



**SOUTH TEXAS
COLLEGE**

Board of Trustees Regular Board Meeting

**Tuesday, April 28, 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, April 28, 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. Update by the College President**
- VI. Consideration and Action on Consent Agenda**
 - A. Approval of Board Meeting Minutes 5 - 70
 - 1. March 24, 2026 Regular Board Meeting
- VII. Consideration and Action on New Items**
 - 1. Presentation of the Delinquent Tax Collection Report for the Period Ending February 28, 2026 71 - 79
 - 2. Review and Action as Necessary on Quarterly Investment Report for Quarter Ending February 28, 2026 80 - 85
 - 3. Report on New Grants 86 - 88
- VIII. Consideration and Action on Committee Items**
 - A. Finance, Audit, and Human Resources Committee Items**
 - 1. Review and Action as Necessary on Consent Agenda Items from the Finance, Audit, and Human Resources Committee 89
 - a. Approval of Purchases, Purchase Renewal, Renewals, and Interlocal Agreement 90 - 104
 - Purchases**
 - 1) Computers, Laptops, Tablets, and Monitors
 - 2) Furniture
 - 3) Institutional Membership

- 4) Training Vehicle for Law Enforcement Academies and Continuing Education Trainings
- 5) Training Vehicle for Law Enforcement Academies and Continuing Education Trainings

Purchase Renewal

- 6) Enrollment Management System Agreement

Renewals

- 7) Internet Managed Services Agreement
- 8) Vehicle Maintenance and Repair Services

Interlocal Agreement

- 9) Interlocal Cooperation Contract for Reunification Tabletop Exercise

- b. Approval of the Schedule for Non-Summer Four-and-a-Half-Day Work Week and a Summer 36-Hour Work Week..... 105 - 107
- c. Approval to Renew the Hidalgo County Agreement for Tax Assessment Collection 108 - 110
- d. Approval to Renew the Starr County Agreement for Tax Assessment Collection 111 - 113
- e. Approval of Legal Services 114 - 119
- f. Approval of Legal Services Agreement with O’Hanlon, Demerath & Castillo 120 - 128
- g. Approval of Acceptance of Internal Audit Annual Report for FY 2025 129 - 137
- h. Approval to Adopt the Second Reading of Local Board Policy Included in Numbered Update 50 138 - 139
 - A. Adopt CRB (Local) – Technology Resources: Artificial Intelligence
- 2. Review and Recommend Action on Firm for Delinquent Tax Collection Services for Hidalgo County and Starr County 140 - 145
- 3. Review and Recommend Action on Resolution 2026-013 on a Written Statement for Professional Legal Services Contract with a Contingency Fee 146 - 148
- 4. Review and Recommend Action on Resolution 2026-014 to Impose an Additional Penalty and Additional Fees for Collection Cost of Delinquent Taxes as Authorized Under Section 33.07, 33.08, and 33.48 of the Texas Property Tax Code for Attorney’s Compensation..... 149 - 151
- 5. Discussion and Action as Necessary on Request for Proposal (RFP) Solicitations for College Insurance Providers and Associated Criteria..... 152 - 155
- 6. Review and Discussion of Prohibited Contact Provisions Included in the Solicitation for Competitive Procurement and Local Board Policy BBF - Board Members: Ethics..... 156 - 159
- 7. Review and Discussion of First Reading of Local Board Policy 160 - 197

- A. Adopt DEC (Local) – Compensation and Benefits: Leaves and Absences
- B. Adopt GH (Local) – Relations with Schools and Districts

8. Review and Discussion of First Reading of Local Board Policies Included in Numbered Update 49 and Numbered Update 50 198 - 257

- A. Adopt BA (Local) – College District Governance
- B. Adopt BAA (Local) – College District Governance: Board Legal Status
- C. Adopt BBE (Local) – Board Members: Authority
- D. Adopt BCA (Local) – Board Internal Organization: Board Officers and Officials
- E. Adopt BD (Local) – Board Meetings
- F. Adopt DH (Local) – Employee Standards of Conduct
- G. Adopt DHB (Local) – Employee Standards of Conduct: Child Abuse and Neglect Reporting
- H. Adopt DJA (Local) – Assignment, Work Load, and Schedules: Telework

B. Facilities Items

- 1. Presentations made to the Facilities Committee 258 - 274
 - a. Update on Status of Unexpended Plant Fund Construction Projects and Renewals & Replacements Projects
- 2. Review and Recommend Action on Assignment of Projects for On-Call Architectural Services 275 - 286
- 3. Review and Recommend Action on Assignment of Projects for On-Call MEP Engineering Services 287 - 294
- 4. Review and Recommend Action on Assignment of Projects for On-Call Civil Engineering Services 295 - 301
- 5. Review and Recommend Action on Schematic Design of Pecan Campus Institutional Support Services Building N Expansion 302 - 318
- 6. Review and Recommend Action on Construction Services for Pecan Campus Student Services Building K Cashiers Renovations 319 - 341
- 7. Review and Recommend Action on Rescindment of Award of Construction Services for the Pecan Campus Athletic Support Building R 342

IX. Approval of Financial Reports for February 2026..... 343

X. Review of Informational Reports as of March 2026..... 344

XI. Review and Action as Necessary on Executive Session Items..... 345

- A. Grievance by AP (Texas Government Code 551.074, Personnel Matters)

XII. Announcements 346

A. Next Meetings:

- Tuesday, May 12, 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

April 28, 2026, Regular Board Meeting @ 5:30 p.m.

- Tuesday, May 26, 2026

- 5:30 p.m. – Regular Board Meeting

B. Other Announcements:

- Commencement Ceremonies will be held on Friday, May 8, 2026, beginning at 9:00 a.m. and Saturday, May 9, 2026, beginning at 9:30 a.m. at the Bert Ogden Arena.
- The College will be closed on Monday, May 25, 2026, in observance of Memorial Day.

Approval of Board Meeting Minutes

The following Board Meeting Minutes are submitted for approval:

- 1) March 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 REGULAR MEETING
Tuesday, March 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, March 24, 2026 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 5:59 p.m. Vice-Chair, Mr. Paul Rodriguez presiding.

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

Members absent: Dr. Alejo Salinas and Mr. Danny Guzman.

Also present: Dr. Ricardo J. Solis, Ms. Mary Del Paz, Ms. Deyadira Leal, Dr. Matt Hebbard, Dr. Brett Millan, Dr. Rodney Rodriguez, Mr. George McCaleb, Ms. Lynda Lopez, Ms. Carla Rodriguez, Mr. Frank Morris, Mr. Adam McGrath, Ms. Kelly Salazar, Ms. Lucy Canales, Mr. John David Franz, Ms. Francinne Perez, Mr. Robert Gomez, Mr. Javier Cuellar, Ms. Kelly Nelson, Dr. Chris Nelson, Dr. Margo Vargas-Ayala, Ms. Olivia Gomez, Ms. Marisol Chavez, Mr. Khalil Abdullah, Mr. Lucio Gonzalez, Ms. Myriam Lopez, Ms. Amanda Sotelo, Mr. Luis De La Garza, Mr. Luis Silva, Ms. Claudia Olivares, Mr. Martin Villarreal, Dr. Marcos Silva, Dr. Rebecca De Leon, Mr. Rick De La Garza, Ms. Alicia Correa, Dr. Jesus Campos, Ms. Gardenia Perez, Chief Ruben Suarez, Lt. Johnny Barboza, Ms. Emily Upshaw Mr. Sergio Rojas, Mr. Andrew Fish, Ms. Shellie Smith Legal Counsel, and Ms. Venisa Earhart.

Determination of a Quorum

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

Invocation

Mr. Lucio Gonzalez – Associate Vice President – Technology and Chief Information Officer said the invocation.

Public Comments

There were no public comments.

Mission Moment

Ms. Lynda Lopez presented the Mission Moment and announced the Addy awards that the Communication and Creative Services Team received and a moment of remembrance for Mr. Ike Galindo who passed.

Update by the 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) February 24, 2026 Public Hearing and Special Board Meeting
- 2) February 24, 2026 Regular Board Meeting

The Chair was 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, Vice Chair Mr. Paul Rodriguez adopted the minutes as presented.

Report on New Grants

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.

Dr. Rodney Rodriguez gave an update on the new grants.

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 was needed on this item. It was being presented for information and discussion purposes only.

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 was necessary on this item. This item was 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

Upon a motion by Mr. David De Los Rios and a second by Ms. Rose Benavidez the Board of Trustees of South Texas College approved and authorized the 2026-2027 Interlocal Agreement for In-District Dual Credit Program partnerships.

The motion carried.

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

Upon a motion by Mr. David De Los Rios and a second by Ms. Victoria Cantu the Board of Trustees of South Texas College approved and authorized the 2026-2027 Interlocal Agreement with IDEA Public Schools for the San Juan P-TECH Campus.

The motion carried.

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

Upon a motion by Mr. David De Los Rios and a second by Ms. Victoria Cantu the Board of Trustees of South Texas College approved and authorized the 2026-2027 Santa Maria ISD Interlocal Agreement for Dual Credit Programs.

The motion carried.

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

Upon a motion by Mr. David De Los Rios and a second by Ms. Victoria Cantu the Board of Trustees of South Texas College approved and authorized the 2026-2027 Out-of-District Interlocal Agreement for Dual Credit Program partnerships

The motion carried.

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 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.

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.

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.

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 was required from the Committee. This item was 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>

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 was required from the Board. This item was presented for information purposes.

No action was necessary 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 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

Upon a motion by Ms. Dalinda Gonzalez-Alcantar and a second by Ms. Victoria Cantu the Board of Trustees of South Texas College approved and authorized items “a - I” of the Finance, Audit, and Human Resources Committee Consent Agenda as presented.

The motion carried.

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.

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

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 recommends approval as follows:

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.

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

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.

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

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.

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

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.

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

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.

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

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.

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

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.

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

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 *Standards* 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.

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

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.

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

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.

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

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.

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.

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

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.

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.

Upon a recommendation from Legal Counsel the Board of Trustees chose to move forward and acted on this item since it had been discussed at the March Finance Committee Meeting.

Upon a motion by Ms. Dalinda Gonzalez Alcantar and a second by Ms. Rose Benavidez the Board of Trustees of South Texas College approved and authorized the rejection of proposal for delinquent tax services as previously discussed and as recommended by Legal Counsel.

The motion carried.

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 was required from the Committee. This item was presented for information and feedback to staff.

No action was necessary on this item.

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 was required from the Board at this time. This item was 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 was required on this item.

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

Upon a motion by Ms. Dalinda Gonzalez-Alcantar and a second by Mr. David De Los Rios the Board of Trustees of South Texas College approved and authorized to adopt the Second reading of local board 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	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.

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**

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

The motion carried.

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.

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

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.

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.

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

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

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.

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

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.

Consent Agenda:

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

- Purpose** To contract construction services for the project.
- Justification** On February 25, 2025, the Board of Trustees approved the solicitation of construction services for the project.
- The project consists of installing new entry monument signage district-wide.
- The proposed scope of work is summarized as follows:
- Installation of new monument signage at existing campus entries
- Enclosed Documents** Appendix A – RFP Solicitation Information
Appendix B – Project Presentation
Appendix C – Ranking and Evaluations of Respondents
Appendix D – Fact Sheet
- Funding** The total estimated cost of the District Wide Entry Monument Signage Project 2025-007C is \$1,040,000.
- The funds are available in the Unexpended Construction Plant Fund for use in FY 2025 – 2026.
- Staff Resource** Ricardo de la Garza, Executive Director for Facilities Planning & Construction
Mary Del Paz, Vice President for Finance and Administrative Services
- Recommendation** The Facilities Committee recommended Board approval to authorize contracting construction services with **CRC Development & Construction Co. LLC** in the amount of **\$765,320** for the District Wide New Monument Signs project as presented.

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

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.

Consent Agenda:

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

- Purpose** To contract construction services for the project.
- Justification** On February 25, 2025, the Board of Trustees approved the solicitation of construction services for the project.
- The project consists of installing updated entry monument signage district-wide.
- The proposed scope of work is summarized as follows:
- Installation of updated monument signage at existing campus entries
- Enclosed Documents** Appendix A – RFP Solicitation Information
Appendix B – Project Presentation
Appendix C – Ranking and Evaluations of Respondents
Appendix D – Fact Sheet
- Funding** The total estimated cost of the District Wide Signage Replacement Project 2025-028R is \$250,000.
- The funds are available in the Renewals and Replacements Fund for use in FY 2025 – 2026.
- Staff Resource** Ricardo de la Garza, Executive Director for Facilities Planning & Construction
Mary Del Paz, Vice President for Finance and Administrative Services
- Recommendation** The Facilities Committee recommended Board approval to authorize contracting construction services with **Sign Depot USA, LLC** in the amount of **\$127,127.84** for the District Wide Existing Monument Signs Replacements project as presented.

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

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.

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.

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
Final Completion follows in the packet.

Appendix D
Fact Sheet follows in the packet.

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.

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

Appendix A

Reimbursement Worksheet follows in the packet.

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, 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 January 2026.

Approval Recommended:

Dr. Ricardo J. Solis
President

Upon a motion by Ms. Rose Benavidez 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 January 2026.

The motion carried.

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 were presented for review by the Board and were 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.

**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.

Upon a motion by Mr. David De Los Rios and a second by Ms. Dalinda Gonzalez-Alcantar the Board of Trustees of South Texas College approved and authorized to accept the Hiring Committee's recommendation as discussed.

The motion carried.

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.

Adjournment

There being no further business to discuss, the Regular Board Meeting of the South Texas College Board of Trustees adjourned at 8:03 p.m.

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

X _____

Mr. Danny Guzman

Board Secretary

Presentation of the Delinquent Tax Collection Report for the Period Ending February 28, 2026

Purpose	Kelly R. Salazar from Linebarger Goggan Blair & Sampson will present the Delinquent Tax Collection Report through February 28, 2026.
Justification	To inform the Board about the efforts, methods, and frequency with which Linebarger Goggan Blair & Sampson, LLP has contacted the delinquent taxpayer to ensure the collection of outstanding taxes. They will also present progress by detailing the amount of property tax collected for Hidalgo and Starr Counties.
Enclosed Documents	Appendix A – Delinquent Tax Collection Report.
Funding	No funds are required.
Staff Resource	Kelly R. Salazar from Linebarger Goggan Blair & Sampson, LLP Mary Del Paz, Vice President for Finance and Administrative Services Myriam Lopez, Associate Vice-President-Finance and Management
Recommendation	No action is required from the Board. This item is presented for information purposes.



SOUTH TEXAS COLLEGE

**Delinquent Tax Collection Report
December 01, 2025 – February 28, 2026**



Important Tax Cycle Dates

January

April

July

- Jan. 1: Tax lien attaches to all property
- Rendition deadline for Business Personal Property (BPP)
- Appraisal Notices mailed
- Appraisal Review Board (ARB) Protests begin
- July 25: Appraised Value Certified to School District

August-September

October-January

February

- School District adopts Budget and Tax Rate
- Oct 1: Tax Bills mailed
- Oct-Jan 31: Time period to pay taxes with no penalty or interest
- Feb 1: Delinquency date for Real Estate, Mobile Homes and Business Personal Property (BPP)

April

July

- **April 1: BPP taxes turned over to Linebarger**
Early BPP Programs Commence:
 - Walk and Talk Teams
 - Targeted Mailings
 - Warrant and Seizure Candidates
- **July 1: Real Property Taxes turned over to Linebarger**
 - Every account is reviewed by Linebarger and placed in the collection program
 - Every eligible account is targeted for mailings, phone collections, seizures, site visits, and/or litigation

Collection Activities - Hidalgo County

December 01, 2025 – February 28, 2026

348 Lawsuits Filed—\$299,767

370 Lawsuits Disposed—\$323,044

725 Payoff Request

10,469 Incoming/Outgoing Calls

17,521 Statements Mailed

1,129 Property Inspections

Year To Date
Linebarger collected
\$2,507,762
in base, penalty & interest, refunds
in Hidalgo County

