Certified Construction Manager through the Construction Management Association of America (CMAA) or similar. -d. Within 24 hours after the proposal delivery date and time, provide a list of key subcontractors to be used including a list of five projects recently completed by each subcontractor.	7	6.9	7	7.1
		7		7	
		7		7	
		6.5		7.5	
		7		7	
6	The Respondent's financial capability in relation to the size and scope of the project. (up to 8 points) -a. Attach a letter of intent from a surety company indicating your company's ability to bond for the entire construction cost of the project and total bonding limitation. -b. Is your company currently in default on any loan agreement or financing agreement with any bank, financial institution or other entity? If yes, provide details and prospects for resolution. -c. Provide a list and description of all construction projects currently under contract including total cost and start and end dates. -d. Attach a Dunn and Bradstreet Analysis or current financial statements, preferably audited.	6	6.6	7	6.9
		6		6	
		7		7	
		7		7.5	
		7		7	
7	The Respondent's organization and approach to the project. (up to 6 points) -a. Provide a statement of the project approach. -b. Submit a work schedule with key dates and milestones. -c. Do you anticipate difficulties in serving STC and how do you plan to manage these? What assistance will you require from STC?	5	5	5	4.9
		5		4	
		5		5	
		5		5.5	
		5		5	
8	The Respondent's time frame for completing the project. (up to 7 points) -a. Refer to RFP Section 4, Pricing and Delivery Schedule.	3.29	3.29	7	7
		3.29		7	
		3.29		7	
		3.29		7	
		3.29		7	
9	The impact on the ability of the district to comply with laws and rules relating to historically underutilized businesses. (up to 1 point)	1	1	0	0
		1		0	
		1		0	
		1		0	
		1		0	
TOTAL EVALUATION POINTS		89.09		87.28	
RANKING		1		2	

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

Consent Agenda:

e. Approval on Contracting Construction Services for District Wide Existing Monument Signs Replacements

Purpose	To contract construction services for the project.
Justification	<p>On February 25, 2025, the Board of Trustees approved the solicitation of construction services for the project.</p> <p>The project consists of installing updated entry monument signage district-wide.</p> <p>The proposed scope of work is summarized as follows:</p> <ul style="list-style-type: none">• Installation of updated monument signage at existing campus entries
Enclosed Documents	<p>Appendix A – RFP Solicitation Information Appendix B – Project Presentation Appendix C – Ranking and Evaluations of Respondents Appendix D – Fact Sheet</p>
Funding	<p>The total estimated cost of the District Wide Signage Replacement Project 2025-028R is \$250,000.</p> <p>The funds are available in the Renewals and Replacements Fund for use in FY 2025 – 2026.</p>
Staff Resource	<p>Ricardo de la Garza, Executive Director for Facilities Planning & Construction Mary Del Paz, Vice President for Finance and Administrative Services</p>
Recommendation	The Facilities Committee recommended Board approval to authorize contracting construction services with Sign Depot USA, LLC in the amount of \$127,127.84 for the District Wide Existing Monument Signs Replacements project as presented.

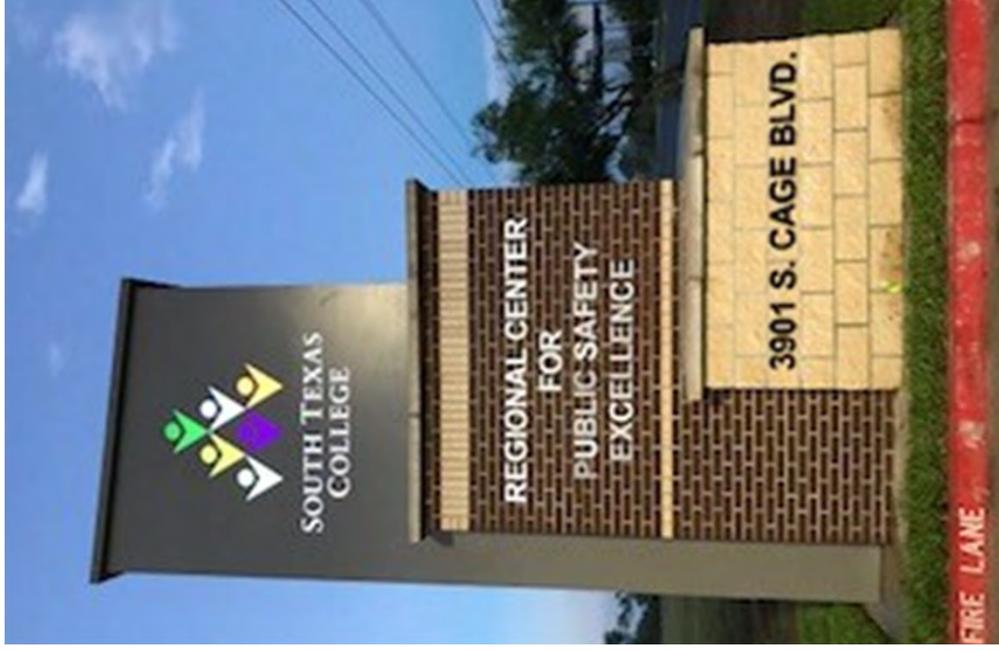
Appendix A
RFP Solicitation Information

Advertised on	February 11, 2026 and February 18, 2026
RFP Responses Due	February 26, 2026
RFP Issued To	Six Hundred Forty-Eight (648) vendors
Responses Received From	Six (6) Vendors, of which two (2) submitted incomplete required documentation; therefore, they were not considered.
Responses Reviewed By	Facilities Operations & Maintenance, Facilities Planning & Construction, and the Purchasing Department.

Appendix B
Project Presentation follows in the packet.

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

Appendix D
Fact Sheet follows in the packet.