Collection Activities - Starr County

December 01, 2025 – February 28, 2026

17 Lawsuits Filed - \$14,971

5 Lawsuits Disposed - \$5,317

28 Payoff Request

2,131 Incoming/Outgoing Calls

6,970 Statements Mailed

70 Property Inspections

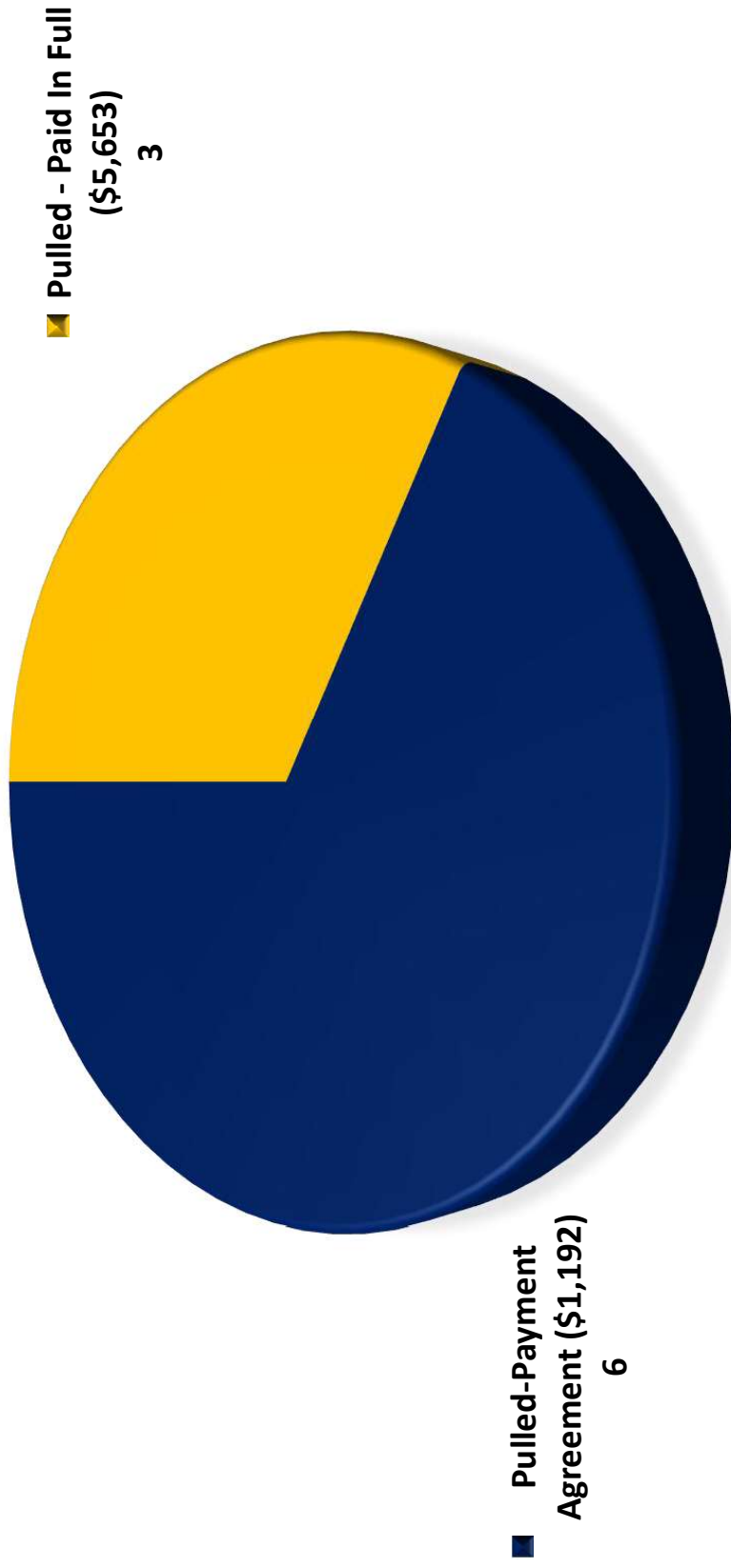
**Year To Date
Linebarger collected**

\$348,444

**in base, penalty & interest
in Starr County**

Tax Sale Results – Hidalgo County

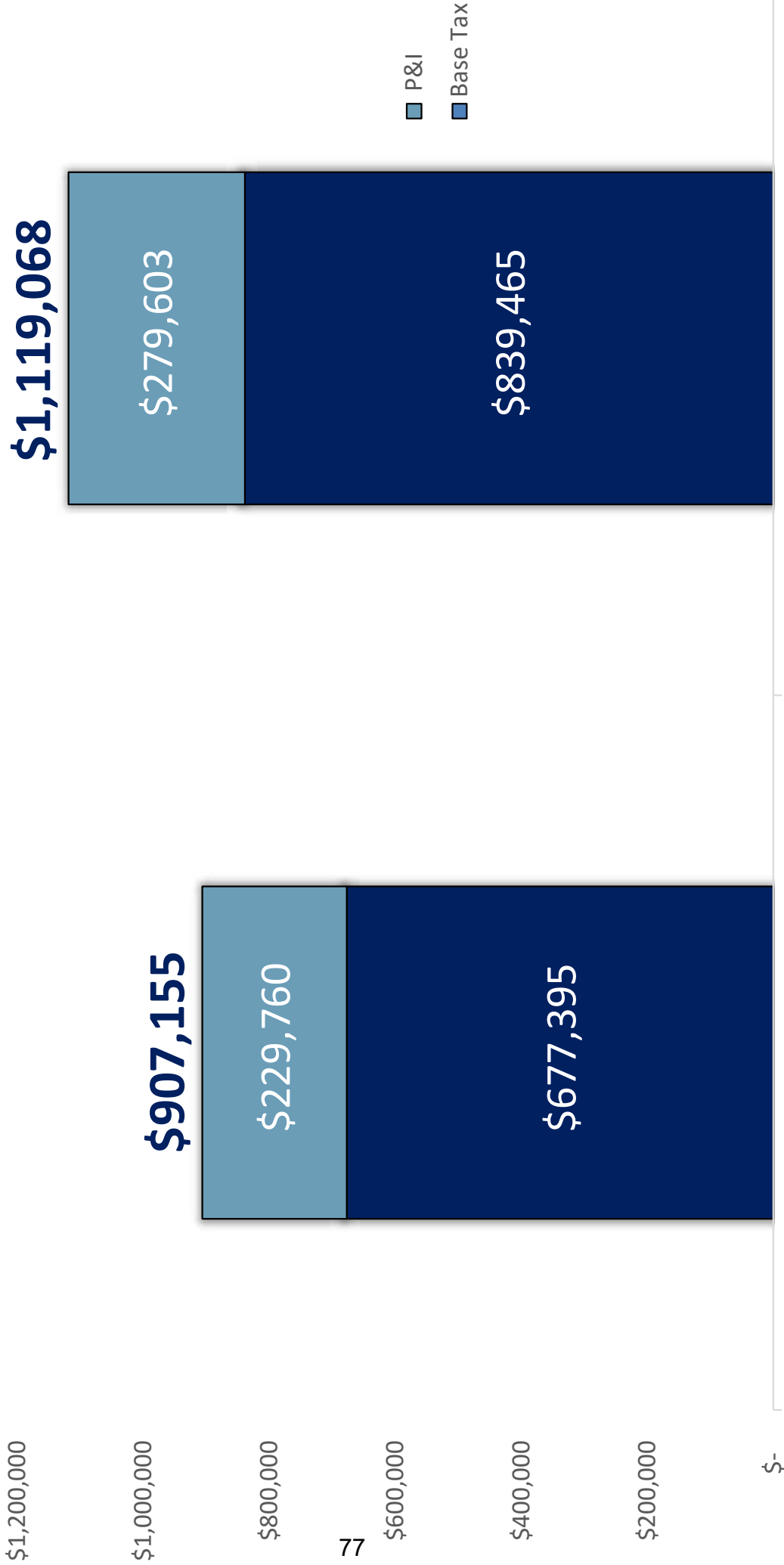
December 01, 2025 – February 28, 2026





Collection Comparison – Hidalgo County

2nd Quarter: December 01, 2025 – February 28, 2026



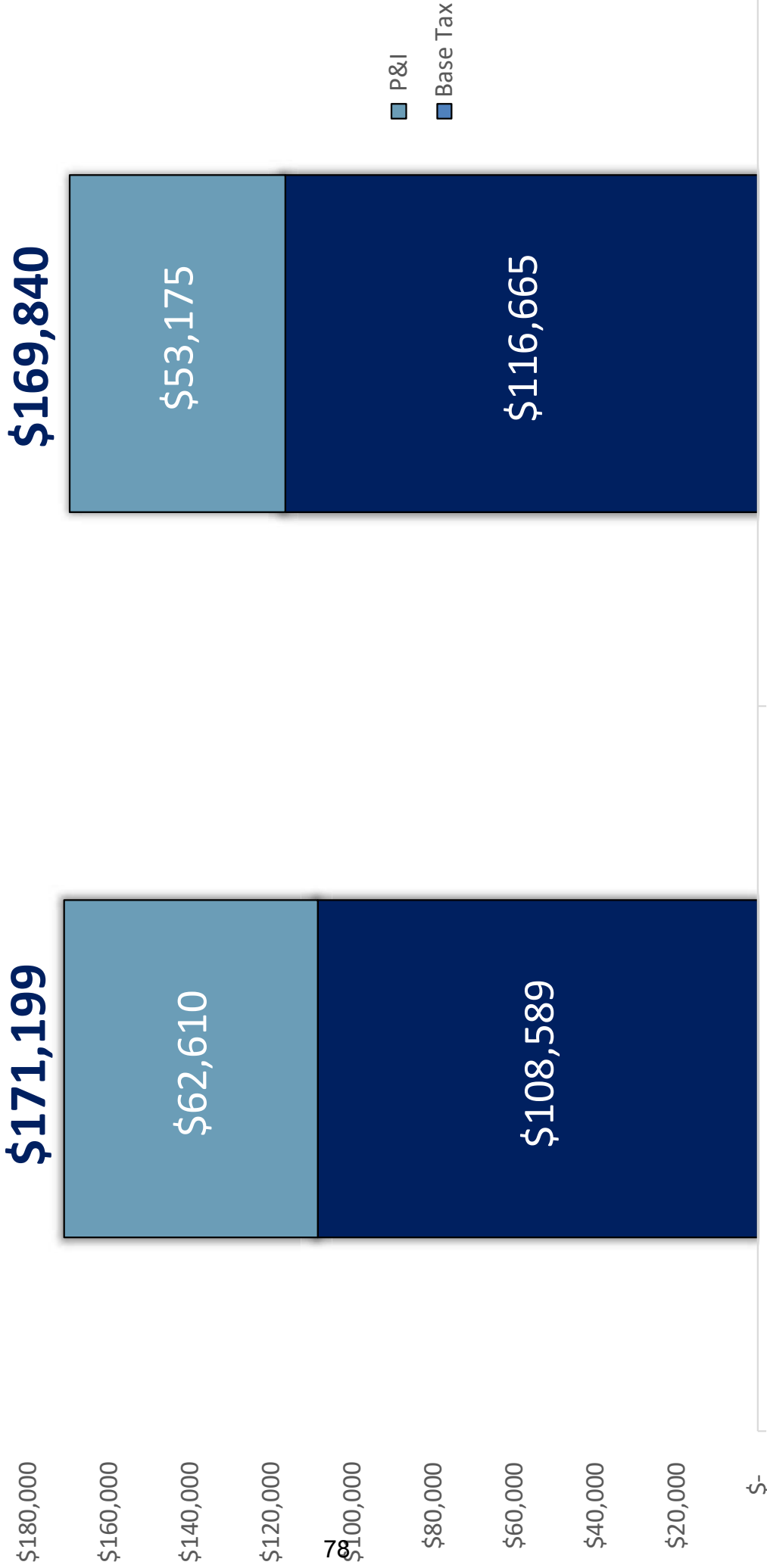
December 2025 - February 2026
 DTR: \$11,677,243
 Outstanding Balance: \$9,644,239

December 2024 - February 2025
 DTR: \$10,430,474
 Outstanding Balance: \$8,696,138



Collection Comparison – Starr County

2nd Quarter: December 01, 2025 – February 28, 2026



December 2024 - February 2025
DTR: \$4,428,373
Outstanding Balance: \$4,219,758

December 2025 - February 2026
DTR: \$4,878,952
Outstanding Balance: \$4,617,488



**SOUTH TEXAS
COLLEGE**

THANK YOU



Review and Action as Necessary on Quarterly Investment Report for Quarter Ending February 28, 2026

- Purpose** To approve the College's Quarterly Investment Report for the Quarter Ended February 28, 2026 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 February 28, 2026.



**SOUTH TEXAS
COLLEGE**
QUARTERLY INVESTMENT REPORT

For the Quarter Ended

February 28, 2026

Prepared by

Valley View Consulting, L.L.C.

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

Maria G. Del Paz, Vice President for Finance & Administrative Services Date

Myriam Lopez, Associate Vice President-Finance and Management Date

Paul R. Rodriguez, Board of Trustees, Designated Investment Officer Date

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

1

Summary

Quarter End Results by Investment Category:

Asset Type	November 30, 2025		February 28, 2026		
	Book Value	Market Value	Book Value	Market Value	Ave. Yield
DDA/MMA/NOW	\$ 121,048,249.37	\$ 121,048,249.37	\$ 142,317,129.69	\$ 142,317,129.69	3.58%
Pools	1,895,392.11	1,895,392.11	1,912,930.07	1,912,930.07	3.68%
CD/Security	330,087,614.82	331,050,290.40	382,250,327.79	383,158,285.87	3.95%
Totals	\$ 453,031,256.30	\$ 453,993,931.88	\$ 526,480,387.55	\$ 527,388,345.63	3.85%

Current Quarter Portfolio Performance (1)

Average Quarterly Yield 3.85%

Rolling Three Month Treasury 3.68%
Rolling Six Month Treasury 3.71%
TexPool 3.68%

Year-to-Date Portfolio Performance (2)

Average Quarter End Yield 3.99%

Rolling Three Month Treasury 3.84%
Rolling Six Month Treasury 3.87%
TexPool 3.83%

INTEREST EARNINGS

	PRIOR YEAR		CURRENT YEAR	
Quarterly Interest Earned	\$4,796,101.66	(Unaudited)	\$4,640,578.04	(Unaudited)
Accrued Interest-End of Quarter	\$2,461,593.87	(Unaudited)	\$3,446,479.06	(Unaudited)
Fiscal YTD Interest Earned	\$9,712,513.05	(Unaudited)	\$9,433,898.47	(Unaudited)

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

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

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Summary

Quarter End Results by Investment Category:

Asset Type	November 30, 2025		February 28, 2026		Ave. Yield
	Book Value	Market Value	Book Value	Market Value	
DDA/MMA/NOW	\$ 121,048,249.37	\$ 121,048,249.37	\$ 142,317,129.69	\$ 142,317,129.69	3.58%
Pools	1,895,392.11	1,895,392.11	1,912,930.07	1,912,930.07	3.68%
CD/Security	330,087,614.82	331,050,290.40	382,250,327.79	383,158,285.87	3.95%
Totals	\$ 453,031,256.30	\$ 453,993,931.88	\$ 526,480,387.55	\$ 527,388,345.63	3.85%

Current Quarter Portfolio Performance (1)
Average Quarterly Yield 3.85%

Rolling Three Month Treasury 3.68%
Rolling Six Month Treasury 3.71%
TexPool 3.68%

Year-to-Date Portfolio Performance (2)
Average Quarter End Yield 3.99%

Rolling Three Month Treasury 3.84%
Rolling Six Month Treasury 3.87%
TexPool 3.83%

INTEREST EARNINGS

	PRIOR YEAR	CURRENT YEAR
Quarterly Interest Earned	\$4,796,101.66 (Unaudited)	\$4,640,578.04 (Unaudited)
Accrued Interest-End of Quarter	\$2,461,593.87 (Unaudited)	\$3,446,479.06 (Unaudited)
Fiscal YTD Interest Earned	\$9,712,513.05 (Unaudited)	\$9,433,898.47 (Unaudited)

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

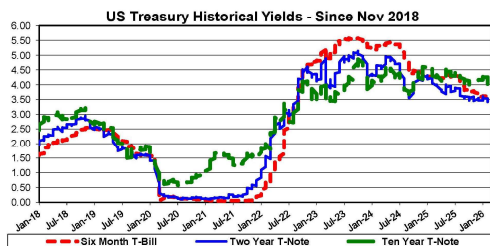
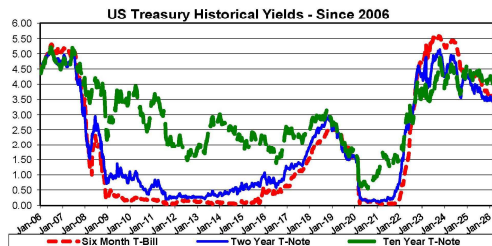
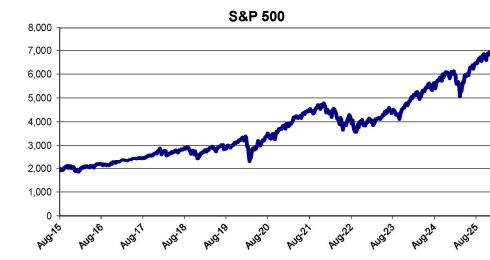
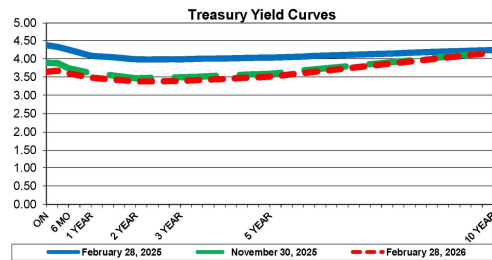
(2) Fiscal Year-to-Date Performance - yields calculated using quarter end report yields and adjusted book values and does not reflect a total return analysis or account for advisory fees.

3

Economic Overview

2/28/2026

The Federal Open Market Committee (FOMC) maintained the Fed Funds target 3.50% - 3.75% (Effective Fed Funds trade +/-3.64%) at their Jan meeting. Additional rate cuts during 2026 are uncertain, but could include one late spring/early summer and one late fall. February Non-Farm Payroll lost 92K (substantially below the +55k expectation) reducing the three month average to +6k. The S&P 500 Stock Index touched 7,000 but remains slightly below. The yield curve dips between 1 & 2 years rising thereafter. With the Middle East conflict, Crude Oil shot up to ~\$100. Inflation continues above the FOMC 2% target (Core PCE +/-3.0% December). The Markets have retrenched given the uncertain world events.



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Investment Holdings
February 28, 2026

Description	Rating	Coupon/Discount	Maturity Date	Settlement Date	Original Face\ Par Value	Book Value	Market Price	Market Value	Life (Days)	Yield
American Nat'l Bank & Trust MMA		3.89%	03/01/26	02/28/26	\$ 24,209,947.83	\$ 24,209,947.83	1.00	\$ 24,209,947.83	1	3.89%
PNC Bank MMA - Operating #2		0.00%	03/01/26	02/28/26	70.00	70.00	1.00	70.00	1	0.00%
PNC Bank Sweep - Operating		3.32%	03/01/26	02/28/26	51,994,995.15	51,994,995.15	1.00	51,994,995.15	1	3.32%
PNC Bank Sweep - Payroll		3.32%	03/01/26	02/28/26	3,674,919.46	3,674,919.46	1.00	3,674,919.46	1	3.32%
PNC Bank Sweep - Student		3.32%	03/01/26	02/28/26	992,536.48	992,536.48	1.00	992,536.48	1	3.32%
PNC Bank - Federal Draw Down		1.81%	03/01/26	02/28/26	749.38	749.38	1.00	749.38	1	1.81%
PNC Bank Sweep - I&S Bond 96,02,03, 04,07,10,14,15		3.32%	03/01/26	02/28/26	3,161,523.64	3,161,523.64	1.00	3,161,523.64	1	3.32%
PNC Bank Sweep - Construction E&G Transfer		3.32%	03/01/26	02/28/26	4,567,346.61	4,567,346.61	1.00	4,567,346.61	1	3.32%
Huntington Bank MM		3.30%	03/01/26	02/28/26	4,319,689.84	4,319,689.84	1.00	4,319,689.84	1	3.30%
NexBank MMA		3.80%	03/01/26	02/28/26	49,395,351.30	49,395,351.30	1.00	49,395,351.30	1	3.80%
TexPool LGIP	AAAm	3.68%	03/01/26	02/28/26	1,912,930.07	1,912,930.07	1.00	1,912,930.07	1	3.68%
FHLB	Aa1/AA+	4.88%	03/13/26	05/14/24	15,000,000.00	14,999,887.33	100.03	15,005,082.75	13	4.90%
East West Bank CD		3.82%	03/17/26	09/17/25	6,104,505.18	6,104,505.18	100.00	6,104,505.18	17	3.89%
FFCB	Aa1/AA+	4.63%	04/01/26	05/14/24	5,000,000.00	4,998,846.79	100.06	5,002,986.10	32	4.89%
US Treasury	Aa1/AA+	3.75%	04/15/26	07/03/24	10,000,000.00	9,987,466.80	100.00	10,000,214.80	46	4.80%
FAMCA		4.72%	05/12/26	07/15/24	14,000,000.00	14,000,000.00	100.17	14,023,373.98	73	4.72%
US Treasury	Aa1/AA+	3.63%	05/15/26	09/25/24	1,000,000.00	1,000,019.89	99.98	999,792.97	76	3.61%
US Treasury	Aa1/AA+	4.13%	06/15/26	07/03/24	10,000,000.00	9,982,975.99	100.13	10,013,300.80	107	4.74%
East West Bank CD		3.67%	06/17/26	09/17/25	5,083,639.70	5,083,639.70	100.00	5,083,639.70	109	3.74%
US Treasury	Aa1/AA+	4.63%	06/30/26	10/31/24	5,000,000.00	5,006,908.98	100.31	5,015,343.75	122	4.19%
East West Bank CD		3.61%	07/16/26	01/27/26	6,019,614.03	6,019,614.03	100.00	6,019,614.03	138	3.68%
East West Bank CD		3.61%	07/27/26	01/27/26	4,013,076.02	4,013,076.02	100.00	4,013,076.02	149	3.68%
FAMCA		3.60%	07/27/26	09/26/24	15,000,000.00	15,000,000.00	100.00	15,000,730.05	149	3.60%
East West Bank CD		3.69%	07/29/26	02/23/26	4,002,426.91	4,002,426.91	100.00	4,002,426.91	151	3.76%
FAMCA		4.16%	08/04/26	11/01/24	10,000,000.00	10,000,000.00	100.24	10,030,664.00	157	4.16%
US Treasury	Aa1/AA+	4.63%	09/15/26	01/29/25	7,000,000.00	7,015,115.02	100.51	7,035,396.48	199	4.21%
US Treasury	Aa1/AA+	3.50%	09/30/26	10/31/24	8,000,000.00	7,970,819.92	99.92	7,993,275.04	214	4.15%
US Treasury	Aa1/AA+	4.13%	10/31/26	01/29/25	15,000,000.00	14,990,578.23	100.32	15,047,343.75	245	4.22%
FAMCA		4.04%	11/05/26	03/05/25	8,000,000.00	8,000,000.00	100.21	8,016,800.56	250	4.04%
US Treasury STRIPS	Aa1/AA+	0.00%	11/15/26	01/29/25	7,000,000.00	6,797,882.75	97.49	6,824,456.87	260	4.25%
US Treasury	Aa1/AA+	4.25%	12/31/26	03/10/25	15,000,000.00	15,035,533.87	100.57	15,085,664.10	306	3.95%
American Nat'l Bank & Trust CDARS		3.64%	01/28/27	01/29/26	2,507,746.73	2,507,746.73	100.00	2,507,746.73	334	3.71%
US Treasury	Aa1/AA+	4.13%	01/31/27	03/10/25	9,000,000.00	9,013,867.92	100.52	9,046,933.56	337	3.95%
US Treasury	Aa1/AA+	1.50%	01/31/27	11/04/25	3,000,000.00	2,941,764.28	98.17	2,945,156.25	337	3.67%
FAMCA		4.22%	02/10/27	03/03/25	15,000,000.00	15,023,250.60	100.50	15,075,114.75	347	4.05%
BCK Financial CDARS		3.60%	02/25/27	02/26/26	331,998.34	331,998.34	100.00	331,998.34	362	3.67%
US Treasury	Aa1/AA+	4.25%	03/15/27	03/10/25	15,000,000.00	15,047,560.59	100.76	15,113,524.95	380	3.93%
US Treasury	Aa1/AA+	4.50%	04/15/27	06/11/25	15,000,000.00	15,076,575.85	101.11	15,165,820.35	411	4.02%
US Treasury	Aa1/AA+	4.50%	05/15/27	06/11/25	15,000,000.00	15,063,669.77	101.18	15,177,538.10	441	4.02%
US Treasury	Aa1/AA+	4.63%	06/15/27	09/27/25	14,000,000.00	14,159,903.92	101.45	14,203,437.50	447	3.70%
FAMCA		3.63%	07/06/27	11/06/25	15,000,000.00	15,000,000.00	100.18	15,026,284.80	493	3.63%
FFCB	Aa1/AA+	3.63%	08/27/27	11/04/25	15,000,000.00	15,000,000.00	100.21	15,031,409.55	545	3.63%
US Treasury	Aa1/AA+	3.38%	09/15/27	01/22/26	15,000,000.00	14,952,161.76	99.92	14,987,695.35	564	3.59%
US Treasury	Aa1/AA+	3.50%	09/30/27	01/22/26	15,000,000.00	14,979,071.76	100.12	15,016,164.10	579	3.59%

South Texas College
Valley View Consulting, L.L.C.

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Investment Holdings
February 28, 2026

Description	Rating	Coupon/Discount	Maturity Date	Settlement Date	Original Face\ Par Value	Book Value	Market Price	Market Value	Life (Days)	Yield
American Nat'l Bank & Trust MMA		3.89%	03/01/26	02/28/26	\$ 24,209,947.83	\$ 24,209,947.83	1.00	\$ 24,209,947.83	1	3.89%
PNC Bank MMA - Operating #2		0.00%	03/01/26	02/28/26	70.00	70.00	1.00	70.00	1	0.00%
PNC Bank Sweep - Operating		3.32%	03/01/26	02/28/26	51,994,995.15	51,994,995.15	1.00	51,994,995.15	1	3.32%
PNC Bank Sweep - Payroll		3.32%	03/01/26	02/28/26	3,674,919.46	3,674,919.46	1.00	3,674,919.46	1	3.32%
PNC Bank Sweep - Student		3.32%	03/01/26	02/28/26	992,536.48	992,536.48	1.00	992,536.48	1	3.32%
PNC Bank - Federal Draw Down		1.81%	03/01/26	02/28/26	749.38	749.38	1.00	749.38	1	1.81%
PNC Bank Sweep - I&S Bond 96,02,03, 04,07,10,14,15		3.32%	03/01/26	02/28/26	3,161,523.64	3,161,523.64	1.00	3,161,523.64	1	3.32%
PNC Bank Sweep - Construction E&G Transfer		3.32%	03/01/26	02/28/26	4,567,346.61	4,567,346.61	1.00	4,567,346.61	1	3.32%
Huntington Bank MM		3.30%	03/01/26	02/28/26	4,319,689.84	4,319,689.84	1.00	4,319,689.84	1	3.30%
NexBank MMA		3.80%	03/01/26	02/28/26	49,395,351.30	49,395,351.30	1.00	49,395,351.30	1	3.80%
TexPool LGIP	AAAm	3.68%	03/01/26	02/28/26	1,912,930.07	1,912,930.07	1.00	1,912,930.07	1	3.68%

Huntington Bank merged with Veritex Community Bank - moved funds to higher paying option

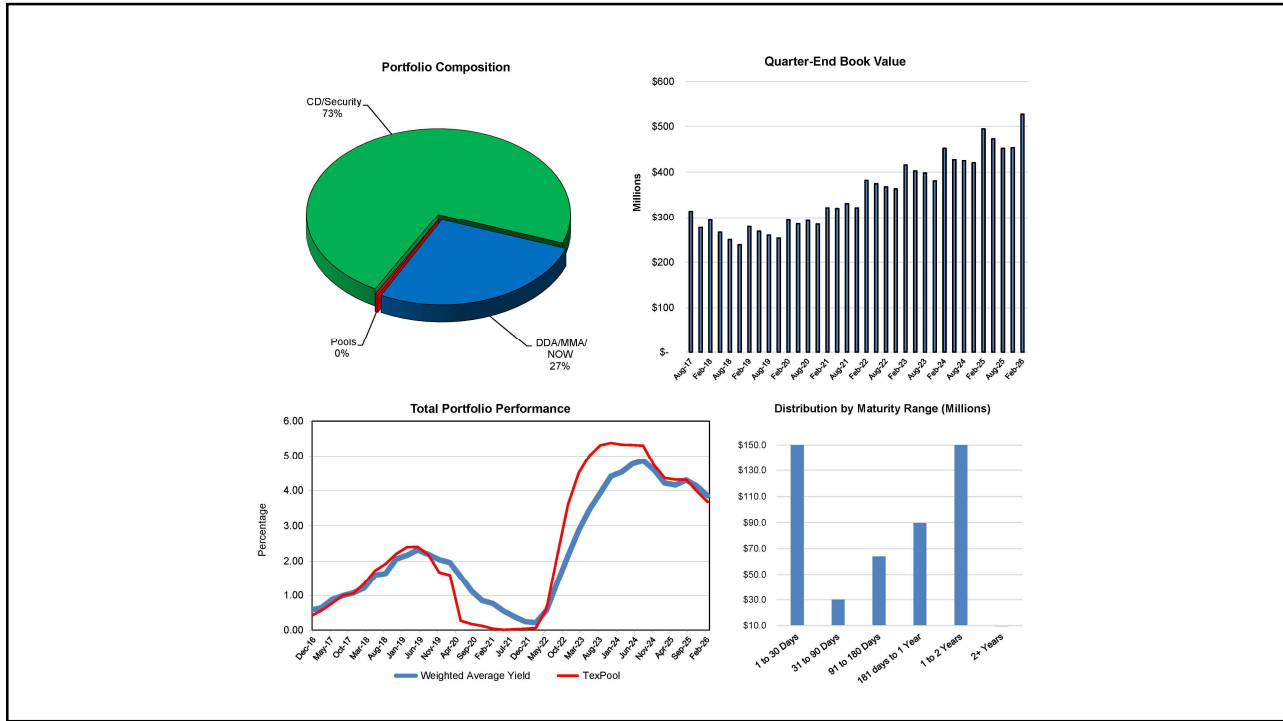
6

Investment Holdings February 28, 2026										
Description	Rating	Coupon/Discount	Maturity Date	Settlement Date	Original Face\ Par Value	Book Value	Market Price	Market Value	Life (Days)	Yield
FHLB	Aa1/AA+	4.88%	03/13/26	05/14/24	15,000,000.00	14,999,887.33	100.03	15,005,082.75	13	4.90%
East West Bank CD		3.82%	03/17/26	09/17/25	6,104,505.18	6,104,505.18	100.00	6,104,505.18	17	3.89%
FCCB	Aa1/AA+	4.63%	04/01/26	05/14/24	5,000,000.00	4,998,846.79	100.06	5,002,986.10	32	4.89%
US Treasury	Aa1/AA+	3.75%	04/15/26	07/03/24	10,000,000.00	9,987,468.80	100.00	10,000,214.80	46	4.80%
FAMCA		4.72%	05/12/26	07/15/24	14,000,000.00	14,000,000.00	100.17	14,023,373.98	73	4.72%
US Treasury	Aa1/AA+	3.63%	05/15/26	09/25/24	1,000,000.00	1,000,019.89	99.98	999,792.97	76	3.61%
US Treasury	Aa1/AA+	4.13%	06/15/26	07/03/24	10,000,000.00	9,982,975.99	100.13	10,013,300.80	107	4.74%
East West Bank CD		3.67%	06/17/26	09/17/25	5,083,639.70	5,083,639.70	100.00	5,083,639.70	109	3.74%
US Treasury	Aa1/AA+	4.63%	06/30/26	10/31/24	5,000,000.00	5,006,908.98	100.31	5,015,343.75	122	4.19%
East West Bank CD		3.61%	07/16/26	01/27/26	6,019,614.03	6,019,614.03	100.00	6,019,614.03	138	3.68%
East West Bank CD		3.61%	07/27/26	01/27/26	4,013,076.02	4,013,076.02	100.00	4,013,076.02	149	3.68%
FAMCA		3.60%	07/27/26	09/26/24	15,000,000.00	15,000,000.00	100.00	15,000,730.05	149	3.60%
East West Bank CD		3.69%	07/29/26	02/23/26	4,002,426.91	4,002,426.91	100.00	4,002,426.91	151	3.76%
FAMCA		4.18%	08/04/26	11/01/24	15,000,000.00	15,000,000.00	100.24	15,035,764.50	157	4.18%
US Treasury	Aa1/AA+	4.63%	09/15/26	01/29/25	7,000,000.00	7,015,115.02	100.51	7,035,396.48	199	4.21%
US Treasury	Aa1/AA+	3.50%	09/30/26	10/31/24	8,000,000.00	7,970,819.92	99.92	7,993,275.04	214	4.15%
US Treasury	Aa1/AA+	4.13%	10/31/26	01/29/25	15,000,000.00	14,990,579.23	100.32	15,047,343.75	245	4.22%
FAMCA		4.04%	11/05/26	03/05/25	8,000,000.00	8,000,000.00	100.21	8,016,800.56	250	4.04%
US Treasury STRIPS	Aa1/AA+	0.00%	11/15/26	01/29/25	7,000,000.00	6,797,882.75	97.49	6,824,456.87	260	4.26%
US Treasury	Aa1/AA+	4.25%	12/31/26	03/10/25	15,000,000.00	15,035,533.87	100.57	15,085,664.10	306	3.95%
American Nat'l Bank & Trust CDARS		3.64%	01/28/27	01/29/26	2,507,746.73	2,507,746.73	100.00	2,507,746.73	334	3.71%
US Treasury	Aa1/AA+	4.13%	01/31/27	03/10/25	9,000,000.00	9,013,867.92	100.52	9,046,933.56	337	3.95%
US Treasury	Aa1/AA+	1.50%	01/31/27	11/04/25	3,000,000.00	2,941,764.28	98.17	2,945,156.25	337	3.67%
FAMCA		4.22%	02/10/27	03/03/25	15,000,000.00	15,023,250.60	100.50	15,075,114.75	347	4.05%
BOK Financial CDARS		3.60%	02/25/27	02/26/26	331,998.34	331,998.34	100.00	331,998.34	362	3.67%
US Treasury	Aa1/AA+	4.25%	03/15/27	03/10/25	15,000,000.00	15,047,560.59	100.76	15,113,524.95	380	3.93%
US Treasury	Aa1/AA+	4.50%	04/15/27	06/11/25	15,000,000.00	15,076,575.85	101.11	15,165,820.35	411	4.02%
US Treasury	Aa1/AA+	4.50%	05/15/27	06/11/25	15,000,000.00	15,083,069.77	101.18	15,177,539.10	441	4.02%
US Treasury	Aa1/AA+	4.63%	06/15/27	08/27/25	14,000,000.00	14,159,903.92	101.45	14,203,437.50	472	3.70%
FAMCA		3.63%	07/06/27	11/06/25	15,000,000.00	15,000,000.00	100.18	15,026,284.80	493	3.63%
FCCB	Aa1/AA+	3.63%	08/27/27	11/04/25	15,000,000.00	15,000,000.00	100.21	15,031,408.55	545	3.63%
US Treasury	Aa1/AA+	3.38%	09/15/27	01/22/26	15,000,000.00	14,952,161.76	99.92	14,987,695.35	564	3.59%
US Treasury	Aa1/AA+	3.50%	09/30/27	01/22/26	15,000,000.00	14,979,071.76	100.12	15,018,164.10	579	3.59%
US Treasury STRIPS	Aa1/AA+	0.00%	11/15/27	01/22/26	15,000,000.00	14,114,331.57	94.32	14,148,278.55	625	3.60%
US Treasury	Aa1/AA+	3.38%	12/31/27	02/19/26	15,000,000.00	14,976,872.70	99.96	14,994,140.70	671	3.46%
FCCB	Aa1/AA+	3.50%	01/21/28	02/19/26	15,000,000.00	15,009,838.16	100.20	15,030,246.85	692	3.46%
US Treasury STRIPS	Aa1/AA+	0.00%	02/15/28	02/19/26	15,000,000.00	14,023,013.43	93.55	14,032,007.10	717	3.46%
					\$ 528,293,066.67	\$ 526,480,387.55		\$ 527,388,345.63	254	3.85%
									(1)	(2)

7

Investment Holdings February 28, 2026										
Description	Rating	Coupon/Discount	Maturity Date	Settlement Date	Original Face\ Par Value	Book Value	Market Price	Market Value	Life (Days)	Yield
FHLB	Aa1/AA+	4.88%	03/13/26	05/14/24	15,000,000.00	14,999,887.33	100.03	15,005,082.75	13	4.90%
East West Bank CD		3.82%	03/17/26	09/17/25	6,104,505.18	6,104,505.18	100.00	6,104,505.18	17	3.89%
FCCB	Aa1/AA+	4.63%	04/01/26	05/14/24	5,000,000.00	4,998,846.79	100.06	5,002,986.10	32	4.89%
US Treasury	Aa1/AA+	3.75%	04/15/26	07/03/24	10,000,000.00	9,987,468.80	100.00	10,000,214.80	46	4.80%
FAMCA		4.72%	05/12/26	07/15/24	14,000,000.00	14,000,000.00	100.17	14,023,373.98	73	4.72%
US Treasury	Aa1/AA+	3.63%	05/15/26	09/25/24	1,000,000.00	1,000,019.89	99.98	999,792.97	76	3.61%
US Treasury	Aa1/AA+	4.13%	06/15/26	07/03/24	10,000,000.00	9,982,975.99	100.13	10,013,300.80	107	4.74%
East West Bank CD		3.67%	06/17/26	09/17/25	5,083,639.70	5,083,639.70	100.00	5,083,639.70	109	3.74%
US Treasury	Aa1/AA+	4.63%	06/30/26	10/31/24	5,000,000.00	5,006,908.98	100.31	5,015,343.75	122	4.19%
East West Bank CD		3.61%	07/16/26	01/27/26	6,019,614.03	6,019,614.03	100.00	6,019,614.03	138	3.68%
East West Bank CD		3.61%	07/27/26	01/27/26	4,013,076.02	4,013,076.02	100.00	4,013,076.02	149	3.68%
FAMCA		3.60%	07/27/26	09/26/24	15,000,000.00	15,000,000.00	100.00	15,000,730.05	149	3.60%
East West Bank CD		3.69%	07/29/26	02/23/26	4,002,426.91	4,002,426.91	100.00	4,002,426.91	151	3.76%
FAMCA		4.18%	08/04/26	11/01/24	15,000,000.00	15,000,000.00	100.24	15,035,764.50	157	4.18%
US Treasury	Aa1/AA+	4.63%	09/15/26	01/29/25	7,000,000.00	7,015,115.02	100.51	7,035,396.48	199	4.21%
US Treasury	Aa1/AA+	3.50%	09/30/26	10/31/24	8,000,000.00	7,970,819.92	99.92	7,993,275.04	214	4.15%
US Treasury	Aa1/AA+	4.13%	10/31/26	01/29/25	15,000,000.00	14,990,579.23	100.32	15,047,343.75	245	4.22%
FAMCA		4.04%	11/05/26	03/05/25	8,000,000.00	8,000,000.00	100.21	8,016,800.56	250	4.04%
US Treasury STRIPS	Aa1/AA+	0.00%	11/15/26	01/29/25	7,000,000.00	6,797,882.75	97.49	6,824,456.87	260	4.26%
US Treasury	Aa1/AA+	4.25%	12/31/26	03/10/25	15,000,000.00	15,035,533.87	100.57	15,085,664.10	306	3.95%
American Nat'l Bank & Trust CDARS		3.64%	01/28/27	01/29/26	2,507,746.73	2,507,746.73	100.00	2,507,746.73	334	3.71%
US Treasury	Aa1/AA+	4.13%	01/31/27	03/10/25	9,000,000.00	9,013,867.92	100.52	9,046,933.56	337	3.95%
US Treasury	Aa1/AA+	1.50%	01/31/27	11/04/25	3,000,000.00	2,941,764.28	98.17	2,945,156.25	337	3.67%
FAMCA		4.22%	02/10/27	03/03/25	15,000,000.00	15,023,250.60	100.50	15,075,114.75	347	4.05%
BOK Financial CDARS		3.60%	02/25/27	02/26/26	331,998.34	331,998.34	100.00	331,998.34	362	3.67%
US Treasury	Aa1/AA+	4.25%	03/15/27	03/10/25	15,000,000.00	15,047,560.59	100.76	15,113,524.95	380	3.93%
US Treasury	Aa1/AA+	4.50%	04/15/27	06/11/25	15,000,000.00	15,076,575.85	101.11	15,165,820.35	411	4.02%
US Treasury	Aa1/AA+	4.50%	05/15/27	06/11/25	15,000,000.00	15,083,069.77	101.18	15,177,539.10	441	4.02%
US Treasury	Aa1/AA+	4.63%	06/15/27	08/27/25	14,000,000.00	14,159,903.92	101.45	14,203,437.50	472	3.70%
FAMCA		3.63%	07/06/27	11/06/25	15,000,000.00	15,000,000.00	100.18	15,026,284.80	493	3.63%
FCCB	Aa1/AA+	3.63%	08/27/27	11/04/25	15,000,000.00	15,000,000.00	100.21	15,031,408.55	545	3.63%
US Treasury	Aa1/AA+	3.38%	09/15/27	01/22/26	15,000,000.00	14,952,161.76	99.92	14,987,695.35	564	3.59%
US Treasury	Aa1/AA+	3.50%	09/30/27	01/22/26	15,000,000.00	14,979,071.76	100.12	15,018,164.10	579	3.59%
US Treasury STRIPS	Aa1/AA+	0.00%	11/15/27	01/22/26	15,000,000.00	14,114,331.57	94.32	14,148,278.55	625	3.60%
US Treasury	Aa1/AA+	3.38%	12/31/27	02/19/26	15,000,000.00	14,976,872.70	99.96	14,994,140.70	671	3.46%
FCCB	Aa1/AA+	3.50%	01/21/28	02/19/26	15,000,000.00	15,009,838.16	100.20	15,030,246.85	692	3.46%
US Treasury STRIPS	Aa1/AA+	0.00%	02/15/28	02/19/26	15,000,000.00	14,023,013.43	93.55	14,032,007.10	717	3.46%
					\$ 528,293,066.67	\$ 526,480,387.55		\$ 527,388,345.63	254	3.85%
									(1)	(2)

8



9

Report on New Grants

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

Awarding Agency: The Institute for College Access and Success (TICAS)

Division and Department Awarded: SAEM, Office of Student Reengagement

Amount Awarded: \$5,000

Funding Period: January 31, 2026 – July 31, 2026

Strategic Goal #4: Cultivate Community Engagement

Project Summary: The Institute for College Access & Success (TICAS) will work with the Office of Student Reengagement on a national research project called the Rural Reconnect Initiative. TICAS is interested in understanding how STC supports adult learners. As part of the study, TICAS and its research partner Manpower Demonstration Research Corporation (MDRC), will interview students, staff, and college leaders, both online and in person.

Grant Title: Target Pathways PLUS (Programs that Layer Unique Support) Grant

Awarding Agency: Educate Texas at Communities Foundation of Texas

Division and Department Awarded: AAED, Division of Liberal Arts, Dual Credit Programs, and Transfer Center

Amount Awarded: \$10,000

Funding Period: March 2026 - March 2027

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

Project Summary: The Target Pathways PLUS grant is an effort designed to dramatically improve student success and credit applicability for students seeking to transfer credit or leverage their dual credit experiences. Funds will be used to form a regional cohort of Texas IHEs and ISDs to design a regional, 60-credit Target Pathway for 5 fields of study aligned with Texas Direct.

Grant Title: Manager Education and Agriculture Technical Skills (MEAT's) Workforce

Awarding Agency: Texas A&M University-Kingsville (TAMUK) / U.S. Department of Agriculture (USDA)

Division and Department Awarded: AAED, Math, Science, IT and Bachelor Programs (MSITB)

Amount Awarded: \$150,000

Funding Period: February 14, 2026 – January 14, 2028

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

Project Summary: STC will serve as a sub-awardee for this initiative and funding will provide financial support for up to 30 students pursuing degrees in Natural Sciences who have an interest in careers in the meat and poultry industries. Participating students will attend workshops at Texas A&M University–Kingsville (TAMUK), with three students per year completing summer internships and five or more students earning industry certifications. The grant aims to address underrepresentation in key roles within the meat and poultry industries by increasing student awareness and knowledge of meat and poultry processing careers and by helping meet the demand for a trained, diverse workforce in local and regional facilities. These efforts also support pathways to competitive wages and long-term career advancement. Program goals will be achieved through targeted training, credential attainment, and hands-on internship experiences.

Grant Title: Trellis Foundation Direct Impact Grant

Awarding Agency: Trellis Foundation

Division and Department Awarded: IAEA, South Texas College Foundation

Amount Awarded: \$200,000

Funding Period: April 1, 2026 – April 1, 2028

Strategic Goal #4: Cultivate Community Engagement

Project Summary: Grant funds will support South Texas College's JagReconnect Program by providing financial assistance to adult learners who previously enrolled at STC but did not complete a certificate or degree. The program helps returning adult learners with prior college experience, but no credentials, complete a workforce certificate or degree by offering coaching and integrated support services to create a clear path to completion and graduation.

Grant Title: Skills Development Fund

Awarding Agency: Texas Workforce Commission

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

Amount Awarded: \$851,200

Funding Period: March 2026 - March 2027

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

Project Summary: The Skills Development Fund supports businesses seeking to train new workers or upgrade the skills of existing employees. Awarded funds will allow the Center for Advanced Training and Apprenticeships (CATA) to deliver 63,000 contact hours of customized training to 459 new hires and incumbent workers from Stanley Black & Decker, Universal Metal Products, and Regal Rexnord. Awarded funds will cover instructional costs, materials, supplies, testing, curriculum development, and administrative support.

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 of Purchases, Purchase Renewal, Renewals, and Interlocal Agreement at a total cost of \$1,243,634.26.
- b. Approval on Schedule for Non-Summer Four-and-a-Half-Day Work Week and a Summer 36-Hour Work Week
- c. Approval to Renew the Hidalgo County Agreement for Tax Assessment Collection
- d. Approval to Renew the Starr County Agreement for Tax Assessment Collection
- e. Approval on Legal Services
- f. Approval on Legal Services Agreement with O'Hanlon, Demerath & Castillo
- g. Approval on Acceptance of Internal Audit Annual Report for FY 2025
- h. Approval to Adopt the Second Reading of Local Board Policy Included in Numbered Update 50
 - A. Adopt CRB (Local) – Technology Resources: Artificial Intelligence

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 - h" of the Finance, Audit, and Human Resources Committee Consent Agenda as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President

Consent Agenda:

a. 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 \$1,243,634.26

Purpose and Justification – Administration requested Board approval of the following Review and Action as Necessary on Approval of purchases, purchase renewal, renewals, and interlocal agreement at a total cost of \$1,243,634.26.

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

Purchases – 1) 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:

Cosmetology Program, Cybersecurity Program, Business Process and Accountability, Technology Projects, Dual Credit Schedule and Compliance, Centers for Learning Excellence, Chemistry Program, South Texas College Program, STC Foundation, Educational Technologies, Institutional Research and Effectiveness, and Library Public Services.

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 \$111,654.50.

APPENDIX A

Vendors List

Vendor (City, State)	Purchasing Cooperative	Amount
Dell Marketing, LP (Dallas, TX)	OMNIA Partners	\$108,979.50
Apple, Inc. (Dallas, TX)	Choice Partners Cooperative	\$2,675.00
Total Amount:		\$111,654.50

APPENDIX B

District-Wide Technology Request Summary

Student Computers	
1	Cosmetology Program
25	Cybersecurity Program
Staff Computers	
1	Business Process and Accountability
3	Technology Projects
Staff Laptops	
2	Dual Credit Schedule and Compliance
3	Centers for Learning Excellence
2	Business Process and Accountability

1	Chemistry Program
10	South Texas College Promise Program Grant
Staff Tablets	
1	STC Foundation
1	Educational Technologies
1	Institutional Research and Effectiveness
Staff Monitors	
15	Library Public Services
Faculty Laptops	
1	Chemistry Program

Purchases – 2) 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: Facilities Planning and Construction, Library Public Services, Safety and Security, Learning Commons and Open Labs, and Centers for Learning Excellence.

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 \$416,379.76.