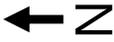
DISTRICT-WIDE SIGNAGE REPLACEMENT OF EXISTING ENTRY MONUMENT SIGNS

2025-028R





UPDATE EXISTING MONUMENT SIGN



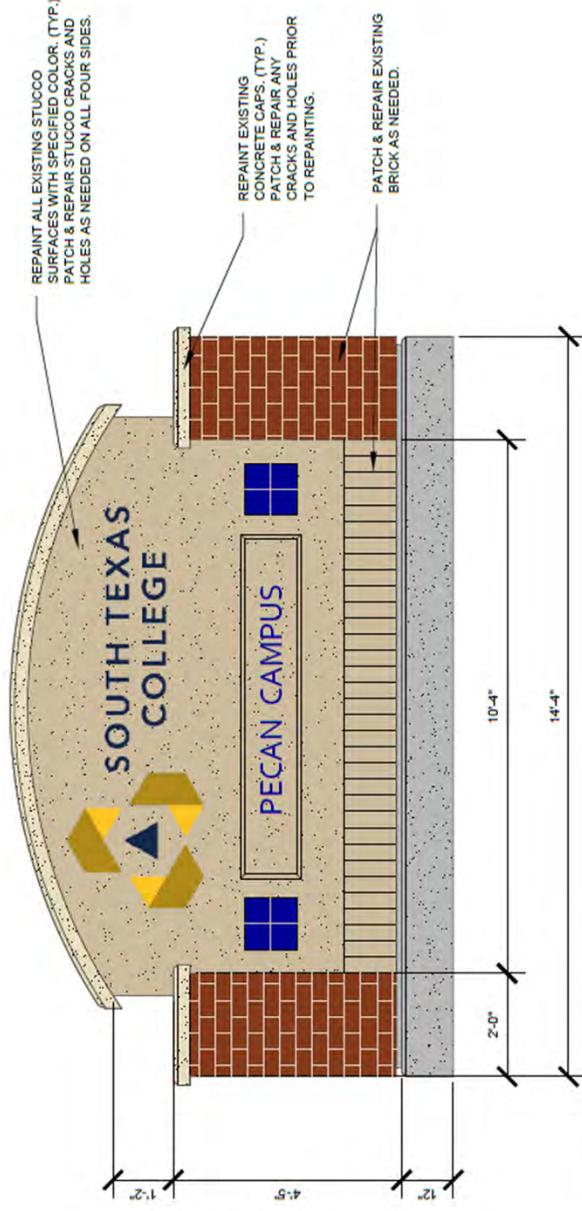
PECAN CAMPUS

EXISTING ENTRY MONUMENT SIGN LOCATION





North View

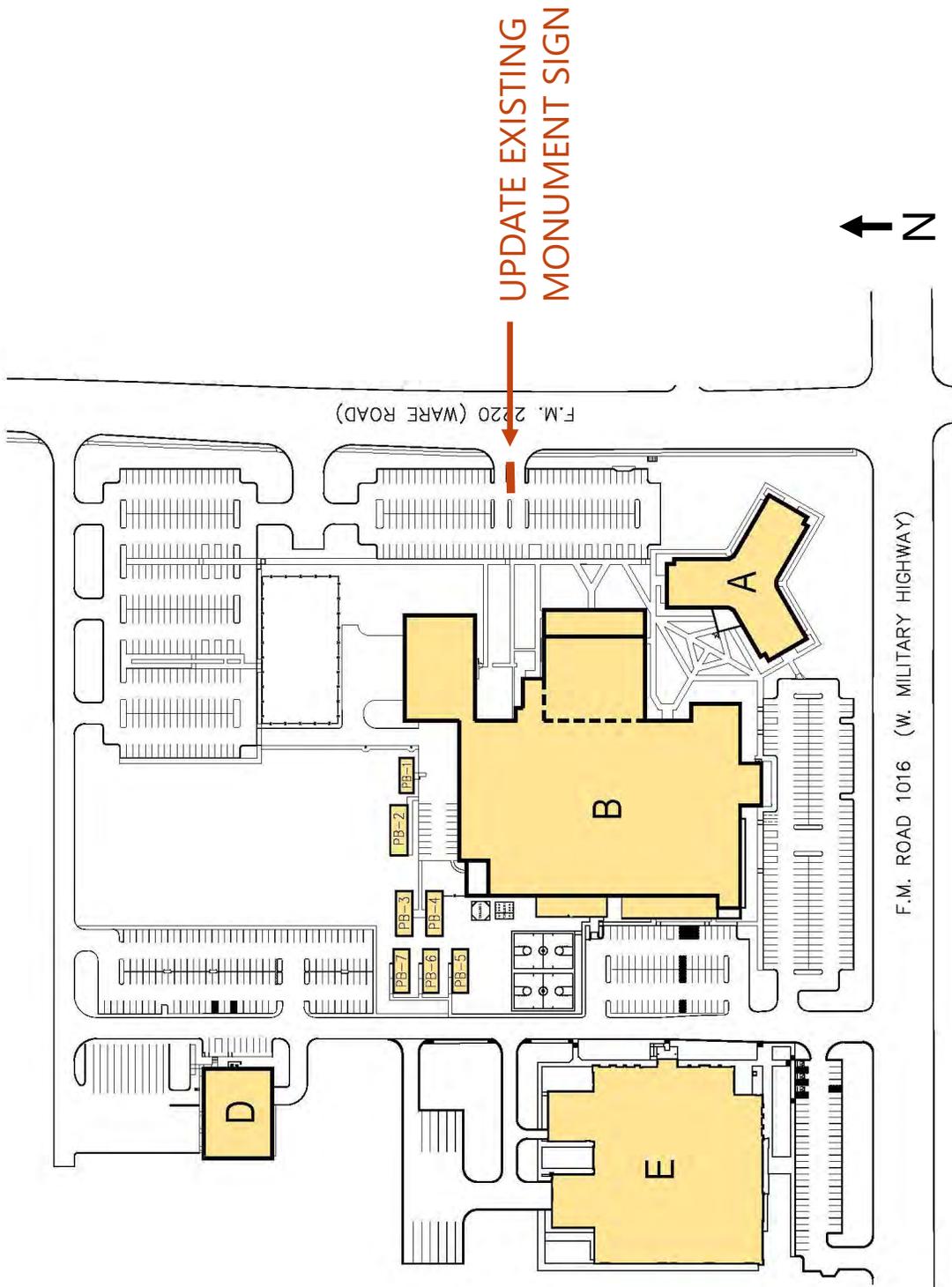


① PECAN EXISTING MONUMENT SIGN DETAILS
1/2" = 1'-0"