APPENDIX A

Vendors List

Vendor (City, State)	Purchasing Cooperative	Amount
Gateway Printing & Office Supply, Inc. (San Antonio, TX)	OMNIA Partners and The Interlocal Purchasing System	\$408,041.20
Indeco Sales, Inc. (Belton, TX)	Sourcewell	\$8,338.56
Total Amount:		\$416,379.76

APPENDIX B
District-Wide Furniture Request Summary

Pecan Campus
12 Divider Screens for Student Desks, 29 Faculty/Staff Chairs, 16 Classroom Faculty Chairs, 22 Faculty/Staff Desks, 128 Student Classroom Chairs, 172 Student Computer Lab Chairs, 16 Faculty/Staff Filing Cabinets, 16 Faculty/Staff Bookcases, 13 Lounge Areas Seats, 10 Instructor Tables, 4 Conference Tables, 4 Lounge Area Tables, 4 Tables, 22 Guest Chairs, 10 Stools, and 26 Chairs for the Continuing Education Program.
34 Study Room Chairs and 30 Study Room Tables for the Library Public Services.
1 Faculty/Staff Filing Cabinet for the Safety and Security Department.
12 Stools and 6 Classroom Tables for the Learning Commons and Open Labs Department.
1 Round Table for the Center for Learning Excellence Department.

Purchases – 3) Institutional Membership

- Purpose** Purchase an institutional membership from **1EdTech Consortium, Inc.** (Burlington, MA).
- Justification** To support the College’s use of educational technology by ensuring the systems work well together, protecting student data, and following widely accepted standards. Membership in the 1EdTech Consortium will help the college make technology decisions, improve system compatibility and accessibility, and stay aligned with best practices used by other colleges and universities.
- Funding** Funds for this expenditure are budgeted in the Information Technology Project Management, Risk and Security, Technology Support 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, and Strategic Initiatives
Lucio Gonzalez, Associate Vice President for Technology and Chief Information Officer
- Recommendation** The Committee recommends Board approval to purchase an institutional membership from **1EdTech Consortium, Inc.** (Burlington, MA) for the period beginning May 1, 2026 through April 30, 2027, at a total amount of \$6,000.00.

Purchases – 4) Training Vehicle for Law Enforcement Academies and Continuing Education Trainings

- Purpose** Purchase a training vehicle for Law Enforcement Academies and Continuing Education Trainings from **Sames Bastrop CDJ, Inc.** (Cedar Creek, TX), The Interlocal Purchasing System approved vendor.
- Justification** To provide realistic, hands-on training environments for both credit and non-credit law enforcement courses. The vehicle will enhance student preparedness by enabling practical exercises in vehicle operations, traffic stops, and emergency response scenarios aligned with industry standards.
- Funding** Funds for this expenditure are budgeted in the Regional Center for Public Safety Excellence budget for FY 2025 – 2026.
- Enclosed Documents** Other information is included in the Supporting Documentation.
- Staff Resource** 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 purchase a training vehicle for Law Enforcement Academies and Continuing Education Trainings from **Sames Bastrop CDJ, Inc.** (Cedar Creek, TX), The Interlocal Purchasing System approved vendor, at an estimated total amount of \$46,100.00.

Purchases – 5) Training Vehicle for Law Enforcement Academies and Continuing Education Trainings

- Purpose** Purchase a training vehicle for Law Enforcement Academies and Continuing Education Trainings from **Caldwell Country Chevrolet II, LLC** (Caldwell, TX), a Buyboard approved vendor.
- Justification** To strengthen the delivery of law enforcement instruction across both credit and non-credit programs. By incorporating a vehicle representative of those used in active service, students will gain valuable, hands-on experience in patrol functions, traffic enforcement, and emergency response situations, better preparing them to meet the expectations and demands of today’s law enforcement profession.
- Funding** Funds for this expenditure are budgeted in the Regional Center for Public Safety Excellence budget for FY 2025 – 2026.
- Enclosed Documents** Other information is included in the Supporting Documentation.
- Staff Resource** 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 purchase a training vehicle for Law Enforcement Academies and Continuing Education Trainings from **Caldwell Country Chevrolet II, LLC** (Caldwell, TX), a Buyboard approved vendor, at an estimated total amount of \$56,250.00.

Purchase Renewal – 6) Enrollment Management System Agreement

Purpose	Renew the enrollment management system agreement with EAB Global, Inc. (Washington, DC), a sole source vendor.
Justification	To support an integrated Early Alert system that provides personalized services and timely interventions, improving student experience, retention, and completion. The Starfish system serves as an essential communication tool, enabling faculty to connect directly with students, with over 100,000 academic alerts sent to more than 27,431 students.
Funding	Funds for this expenditure are budgeted in the Early Alert Tech Renewal budget for FY 2026 – 2027, pending Board approval of the budget. 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. Anahid Petrosian, Vice President and Provost for Academic Affairs and Economic Development Dr. Brett J. Millan, Associate Vice President for Academic Success and Advancement
Recommendation	The Committee recommends Board approval to renew the enrollment management system agreement with EAB Global, Inc. (Washington, DC), a sole source vendor, for the period beginning November 1, 2026 through October 31, 2029, with three (3) annual payments of \$85,750.00 at a total amount of \$257,250.00.

Renewals – 7) Network Cabling Services for Building Renovation Projects

- Purpose** Renew the network cabling services for building renovation projects with the vendors listed in Appendix A.
- Justification** To enhance the network services, including the internet, in the buildings scheduled for renovation or upgrade. Various renovation projects are scheduled for the upcoming year, and due to the scope of the work during the renovations, data drops and network cabling will need to be replaced or added.
- Funding** Funds for this expenditure are budgeted in the District-Wide Renovations and Construction budget for FY 2025 – 2026. Funds for subsequent fiscal years will be included in future proposed budgets.
- Enclosed Documents** Appendix A – Vendors List
 Appendix B – Renewal Terms
 Other information is included in the Finance Supplemental Booklet
- Staff Resource** Dr. Jesus Campos, Interim Vice President for Information Services, Planning, Performance, and Strategic Initiatives
 Lucio Gonzalez, Associate Vice President for Technology and Chief Information Officer
- Recommendation** The Committee recommends Board approval to renew the network cabling services for building renovation projects with the vendors listed in Appendix A for the period beginning May 28, 2026 through May 27, 2027, at an estimated total amount of \$250,000.00.

APPENDIX A
Vendors List

Primary Vendor	BridgeNet Communications, LLC (Donna, TX)
Secondary Vendor	Telepro Communications (Mission, TX)

APPENDIX B
Renewal Terms

The Board awarded the contract as follows:

Term: May 27, 2025 – one year with two (2) one-year annual renewals			
Award	Board Meeting Date	Original Term	Renewal Term
Original	05/27/2025	05/28/2025 – 05/27/2026	
First Renewal	04/28/2026		05/28/2026 – 05/27/2027

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

Renewals – 8) Vehicle Maintenance and Repair Services

- Purpose** Renew the vehicle maintenance and repair services with the vendors listed in Appendix A.
- Justification** To provide maintenance and repair services for the College’s motor vehicle fleet. These services include vehicle preventive maintenance, general repair work, air conditioning system repairs, towing services, state inspections, roadside assistance, and routine vehicle oil changes, maintaining the College vehicles in a safe working condition for the South Texas College staff and faculty to drive throughout the district. In addition, all materials, labor, supplies, and equipment necessary for performing the services will be included.
- 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 – Renewal Terms
Other information is included in the Supporting Documentation.
- Staff Resource** Mary Del Paz, Vice President for Finance and Administrative Services
George McCaleb, Executive Director of Facilities Operations and Maintenance
- Recommendation** The Committee recommends Board approval to renew the vehicle maintenance and repair services with the vendors listed in Appendix A for the period beginning May 29, 2026 through May 28, 2027, at an estimated total amount of \$100,000.00.

APPENDIX A

Vendors List

Vendor (City, State)	Vendor (City, State)
Haboken Enterprises, LLC/ dba Golf Cart Crossing (Pharr, TX)	Pan American Auto, LLC (Pharr, TX)
McAllen Quick Lube, Inc. / dba RGV Tire Pros / dba Valvoline Express Care (McAllen, TX)	

APPENDIX B
Renewal Terms

The Board awarded the contract as follows:

Term: April 22, 2025 – one year with two (2) one-year annual renewals			
Award	Board Meeting Date	Original Term	Renewal Term
Original	04/22/2025	05/29/2025 – 05/28/2026	
First Renewal	04/28/2026		05/29/2026 – 05/28/2027

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

Interlocal Agreement – 9) Interlocal Cooperation Contract for Reunification Tabletop Exercise

Purpose Approve the Interlocal Cooperation Contract for Reunification Tabletop Exercise between South Texas College and Texas State University.

Justification South Texas College will host the Texas School Safety and provide the site for the Reunification Tabletop Exercise on July 14, 2026. The Reunification Tabletop Exercise gives participants a chance to understand how college staff, local law enforcement, fire, emergency management, and supporting entities work together to keep the whole community safe during an emergency incident. This exercise emphasizes a unified, scalable response that helps protect college operations and the well-being of the entire campus community during an event, emergency incident, and disaster.

The Interlocal Agreement was reviewed by the College’s Legal Counsel.

Funding At no cost to the College.

Staff Resource Mary Del Paz, Vice President for Finance and Administrative Services
Ruben Suarez, Chief of Police for the Department of Public Safety
James Archer, Emergency Training and Preparedness Manager

Recommendation The Committee recommends that the Board approve the Interlocal Cooperation Contract for Reunification Tabletop Exercise between South Texas College and Texas State University for July 14, 2026, at no cost to the College.

Recommendation: It is requested that the Committee recommend for Board approval of the approval of purchases, purchase renewal, renewals, and interlocal agreement at a total cost of \$1,243,634.26 as listed below:

- Purchases** 1) **Computers, Laptops, Tablets, and Monitors:** purchase computers, laptops, tablets, and monitors from the vendors listed in Appendix A at a total amount of \$111,654.50;

APPENDIX A
Vendors List

Vendor (City, State)	Purchasing Cooperative	Amount
Dell Marketing, LP (Dallas, TX)	OMNIA Partners	\$108,979.50
Apple, Inc. (Dallas, TX)	Choice Partners Cooperative	\$2,675.00
Total Amount:		\$111,654.50

- 2) **Furniture:** purchase furniture from the vendors listed in Appendix A at a total amount of \$416,379.76;

APPENDIX A
Vendors List

Vendor (City, State)	Purchasing Cooperative	Amount
Gateway Printing & Office Supply, Inc. (San Antonio, TX)	OMNIA Partners and The Interlocal Purchasing System	\$408,041.20
Indeco Sales, Inc. (Belton, TX)	Sourcewell	\$8,338.56
Total Amount:		\$416,379.76

- 3) **Institutional Membership:** purchase an institutional membership from **1EdTech Consortium, Inc.** (Burlington, MA) for the period beginning May 1, 2026, through April 30, 2027, at a total amount of \$6,000.00;
- 4) **Training Vehicle for Law Enforcement Academies and Continuing Education Trainings:** purchase a training vehicle for Law Enforcement Academies and Continuing Education Trainings from **Sames Bastrop CDJ, Inc.** (Cedar Creek, TX), The Interlocal Purchasing System approved vendor, at an estimated total amount of \$46,100.00;
- 5) **Training Vehicle for Law Enforcement Academies and Continuing Education Trainings:** purchase a training vehicle for Law Enforcement Academies and Continuing Education Trainings from **Caldwell Country Chevrolet II, LLC** (Caldwell, TX), a Buyboard approved vendor, at an estimated total amount of \$56,250.00;

**Purchase
Renewal**

- 6) Enrollment Management System Agreement:** renew the enrollment management system agreement with **EAB Global, Inc.** (Washington, DC), a sole source vendor, for the period beginning November 1, 2026 through October 31, 2029, with three (3) annual payments of \$85,750.00 at a total amount of \$257,250.00;

Renewals

- 7) Network Cabling Services for Building Renovation Projects:** renew the network cabling services for building renovation projects with the vendors listed in Appendix A for the period beginning May 28, 2026 through May 27, 2027, at an estimated total amount of \$250,000.00;

APPENDIX A

Vendors List

Primary Vendor	BridgeNet Communications, LLC (Donna, TX)
Secondary Vendor	Telepro Communications (Mission, TX)

- 8) Vehicle Maintenance and Repair Services:** renew the vehicle maintenance and repair services with the vendors listed in Appendix A for the period beginning May 29, 2026 through May 28, 2027, at an estimated total amount of \$100,000.00;

APPENDIX A

Vendors List

Vendor (City, State)	Vendor (City, State)
Haboken Enterprises, LLC/ dba Golf Cart Crossing (Pharr, TX)	Pan American Auto, LLC (Pharr, TX)
McAllen Quick Lube, Inc. / dba RGV Tire Pros / dba Valvoline Express Care (McAllen, TX)	

**Interlocal
Agreement**

- 9) Interlocal Cooperation Contract for Reunification Tabletop Exercise:** approve the Interlocal Cooperation Contract for Reunification Tabletop Exercise between South Texas College and Texas State University for July 14, 2026, at no cost to the College.

Consent Agenda:

b. Approval on Schedule for Non-Summer Four-and-a-Half-Day Work Week and a Summer 36-Hour Work Week

Purpose To approve the schedule of a non-summer four-and-a-half-day work week and a summer 36-hour work week starting the week before the Fall 2026 semester begins in August 2026 and concluding two weeks before the Fall 2027 semester begins in August 2027.

Justification The modified work schedule has proven effective for the college in terms of expanding employee benefits and increasing talent retention, employee satisfaction, and market competitiveness in recruiting new employees.

The standard schedule for the College will be a Non-Summer four-and-a-half-day work week and a Summer 36-hour work week, however, the schedule will continue to be monitored and evaluated for effectiveness and may be revised as deemed necessary.

Since its inception in 2022, this schedule has been well received and has successfully improved employee morale, reduced turnover, attracted new talent, and fostered a more positive workplace culture.

The standard work schedules are as follows:

Non-Summer Work Schedule

- The four-and-a-half work week consists of the following:
 - ⇒ Begins the week before the Fall 2026 semester begins in August 2026 and concludes the week of the May 2027 graduation ceremonies.
 - ⇒ Monday – Thursday
 - 8:00am – 5:30pm (Half hour Lunch)
 - 7:30am – 5:00pm (Half hour Lunch)
 - 7:45am – 5:15pm (Half hour Lunch)
 - 8:00am – 6:00pm (Full hour Lunch)
 - ⇒ Friday
 - 8:00am – 12:00pm (applicable for all schedules above)

Summer Work Schedule

- The 36-hour work week schedule consists of the following:
 - ⇒ Begins the week after the May 2027 graduation and concludes two weeks before the Fall semester begins in August 2027.
 - ⇒ Monday – Thursday

- Full-time employees will work four (4) days for nine (9) hours each day, totaling 36 hours. Exceptions or flexible schedules may be applied for positions required to work on Friday.

⇒ Friday

- A 4-hour Leave Paid College Closed will be populated every week for the duration of the Summer period for non-exempt employees.

Exceptions outside these schedules would be made at the discretion and approval of the supervisor. Supervisors will have the final authority to approve an employee's schedule, considering the department's needs. Supervisors will ensure that administrative offices are open during regular business hours of 8:00 a.m. – 5:00 p.m. Monday – Thursday, or as otherwise required by specific departments and programs.

Enclosed Documents

Appendix A – Board Approval of Work Week Schedule

Funding

No funds are required.

Staff Resource

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

Recommendation

The Committee recommended Board approval of the schedule of a non-summer four-and-a-half-day work week and a summer 36-hour work week starting the week before the Fall 2026 semester begins in August 2026 and concluding two weeks before the Fall 2027 semester begins in August 2027.

Appendix A

Board Approval of Work Week Schedule

Board Approval	Summary
May 2022	<p>Transition to Four-and-a-Half Day Work Week Scheduling</p> <ul style="list-style-type: none"> • Summer pilot schedule of a four-and-a-half-day work week Schedule
July 2022	<p>Implement a Four-and-a-Half-Day Work Week Schedule Starting August 1, 2022 and Ending on August 31, 2023</p> <ul style="list-style-type: none"> • Extended the pilot schedule after July 2022, to a four-and-a-half-day work week schedule beginning August 1, 2022, and continuing through fiscal year 2022 - 2023.
March 2023	<p>Implement a 36-Hour Work Week Summer Schedule Starting May 15, 2023 and Ending on August 13, 2023</p> <ul style="list-style-type: none"> • A 36-hour work week was approved
July 2023	<p>Implement a Four-and-a-Half-Day Work Week Schedule for Fiscal Year 2024 and to Include a Summer Schedule Period of a 36-Hour Work Week</p> <ul style="list-style-type: none"> • Summer schedule and four-and-a-half-day work week on July 2023 for all of Fiscal Year 2024
July 2024	<p>Establish a Standard Schedule of a Non-Summer Four-and-a-Half-Day Work Week and a Summer 36-Hour Work Week</p> <ul style="list-style-type: none"> • Summer schedule and a four-and-a-half-day workweek to be implemented throughout Fiscal Year 2025
May 2025	<p>Approved to continue a Non-Summer Four-and-a-Half-Day Work Week and a Summer 36-Hour Work Week</p> <ul style="list-style-type: none"> • Summer schedule and a four-and-a-half-day workweek to be implemented throughout Fiscal Year 2026

Consent Agenda:

c. Approval to Renew the Hidalgo County Agreement for Tax Assessment Collection

Purpose	To approve the renewal of the Hidalgo County Agreement for Tax Assessment and Collection for current and delinquent taxes collected from September 1, 2026 through August 31, 2027.
Justification	<p>The College complies with Section 6.27 item (c) of the Property Tax Code, which states:</p> <p>“The assessor or collector for a taxing unit other than a county is entitled to reasonable compensation, which may not exceed the actual cost incurred, for assessing or collecting taxes for a taxing unit pursuant to Subsection (b) of Section 6.23 of this code.”</p> <p>The Inter-Local Cooperation Agreement requires the County, after reviewing actual collection costs, to submit a proposed fee to the College, which may include a cost increase of no more than 5% per year, prior to May 1st. The College will then have until June 1st to accept the recommended fee.</p> <p>The Hidalgo County Agreement for Tax Assessment and Collection must be approved by the College by June 1, 2026. Approval of the tax assessment and collection fee is needed in order for the Hidalgo County Tax Assessor to assess and collect taxes levied.</p>
Enclosed Documents	<p>Appendix A – History of Fees for Hidalgo County Tax Assessment and Collection</p> <p>Appendix B – Hidalgo County Collection Contract Letter</p>
Funding	The annual collection fee is reduced monthly from the taxes collected that month. Funds for these expenditures will be budgeted in the Hidalgo Appraisal/Collection Fee budget for Fiscal Year 2026 – 2027, pending Board approval of the budget.
Staff Resource	Mary Del Paz, Vice President for Finance and Administrative Service Myriam Lopez, Associate Vice President – Finance and Management
Recommendation	The Committee recommended Board approval on the renewal of the Hidalgo County Agreement for the Tax Assessment and Collection for current and delinquent taxes collected at an annual fee of \$113,784.00 from September 1, 2026 through August 31, 2027 as presented.

Appendix A

Summary of Contract

History of Fees for Hidalgo County Tax Assessment and Collection			
Fiscal Year	Fee	Increase over Previous Year	Total Tax Levy
2026 – 2027	\$113,784.00	4.994%	Not Available
2025 – 2026	\$108,372.00	0%	\$102,464,495.02
2024 – 2025	\$108,372.00	0%	\$92,313,237.87
2023 – 2024	\$108,372.00	0%	\$83,552,787.83
2022 – 2023	\$108,372.00	5%	\$75,375,088.72
2021 - 2022	\$103,212.00	0%	\$71,315,412.72
2020 – 2021	\$103,212.00	0%	\$66,982,283.00
2019 – 2020	\$103,212.00	0%	\$64,711,985.97
2018 - 2019	\$103,212.00	0%	\$63,236,679.08
2017 – 2018	\$103,212.00	5%	\$62,624,834.26
2016 – 2017	\$98,304.00	0%	\$59,701,217.59

Office of Tax Assessor-Collector

COUNTY of HIDALGO

Pablo "Paul" Villarreal, Jr. PCC.



April 1, 2026

Dr. Ricardo J. Solis, Ph.D., President
South Texas College
P.O. Box 9701
McAllen, TX. 78502

P.O. Box 178
Edinburg, Texas 78540-0178
Ph. (956) 318-2157
Fax (956) 318-2733
www.hidalgocountytax.org

Dear Dr. Solis:

As per Clause VI, consideration of our Collection of Taxes Contract, be advised that the fee for the taxable year 2026 will increase to a new annual fee of \$113,784. effective September 1, 2026.

This increase is within the 5% threshold as allowed by contract.

Please sign, date and return this letter to us as soon as possible.

Sincerely,

Pablo (Paul) Villarreal, Jr. PCC
Hidalgo County Tax Assessor-Collector

XC: Hon. Richard Cortez
Hidalgo County Judge

Ms. Letty Chavez,
Hidalgo County Auditor

Accepted & Agreed:

By: _____

South Texas College

Printed Name and Title

Date

Consent Agenda:

d. Approval to Renew the Starr County Agreement for Tax Assessment Collection

Purpose To approve the renewal of the Starr County Agreement for Tax Assessment and Collection for current and delinquent taxes collected from September 1, 2026 through August 31, 2027.

Justification The College complies with Section 6.27 item (c) of the Property Tax Code, which states:

“The assessor or collector for a taxing unit other than a county is entitled to reasonable compensation, which may not exceed the actual cost incurred, for assessing or collecting taxes for a taxing unit pursuant to Subsection (b) of Section 6.23 of this code.”

The Inter-Local Cooperation Agreement requires the County, after receiving actual collection costs, to submit a proposed fee to the College, which may include a cost increase of no more than 5% per year, prior to May 1st. The College will then have until June 1st to accept the recommended fee.

The Starr County Agreement for Tax Assessment and Collection must be approved by the College by June 1, 2026. Approval of the tax assessment and collection fee is needed in order for the Hidalgo County Tax Assessor to assess and collect taxes levied.

At the time of publication of the Committee packet, the collection letter for this item was not available. On April 13, 2026, the tax office will present it to the Starr County Commissioners Court for approval.

Enclosed Documents Appendix A – History of Fees for Starr County Tax Assessment and Collection
Appendix B – Starr County Collection Contract

Funding The annual collection fee is reduced monthly from the taxes collected that month. Funds for these expenditures will be budgeted in the Hidalgo Appraisal/Collection Fee budget for Fiscal Year 2026 – 2027, pending Board approval of the budget.