PECAN CAMPUS EXISTING MONUMENT & PROPOSED DESIGN



SOUTH TEXAS
COLLEGE



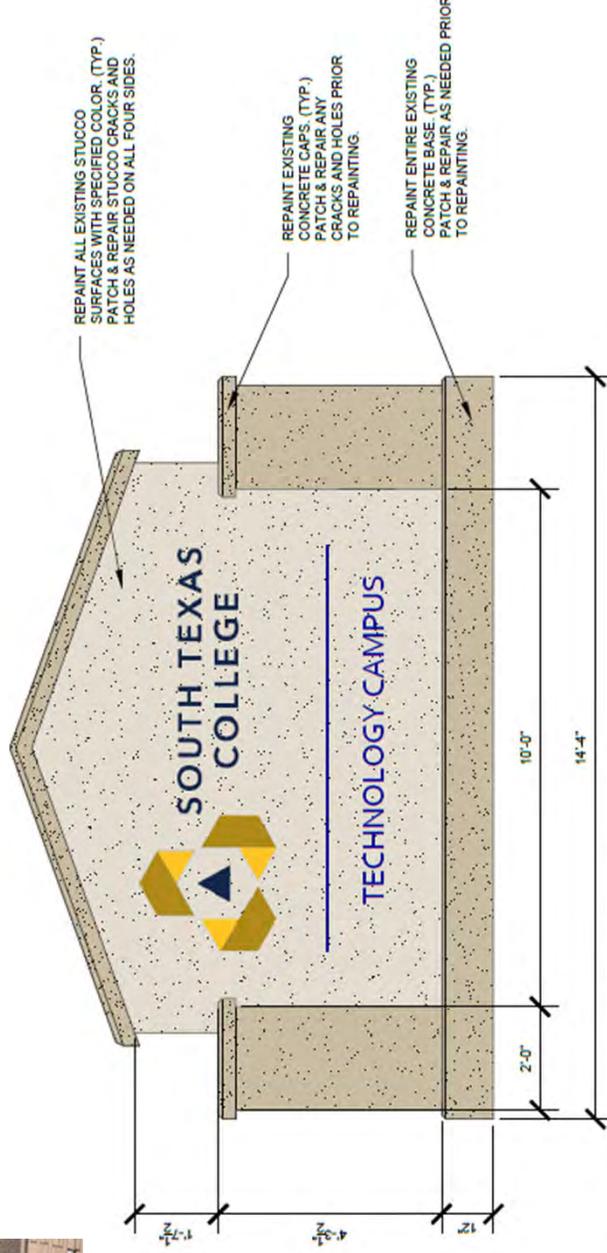
TECHNOLOGY CAMPUS

EXISTING ENTRY MONUMENT SIGN LOCATION





North View



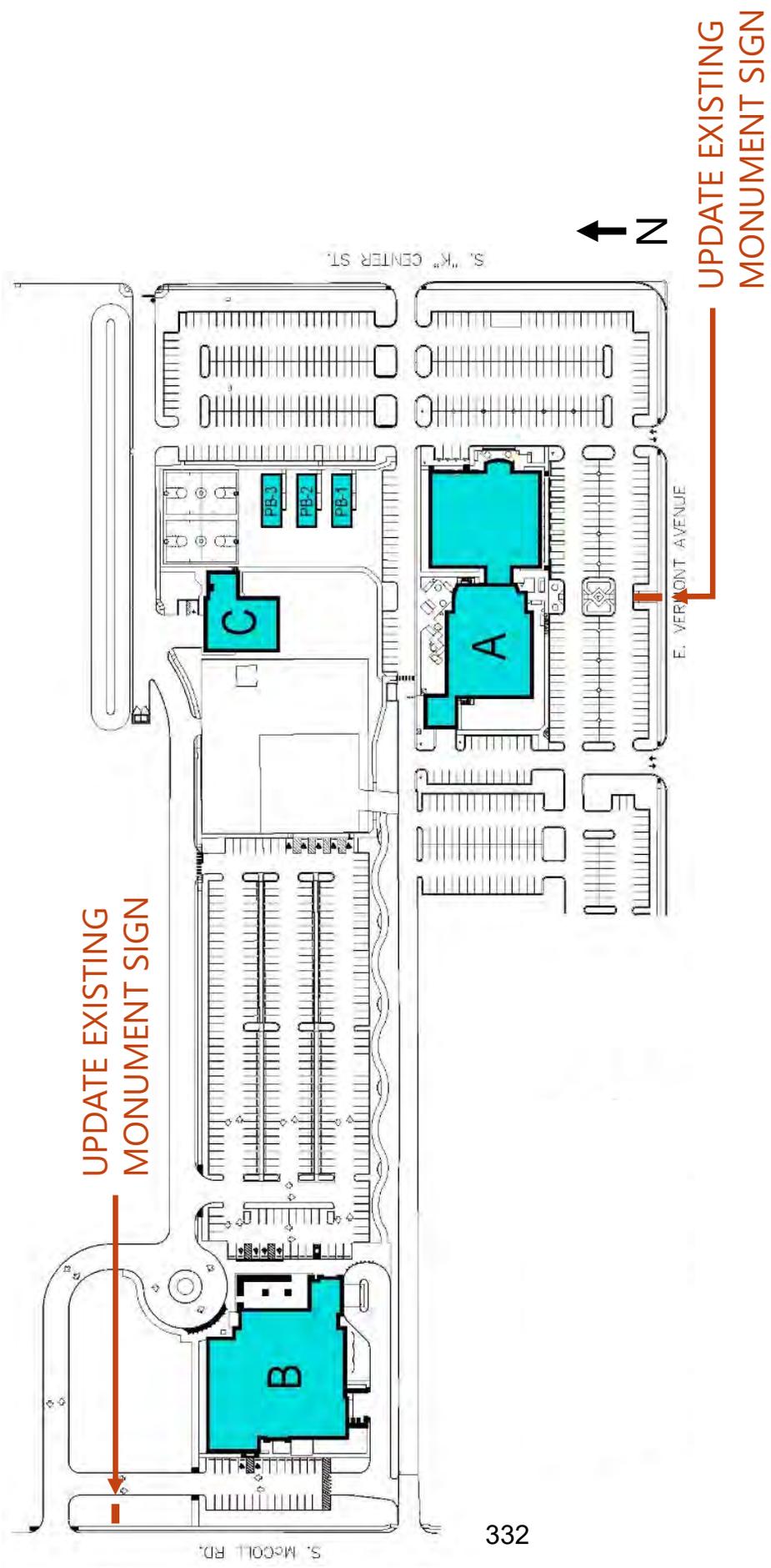
① TECHNOLOGY EXISTING MONUMENT SIGN DETAILS
1/17/2018

TECHNOLOGY CAMPUS

EXISTING MONUMENT & PROPOSED DESIGN

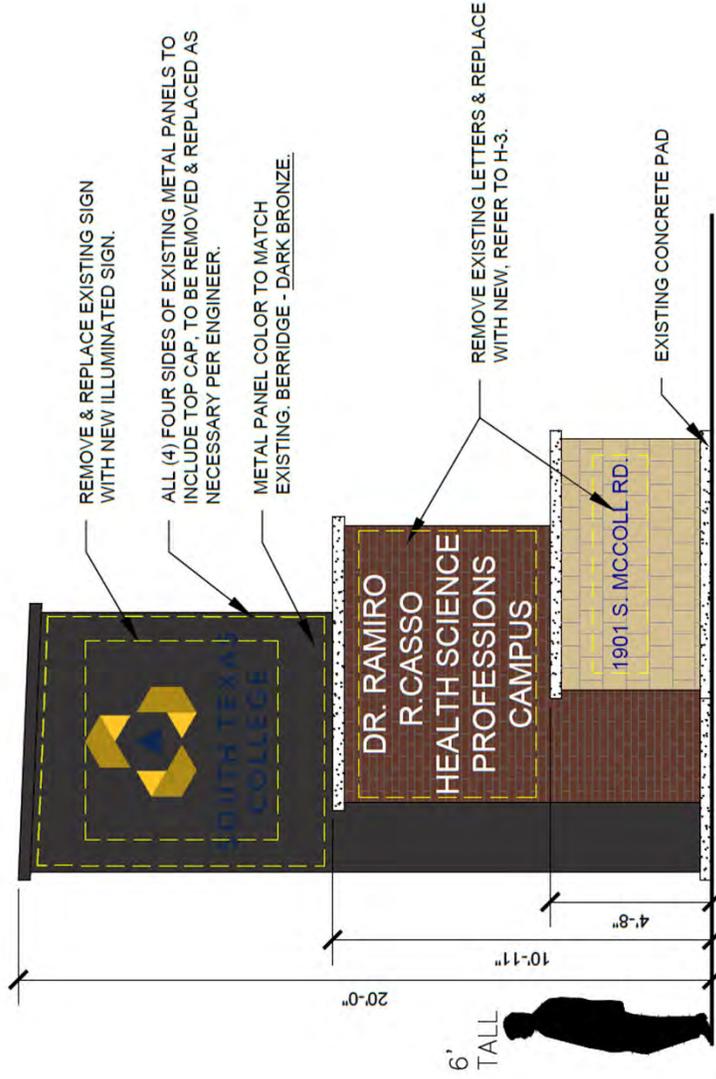


SOUTH TEXAS COLLEGE



**DR. RAMIRO R. CASSO
HEALTH SCIENCE PROFESSIONS CAMPUS
EXISTING ENTRY MONUMENT SIGN LOCATION**





① HEALTH SCIENCE PROFESSIONS EXISTING MONUMENT DETAIL
1/4" = 1'-0"

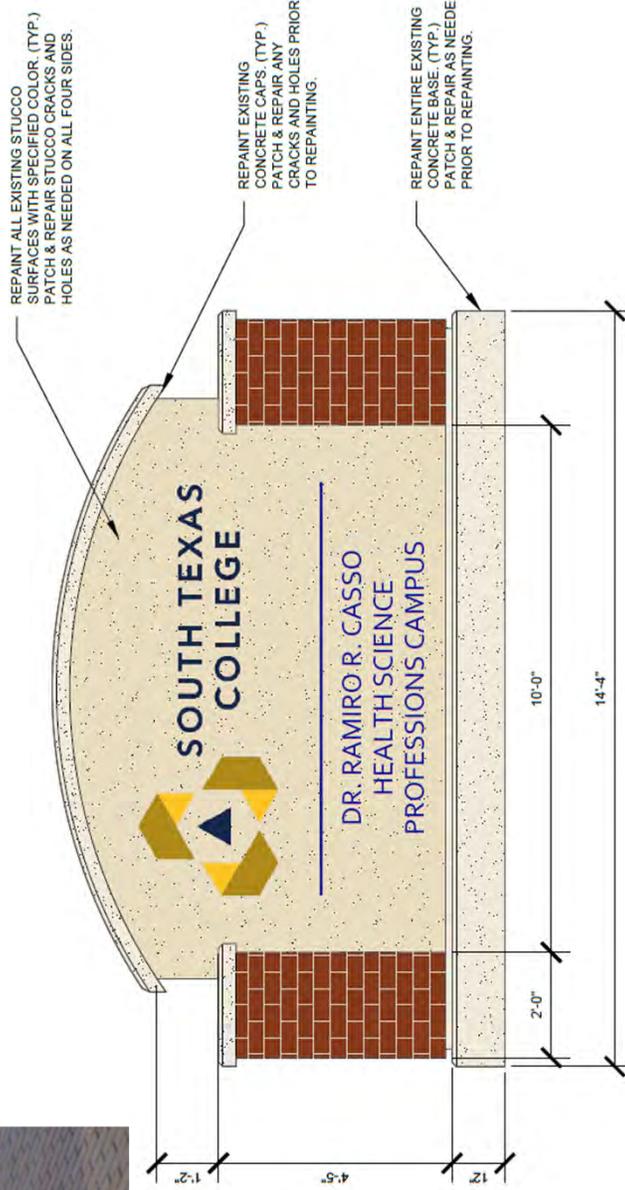
South View of Existing Entry Monument – West Entrance on McColl Rd.

DR. RAMIRO R. CASSO HEALTH SCIENCE PROFESSIONS CAMPUS EXISTING MONUMENT & PROPOSED DESIGN





Existing Entry Monument – Vermont St.

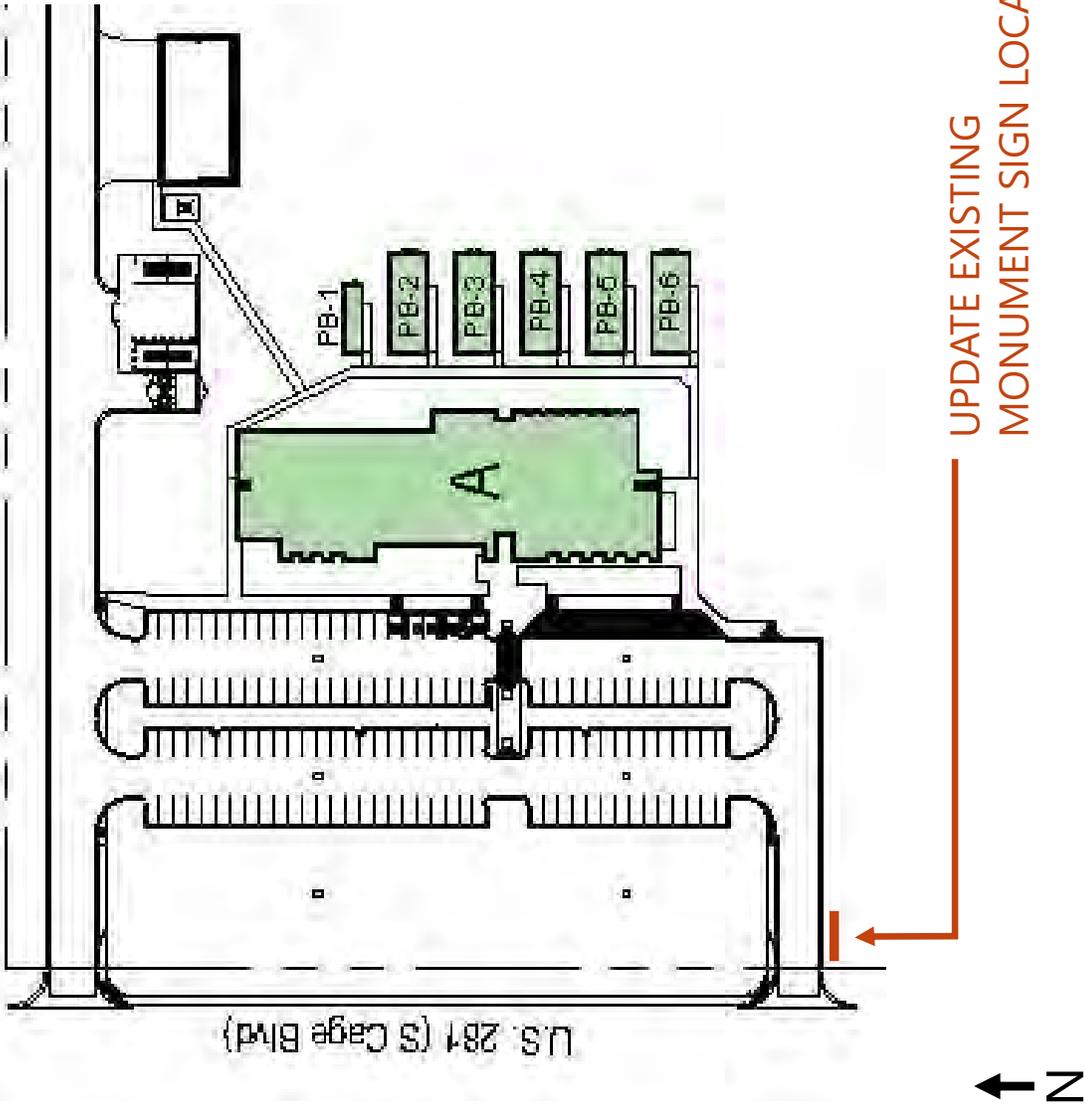


① HEALTH SCIENCE PROFESSIONS EXISTING MONUMENT SIGN DETAILS
1/2" = 1'-0"

DR. RAMIRO R. CASSO HEALTH SCIENCE PROFESSIONS CAMPUS EXISTING MONUMENT & PROPOSED DESIGN



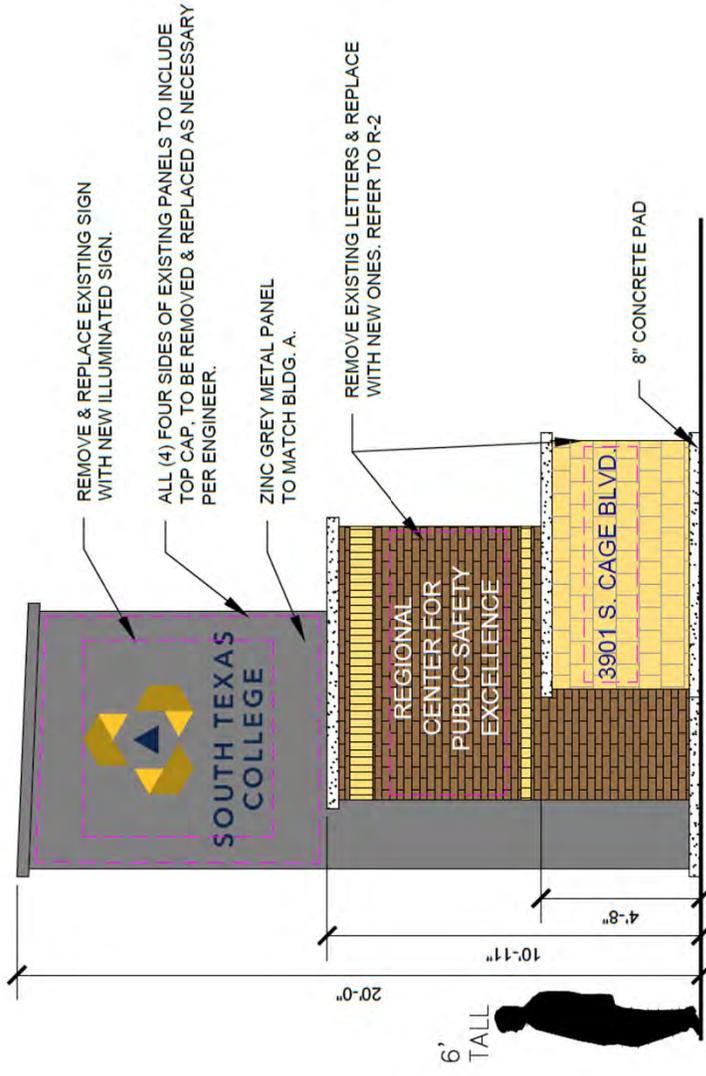
SOUTH TEXAS
COLLEGE



REGIONAL CENTER FOR PUBLIC SAFETY EXCELLENCE
EXISTING ENTRY MONUMENT SIGN LOCATION



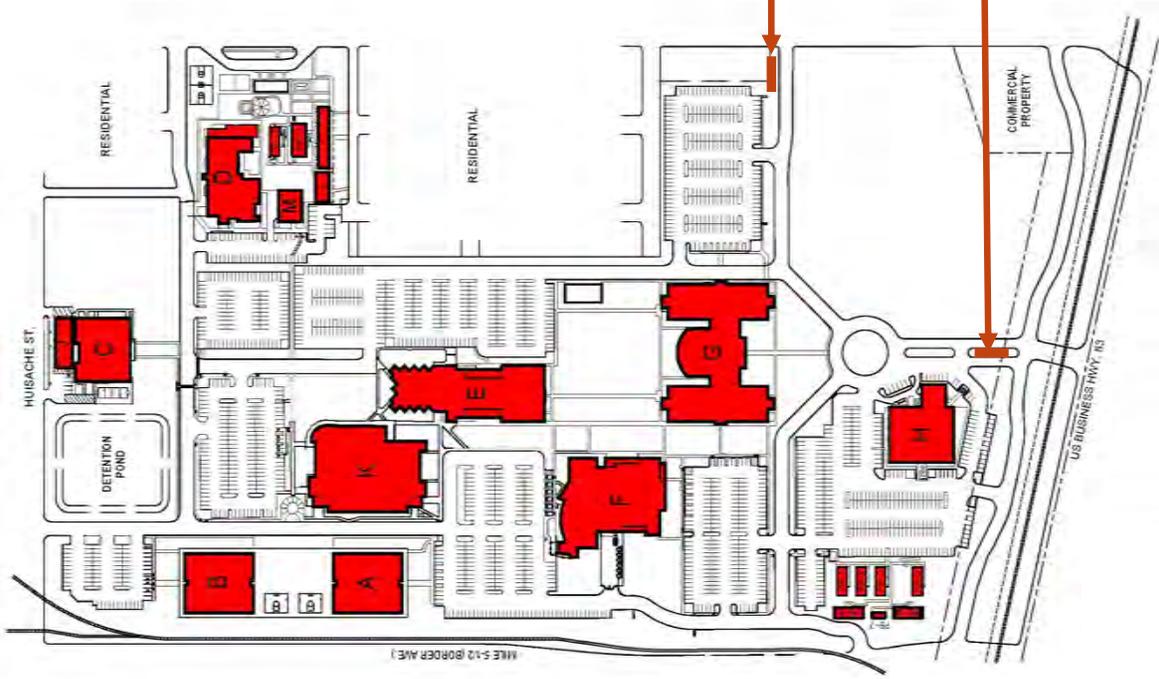
North View of Existing Entry Monument – Southwest Entrance along Cage Blvd.