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

Recommendation The Committee recommended Board approval on the renewal of the Starr County Agreement for the Tax Assessment and Collection for current and delinquent taxes collected at a fee of 2% or approximately \$121,926.22 from September 1, 2026 through August 31, 2027, pending Starr County Commissioner’s Court approval on April 13, 2026, as presented.

Appendix A

Summary of Contract

History of Fees for Starr County Tax Assessment and Collection				
Fiscal Year	Fee	Increase over Previous Year	% of Tax Collection	Total Tax Levy
2026 – 2027	\$121,926.22****	4.00%	2.0%	Not Available
2025 – 2026	\$117,236.75***	13.04%	2.0%	\$5,785,607.57
2024 – 2025	\$103,713.93**	(36.32%)	2.0%	\$5,305,188.96
2023 – 2024	\$162,867.35	0.82%	3.5%	\$4,833,955.92
2022 – 2023	\$161,545.49	(2.36%)	3.5%	\$4,515,974.35
2021 – 2022	\$165,449.34	8.60%	3.5%	\$4,418,023.95
2020 – 2021	\$152,346.31	6.76%	3.5%	\$4,108,455.73
2019 – 2020	\$142,693.53	(3.50%)	3.5%	\$4,010,125.41
2018 – 2019	\$147,863.11	0.001%	3.5%	\$4,058,100.49
2017 – 2018	\$147,862.05*	68.24%	3.5%	\$3,933,751.72
2016 – 2017	\$87,886.00	0%	N/A	\$3,494,095.10

*In Fiscal Year 2018, Starr County changed the annual fee from a flat rate to 3.5% of all current and delinquent base taxes collected. Prior to Fiscal Year 2018, Starr County assessed a flat rate fee of \$87,886.00.

**In Fiscal Year 2025, Starr County changed the annual fee from 3.5% to 2% of all current and delinquent base taxes collected.

***Estimated Fee Amount to be paid by August 31, 2026

****Estimated Fee Amount to be approved on April 28, 2026 Board Meeting



STARR

AMEIDA SALINAS

Tax Assessor-Collector

STARR COUNTY

RIO GRANDE CITY, TEXAS 78582

COUNTY COURT HOUSE

STARR COUNTY

RIO GRANDE CITY, TEXAS 78582

April 13th, 2026

Dr. Ricardo J. Solis, President

South Texas College
3201 W. Pecan Blvd
McAllen, Texas 78501

Dear Dr. Solis:

As per Clause VI, Consideration of our Collection of Taxes Contract, be advised that the fee for tax year 2026 will be 2% of all current and delinquent base taxes collected from September 1, 2026 through August 31, 2027 as per Commissioner's Court approval on April 13th, 2026.

If you need additional information, please contact me at your earliest convenience.

Please sign, date and return this letter to us as soon as possible.



COUNTY OF STARR
MA. AMEIDA SALINAS
TAX ASSESSOR-COLLECTOR

Sincerely,

Ma. Ameida Salinas, TAC
Starr County Tax Assessor/Collector

ACCEPTED & AGREED

By: _____

South Texas College

Date: _____

Consent Agenda:

e. Approval on Legal Services

Purpose	To assign the services to be provided by Law Office of Javier Villalobos, P.C. and by O’Hanlon, Demerath & Castillo (ODC).
Justification	<p>Under Policy BCC (LOCAL) - Board Internal Organization: Attorney, the Board shall retain an attorney or attorneys, as necessary, to serve as the College District’s legal counsel and representatives in matters requiring legal services. Services to be performed and reasonable compensation to be paid by the Board shall be set forth in a written contract between the Board and the attorney or attorneys.</p> <p>On June 8, 2021, the Board of Trustees awarded a contract to the Law Office of Javier Villalobos, P.C., to serve as the College’s legal counsel. On June 24, 2025, the Board of Trustees approved to modify the payment terms of the contract from an hourly rate to a fixed monthly flat fee of \$5,000.00, effective July 1, 2025. On January 27, 2026, the Board of Trustees approved the contract to include the monthly flat fee with the Law Office of Javier Villalobos, P.C., to serve as the College’s legal counsel.</p> <p>On June 24, 2024, the President approved a contract with O’Hanlon, Demerath & Castillo (ODC), as allowed by Policy BCC, with an initial term of six (6) months and automatic renewals for successive six (6) month periods.</p> <p>On January 27, 2026, the (ODC) contract was presented for Board approval to obtain board approval in addition to the President’s approval per Board Policy BCC, but the Board of Trustees deferred this item until the next Committee meeting date.</p> <p>This item was included in the February 10, 2026 Committee Meeting for Board approval request and presented at the February 24, 2026 Board Meeting for discussion only. The Board asked Vice President Mary Del Paz to ask each legal counsel firm for input on which specific legal services their firms would provide to the College. Attached are legal counsel’s responses.</p>
Funding	Funds for this expenditure are budgeted in the Legal Services budget for FY 2025 – 2026.
Enclosed Documents	Appendix A – Matrix of Legal Services Appendix B – Policy BCC Board Internal Organization: Attorney
Staff Resource	Dr. Ricardo J. Solis, President Mary Del Paz, Vice President for Finance and Administrative Services

Recommendation The Committee recommended Board approval to assign the services to be provided by Law Office of Javier Villalobos, P.C. and by O'Hanlon, Demerath & Castillo (ODC).

Legal Services Agreements

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

#	Service Type	Law Office of Javier Villalobos, P.C.	O'Hanlon, Demerath & Castillo
1	Attending Board and Committee meetings and advising Board members, Committee members, and Administration, as appropriate and required.	0	
2	Providing legal counsel and guidance to the Board of Trustees and administrative staff on such matters as:	0	
	a Elections	0	
	b Tax Abatement Agreements	0	
	c Real Estate (or outsource, separate contract if necessary)	0	
	d Procurement procedures and contracts (interpretation of procurement law and review of certain contracts, development of a standardized contract form for most services the College solicits to be included as part of the RFP or RFQ document) and contract compliance	0	
	e Construction contracts	0	
	f Litigation representation (or outsource, separate contract if necessary)	0	
	g General higher education matters including, but not limited to, tort and civil liabilities	Insurgency	
	h Employment law (Title IX federal regulations, review of practices regarding federal laws on discrimination, retaliation, equal opportunity, veterans employment preference, human resources development)		Ben
	i Personnel matters		Ben
	j Personnel and Non-Personnel Policies by drafting, Advising, Reviewing, and Updating		Ben
	k Texas Open Meetings Act		Ben
	l Texas Public Information Act		Ben
	m Public Information Request Responses		Ben
	n IRS examinations		
	o Intellectual Property		
	p State and International Matters and Engagements	0	
	q Land Use, Environmental, Health and Safety		
	r Family Educational Rights and Privacy Act (FERPA)		Ben
	s Other - Please describe		
3	If needed for a specific item, attend Board and Committee meetings and advise Board members, Committee members, and Administration, as appropriate and required.	0	
4	Additional legal counsel services and advising as requested and authorized by the President.	0	

Legal Services Agreements

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

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

Legal Services Agreements

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

		Submitted by Firms		Actual (Proposed*) Services Provided to the College (6/24/24 to 3/31/26)	
#	Service Type	Law Office of Javier Villalobos, P.C.	O'Hanlon, Demerath & Castillo	Law Office of Javier Villalobos, P.C.	O'Hanlon, Demerath & Castillo
1	Attending Board and Committee meetings and advising Board members, Committee members, and Administration, as appropriate and required.	✓	✓	✓	✓
2	Providing legal counsel and guidance to the Board of Trustees and administrative staff on such matters as:	✓	✓		
	a Elections	✓	✓	✓ *	
	b Tax Abatement Agreements	✓	✓		✓
	c Real Estate (or outsource, separate contract if necessary)	✓	✓		✓ *
	d Procurement procedures and contracts (interpretation of procurement law and review of certain contracts, development of a standardized contract form for most services the College solicits to be included as part of the RFP or RFQ document) and contract compliance	✓	✓	✓ (1)	✓ (numerous)
	e Construction contracts or construction liability matters/cases	✓	✓		✓
	f Litigation representation (or outsource, separate contract if necessary)	✓	✓	✓	
	g General higher education matters including, but not limited to, tort and civil liabilities	Insurance	✓		✓ *
	h Higher Education Code/Law interpretation and written advise and execution				✓
	i Employment law (Title IX federal regulations, review of practices regarding federal laws on discrimination, retaliation, equal opportunity, veterans employment preference, human resources development)		✓		✓
	j Personnel matters		✓		✓
	k Personnel and Non-Personnel Policies by drafting, Advising, Reviewing, and Updating		✓		✓
	l Texas Open Meetings Act		✓		✓
	m Texas Public Information Act		✓		✓
	n Public Information Request Responses		✓		✓
	o IRS examinations		✓		✓ *
	p Intellectual Property		✓		✓ *
	q State and International Matters and Engagements	✓	✓	✓ *	
	r Land Use, Environmental, Health and Safety		✓		✓ *
	s Family Educational Rights and Privacy Act (FERPA)		✓		✓ *
	t Other - Please describe				
3	If needed for a specific item, attend Board and Committee meetings and advise Board members, Committee members, and Administration, as appropriate and required.	✓	✓	✓	✓
4	Additional legal counsel services and advising as requested and authorized by the President.	✓	✓	✓	✓

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

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

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

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

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

Consent Agenda:

f. Approval on Legal Services Agreement with O’Hanlon, Demerath & Castillo

Purpose To approve 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 included the potential issuance of an RFQ for legal services.

This item was included in the February 10, 2026 Committee Meeting for Board approval and was recommended with the stipulation that the duties for the firms of Javier Villalobos and O’Hanlon, Demerath & Castillo be clearly stated.

The item was then presented at the February 24, 2026 Board Meeting for discussion only. The Board asked Vice President Mary Del Paz to ask each legal counsel firm for input on which specific legal services their firms would provide to the College. Attached are legal counsel’s responses and the proposed designation of services based on actual services provided and responses.

The revised legal services agreement was reviewed by Mr. Javier Villalobos, the College’s legal counsel.

Funding Funds for this expenditure are budgeted in the Legal Services budget for FY 2025 – 2026.

Enclosed Documents Appendix A – Agreement for Legal Services
Appendix B – Policy BCC Board Internal Organization: Attorney

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

Recommendation The Committee recommended Board approval of legal services agreement with O'Hanlon, Demerath & Castillo (Austin, TX).

LEGAL SERVICES AGREEMENT

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

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

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

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

1. Engagement and Scope of Services

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

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

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

- **Attending Board and Committee meetings and advising Board members, Committee members, and Administration, as appropriate and required.**
- **Providing legal counsel and guidance to the Board of Trustees and administrative staff on such matters as:**
 - ⇒ **Tax Abatement Agreements**
 - ⇒ **Real Estate (or outsource, separate contract if necessary)**
 - ⇒ **Procurement procedures and contracts (interpretation of procurement law and review of certain contracts, development of a standardized contract form for most services the College solicits to be included as part of the RFP or RFQ document) and contract compliance**
 - ⇒ **Construction contracts or construction liability matters/cases**
 - ⇒ **General higher education matters including, but not limited to, tort and civil liabilities**
 - ⇒ **Higher Education Code/Law interpretation and written advise and execution**

- ⇒ Employment law (Title IX federal regulations, review of practices regarding federal laws on discrimination, retaliation, equal opportunity, veterans employment preference, human resources development)
- ⇒ Personnel matters
- ⇒ Personnel and Non-Personnel Policies by drafting, Advising, Reviewing, and Updating
- ⇒ Texas Open Meetings Act
- ⇒ Texas Public Information Act
- ⇒ Public Information Request Responses
- ⇒ IRS examinations
- ⇒ Intellectual Property
- ⇒ Land Use, Environmental, Health and Safety
- ⇒ Family Educational Rights and Privacy Act (FERPA)

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

1.3 Authorization; Primary Contacts.

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

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

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

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

2. Term; Automatic Renewal

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

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

3. Fees; Hourly Rates; Billing

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

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

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

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

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

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

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

4. Expenses and Costs

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

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

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

5. Staffing and Supervision

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

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

6. Conflicts of Interest

6.1 Conflicts; Other Governmental Clients. The Firm acknowledges and discloses that it may represent, now or in the future, other governmental entities, public bodies, or related organizations with which the College conducts business in the region. The Firm will perform appropriate conflict checks for each Authorized Matter and will promptly notify the College in writing if the Firm becomes aware of an actual or potential conflict of interest relating to the Firm's representation of the College. Where required or appropriate under applicable rules of

professional conduct, the Firm will request the College's informed written consent before proceeding, and the Firm will not undertake or continue representation where the conflict cannot be waived or otherwise ethically managed.

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

7. Confidentiality; Privilege; Public Information

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

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

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

8. File Ownership; Work Product; Return of Materials

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

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

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

9. Independent Contractor

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

10. Sovereign Immunity; No Waiver

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

11. Termination

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

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

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

12. Notices

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

Notices to the College:

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

Notices to the Firm:

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

Notices are effective upon receipt.

13. Governing Law; Venue

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

14. Insurance

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

coverage reasonably acceptable to the College and shall provide updated evidence of coverage upon renewal or material change to such policies.

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

15. Entire Agreement; Amendments; Severability; Counterparts

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

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

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

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

SIGNATURES

SOUTH TEXAS COLLEGE

By: _____
Name: Dr. Alejo Salinas
Title: Chair, Board of Trustees

Date: _____

O'HANLON, DEMERATH & CASTILLO

By: _____
Benjamin Castillo
Title: Shareholder

Date: _____

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

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

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

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

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

Consent Agenda:

g. Approval on Acceptance of Internal Audit Annual Report for FY 2025

- Purpose** “Texas Government Code Section 2102.015 Publication of Audit Plan and Annual Report on Internet requires state agencies and institutions of higher education to post certain information on their website. To comply with Texas Government Code 2102.015, an Internal Audit Annual Report has been completed.” The Internal Audit Annual Report includes a summary of audit findings along with management’s planned corrective actions.
- Justification** The Internal Audit Annual Report provides the Finance, Audit, and Human Resources Committee with information related to the Internal Audit Function’s activities over the past fiscal year. Specifically, the annual report includes the prior year’s approved projects and audit plan; a summary of findings; management’s plan for corrective action; implementation status of corrective action; and next fiscal year’s approved projects and audit plan.
- Enclosed Documents** Exhibit A - Internal Audit Annual Report
- Staff Resource** Khalil Abdullah, Chief Internal Auditor
- Recommendation** The Committee recommended Board acceptance of the FY 2025 Internal Audit Annual Report as presented.



SOUTH TEXAS COLLEGE

Internal Audit Annual Report Fiscal Year 2025

Prepared by:
Khalil M. Abdullah

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I. Compliance with TGC, Sec 2102.015

Texas Government Code Section 2102.015 was added by House Bill 16 (83rd. Legislature) on June 14, 2013. House Bill 16 amended the Internal Auditing Act to require state agencies and institutions of higher education, as defined in the bill, to post agency internal audit plans, internal audit annual reports, and any weaknesses or concerns resulting from the audit plan or annual report on the entities' website, at the time and in the manner provided by the State Auditor's Office. Specifically, the College must post the following information within 30 days of approval by the Board of Trustees:

- The approved audit plan for the current fiscal year;
- The audit plan from the previous fiscal year;
- A detailed summary of the weaknesses, deficiencies, wrongdoings, or other concerns raised by the audit plan or annual report; and
- A summary of the action taken by the College to address concerns raised by the audit plan or annual report.

To comply with the requirements, South Texas College's Office of Internal Audits will submit its Annual Report to the website coordinators to be posted on the Internal Audit section of the College's website no later than 30 days after the Board of Trustees approves the current year audit plan. This report includes all the elements required by Texas Government Code Section 2102.015.

II. Internal Audit Plan for Fiscal Year 2025

The Board of Trustees approved the internal audit plan for FY 2025 on August 27, 2024. The audit plan was prepared using risk assessment techniques as required by the Institute of Internal Auditor (IIA) *Standards*. A revision to the plan was necessary to include an engagement for SB 17.

Audits not completed in FY 2025 were carried forward and included in the FY 2026 audit plan.

FY 2024 – 2025 (Scheduled)

1. Fraud Survey
2. HR Processes – Hiring & Staff
3. Business Continuity / Disaster Recovery
4. Environmental Health & Safety
5. Account Reconciliations
6. Fixed Assets
7. Effort Reporting
8. Senate Bill 17

III. Consulting and Nonaudit Services

The Office of Internal Audits worked on the following consulting engagements in FY 2025:

- Nursing Education Program Information Survey (NEPIS);
- Board Request

IV. External Quality Assurance Review

IIA *Standard* 1312 requires an external assessment of an internal audit activity be conducted at least once every five years by a qualified, independent assessor or assessment team from outside the organization. IIA *Standards* allows for the completion of a self-assessment that includes a comprehensive and fully documented process completed by the Internal Auditor with independent external validation. The Office of Internal Audits is due to have the results of the comprehensive self-assessment validated by an independent external assessor.



V. Summary of Findings and Management’s Corrective Action Plan

Report No.	Report Date	Project Name	Summary of Finding	Summary of Corrective Action Plan	Status of Correction Action Plan
25-01	10/23/2025	Faculty Overloads	Mgmt. should consider adjusting overload budgets annually, so as to decrease the number of transfers throughout the year.	Moving forward, during the budget creation process, the Academic Affairs division will review the individual divisional budgets and adjust the annual requests to minimize the number of transfer during the course of the fiscal year.	Implemented
25-03	6/30/2025	Business Continuity / Disaster Recovery	Mgmt. should consider completing another Business Impact Analysis after the implementation of the new ERP system.	Once WorkDay Student is fully functional, we will look at a vendor that can perform a BIA.	Pending
25-03	6/30/2025	Business Continuity / Disaster Recovery	Mgmt. should consdier aligning the frequency of DRP testing with its risk assessment profile and environment.	IT will update the procedure on how often DRP testing is done aligning the procedure with these recommendations.	Implemented

VI. Internal Audit Plan for Fiscal Year 2026

In accordance with the Institute of Internal Auditor's (IIA) *Standard* 2010, a formal audit plan is required for fiscal year (FY) 2026. A risk assessment was completed to evaluate each area of the College based on current conditions, circumstances, and management concerns.

Input to the annual plan was requested from the Board, the President, Vice presidents, and other senior managers. Major goals and institutional objectives were reviewed to identify areas where value-added audit services could be provided.

On March 24, 2026 South Texas College's Board of Trustees approved the following projects for FY 2026.

FY 2025 – 2026 (Scheduled)

1. Fraud Survey
2. Effort Reporting
3. Scholarships
4. Administration 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)



VII. External Audit Services – Fiscal Year 2025

All external audit services that were procured or were ongoing in fiscal year 2025 by South Texas College are listed below.

- Carr, Riggs & Ingram - Annual Financial Statement Audit;
- Texas Higher Education Coordinating Board (THECB) – A Compliance Monitoring Desk Review of the Texas Education Opportunity Grant (TEOG) at South Texas College.

VIII. Reporting Suspected Fraud and Abuse

South Texas College has taken the following actions to implement the fraud detection and reporting requirements of Section 7.09 of the 84th Legislature's General Appropriations Act, and Texas Government Code, Section 321.022:

- A confidential fraud hotline is available for employees to report suspected fraud.
- Solicits feedback from employees related to fraud through an annual fraud survey.
- Established formal guidelines for reporting and investigating suspected or known fraud, waste, abuse and other improprieties;
- South Texas College's *Guidelines for Reporting and Investigating Suspected or Known Fraud, Waste, Abuse and Other Improprieties* describes how to report suspected fraud to the State Auditor's Office and includes information on the State Auditor's Office Fraud, Waste, and/or Abuse Hotline.

Consent Agenda:

h. Approval to Adopt the Second Reading of Local Board Policy Included in Numbered Update 50

- Purpose** To review proposed updates to the local policy listed in Appendix A to align with the Texas Association of School Boards (TASB) policy manual.
- Justification** TASB issues numbered updates semiannually to the College. The number updates respond to changes to state and federal law, court cases, and decisions by the attorney general, and may also contain suggested changes to an existing local policy or the development of a new local policy made by TASB.
- Enclosed Documents** Appendix A – List of Policy
 Appendix B - Policy
- Staff Resource** Dr. Jesus H. Campos, Vice President for Technology, Information, and Planning Services
 Lucio Gonzalez, Associate Vice President - Technology and Chief Information Officer
- Recommendation** 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.	CRB (Local) – Technology Resources: Artificial Intelligence	New	50	This new recommended local policy includes information related to AI Use by Employees and Students, including the parameters for use; compliance with privacy and data security law, policies, and regulations; and prohibitions on use of AI tools to harm, bully, or harass others.
Policy Modifications are reflected as follows:				
Additions: blue font		Deletions: red font with a strikethrough.		Repositioned: <ul style="list-style-type: none"> • Moved From • <u>Moved To</u>

Appendix B

Policies follow in the packet.

**AI Use by Employees
and Students**

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

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

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

NEW

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

Purpose To award a contract to **Linebarger Goggan Blair & Sampson, LLP. (Edinburg, TX)** for delinquent tax collection services for Hidalgo and Starr Counties.

Justification To contract with a firm for delinquent tax collection services in order to provide collection services for the delinquent property taxes that are owed to the College.

Property Tax Code Section 6.30 (c) states that the governing body of a taxing unit may contract with any competent attorney to represent the unit to enforce the collection of delinquent taxes. The attorney's compensation is set in the contract, but the total amount of compensation provided may not exceed 20 percent of the amount of delinquent tax, penalty, and interest collected. The Board of Trustees previously approved a 15 percent penalty fee. The additional penalty is due on July 1 for the previous tax year.