① REGIONAL CENTER FOR PUBLIC SAFETY EXCELLENCE EXISTING MONUMENT DETAIL
1/4" = 1'-0"

REGIONAL CENTER FOR PUBLIC SAFETY EXCELLENCE EXISTING MONUMENT & PROPOSED DESIGN





UPDATE EXISTING
MONUMENT SIGN

UPDATE EXISTING
MONUMENT SIGN



MID VALLEY CAMPUS

EXISTING ENTRY MONUMENT SIGN LOCATION

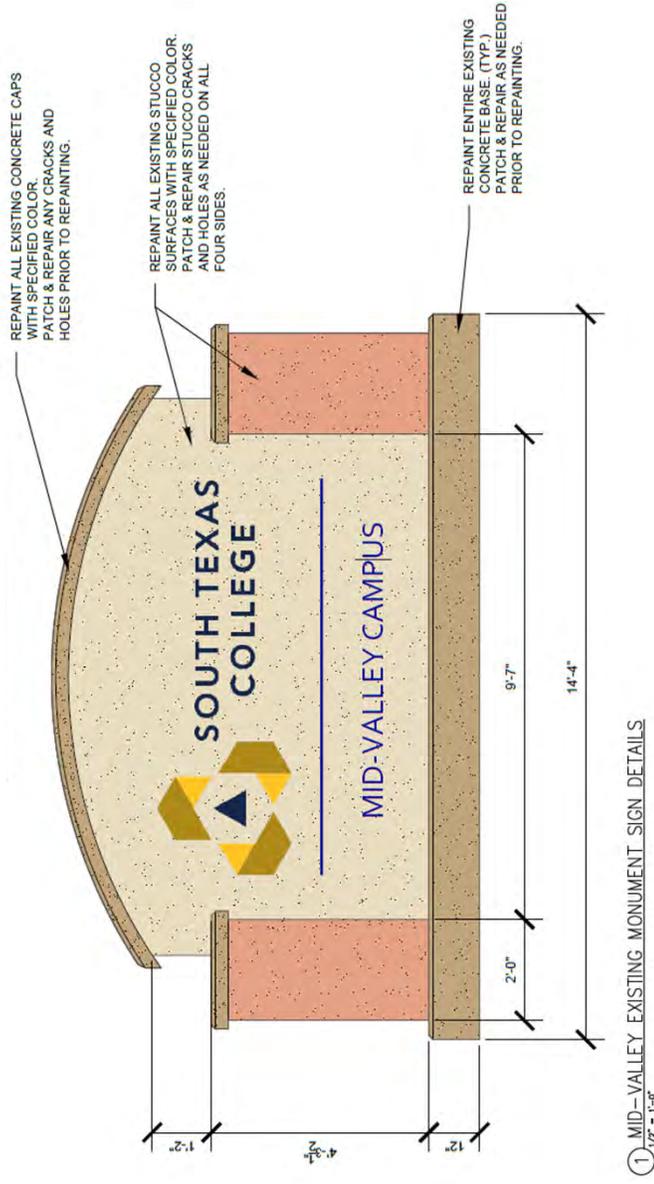




Existing Monument – East Entrance along Republic St.



Existing Monument – South Entrance along Business 83



MID VALLEY CAMPUS

EXISTING MONUMENT & PROPOSED DESIGN



HIGH SCHOOL

UPDATE EXISTING MONUMENT SIGN

EXISTING MONUMENT SIGN TO BE DEMOLISHED BY OTHERS

UPDATE EXISTING MONUMENT SIGN LOCATION



STARR COUNTY CAMPUS 

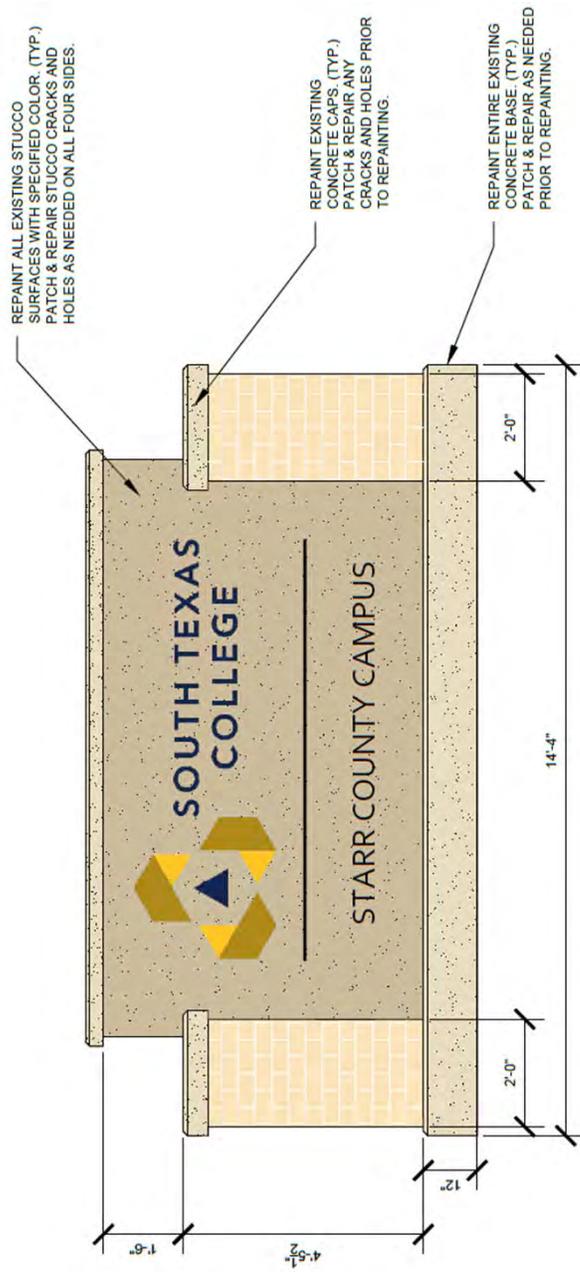
STARR COUNTY CAMPUS

EXISTING ENTRY MONUMENT SIGN LOCATION





Northeast View
Monument Sign on The Northwest
Entrance of FM3167



① STARR EXISTING MONUMENT SIGN DETAILS
1/2" = 1'-0"

STARR COUNTY CAMPUS

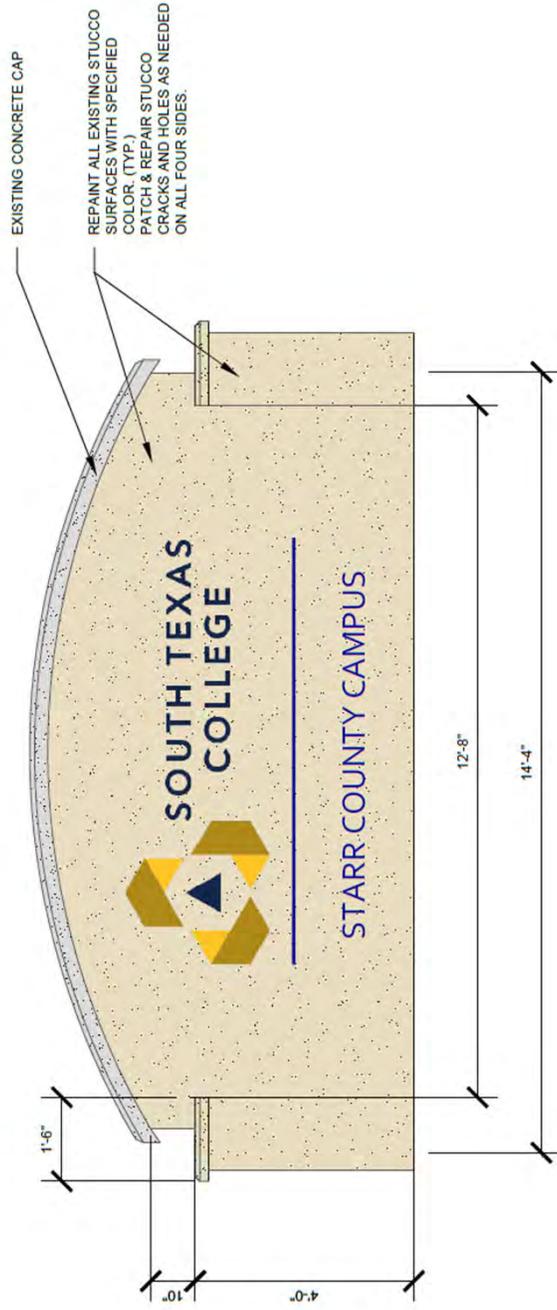
EXISTING MONUMENT & PROPOSED DESIGN



SOUTH TEXAS
COLLEGE



East View – Monument Sign on The Southwest Entrance of FM3167

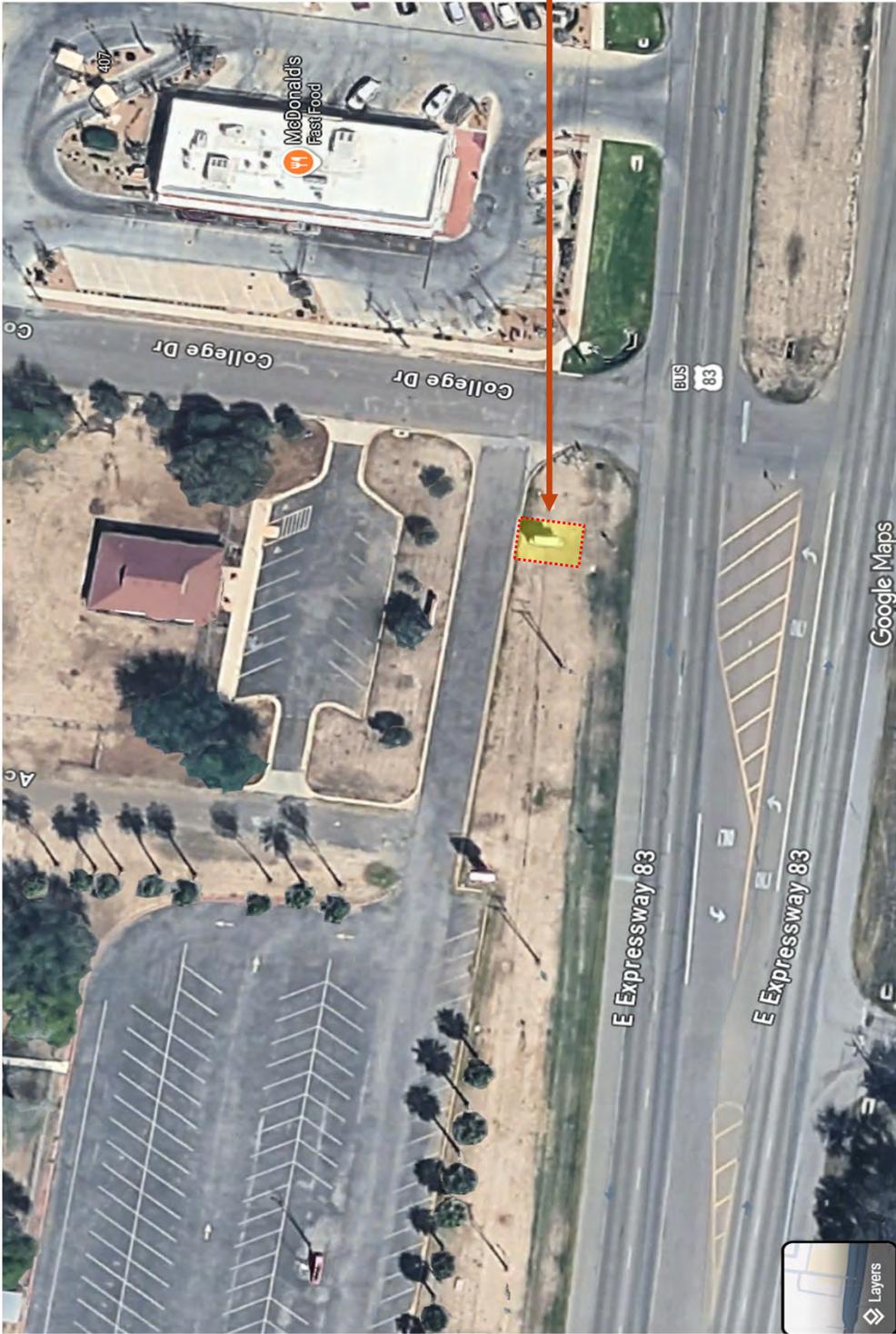


① STARR EXISTING MONUMENT SIGN DETAILS
1/2" = 1'-0"

STARR COUNTY CAMPUS

EXISTING MONUMENT & PROPOSED DESIGN





EXISTING
MONUMENT SIGN
LOCATION



LA JOYA MONUMENT SIGN

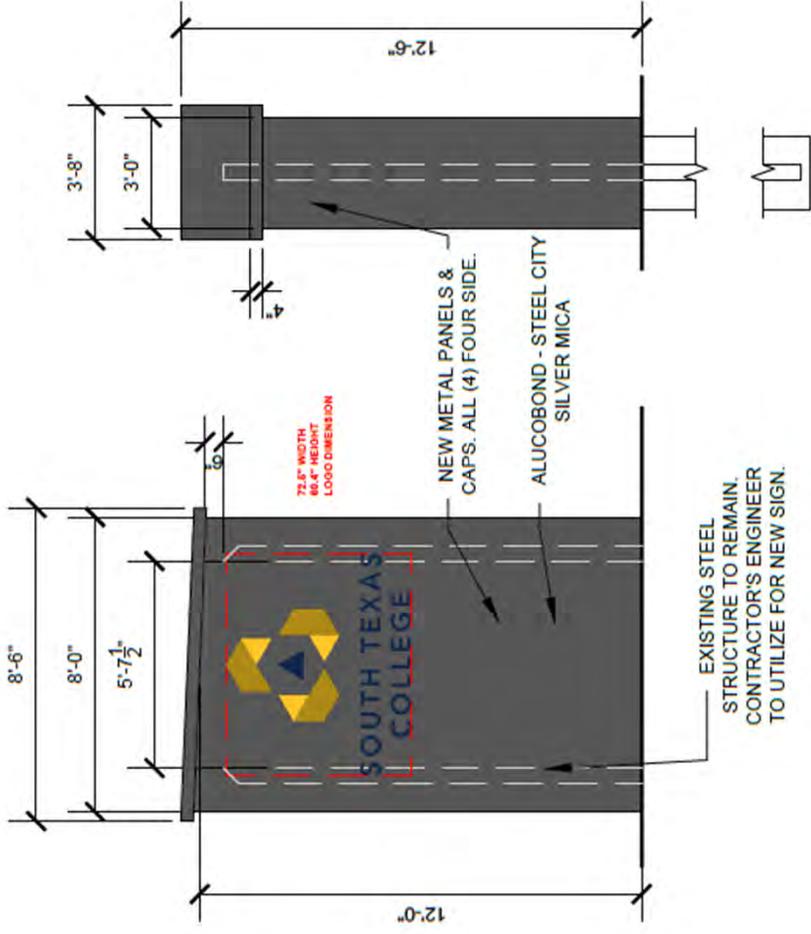
EXISTING ENTRY MONUMENT SIGN LOCATION



SOUTH TEXAS
COLLEGE



Existing monument sign



② PROPOSED MONUMENT SIGN DETAIL
1/4" = 1'-0"