Effective September 1, 2019, the Legislature passed HB 2826 related to the procurement of a contingent fee contract for legal services, including the amendment to Texas Government Code 2254.102, that adds a new subsection (e) that applies to a contract for legal services entered into under Section 6.30 of the Tax Code. In addition, Section 109 2254.1036 of the Texas Government Code requires written notice of the meeting before the governing body approves to go into a contingent fee contract for legal services.

The notice of the public meeting has been published together with the meeting agenda, in accordance with the Texas Government Code requirements, on the South Texas College website.

At the time of publication of the Finance, Audit, and Human Resources Committee packet, the information for this item was not available. Vendor information is now included, and a firm is proposed by administration.

Funding The delinquent tax collection services fee received from the taxpayer is paid to the delinquent tax attorney from the tax collection revenues collected by Hidalgo County and Starr County.

Enclosed Documents Appendix A – Project Timeline and Information
Appendix B – Summary of Qualifications and the Evaluation Summary

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

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 award a contract to **Linebarger Goggan Blair & Sampson, LLP. (Edinburg, TX)** for delinquent tax collection services for the period beginning June 1, 2026 through April 30, 2027, with two (2) one-year options to renew.

APPENDIX A

Project Timeline and Information

Advertised RFP	March 25, 2026, and April 1, 2026
RFP Responses Due	April 10, 2026
RFP Issued To	Six-Hundred and Twenty (620) Vendors
Responses Received From	Two (2) Vendors
Responses Reviewed By	Business Office and Purchasing Department
Highest Ranked Vendor	Linebarger Goggan Blair & Sampson, LLP.

**SOUTH TEXAS COLLEGE
DELINQUENT TAX COLLECTION SERVICES
PROJECT NO. 25-26-1048**

	VENDOR	Linebarger Goggan Blair & Sampson, LLP.	Perdue Brandon Fielder Collins & Mott, LLP.
	ADDRESS	1512 S Lone Star Way	200 S 10th St Ste 110
	CITY/STATE/ZIP	Edinburg, TX 78539	McAllen, TX 78501
	PHONE	956-383-4500	956-631-4026
	FAX	956-383-7820	956-289-1023
	CONTACT	Kelly Rivera Salazar	Hiram A. Gutierrez
1	Years in Business	50 years; Established: 1976	56 years; Established: 1970
2	Type of Operation	Limited Liability Partnership	Limited Liability Partnership
3	Staff	115 Attorneys 8 Attorneys who live and work in the RGV region 1,100 Full-Time Employees (62) from RGV region	62 Full-time Attorneys 379 Full-time Employees, not including attorneys
4	Key Team Members	Listed the following as key team members: Lucy G. Canales, Capital Partner and Management Committee Member Kelly Rivera Salazar, Capital Partner Jaime Eduardo Gonzalez, Partner Alejandra Robledo Guerra, Attorney Jeffrey M. Garcia, Capital Partner Monica Solis, Partner Kayla G. Trevino, Litigation Attorney John D. Franz, Local Counsel Lori Gruver, Capital Partner and General Counsel Elizabeth Garcia, Partner and Chief Compliance Officer Diane W. Sanders, Partner Tito Salinas, Director of Operations Martha Lopez, Auditor/Bankruptcy Manager Gonzalo Villagomez, Local Network Administrator Elvira Hernandez, Assistant Office Manager Anissa L. de la Garza, Administrative Manager Gracie C. Elizondo, Post Judgement Manager Adrian Treviño, Area Manager Rodger Gonzales, Tax Resale Manager Cris Villarreal, Tax Sale Manager	Listed the following as key team members: Hiram Gutierrez, Managing Partner John Banks, Partner, Litigation and Bankruptcy Janelle Caso, Partner, Litigation Melissa Valdez, Partner, Bankruptcy Carl Sandin, Partner, Title Research Jason Bailey, Partner, Executive Committee Chair Marisa Cortez, Office Manager, Client Services Enrique Pena, Associate Attorney Daniel Torres, Chief Information Officer Marisa Cortez, Office Manager/Client Services Romero Cantu, Communication/Tax Sale Manager Perla Longoria, Litigation Manager Felix J.R. Garza, Director of Client Services Iris Saenz, Collection Center Manger Rachel Salinas, Suit Prep Supervisor
5	Contracts with Taxing Jurisdictions in Texas	Provided a list of clients.	Provided a list of clients.
6	Tax Collection Efforts	Listed the delinquent taxes rate collected after adjustments (Base, P & I) and litigation rate collected on the last 3-year average for the following clients: City of Forth Worth: 70.3%, 118.4%, 120.5% Fort Bend County: 139.3%, 135.5%, 181% Houston Community College- 113.7%, 119.2%, 112.8%	Listed the delinquent taxes rate collected after adjustments (Base, P & I) and litigation rate collected on the last 3-year average for the following clients: Garland ISD: 63.35%, 65.05%, 75.76% Fort Bend ISD: 88.74%, 91.44%, 101.96% Pasadena ISD: 80.18%, 78.37%, 124.57% Alvin ISD: 63.99%, 81.19%, 159.49%
7	Reports	Indicated they can provide the following reports: -Annual performance report -Report identifying accounts owing more than \$500 and their current collection status -Monthly collection reports that provide Year-to-Date activities -Bankruptcy activity reports -Post-Judgement sales reports -Quarterly and yearly reports -Other reports as specified by STC	Indicated they can provide the following reports: -Litigation Reports -Bankruptcy Reports -Collection Report -Client Analysis/Inventory Report -Property Analysis Report -Top Account Reports -Bad Address Report -Installment Agreement Report (Default) -Descending and Alpha Order Tax Rolls

**SOUTH TEXAS COLLEGE
DELINQUENT TAX COLLECTION SERVICES
PROJECT NO. 25-26-1048**

VENDOR		Linebarger Goggan Blair & Sampson, LLP.	Perdue Brandon Fielder Collins & Mott, LLP.
8	References	Hidalgo County Tax Assessor - Collector Starr County Tax Assessor - Collector Rio Grande City Grulla ISD Tax Assessor - Collector	Brownsville ISD Weslaco ISD Alvin College San Jacinto College Panola College Amarillo Junior College Clarendon College
9	Bilingual Collection Services	Many of our professional customer service agents are bilingual or multilingual and have translation assistance available in cases where we do not have staff with the requisite language skills. Edinburg office maintains a toll-free telephone number and a local number both of which are printed on our collection notices to assure that property owners may contact us at no expense. Toll free number is (800) 414-3961	Employs a diverse group of collection professionals, including qualified multilingual staff members. Many of our staff speak Spanish and are available to assist taxpayers. Also utilize a language line that provided translation services in virtually any language. Toll free number is (877) 631-4026
10	Tax Suit Procedures	Provided detailed tax suit procedures described in writing and summarized in a flowchart.	Provided detailed tax suit procedures described in writing.
11	Tax Collection Procedures	Provided an in-depth explanation of tax collection procedures.	Provided an in-depth explanation of tax collection procedures.
TOTAL EVALUATION POINTS		93.65	90.98
RANKING		1	2

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

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

**SOUTH TEXAS COLLEGE
DELINQUENT TAX COLLECTION SERVICES
PROJECT NO. 25-26-1048
EVALUATION SUMMARY**

VENDOR		Linebarger Goggan Blair & Sampson, LLP.		Perdue Brandon Fielder Collins & Mott, LLP.	
ADDRESS		1512 S Lone Star Way		200 S 10th St Ste 110	
CITY/STATE/ZIP		Edinburg, TX 78539		McAllen, TX 78501	
PHONE		956-383-4500		956-631-4026	
FAX		956-383-7820		956-289-1023	
CONTACT		Kelly Rivera Salazar		Hiram Gutierrez	
1	Qualification and Experience (up to 40 points)				
	A. Years of legal practice in delinquent tax under the Texas Property Tax Code	38	37.66	38	36.66
	B. Litigation experience (tax suits, foreclosures, bankruptcy)	38		36	
	C. Volume and type of public clients served				
D. Capacity to manage the District's caseload	37	36			
2	Approach, Strategy, and Compliance (up to 30 points)				
	A. Collection strategy and litigation plan	28	27.66	28	27.33
	B. Statutory compliance (Texas Property Tax Code)				
	C. Case workflow, timelines, and internal controls	28		28	
D. Use of technology for tracking, reporting, and notices					
E. Procedures that protect the District and taxpayers	27	26			
3	The extent to which the services meet the districts' needs. (up to 12 points)				
	A. Reporting capabilities	11	11	10	10.66
	B. Communication and accessibility	12		12	
	C. Understanding of the District's specific needs	10		10	
4	References (up to 10 points)				
	A. Performance with similar Texas public entities	9	9.33	9	9.33
	B. Timeliness, communication, and litigation outcomes	10		10	
	C. Demonstrated collection results	9		9	
5	The vendor's past relationship with the district. (up to 3 points)				
	A. Responsiveness	3	3	2	2
	B. Quality of past services	3		2	
	C. Compliance with expectations	3		2	
6	For a contract for goods and services other than goods and services: (Up to 5 points)				
	a. Has its place of business in this state; or	5	5	5	5
	b. Employs at least 500 persons in this state.	5		5	
	5	5			
TOTAL EVALUATION POINTS		93.65		90.98	
RANKING		1		2	

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

Resolution 2026-013 on a Written Statement for Professional Legal Services Contract with a Contingency Fee

Purpose	To approve Resolution 2026-013 on a written statement for a professional legal services contract, under Texas Government Code 2254.1036. This applies to the delinquent tax collection services for Hidalgo County and Starr County for the period of June 1, 2026 through April 30, 2027.
Justification	<p>To ensure that the College complies with Section 2254.1036 of the Texas Government Code, which states:</p> <p>“A written statement is when a political subdivision enters and approves a contingency fee contract for delinquent tax collection legal services.”</p> <ul style="list-style-type: none">• There is a substantial need for legal services.• The legal services cannot be adequately performed by the attorney and supporting personnel of the political subdivision, and• The legal services cannot reasonably be obtained from attorney in private practice under a contract providing only for the payment of hourly fees, without regard to the outcome of the matter, because of the nature of the matter for which the services will be obtained or because the political subdivision does not have funds to pay the estimated amount required under a contract providing only for the payment of hourly fees.
Enclosed Documents	Appendix A – Resolution 2026-013 for Approving a Contract with a delinquent tax attorney firm
Funding	No funding.
Staff Resource	Mary Del Paz, Vice President for Finance and Administrative Service Myriam Lopez, Associate Vice President – Finance and Management
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 Resolution 2026-013, a written statement for a professional legal services contract under Texas Government Code 2254.1036.</p>

Appendix A

Resolution 2025-013 for Approving a Contract with a delinquent tax attorney firm

RESOLUTION 2025-013 TO APPROVE LEGAL SERVICES CONTRACT WITH
LINEBARGER GOGGAN BLAIR & SAMPSON, LLP

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

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

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

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF THE TRUSTEES OF SOUTH TEXAS COLLEGE that the South Texas College Board of Trustees hereby approves and authorizes the execution of the contract with Linebarger Goggan Blair & Sampson, LLP for the collection of delinquent taxes for the period of June 1, 2026 through April 30, 2027.

PASSED, APPROVED and ADOPTED this 28 day of April, 2026.

South Texas College

ATTEST:

BY: _____
Dr. Alejo Salinas, Jr.
Chair

ATTEST:

BY: _____
Danny Guzman
Secretary

Resolution 2026-014 to Impose an Additional Percent Penalty and Additional Fees for Collection Cost of Delinquent Taxes as Authorized Under Sections 33.07, 33.08, and 33.48 of the Texas Property Tax Code for Attorney’s Compensation

Purpose To approve Resolution 2026-014 to impose an additional penalty and additional fees for the collection cost of delinquent taxes as authorized under Sections 33.07, 33.08, and 33.48 of the Texas Property Tax Code for attorney’s compensation.

Justification The resolution authorizes the College to levy an additional percent penalty and additional fees to the delinquent is needed to enforce the collection of delinquent taxes by compensating the attorney for the collection of delinquent taxes, penalty, and interest, which will remain delinquent on July 1, 2026.

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

Since the agreement with the delinquent tax firm is proposed to be awarded at this board meeting as a previous agenda item, the delinquent tax fee has not been negotiated. Administration proposed that the delinquent tax fee be established and be negotiated as not to exceed 15%.

Enclosed Documents Appendix A – Resolution 2026-014, to be completed with the delinquent tax attorney firm awarded for the collection of Delinquent Taxes.

Funding No funding.

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

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 Resolution 2026-014 to impose an additional penalty and additional fees for the collection cost of delinquent taxes as authorized under Sections 33.07, 33.08, and 33.48 of the Texas Property Tax Code for attorney’s compensation as presented.

RESOLUTION NO. 2026-014

A RESOLUTION OF THE BOARD OF TRUSTEES OF SOUTH TEXAS COLLEGE LEVYING AN ADDITIONAL PENALTY OF _____ AND ADDITIONAL FEES TO THE DELINQUENT 2025 DISTRICT TAXES PURSUANT TO SECTIONS 33.07, 33.08, and 33.48 OF THE STATE OF TEXAS PROPERTY TAX CODE.

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

WHEREAS, South Texas College (the “College”) has an amount of uncollected delinquent taxes due and owing the College for the tax year 2025; and

WHEREAS, pursuant to Section 33.07 of the Texas Property Code, the Board of Trustees is authorized to levy an additional penalty to recover the cost of collection of the amount of taxes, penalty, and interest due on 2025 taxes which remain delinquent on July 1, 2026; and,

WHEREAS, pursuant to Section 33.08 of the Texas Property Code, the Board of Trustees is authorized to levy an additional penalty to recover the cost of collection of the amount of taxes, penalty, and interest due on 2024 taxes which remain delinquent on June 1, 2026 under Sections 26.075 (j), 2615 (e), 31.03, 31.031, 31.032, 31.033, 31.04, or 42.42; and,

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

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

WHEREAS, both contracts provide for compensation, pursuant to Section 6.30 of the Texas Property Tax Code, at a rate of _____ percent of collections.

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

1. Pursuant to Sections 33.07 and 33.08 of the Texas Property Tax Code, there is hereby levied on all 2025 delinquent taxes, the penalty of _____ percent on the amount of taxes, penalty and interest due as of July 1, 2026, and thereafter for taxes levied for

the tax year 2025. Such penalty is for the purpose of defraying costs of collection under the contract with the attorneys representing the College pursuant to the authority of Section 6.30 of the Texas Property Tax Code.

2. Pursuant to Section 33.48 of the Texas Property Tax Code, there is hereby assessed additional fees to recover other costs and expenses in a suit to collect a delinquent tax.
3. The Tax Assessor-Collectors for the College are hereby ordered and authorized to deliver a Notice of Delinquency and Notice of Additional Penalty to the property owners who have outstanding delinquent taxes for the tax year 2025 at least thirty (30) and not more than sixty (60) days before July 1, 2026.
4. A tax lien shall attach to the property on which the 2025 tax is imposed to secure payment of the penalty herein adopted and levied.

CONSIDERED, PASSED, APPROVED AND SIGNED this 28 day of April, 2026 at a regular meeting of the Board of Trustees of South Texas College at which a quorum was present and which was held in accordance with the provisions of Texas Government Code Chapter 551.

SOUTH TEXAS COLLEGE

BY: _____
Chairman

ATTEST:

BY: _____
Secretary

Discussion and Action as Necessary on Request for Proposal (RFP) Solicitations for College Insurance Providers and Associated Criteria

Purpose To obtain approval to solicit Request for Proposal (RFP) solicitations for College Insurance Providers and Associated Criteria.

Justification The College's Property and Casualty Insurance coverage is scheduled to expire on August 31, 2026.

The RFP term approved by the Board on August 22, 2023 was for a total of three (3) years as follows:

- Original - One (1) year (September 1, 2023 to August 31, 2024)
- First Renewal - September 1, 2024 to August 31, 2025
- Second Renewal - September 1, 2025 to August 31, 2026

The College maintains a comprehensive Property and Casualty Insurance program as a critical component of its overall risk management strategy, designed to mitigate financial exposure and protect against potential losses arising from property damage, liability claims, employee injuries, and cyber incidents. This insurance coverage is essential to supporting the College's academic, operational, public safety, and workforce training missions.

The College maintains the following property and casualty insurance:

- a. **Property / Inland Marine / Boiler & Machinery Insurance** – Protects College-owned buildings, equipment, and infrastructure against physical loss or damage.
- b. **Crime Insurance** – Provides coverage for losses resulting from theft, fraud, or employee dishonesty.
- c. **School Leaders Errors & Omissions (E&O), General Liability, Law Enforcement Liability, and Automobile Liability Insurance** – Protects the College, its officials, and employees from claims arising from governance decisions, operations, law enforcement activities, and vehicle use.
- d. **Workers' Compensation Insurance** – Ensures statutory coverage for employee work-related injuries or illnesses.
- e. **Cyber Liability Insurance** – Protects against data breaches, cyberattacks, and related technology risks.

Maintaining this insurance coverage is critical to safeguarding the College's financial stability, ensuring compliance with statutory and

contractual requirements, and minimizing exposure to potential liabilities.

The coverage term will be for one year (1) with two (2) additional one-year renewal periods.

Tentative Timeline for the Property and Casualty Insurance RFP:

05/06/26	1 st advertisement and release of RFP
05/13/26	2 nd advertisement of RFP
05/20/26	Deadline for questions
06/04/26	Due date for proposals
06/04/26	Release proposal responses to Risk Management Consultant
07/14/26	Finance Committee Agenda
07/28/26	Board of Trustees Agenda

Insurance Request for Proposals (RFP) Process:

1. Prepare RFP and accompanying appendices.
2. Advertise the RFP.
3. Receive responses to the RFP.
4. Risk Management Consultant reviews responses to the RFP and makes recommendations.
5. Finance, Audit and Human Resources Committee reviews and makes recommendations to Board.
6. Board of Trustees reviews and awards vendor(s).
7. The College receives new insurance policies.

Criteria:

The RFP will be evaluated using the Evaluation Criteria approved by the Board on November 29, 2022, for the competitive procurement of non-construction services, see attached, in accordance with Section 44.031 of the Texas Education Code.

Enclosed Documents

Appendix A – Current Insurance Premiums Summary
 Appendix B – RFP Evaluation Criteria for Services

Staff Resource

Mary Del Paz, Vice President for Finance and Administrative Services
 Deyadira Leal, Director of Purchasing
 Ken Lyons, Risk Manager

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 obtain Request for Proposal (RFP) solicitations for College Insurance Providers and Associated Criteria for one (1) year, with two (2) additional one-year renewal periods as presented.

APPENDIX A

Insurance Premiums Summary

Term: one (1) year with two (2) additional renewal periods
September 1, 2023 to August 31, 2026 (FY 24, FY 25, and FY 26)

Property, Inland Marine, and Boiler and Machinery		
Vendor	Montalvo Insurance Agency	
Carrier	The Hartford Fire Insurance Company	
Premium		\$1,862,128.00
Crime		
Vendor	Montalvo Insurance Agency	
Carrier	The Hartford Fire Insurance Company	
Premium		\$8,446.00
Cyber Liability		
Vendor	Montalvo Insurance Agency	
Carrier	AIG Specialty Insurance Company	
Premium		\$43,910.11
School Leaders Errors & Omissions, General Liability, Law Enforcement Liability, and Automobile		
Vendor	Texas Association of School Boards (TASB)	
Carrier	TASB Risk Management Fund	
Premium		\$247,421.00
Workers Compensation		
Vendor	Texas Association of School Boards (TASB)	
Carrier	TASB Risk Management Fund	
Premium		\$328,491.00
Premiums Total Amount:		\$2,490,396.11

APPENDIX B
SOUTH TEXAS COLLEGE
REQUEST FOR PROPOSAL (RFP) CRITERIA - SERVICE ONLY

		Service Only	
		Points	Score Key
1	Criterion 1: The purchase price a. The low bidder gets the maximum points b. Divide the lowest proposal by each of the other proposal(s)	37 30	
2	Criterion 2: The reputation of the vendor and of the vendor's goods or services a. Number of Years in Business b. References (similar projects) c. Services/Installation d. Professional Licenses/Certifications	18 25	15-18 19 – 25 10-14 13-18 5-9 7-12 0-4 0-6
3	Criterion 3: The quality of the vendor's goods or service a. Warranty b. Service Support/Response Time c. Goods/Product (manufacturer life) d. Product Performance	16	14-16 10-13 5-9 0-4
4	Criterion 4: The extent to which the goods or services meet the district's needs a. Time Frame to complete the project b. Delivery Time Frame of product(s) c. Number of staff d. Meet or exceed the specifications	15	12-15 7-11 3-6 0-2
5	Criterion 5: The vendor's past relationship with the district a. Quality of Past Performances with STC ****New Vendors will receive two points	3	3 2 1 0
6	Criterion 6: The impact on the ability of the district to comply with laws and rules relating to Historically Underutilized Businesses a. Provided the Certification	1	1 0
7	Criterion 7: The total long-term cost to the district to acquire the vendor's goods or services; and a. Annual Escalation Increase b. Annual Maintenance Cost	5	5 3-4 1-2 0
8	Criterion 8: For a contract for goods and services, other than goods and services related to telecommunications and information materials, whether the vendor or the vendor's ultimate parent company or majority owner: a. Has its place of business in this state; or b. Employs at least 500 persons in this state.	5	5 0

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.

Board Approved November 29, 2022

Review and Discussion of Prohibited Contact Provisions Included in the Solicitation for Competitive Procurement and Local Board Policy BBF - Board Members: Ethics

Purpose To provide an overview of prohibited contact provisions included in the solicitation for Competitive Procurement and Local Board Policy BBF - Board Members: Ethics

Justification To communicate and advise the board members of the policy and the applicable provisions, as outlined below:

A. Prohibited Contact Provisions

On May 23, 2023, the Board of Trustees approved to include the prohibited contact provision in the solicitation for competitive procurement when responding to competitive bids, proposals, and statements of qualifications to preserve the integrity of the procurement process by prohibiting attempts by a vendor to influence the award of a contract.