LA JOYA MONUMENT SIGN

EXISTING MONUMENT & PROPOSED DESIGN



**SOUTH TEXAS COLLEGE
DISTRICT-WIDE SIGNAGE REPLACEMENT OF EXISTING ENTRY MONUMENT SIGNS
PROJECT NO. 25-26-1044**

VENDOR NAME	Aim N Graphic Solutions LLC dba Red Elephant	Bakers' Signs & Manufacturing	CRC Development & Construction Co. LLC	Extreme Signs & Lighting	Huntington Sky Production dba Fastsigns	Sign Depot USA, LLC
ADDRESS	200 East Valley Ridge	11201 FM 1485	2016 S 45th St	1800 Old Sycamore	1009 S 77 Sunshine Strip	105 E Interstate 2 Ste F
CITY/STATE/ZIP	Lewisville, TX 75057	Comroe, TX 77306	McAllen, TX 78503	Huntsville, TX 77340	Hartlingen, TX 78550	Pharr, TX 78577
PHONE	972-267-3100	936-380-6226		702-343-6415		956-687-7446
CONTACT	Varshini Arza	Enrique Soto	Carlo Cantu	Jenny Watkins	Ernest Macias	Ruben Cepeda
Description	Proposed	Proposed	Proposed	Proposed	Proposed	Proposed
1 Mid Valley Campus	\$ 13,326.80	\$ 22,400.00	\$ 60,000.00	\$ 10,250.00	\$ 23,883.70	\$ 11,671.70
2 Dr. Ramiro R. Casso Health Science Professions Campus	\$ 67,755.34	\$ 37,600.00	\$ 80,000.00	\$ 47,750.00	\$ 30,337.20	\$ 39,797.20
3 Pecan Campus Replacement	\$ 7,236.36	\$ 11,200.00	\$ 30,000.00	\$ 8,750.00	\$ 11,076.50	\$ 10,824.98
4 Regional Center for Public Safety Excellence Campus	\$ 54,768.10	\$ 18,800.00	\$ 40,320.00	\$ 8,750.00	\$ 23,669.85	\$ 24,127.61
5 Star County Campus	\$ 13,687.52	\$ 22,400.00	\$ 80,000.00	\$ 52,300.00	\$ 26,030.88	\$ 11,225.74
6 South Texas College Higher Education Center La Joya	\$ 29,126.02	\$ 25,225.00	\$ 45,000.00	\$ 32,650.00	\$ 17,280.00	\$ 17,768.00
7 Technology Campus	\$ 7,080.76	\$ 11,200.00	\$ 30,000.00	\$ 23,450.00	\$ 12,280.18	\$ 11,712.61
8 Begin Work Within	NA	10 Working Days	10 Working Days	90 Working Days	15 Working Days	60 Working Days
9 Completion of Work Within	NA	70 Calendar Days	240 Calendar Days	180 Calendar Days	280 Calendar Days	90 Calendar Days
TOTAL AMOUNT	\$ 192,980.90	\$ 148,825.00	\$ 365,320.00	\$ 183,900.00	\$ 144,558.31	\$ 127,127.84
TOTAL EVALUATION POINTS	68.00	83.90	58.66	****	****	89.30
RANKING	3	2	4	****	****	1

The Director of Purchasing has reviewed all the responses and evaluations completed.
 ****The vendor did not submit required documents, therefore not evaluated.

**SOUTH TEXAS COLLEGE
DISTRICT-WIDE SIGNAGE REPLACEMENT OF EXISTING ENTRY MONUMENT SIGNS
PROJECT NO. 25-26-1044
EVALUATION SUMMARY**

VENDOR NAME		Aim N Graphic Solutions LLC dba Red Elephant	Bakers' Signs & Manufacturing	CRC Development & Construction Co. LLC	Sign Depot USA, LLC				
ADDRESS		200 East Valley Ridge	11201 FM 1485	2016 S 45th St	105 E Interstate 2 Ste F				
CITY/STATE/ZIP		Lewisville, TX 75057	Conroe, TX 77306	McAllen, TX 78503	Pharr, TX 78577				
PHONE		972-267-3100	936-380-6226		956-687-7446				
CONTACT		Varshini Arza	Enrique Soto	Carlo Cantu	Ruben Cepeda				
1	The Respondent's price proposal. (up to 45 points) -a. Refer to RFP Section 4, Pricing and Delivery Schedule.	29.64	29.64	38.44	38.44	15.66	15.66	45	45
		29.64		38.44		15.66		45	
		29.64		38.44		15.66		45	
		29.64		38.44		15.66		45	
		29.64		38.44		15.66		45	
2	The Respondent's experience and reputation. (up to 10 points) -a. Provide total number of current company employees. -b. Provide dollar amounts for each project contracted in the past twenty four months. -c. Provide number of years your company has been in business. -d. Are there currently or in the past five years, any judgements, claims, arbitration proceedings, claim on bonds or suits pending or outstanding against your organization or its officers? -e. Provide a customer reference list of no less than five (5) organizations from whom your organization has previously provided services of equal type and scope within the past five (5) years as requested in the RFP. Reference list is to include company name, contact person, telephone number and description of the project. References will be contacted as part of this evaluation.	7	8	9	8.1	8.5	8.7	9	8.6
		8		7		9		8	
		9		9		9		9	
		9		8.5		9		9	
		7		7		8		8	
3	The quality of the Respondent's goods or services. (up to 10 points) -a. Describe your company's quality control program. -b. Explain the methods used to maintain quality control in the construction project. -c. Describe company's process for addressing warranty claims. -d. Describe the experience of key personnel responsible for maintaining quality control. -e. Provide examples of past STC construction projects or other similar projects. (all respondents will receive a minimum of 3 points for item (e) unless it is determined that past performance bond is poor). Reference for similar projects will be contacted and responses will be considered as part of this evaluation.	9	8.4	9	8.2	9	8.6	8.5	8.5
		8		7		8		8	
		9		9		9		9	
		9		9		9		9	
		7		7		8		8	
4	The Respondent's safety record. (up to 5 points) -a. Provide copy of your company's safety program or describe how job site safety is managed. Include safety policies which employees must be in compliance with. -b. What is your company's Experience Modifier Rate (EMR) for the three (3) most recent annual insurance-year ratings? -c. Have you had any OSHA fines within the last three (3) years? If yes, provide details.	4.5	3.66	4	3.9	4	4	4	4
		3		4		4		4	
		4		3.5		4		4	
		3.8		4		4		4	
		3		4		4		4	

**SOUTH TEXAS COLLEGE
DISTRICT-WIDE SIGNAGE REPLACEMENT OF EXISTING ENTRY MONUMENT SIGNS
PROJECT NO. 25-26-1044
EVALUATION SUMMARY**

VENDOR NAME		Aim N Graphic Solutions LLC dba Red Elephant	Bakers' Signs & Manufacturing	CRC Development & Construction Co. LLC	Sign Depot USA, LLC
5	The Respondent's proposed personnel. (up to 8 points)	7	6.5	7	7
	-a. Provide resumes of the Respondent's team that will be directly involved in the project. The resume must include experience in similar projects, number of years with the firm and city of residence.	7	7	7	7
	-b. Describe the project assignment and the percent of time each team will be involved in the project.	6	7	7	7
	c. Provide list of member(s) on your staff, directly involved in managing the project, who are Certified Construction Manager through the Construction Management Association of America (CMAA) or similar.	7	6.8	6.8	7
	-d. Within 24 hours after the proposal delivery date and time, provide a list of key subcontractors to be used including a list of five projects recently completed by each subcontractor.	6	6	6	7
6	The Respondent's financial capability in relation to the size and scope of the project. (up to 8 points)	7	7	6.5	6.5
	-a. Attach a letter of intent from a surety company indicating your company's ability to bond for the entire construction cost of the project and total bonding limitation.	7	7	7	7
	-b. Is your company currently in default on any loan agreement or financing agreement with any bank, financial institution or other entity? If yes, provide details and prospects for resolution.	7	7	7	7
	-c. Provide a list and description of all construction projects currently under contract including total cost and start and end dates.	7	7	7	7
	-d. Attach a Dunn and Bradstreet Analysis or current financial statements, preferably audited.	6	6	6	6
7	The Respondent's organization and approach to the project. (up to 6 points)	5	5	5	5
	-a. Provide a statement of the project approach.	5	5	5	5
	-b. Submit a work schedule with key dates and milestones.	5	5	5	5
	-c. Do you anticipate difficulties in serving STC and how do you plan to manage these? What assistance will you require from STC?	5.5	5	5	5
		4	4	5	4
8	The Respondent's time frame for completing the project. (up to 7 points)	0	7	2.24	3.7
	-a. Refer to RFP Section 4, Pricing and Delivery Schedule.	0	7	2.24	3.7
		0	7	2.24	3.7
		0	7	2.24	3.7
		0	7	2.24	3.7
9	The impact on the ability of the district to comply with laws and rules relating to historically underutilized businesses. (up to 1 point)	0	0	1	1
		0	0	1	1
		0	0	1	1
		0	0	1	1
		0	0	1	1
TOTAL EVALUATION POINTS		68.00	83.90	58.66	89.30
RANKING		3	2	4	1

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



Project Fact Sheet
3/4/2026

Project Name District Wide - Signage Replacement		Project No. 2025-028R						
Funding Source(s): Renewals & Replacements Fund								
		FY 24-25			FY 25-26			
		Total	FY 24-25	Variance of	Total	FY 25-26	Variance of	Total Actual
		Project Budget	Actual Expenditures	Project Budget vs. Actual Expenditures	Project Budget	Actual Expenditures	Project Budget vs. Actual Expenditures	Expenditures To Date
Construction:		\$ 250,000.00	\$ -	\$ 250,000.00	\$ 250,000.00	\$ -	\$ 250,000.00	\$ -
Design		-	-	-	-	-	-	-
Miscellaneous:		-	262.50	(262.50)	-	-	-	262.50
FFE:		-	-	-	-	-	-	-
Technology:		-	-	-	-	-	-	-
Total:		\$ 250,000.00	\$ 262.50	\$ 249,737.50	\$ 250,000.00	\$ -	\$ 250,000.00	\$ 262.50

Project Team		Board Status					
Approval to Solicit Architect/Engineer:	N/A	Board Approval of Schematic Design	N/A	Vendor	Contract Amount	Actual Expenditures	Variance
Contractor:	TBD			TBD	\$ -	\$ -	\$ -
		Wayfinding	Monument Signs	Wayfinding	Monument Signs		
		Substantial Completion	TBD	Board Acceptance	TBD	Board Acceptance	TBD
STC FPC Project Manager:	David Valdez / Kelly Nelson	Final Completion	TBD	Board Acceptance	TBD	Board Acceptance	TBD
Project Description		Project Scope					
Replacing and Updating the existing College Signage at each campus District Wide.		Design and installation to replace existing College Signage (Entry Monument, Directional Wayfinding Signage, and Interior Wayfinding Signage) District Wide.					