For the period between the proposal advertisement and the time that the South Texas College Board of Trustees takes action to award a contract or to reject all proposals, respondents, including their agents and representatives, shall not contact, either verbally or through written format, any College Board of Trustees member, administrator, executive, College consultant, member of the proposal evaluation committee, or any other College staff, to discuss or otherwise influence the evaluation and decision-making process relating to the award of a contract. If a respondent violates the foregoing prohibition, such contact may result in disqualification of the respondent's proposal. The foregoing prohibition will not apply to communication with a respondent initiated by the College to request an interview, an oral presentation, or additional information to clarify any aspect of the respondent's proposal.

B. Policy BBF (LOCAL) - Board Members: Ethics

At the Finance, Audit, and Human Resources Committee Meeting, the Board Chair requested that local Policy BBF - Board Members: Ethics be included for review and discussion at the next Board meeting.

This policy provides an overview of the ethical standards that apply to board members, specifically to their authority and roles.

Enclosed Documents

Appendix A – Policy

Staff Resource Mary Del Paz, Vice President for Finance and Administrative Services
Deyadira Leal, Director of Purchasing
Venisa Earhart, Board Relations Administrator

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

Statement of Ethics

As a member of the Board, I shall strive to improve community college education, and to that end I shall adhere to all state and federal laws, College District policies, and the ethical standards set out in this policy.

Service

I shall attend all regularly scheduled Board meetings insofar as possible and devote time, thought, and study to the duties and responsibilities of a Board member, so that I may render effective and creditable service.

I shall bring about desired changes through legal and ethical procedures, upholding and enforcing all applicable statutes, regulations, and court decisions pertaining to community colleges.

I shall establish and adhere to policies and practices prohibiting unlawful discrimination, including harassment on the basis of sex, gender, race, color, national origin, religion, age, disability, or any other basis prohibited by law.

Collaboration

I shall work with my fellow Board members in a spirit of harmony and cooperation and encourage the free expression of opinion in spite of differences that arise during vigorous debates of points of issue.

I shall base my personal decisions upon all available facts in each situation; vote my honest conviction in every case, unswayed by partisan bias of any kind; and abide by and uphold the final majority decisions of the Board.

Authority

I shall remember at all times that as an individual I have no legal authority outside the meetings of the Board, and to conduct my relationships with the College District staff, the local citizenry, and all media of the community on the basis of this fact.

I shall resist every temptation and outside pressure to use my position as a Board member to benefit myself or any other individual or agency apart from the total interest of the College District.

Roles

I shall recognize that it is as important for the Board to understand and evaluate the educational program of the College District as it is to plan for the business of College District operations.

I shall delegate the administrative matters of the College District to the College President and support the employment of qualified College District staff.

I shall welcome and encourage active cooperation by citizens, organizations, and the College District media by communicating with respect to policy on current College District operations and proposed future developments.

I shall speak with one voice as a Board member once a Board decision or policy is made.

Teamwork

I shall support state and national organizations in their efforts to benefit Texas community colleges, such as the Community College Association of Texas Trustees, the Texas Association of School Boards, and the Association of Community College Trustees.

I shall work step by step toward ideal conditions for the most effective College District Board service to my community, in a spirit of teamwork and devotion to public education as the greatest instrument for the preservation and the perpetuation of our representative democracy.

REFERENCE: derived from the *Association of Community College Trustees Guide to Ethical Governance*

Review and Discussion of First Reading of Local Board Policy

Purpose	To review the proposed updates to the local policies outlined in Appendix A to align with the College's operations.
Justification	The local policies were revised to reflect the updates to the College's internal operations.
Enclosed Documents	Appendix A – Policies and justification Appendix B – Policies
Staff Resource	Mary Del Paz, Vice President for Finance and Administrative Services Alicia Correa, Director for Benefits and Compensations Anahid Petrosian, Vice President and Provost for Academic Affairs and Economic Development. Brett J. Millan, Associate Vice President for Academic Success and Advancement
Recommendation	No action is required from the Board at this time. This item is presented as a First Reading to obtain staff feedback and will be scheduled for a Second Reading at the next Board meeting for Board action.

Appendix A

Item	Policy	Last Adopted Date	TASB and Other Explanatory Notes
Personnel			
A.	DEC (Local) – Compensation and Benefits: Leaves and Absences	9/24/2024	<p>On February 19, 2026, the Board of Trustees approved the number of hours granted for monthly vacation and sick leave accrual to increase from 8 hours to 9 hours, effective September 1, 2026. Additionally, the maximum vacation carryover from one fiscal year to the next will increase from 96 hours to 108 hours. Accruals for eligible part-time employees have been updated accordingly.</p> <p>The increase in monthly leave accrual is an employee benefit aimed at enhancing job satisfaction, boosting morale, and improving retention and recruitment.</p> <p>The recommended policy is proposed to take effect on September 1, 2026.</p>
B.	GH (Local) – Relations with Schools and Districts	7/22/2025	Recommended revisions to this policy are included to allow an exception to the Pathways in Technology (P-TECH) program in which several of our ISD partners are engaged.
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.

Note: For College District contribution to employee insurance during leave, see CKD(LOCAL). For additional provisions addressing the Family and Medical Leave Act (FMLA), see DECA(LEGAL).

**Leave
Administration**

The College President or designee shall develop administrative regulations associated with employee leaves and absences and ensure the procedures are used to implement the provisions of this policy.

Definitions

The term “immediate family” is defined as:

Immediate Family

1. Spouse.
2. Son or daughter, including a biological, adopted, or foster child, a son- or daughter-in-law, a stepchild, or a legal ward.
3. Parent, stepparent, or parent-in-law.
4. Sibling, stepsibling, and sibling-in-law.
5. Grandparent and grandchild.

For purposes of the FMLA, the definitions of spouse, parent, son or daughter, and next of kin are found in DECA(LEGAL).

Family Emergency

The term “family emergency” shall be limited to catastrophic illness or injury involving the employee or a member of the employee’s immediate family.

Leave Day

A “leave day” for purposes of use or recording of leave shall mean the number of hours per day equivalent to the employee’s usual assignment, whether full-time or part-time.

Academic Year

An “academic year” for purposes of earning, use, or recording of leave shall mean the term of an employee’s annual employment as set by the College District for the employee’s usual assignment, whether full-time or part-time.

Catastrophic Illness
or Injury

A catastrophic illness or injury is a severe condition or combination of conditions affecting the mental or physical health of the employee or a member of the employee’s immediate family that requires treatment by a licensed physician for a prolonged period of time. An illness or injury is considered severe if it requires prolonged hospitalization or recovery or is expected to result in disability or death. Conditions relating to pregnancy or childbirth shall be considered catastrophic if they meet the requirements of this paragraph.

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Earning Leave

An employee shall not earn any form of paid leave when absent from official duty for 30 consecutive days or more.

Deductions

Leave Without Pay

The College District shall not approve paid leave for more leave days than have been accumulated, to date. Any unapproved absences or absences beyond accumulated and available paid leave shall result in deductions from the employee's pay.

Leave Proration

*Employed for
Less Than Full
Year*

If an employee separates from employment with the College District, paid leave shall be prorated based on the actual time employed.

If an employee separates from employment with the College District, the employee's final paycheck shall be reduced for paid leave the employee used, but had not earned, as of the date of separation.

*Employed for Full
Year*

If an employee uses more paid leave than he or she earned and remains employed with the College District through the last workday of the academic year, the College District shall deduct the cost of the excess leave days from the employee's pay in accordance with administrative regulations.

Medical Certification

An employee shall submit medical certification and/or documentation of the need for leave if:

1. The employee is absent more than three consecutive workdays because of personal illness or illness in the immediate family;
2. The College District requires medical certification due to a questionable pattern of absences or when deemed necessary by the executive director of human resources and talent development or designee; or
3. The employee requests FMLA leave for the employee's serious health condition; for a serious health condition of the employee's spouse, parent, or child; or for military caregiver leave.

In each case, medical certification shall be made by a health-care provider as defined by the FMLA. [See DECA(LEGAL)]

Sick Leave

Each full-time employee shall earn ~~eight~~nine hours of paid sick leave per month. Each eligible part-time employee shall earn sick leave on a prorated basis.

Part-time employees will accrue sick leave as follows:

- 1-19 regular weekly scheduled hours – 0 hours accrual

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- 20-30 regular weekly scheduled hours – ~~4~~4.50 hours ~~ac-~~
~~crual/month~~per month
- 31-39 regular weekly scheduled hours – ~~6~~6.75 hours ~~accrual~~
~~month~~per month

Sick leave shall accumulate to a maximum of 720 hours.

Sick leave shall only be used for the following:

1. Illness of the employee.
2. Illness of a member of the employee's immediate family.
3. Family emergency.
4. Birth or placement of a child when taken within the first year after the child's birth, adoption, or foster placement.
5. Donation to a sick leave pool.
6. Religious holiday.

Sick Leave Pool

A sick leave pool member who has exhausted all paid leave and who suffers a catastrophic illness or injury or whose immediate family member suffers a catastrophic illness or injury may request sick leave pool hours.

The sick leave pool benefits shall cease when the employee no longer needs leave for the purpose requested, or when the employee exhausts the maximum number of days allowed under the pool or exhausts all leave days that the employee has donated to the sick leave pool, whichever is greater.

The College President or designee shall develop regulations for the implementation of the sick leave pool that address the following:

1. Procedures to request the establishment of a sick leave pool;
2. Eligibility requirements for obtaining sick leave days from the sick leave pool;
3. The maximum number of days an employee may donate to a sick leave pool; and
4. The maximum number of days an eligible employee may receive from a sick leave pool.

Appeal

An employee may appeal a decision regarding the establishment or implementation of the College District's sick leave pool in accordance with DGBA(LOCAL), beginning with the College President or appropriate administrator.

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**Leave for Certain
Law Enforcement
and EMS Personnel**

Mental Health
Leave

A College District peace officer or a full-time telecommunicator, as defined by law, who experiences a traumatic event in the scope of employment shall be granted a maximum of five days of mental health leave per traumatic event. Such leave shall be provided in accordance with administrative regulations and shall not be deducted from the employee's pay or leave balance.

The College President shall develop regulations regarding mental health leave that address the following:

1. Circumstances or reasons under which an eligible employee may use mental health leave;
2. Procedures for requesting mental health leave and maintaining the anonymity of the requester;
3. The administrator authorized to approve requests for mental health leave; and
4. Other procedures deemed necessary for administering this provision.

Quarantine Leave

A College District peace officer or an emergency medical technician on staff shall be granted quarantine leave when ordered by the local health authority and the person's supervisor to quarantine or isolate due to possible or known exposure to a communicable disease while on duty. Such leave shall be provided in accordance with administrative regulations and shall not be deducted from the employee's pay or leave balance.

The College President shall develop regulations regarding quarantine leave that address the following:

1. Continuation of all employment benefits and compensation for the duration of the leave;
2. Reimbursement for reasonable costs related to the quarantine; and
3. Other procedures deemed necessary for administering this provision.

Line of Duty Illness
or Injury Leave

Following a leave of absence with full pay as required by law, the College District shall not extend the leave of absence for a police officer's or emergency medical services personnel's line of duty illness or injury. In accordance with law, an eligible employee may use accumulated leave.

**Family and Medical
Leave**

FMLA leave shall run concurrently with applicable paid leave or compensatory time, as applicable.

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Twelve-Month Period	For purposes of an employee's entitlement to FMLA leave, the 12-month period shall be measured backward from the date an employee uses FMLA leave.
Combined Leave for Spouses	When both spouses are employed by the College District, the College District shall limit FMLA leave for the birth, adoption, or placement of a child, or to care for a parent with a serious health condition, to a combined total of 12 weeks. The College District shall limit military caregiver leave to a combined total of 26 weeks.
Intermittent or Reduced Schedule Leave	The College District shall permit use of intermittent or reduced schedule FMLA leave for the care of a newborn child or for the adoption or placement of a child with the employee.
Certification of Leave	When an employee requests leave, the employee shall provide certification, in accordance with FMLA regulations, of the need for leave.
Fitness-for-Duty Certification	In accordance with administrative regulations, when an employee takes FMLA leave due to the employee's own serious health condition, the employee shall provide, before resuming work, a fitness-for-duty certification.

Vacation Leave

Each full-time, 12-month employee, as well as each full-time child development employee, shall earn paid vacation leave in accordance with years of service and administrative regulations. Hours will accrue as follows:

1. ~~Eight~~ 9 hours per month for employees with less than five years of service.
2. ~~Ten~~ 11.25 hours per month for employees with more than five years, but less than 10 years of service.
3. ~~Twelve~~ 13.50 hours per month for employees with more than 10 years of service, but less than 15 years of service.
4. ~~Fourteen~~ 15.75 hours per month for employees with more than 15 years of service, but less than 20 years of service.
5. ~~Sixteen~~ 18 hours per month for employees with more than 20 years of service.

Part-time employees will accrue vacation leave as follows:

- 1-19 regular weekly scheduled hours – 0 hours accrual
- 20-30 regular weekly scheduled hours – 4.50 hours per month
- 31-39 regular weekly scheduled hours – 6.75 hours per month

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Additional unused hours in excess of ~~96~~ 108 hours will be forfeited at the end of the fiscal year.

Request for Vacation Leave	The employee shall submit a request for use of vacation leave to the employee's immediate supervisor or designee in advance in accordance with administrative regulations. In deciding whether to approve or deny vacation leave, the supervisor or designee shall consider the effect of the employee's absence on the educational program or College District operations.
Personal Leave	<p>Personal leave is deducted from the employee's accumulated sick leave.</p> <p>Employees may use up to a maximum of four days of accrued sick leave during any fiscal year as personal leave to be used for funerals not covered by bereavement leave, religious observances, or sick leave for persons outside the immediate family.</p> <p>Full-time faculty members who do not accrue vacation leave may use four of the accrued sick leave days as personal leave days, per academic year (two per long semester), to conduct personal business.</p>
Development Leave	A faculty member [see definition at DEC(LEGAL) Development Leaves of Absence] may be granted faculty development leave for study, research, writing, field observations, or other suitable purpose.
Eligibility	<p>To qualify for development leave, a faculty member must serve at least three consecutive academic years performing full-time academic duty as an instructor or as an assistant, associate, or full professor, or an equivalent rank. The work need not include teaching.</p> <p>Alternatively, the faculty member may qualify for development leave as an administrator if the faculty member has had significant administrative duties relating to the operation of the College District for more than four years.</p>
Application	<p>To be granted development leave for the subsequent academic year, a faculty member must apply to the College President by March 1 on a signed and dated form created by the administration. The application shall contain:</p> <ol style="list-style-type: none">1. The requested effective date and duration of leave.2. A description of the specific purpose for which the leave is requested.

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3. An explanation as to how the leave is consistent with the mission and purpose of the College District and the benefit of the leave to the College District.
4. An assurance that the faculty member intends to return to the College District following the completion of the development leave to serve for a period equal to the amount of time the faculty member received for development leave, if approved, and that, if the faculty member does not return, the employee shall repay the College District for any benefits paid to or on behalf of the employee during the leave period.
5. Any other information deemed appropriate by the College President.

Approval Procedure

A development leave committee shall be elected annually by the general faculty membership on a date determined by the College President to be no later than the application deadline. The committee shall be composed of 10 members and shall elect a chair during the first meeting. The chair shall be responsible for scheduling and presiding over each meeting of the committee.

After reviewing the applications for development leave, the committee chair shall forward the committee's recommendation to the College President. After review of the committee's recommendation, the College President shall make a recommendation as to which applications should be granted for consideration at a Board meeting to occur before the end of the spring semester. No more than six percent of the College District's faculty members may be on development leave at any one time.

The College President shall inform the applicants of the final determination by the Board.

Duration and Compensation

Development leave shall be for one academic year at one-half of the faculty member's regular salary or for one-half academic year at full regular salary.

Exception

If the faculty member qualifies for development leave as an administrator, the Board may grant development leave at the faculty member's full, regular salary for one year.

Outside Employment

A faculty member granted development leave is prohibited from accepting employment with another employer without permission of the Board.

Return to Work

The faculty member must agree to return to the College District following the conclusion of the development leave to serve for a period equal to the amount of time the faculty member received for development leave and if not, to repay the College District for any

COMPENSATION AND BENEFITS
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benefits paid to or on behalf of the faculty member during the leave period.

Report

Upon returning from development leave, the faculty member must report to the Board in writing regarding whether the purpose of the leave was fulfilled with a description regarding the manner in which it was fulfilled or if it was not fulfilled, the reasons why the leave was not fulfilled.

Bereavement Leave

A full-time employee shall be granted up to three days of paid bereavement leave upon the death of a member of the employee's immediate family, including grandparents. Bereavement leave shall be noncumulative.

Workers' Compensation

Note: Workers' compensation is not a form of leave. The workers' compensation law does not require the continuation of the College District's contribution to health insurance.

An absence due to a work-related injury or illness shall be designated as FMLA leave.

No Paid Leave
Offset

The College District shall not permit the option for paid leave offset in conjunction with workers' compensation income benefits.

Court Appearances

Absences due to compliance with a valid subpoena or for jury duty shall be fully compensated by the College District and shall not be deducted from the employee's pay or leave balance.

Payment for Accumulated Leave Upon Separation

The following leave provisions shall apply to vacation leave and sick leave accumulated beginning on the original effective date of this policy and procedures.

An employee who separates from employment with the College District shall be eligible for payment for accumulated vacation leave under the following conditions and in accordance with DMD(LOCAL):

1. The employee's separation from employment is voluntary, i.e., the employee is retiring or resigning, or being discharged or nonrenewed.
2. Except for employees who are terminated or nonrenewed, the employee must provide advance written notice of intent to separate from employment.

Except for employees who are terminated or nonrenewed, an employee who separates from employment with the College District after providing timely notice of such separation, as provided in this policy, shall be eligible for payment of 50 percent of accumulated sick leave over 480 hours.

COMPENSATION AND BENEFITS
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The employee shall receive payment for each hour of accumulated vacation leave and for 50 percent of accumulated sick leave over 480 hours at the employees' hourly rate. If the employee is reemployed with the College District, previously accumulated leave hours shall not be available to that employee.

The rate established by the Board shall be in effect until the Board adopts a new rate. Any changes to the rate shall apply beginning with the academic year following the adoption of the rate change.

Markup

Note: For College District contribution to employee insurance during leave, see CKD(LOCAL). For additional provisions addressing the Family and Medical Leave Act (FMLA), see DECA(LEGAL).

Leave Administration

The College President or designee shall develop administrative regulations associated with employee leaves and absences and ensure the procedures are used to implement the provisions of this policy.

Definitions

The term “immediate family” is defined as:

Immediate Family

1. Spouse.
2. Son or daughter, including a biological, adopted, or foster child, a son- or daughter-in-law, a stepchild, or a legal ward.
3. Parent, stepparent, or parent-in-law.
4. Sibling, stepsibling, and sibling-in-law.
5. Grandparent and grandchild.

For purposes of the FMLA, the definitions of spouse, parent, son or daughter, and next of kin are found in DECA(LEGAL).

Family Emergency

The term “family emergency” shall be limited to catastrophic illness or injury involving the employee or a member of the employee’s immediate family.

Leave Day

A “leave day” for purposes of use or recording of leave shall mean the number of hours per day equivalent to the employee’s usual assignment, whether full-time or part-time.

Academic Year

An “academic year” for purposes of earning, use, or recording of leave shall mean the term of an employee’s annual employment as set by the College District for the employee’s usual assignment, whether full-time or part-time.

Catastrophic Illness or Injury

A catastrophic illness or injury is a severe condition or combination of conditions affecting the mental or physical health of the employee or a member of the employee’s immediate family that requires treatment by a licensed physician for a prolonged period of time. An illness or injury is considered severe if it requires prolonged hospitalization or recovery or is expected to result in disability or death. Conditions relating to pregnancy or childbirth shall be considered catastrophic if they meet the requirements of this paragraph.

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Earning Leave

An employee shall not earn any form of paid leave when absent from official duty for 30 consecutive days or more.

Deductions

Leave Without Pay

The College District shall not approve paid leave for more leave days than have been accumulated, to date. Any unapproved absences or absences beyond accumulated and available paid leave shall result in deductions from the employee's pay.

Leave Proration

*Employed for
Less Than Full
Year*

If an employee separates from employment with the College District, paid leave shall be prorated based on the actual time employed.

If an employee separates from employment with the College District, the employee's final paycheck shall be reduced for paid leave the employee used, but had not earned, as of the date of separation.

*Employed for Full
Year*

If an employee uses more paid leave than he or she earned and remains employed with the College District through the last workday of the academic year, the College District shall deduct the cost of the excess leave days from the employee's pay in accordance with administrative regulations.

Medical Certification

An employee shall submit medical certification and/or documentation of the need for leave if:

1. The employee is absent more than three consecutive workdays because of personal illness or illness in the immediate family;
2. The College District requires medical certification due to a questionable pattern of absences or when deemed necessary by the executive director of human resources and talent development or designee; or
3. The employee requests FMLA leave for the employee's serious health condition; for a serious health condition of the employee's spouse, parent, or child; or for military caregiver leave.

In each case, medical certification shall be made by a health-care provider as defined by the FMLA. [See DECA(LEGAL)]

Sick Leave

Each full-time employee shall earn eight hours of paid sick leave per month. Each eligible part-time employee shall earn sick leave on a prorated basis.

Part-time employees will accrue sick leave as follows:

- 1-19 regular weekly scheduled hours – 0 hours accrual

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- 20-30 regular weekly scheduled hours – 4 hours accrual/month
- 31-39 regular weekly scheduled hours – 6 hours accrual month

Sick leave shall accumulate to a maximum of 720 hours.

Sick leave shall only be used for the following:

1. Illness of the employee.
2. Illness of a member of the employee's immediate family.
3. Family emergency.
4. Birth or placement of a child when taken within the first year after the child's birth, adoption, or foster placement.
5. Donation to a sick leave pool.
6. Religious holiday.