Projected Timeline for Wayfinding Signage Replacement							
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	2/18/2025	10/8/2025	11/30/2025	3/24/2026	4/28/2026	N/A
Projected Timeline for Signage Replacement							
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	2/18/2025	3/24/2026	4/24/2026	9/22/2026	10/27/2026	N/A
Project Calendar of Expenditures by Fiscal Year							
Fiscal Year	Construction	Design	Miscellaneous	FFE	Tech	Project Total	
2024-25	-	-	262.50	-	-	\$ 262.50	
2025-26	-	-	-	-	-	\$ -	
Project Total	\$ -	\$ -	\$ 262.50	\$ -	\$ -	\$ 262.50	

Current Agenda Item

03/10/2026 Facilities Committee Meeting - Review and Recommend Action on Contracting Construction Service for District-Wide Existing Monument Signs Replacements



Entry Monument Signs



Directional Wayfinding Signage



Entry Monument Signage



Interior Facility Wayfinding

FPC Project Manager

FPC Director

FPC Executive Director

Consent Agenda:

f. Approval on Final Completion of the District Wide Stucco Repainting Phase II at Starr County 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 28, 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 D, F, and J, was \$240,000.00.

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 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 The Committee recommended Board approval of final completion and release of final payment in the amount of \$47,277.30 with Terra Fuerte Construction, LLC. for 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
Final 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





**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

March 02, 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 – Starr County Campus

South Texas College Facilities Planning and Construction recommends Final Acceptance of the STC **District Wide Repainting of Exterior Stucco – Starr County Campus Buildings D, F & J** as of **February 24, 2026**, and recommends release of final payment to Terra Fuerte Construction, LLC.

If you have any questions, please contact our office.

Sincerely,

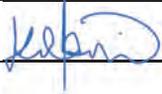
Rick de la Garza, Executive Director
Facilities Planning & Construction
3200 W. Pecan Blvd., Bldg. N. Suite 179
McAllen, TX 78501
Phone: 956-872-3737
Fax: 956-872-3747



Project Fact Sheet
3/2/2026

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>		
		<u>Expenditures</u>	<u>Expenditures</u>	<u>Expenditures</u>			<u>Expenditures</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		<u>Location</u>	<u>Vendor</u>	<u>Amount</u>	<u>Expenditures</u>	<u>Variance</u>	
Architect/Engineer: N/A				<u>Building D</u>	<u>Terra Fuerte</u>	\$ 74,400.00	\$ 59,774.00	\$ 14,626.00	
Contractor: Terra Fuerte		<u>Building J</u>	<u>Terra Fuerte</u>	\$ 88,800.00	\$ 71,053.35	\$ 17,746.65			
		<u>Building F</u>	<u>Terra Fuerte</u>	\$ 76,800.00	\$ 61,895.35	\$ 14,904.65			
Contractor:		Substantial Completion 1/28/2026		<u>Board Acceptance</u>		TBD			
STC FPC Project Manager: Kelly Nelson				Final Completion TBD		<u>Board Acceptance</u>		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									
<u>Board Approval to Solicit Architect/Engineer</u>	<u>Board Approval of Architect/Engineer</u>	<u>Board Approval of Schematic Design</u>	<u>Board Approval of Contractor</u>	<u>Construction Start Date</u>	<u>Board Approval of Substantial Completion Date</u>	<u>Board Approval of Final Completion Date</u>	<u>FFE Completion of Move In</u>		
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									
<u>Fiscal Year</u>	<u>Construction</u>	<u>Design</u>	<u>Miscellaneous</u>	<u>FFE</u>	<u>Tech</u>	<u>Project Total</u>			
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									
03/10/2026 Facilities Committee Meeting - Review and Recommend Action on Final 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:

g. Approval on Providing Reimbursement Funds to the City of McAllen for the Pecan West Property Subdivision Project

Purpose To approve providing reimbursement funds to the City of McAllen.

Justification On January 31, 2023, the Board of Trustees approved contracting civil engineering services with Perez Consulting Engineers, LLC. to provide the subdivision plat for the Pecan West property.

As part of the plat recording process, the City of McAllen has requested reimbursement funds from the College for water line and wastewater line costs in the amount of \$78,999.69 for McAllen Public Utility providing infrastructure development to the subdivision.

Enclosed Documents Appendix A – Reimbursement Worksheet

Funding Capital Improvement Projects have available funds within the Unexpended Plant Fund - Construction Fund budget 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 providing reimbursement funds for the Pecan West Property Subdivision project in the amount of \$78,999.69 to the City of McAllen as presented.

Appendix A

Reimbursement Worksheet follows in the packet.

**SUBDIVISION REIMBURSEMENT WORKSHEET
STC WEST 30 ACRES SUBDIVISION**

WATER LINE REIMB. CALCULATIONS			
WASTEWATER:	MPU: BENTSEN RD WATER LINE		
COST:	\$301.12 x	30 AC	\$9,033.60
10% ADMIN FEE	<10 YEARS		903.36
WASTEWATER LINE REIMBURSEMENT			\$9,936.96

WASTEWATER LINE REIMB. CALCULATIONS			
WASTEWATER:	MPU: BENTSEN RD WASTEWATER LINE		
COST:	\$2,092.81 x	30 AC	\$62,784.30
10% ADMIN FEE	<10 YEARS		6,278.43
WASTEWATER LINE REIMBURSEMENT			\$69,062.73

TOTAL DUE **\$78,999.69**

Prepared By: Erika Yancy Date: 11/1/2023 Reviewed By: _____

Escrows will be adjusted upon execution of Final Reimbursement Certificate

I hereby agree to pay amounts indicated above and any additional costs determined in the Final Reimbursement Certificate as approved by McAllen Public Utility Board.

Signature: 

Print: DR. RICARDO J. SOLIS

Approval of Financial Reports for January 2026

Administration recommends Board approval of the financial reports for the month of January 2026.

The following financial reports have been provided under separate cover:

- 1) Quarterly Investment Report and Money Market Accounts for January 2026.
- 2) Summary of Revenues for January 2026.
- 3) Summary of State Appropriations Revenue for January 2026.
- 4) Summary of Property Tax Revenue for January 2026.
- 5) Summary of Expenditures by Classification for January 2026.
- 6) Summary of Expenditures by Function for January 2026.
- 7) Summary of Auxiliary Fund Revenues and Expenditures for January 2026.
- 8) Summary of Grant Revenues and Expenditures for January 2026.
- 9) Foundation Financial Activity for January 2026.

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 January 2026.

Approval Recommended:

Dr. Ricardo J. Solis
President

Review of Informational Reports as of February 2026

Administration includes the following information reports as of February 2026 for the Board's information.

- 1) Checks for \$125,000 and above for February 2026.
- 2) Check Register for February 2026.
- 3) Summary of Purchase Orders (Purchasing) for February 2026.
- 4) Summary of Bid Solicitations (Purchasing) for February 2026.
- 5) Employee New Hires for February 2026.
- 6) Employee Resignations/Retirements for February 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.

**Discussion and Action as Necessary on the Associate Vice President
- Institutional Research and Planning position (Texas Government
Code 551.074, Personnel Matters)**

Purpose On October 10, 2025, the College President approved the advertisement of the Associate Vice President - Institutional Research and Planning position.

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

Per Texas Senate Bill 37 (89th Legislature 2025), the President is recommending for Board approval the hiring of an individual for the position of Associate Vice President - Institutional Research and Planning.

Announcements

A. Next Meetings:

- Tuesday, April 14, 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, April 28, 2026
 - 5:30 p.m. – Regular Board Meeting

B. Other Announcements:

- The College will be closed April 2 – 5, 2026 for Semester Break.