Sick Leave Pool

A sick leave pool member who has exhausted all paid leave and who suffers a catastrophic illness or injury or whose immediate family member suffers a catastrophic illness or injury may request sick leave pool hours.

The sick leave pool benefits shall cease when the employee no longer needs leave for the purpose requested, or when the employee exhausts the maximum number of days allowed under the pool or exhausts all leave days that the employee has donated to the sick leave pool, whichever is greater.

The College President or designee shall develop regulations for the implementation of the sick leave pool that address the following:

1. Procedures to request the establishment of a sick leave pool;
2. Eligibility requirements for obtaining sick leave days from the sick leave pool;
3. The maximum number of days an employee may donate to a sick leave pool; and
4. The maximum number of days an eligible employee may receive from a sick leave pool.

Appeal

An employee may appeal a decision regarding the establishment or implementation of the College District's sick leave pool in accordance with DGBA(LOCAL), beginning with the College President or appropriate administrator.

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**Leave for Certain
Law Enforcement
and EMS Personnel**

Mental Health
Leave

A College District peace officer or a full-time telecommunicator, as defined by law, who experiences a traumatic event in the scope of employment shall be granted a maximum of five days of mental health leave per traumatic event. Such leave shall be provided in accordance with administrative regulations and shall not be deducted from the employee's pay or leave balance.

The College President shall develop regulations regarding mental health leave that address the following:

1. Circumstances or reasons under which an eligible employee may use mental health leave;
2. Procedures for requesting mental health leave and maintaining the anonymity of the requester;
3. The administrator authorized to approve requests for mental health leave; and
4. Other procedures deemed necessary for administering this provision.

Quarantine Leave

A College District peace officer or an emergency medical technician on staff shall be granted quarantine leave when ordered by the local health authority and the person's supervisor to quarantine or isolate due to possible or known exposure to a communicable disease while on duty. Such leave shall be provided in accordance with administrative regulations and shall not be deducted from the employee's pay or leave balance.

The College President shall develop regulations regarding quarantine leave that address the following:

1. Continuation of all employment benefits and compensation for the duration of the leave;
2. Reimbursement for reasonable costs related to the quarantine; and
3. Other procedures deemed necessary for administering this provision.

Line of Duty Illness
or Injury Leave

Following a leave of absence with full pay as required by law, the College District shall not extend the leave of absence for a police officer's or emergency medical services personnel's line of duty illness or injury. In accordance with law, an eligible employee may use accumulated leave.

**Family and Medical
Leave**

FMLA leave shall run concurrently with applicable paid leave or compensatory time, as applicable.

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Twelve-Month Period	For purposes of an employee's entitlement to FMLA leave, the 12-month period shall be measured backward from the date an employee uses FMLA leave.
Combined Leave for Spouses	When both spouses are employed by the College District, the College District shall limit FMLA leave for the birth, adoption, or placement of a child, or to care for a parent with a serious health condition, to a combined total of 12 weeks. The College District shall limit military caregiver leave to a combined total of 26 weeks.
Intermittent or Reduced Schedule Leave	The College District shall permit use of intermittent or reduced schedule FMLA leave for the care of a newborn child or for the adoption or placement of a child with the employee.
Certification of Leave	When an employee requests leave, the employee shall provide certification, in accordance with FMLA regulations, of the need for leave.
Fitness-for-Duty Certification	In accordance with administrative regulations, when an employee takes FMLA leave due to the employee's own serious health condition, the employee shall provide, before resuming work, a fitness-for-duty certification.
Vacation Leave	<p>Each full-time, 12-month employee, as well as each full-time child development employee, shall earn paid vacation leave in accordance with years of service and administrative regulations. Hours will accrue as follows:</p> <ol style="list-style-type: none">1. Eight hours per month for employees with less than five years of service.2. Ten hours per month for employees with more than five years, but less than 10 years of service.3. Twelve hours per month for employees with more than 10 years of service, but less than 15 years of service.4. Fourteen hours per month for employees with more than 15 years of service, but less than 20 years of service.5. Sixteen hours per month for employees with more than 20 years of service. <p>Additional unused hours in excess of 96 hours will be forfeited at the end of the fiscal year.</p>
Request for Vacation Leave	The employee shall submit a request for use of vacation leave to the employee's immediate supervisor or designee in advance in accordance with administrative regulations. In deciding whether to approve or deny vacation leave, the supervisor or designee shall

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	<p>consider the effect of the employee's absence on the educational program or College District operations.</p>
<p>Personal Leave</p>	<p>Personal leave is deducted from the employee's accumulated sick leave.</p> <p>Employees may use up to a maximum of four days of accrued sick leave during any fiscal year as personal leave to be used for funerals not covered by bereavement leave, religious observances, or sick leave for persons outside the immediate family.</p> <p>Full-time faculty members who do not accrue vacation leave may use four of the accrued sick leave days as personal leave days, per academic year (two per long semester), to conduct personal business.</p>
<p>Development Leave</p>	<p>A faculty member [see definition at DEC(LEGAL) Development Leaves of Absence] may be granted faculty development leave for study, research, writing, field observations, or other suitable purpose.</p>
<p>Eligibility</p>	<p>To qualify for development leave, a faculty member must serve at least three consecutive academic years performing full-time academic duty as an instructor or as an assistant, associate, or full professor, or an equivalent rank. The work need not include teaching.</p> <p>Alternatively, the faculty member may qualify for development leave as an administrator if the faculty member has had significant administrative duties relating to the operation of the College District for more than four years.</p>
<p>Application</p>	<p>To be granted development leave for the subsequent academic year, a faculty member must apply to the College President by March 1 on a signed and dated form created by the administration. The application shall contain:</p> <ol style="list-style-type: none">1. The requested effective date and duration of leave.2. A description of the specific purpose for which the leave is requested.3. An explanation as to how the leave is consistent with the mission and purpose of the College District and the benefit of the leave to the College District.4. An assurance that the faculty member intends to return to the College District following the completion of the development leave to serve for a period equal to the amount of time the faculty member received for development leave, if approved, and that, if the faculty member does not return, the employee

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shall repay the College District for any benefits paid to or on behalf of the employee during the leave period.

5. Any other information deemed appropriate by the College President.

Approval Procedure	<p>A development leave committee shall be elected annually by the general faculty membership on a date determined by the College President to be no later than the application deadline. The committee shall be composed of 10 members and shall elect a chair during the first meeting. The chair shall be responsible for scheduling and presiding over each meeting of the committee.</p> <p>After reviewing the applications for development leave, the committee chair shall forward the committee's recommendation to the College President. After review of the committee's recommendation, the College President shall make a recommendation as to which applications should be granted for consideration at a Board meeting to occur before the end of the spring semester. No more than six percent of the College District's faculty members may be on development leave at any one time.</p> <p>The College President shall inform the applicants of the final determination by the Board.</p>
Duration and Compensation	<p>Development leave shall be for one academic year at one-half of the faculty member's regular salary or for one-half academic year at full regular salary.</p>
<i>Exception</i>	<p>If the faculty member qualifies for development leave as an administrator, the Board may grant development leave at the faculty member's full, regular salary for one year.</p>
Outside Employment	<p>A faculty member granted development leave is prohibited from accepting employment with another employer without permission of the Board.</p>
Return to Work	<p>The faculty member must agree to return to the College District following the conclusion of the development leave to serve for a period equal to the amount of time the faculty member received for development leave and if not, to repay the College District for any benefits paid to or on behalf of the faculty member during the leave period.</p>
Report	<p>Upon returning from development leave, the faculty member must report to the Board in writing regarding whether the purpose of the leave was fulfilled with a description regarding the manner in which it was fulfilled or if it was not fulfilled, the reasons why the leave was not fulfilled.</p>

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Bereavement Leave A full-time employee shall be granted up to three days of paid bereavement leave upon the death of a member of the employee's immediate family, including grandparents. Bereavement leave shall be noncumulative.

Workers' Compensation

Note: Workers' compensation is not a form of leave. The workers' compensation law does not require the continuation of the College District's contribution to health insurance.

An absence due to a work-related injury or illness shall be designated as FMLA leave.

No Paid Leave Offset

The College District shall not permit the option for paid leave offset in conjunction with workers' compensation income benefits.

Court Appearances

Absences due to compliance with a valid subpoena or for jury duty shall be fully compensated by the College District and shall not be deducted from the employee's pay or leave balance.

Payment for Accumulated Leave Upon Separation

The following leave provisions shall apply to vacation leave and sick leave accumulated beginning on the original effective date of this policy and procedures.

An employee who separates from employment with the College District shall be eligible for payment for accumulated vacation leave under the following conditions and in accordance with DMD(LOCAL):

1. The employee's separation from employment is voluntary, i.e., the employee is retiring or resigning, or being discharged or nonrenewed.
2. Except for employees who are terminated or nonrenewed, the employee must provide advance written notice of intent to separate from employment.

Except for employees who are terminated or nonrenewed, an employee who separates from employment with the College District after providing timely notice of such separation, as provided in this policy, shall be eligible for payment of 50 percent of accumulated sick leave over 480 hours.

The employee shall receive payment for each hour of accumulated vacation leave and for 50 percent of accumulated sick leave over 480 hours at the employees' hourly rate. If the employee is reemployed with the College District, previously accumulated leave hours shall not be available to that employee.

The rate established by the Board shall be in effect until the Board adopts a new rate. Any changes to the rate shall apply beginning with the academic year following the adoption of the rate change.

Current

Note: For College District contribution to employee insurance during leave, see CKD(LOCAL). For additional provisions addressing the Family and Medical Leave Act (FMLA), see DECA(LEGAL).

Leave Administration

The College President or designee shall develop administrative regulations associated with employee leaves and absences and ensure the procedures are used to implement the provisions of this policy.

Definitions

The term “immediate family” is defined as:

Immediate Family

1. Spouse.
2. Son or daughter, including a biological, adopted, or foster child, a son- or daughter-in-law, a stepchild, or a legal ward.
3. Parent, stepparent, or parent-in-law.
4. Sibling, stepsibling, and sibling-in-law.
5. Grandparent and grandchild.

For purposes of the FMLA, the definitions of spouse, parent, son or daughter, and next of kin are found in DECA(LEGAL).

Family Emergency

The term “family emergency” shall be limited to catastrophic illness or injury involving the employee or a member of the employee’s immediate family.

Leave Day

A “leave day” for purposes of use or recording of leave shall mean the number of hours per day equivalent to the employee’s usual assignment, whether full-time or part-time.

Academic Year

An “academic year” for purposes of earning, use, or recording of leave shall mean the term of an employee’s annual employment as set by the College District for the employee’s usual assignment, whether full-time or part-time.

Catastrophic Illness or Injury

A catastrophic illness or injury is a severe condition or combination of conditions affecting the mental or physical health of the employee or a member of the employee’s immediate family that requires treatment by a licensed physician for a prolonged period of time. An illness or injury is considered severe if it requires prolonged hospitalization or recovery or is expected to result in disability or death. Conditions relating to pregnancy or childbirth shall be considered catastrophic if they meet the requirements of this paragraph.

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Earning Leave

An employee shall not earn any form of paid leave when absent from official duty for 30 consecutive days or more.

Deductions

Leave Without Pay

The College District shall not approve paid leave for more leave days than have been accumulated, to date. Any unapproved absences or absences beyond accumulated and available paid leave shall result in deductions from the employee's pay.

Leave Proration

*Employed for
Less Than Full
Year*

If an employee separates from employment with the College District, paid leave shall be prorated based on the actual time employed.

If an employee separates from employment with the College District, the employee's final paycheck shall be reduced for paid leave the employee used, but had not earned, as of the date of separation.

*Employed for Full
Year*

If an employee uses more paid leave than he or she earned and remains employed with the College District through the last workday of the academic year, the College District shall deduct the cost of the excess leave days from the employee's pay in accordance with administrative regulations.

Medical Certification

An employee shall submit medical certification and/or documentation of the need for leave if:

1. The employee is absent more than three consecutive workdays because of personal illness or illness in the immediate family;
2. The College District requires medical certification due to a questionable pattern of absences or when deemed necessary by the executive director of human resources and talent development or designee; or
3. The employee requests FMLA leave for the employee's serious health condition; for a serious health condition of the employee's spouse, parent, or child; or for military caregiver leave.

In each case, medical certification shall be made by a health-care provider as defined by the FMLA. [See DECA(LEGAL)]

Sick Leave

Each full-time employee shall earn nine hours of paid sick leave per month. Each eligible part-time employee shall earn sick leave on a prorated basis.

Part-time employees will accrue sick leave as follows:

- 1-19 regular weekly scheduled hours – 0 hours accrual

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- 20-30 regular weekly scheduled hours – 4.50 hours per month
- 31-39 regular weekly scheduled hours – 6.75 hours per month

Sick leave shall accumulate to a maximum of 720 hours.

Sick leave shall only be used for the following:

1. Illness of the employee.
2. Illness of a member of the employee's immediate family.
3. Family emergency.
4. Birth or placement of a child when taken within the first year after the child's birth, adoption, or foster placement.
5. Donation to a sick leave pool.
6. Religious holiday.

Sick Leave Pool

A sick leave pool member who has exhausted all paid leave and who suffers a catastrophic illness or injury or whose immediate family member suffers a catastrophic illness or injury may request sick leave pool hours.

The sick leave pool benefits shall cease when the employee no longer needs leave for the purpose requested, or when the employee exhausts the maximum number of days allowed under the pool or exhausts all leave days that the employee has donated to the sick leave pool, whichever is greater.

The College President or designee shall develop regulations for the implementation of the sick leave pool that address the following:

1. Procedures to request the establishment of a sick leave pool;
2. Eligibility requirements for obtaining sick leave days from the sick leave pool;
3. The maximum number of days an employee may donate to a sick leave pool; and
4. The maximum number of days an eligible employee may receive from a sick leave pool.

Appeal

An employee may appeal a decision regarding the establishment or implementation of the College District's sick leave pool in accordance with DGBA(LOCAL), beginning with the College President or appropriate administrator.

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**Leave for Certain
Law Enforcement
and EMS Personnel**

Mental Health
Leave

A College District peace officer or a full-time telecommunicator, as defined by law, who experiences a traumatic event in the scope of employment shall be granted a maximum of five days of mental health leave per traumatic event. Such leave shall be provided in accordance with administrative regulations and shall not be deducted from the employee's pay or leave balance.

The College President shall develop regulations regarding mental health leave that address the following:

1. Circumstances or reasons under which an eligible employee may use mental health leave;
2. Procedures for requesting mental health leave and maintaining the anonymity of the requester;
3. The administrator authorized to approve requests for mental health leave; and
4. Other procedures deemed necessary for administering this provision.

Quarantine Leave

A College District peace officer or an emergency medical technician on staff shall be granted quarantine leave when ordered by the local health authority and the person's supervisor to quarantine or isolate due to possible or known exposure to a communicable disease while on duty. Such leave shall be provided in accordance with administrative regulations and shall not be deducted from the employee's pay or leave balance.

The College President shall develop regulations regarding quarantine leave that address the following:

1. Continuation of all employment benefits and compensation for the duration of the leave;
2. Reimbursement for reasonable costs related to the quarantine; and
3. Other procedures deemed necessary for administering this provision.

Line of Duty Illness
or Injury Leave

Following a leave of absence with full pay as required by law, the College District shall not extend the leave of absence for a police officer's or emergency medical services personnel's line of duty illness or injury. In accordance with law, an eligible employee may use accumulated leave.

**Family and Medical
Leave**

FMLA leave shall run concurrently with applicable paid leave or compensatory time, as applicable.

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Twelve-Month Period	For purposes of an employee's entitlement to FMLA leave, the 12-month period shall be measured backward from the date an employee uses FMLA leave.
Combined Leave for Spouses	When both spouses are employed by the College District, the College District shall limit FMLA leave for the birth, adoption, or placement of a child, or to care for a parent with a serious health condition, to a combined total of 12 weeks. The College District shall limit military caregiver leave to a combined total of 26 weeks.
Intermittent or Reduced Schedule Leave	The College District shall permit use of intermittent or reduced schedule FMLA leave for the care of a newborn child or for the adoption or placement of a child with the employee.
Certification of Leave	When an employee requests leave, the employee shall provide certification, in accordance with FMLA regulations, of the need for leave.
Fitness-for-Duty Certification	In accordance with administrative regulations, when an employee takes FMLA leave due to the employee's own serious health condition, the employee shall provide, before resuming work, a fitness-for-duty certification.

Vacation Leave

Each full-time, 12-month employee, as well as each full-time child development employee, shall earn paid vacation leave in accordance with years of service and administrative regulations. Hours will accrue as follows:

1. 9 hours per month for employees with less than five years of service.
2. 11.25 hours per month for employees with more than five years, but less than 10 years of service.
3. 13.50 hours per month for employees with more than 10 years of service, but less than 15 years of service.
4. 15.75 hours per month for employees with more than 15 years of service, but less than 20 years of service.
5. 18 hours per month for employees with more than 20 years of service.

Part-time employees will accrue vacation leave as follows:

- 1-19 regular weekly scheduled hours – 0 hours accrual
- 20-30 regular weekly scheduled hours – 4.50 hours per month
- 31-39 regular weekly scheduled hours – 6.75 hours per month

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	<p>Additional unused hours in excess of 108 hours will be forfeited at the end of the fiscal year.</p>
Request for Vacation Leave	<p>The employee shall submit a request for use of vacation leave to the employee's immediate supervisor or designee in advance in accordance with administrative regulations. In deciding whether to approve or deny vacation leave, the supervisor or designee shall consider the effect of the employee's absence on the educational program or College District operations.</p>
Personal Leave	<p>Personal leave is deducted from the employee's accumulated sick leave.</p> <p>Employees may use up to a maximum of four days of accrued sick leave during any fiscal year as personal leave to be used for funerals not covered by bereavement leave, religious observances, or sick leave for persons outside the immediate family.</p> <p>Full-time faculty members who do not accrue vacation leave may use four of the accrued sick leave days as personal leave days, per academic year (two per long semester), to conduct personal business.</p>
Development Leave	<p>A faculty member [see definition at DEC(LEGAL) Development Leaves of Absence] may be granted faculty development leave for study, research, writing, field observations, or other suitable purpose.</p>
Eligibility	<p>To qualify for development leave, a faculty member must serve at least three consecutive academic years performing full-time academic duty as an instructor or as an assistant, associate, or full professor, or an equivalent rank. The work need not include teaching.</p> <p>Alternatively, the faculty member may qualify for development leave as an administrator if the faculty member has had significant administrative duties relating to the operation of the College District for more than four years.</p>
Application	<p>To be granted development leave for the subsequent academic year, a faculty member must apply to the College President by March 1 on a signed and dated form created by the administration. The application shall contain:</p> <ol style="list-style-type: none">1. The requested effective date and duration of leave.2. A description of the specific purpose for which the leave is requested.

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3. An explanation as to how the leave is consistent with the mission and purpose of the College District and the benefit of the leave to the College District.
4. An assurance that the faculty member intends to return to the College District following the completion of the development leave to serve for a period equal to the amount of time the faculty member received for development leave, if approved, and that, if the faculty member does not return, the employee shall repay the College District for any benefits paid to or on behalf of the employee during the leave period.
5. Any other information deemed appropriate by the College President.

Approval Procedure A development leave committee shall be elected annually by the general faculty membership on a date determined by the College President to be no later than the application deadline. The committee shall be composed of 10 members and shall elect a chair during the first meeting. The chair shall be responsible for scheduling and presiding over each meeting of the committee.

After reviewing the applications for development leave, the committee chair shall forward the committee's recommendation to the College President. After review of the committee's recommendation, the College President shall make a recommendation as to which applications should be granted for consideration at a Board meeting to occur before the end of the spring semester. No more than six percent of the College District's faculty members may be on development leave at any one time.

The College President shall inform the applicants of the final determination by the Board.

Duration and Compensation Development leave shall be for one academic year at one-half of the faculty member's regular salary or for one-half academic year at full regular salary.

Exception If the faculty member qualifies for development leave as an administrator, the Board may grant development leave at the faculty member's full, regular salary for one year.

Outside Employment A faculty member granted development leave is prohibited from accepting employment with another employer without permission of the Board.

Return to Work The faculty member must agree to return to the College District following the conclusion of the development leave to serve for a period equal to the amount of time the faculty member received for development leave and if not, to repay the College District for any

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	benefits paid to or on behalf of the faculty member during the leave period.
Report	Upon returning from development leave, the faculty member must report to the Board in writing regarding whether the purpose of the leave was fulfilled with a description regarding the manner in which it was fulfilled or if it was not fulfilled, the reasons why the leave was not fulfilled.
Bereavement Leave	A full-time employee shall be granted up to three days of paid bereavement leave upon the death of a member of the employee's immediate family, including grandparents. Bereavement leave shall be noncumulative.
Workers' Compensation	<hr/> Note: Workers' compensation is not a form of leave. The workers' compensation law does not require the continuation of the College District's contribution to health insurance. <hr/>
No Paid Leave Offset	An absence due to a work-related injury or illness shall be designated as FMLA leave. The College District shall not permit the option for paid leave offset in conjunction with workers' compensation income benefits.
Court Appearances	Absences due to compliance with a valid subpoena or for jury duty shall be fully compensated by the College District and shall not be deducted from the employee's pay or leave balance.
Payment for Accumulated Leave Upon Separation	The following leave provisions shall apply to vacation leave and sick leave accumulated beginning on the original effective date of this policy and procedures. An employee who separates from employment with the College District shall be eligible for payment for accumulated vacation leave under the following conditions and in accordance with DMD(LOCAL): <ol style="list-style-type: none">1. The employee's separation from employment is voluntary, i.e., the employee is retiring or resigning, or being discharged or nonrenewed.2. Except for employees who are terminated or nonrenewed, the employee must provide advance written notice of intent to separate from employment. Except for employees who are terminated or nonrenewed, an employee who separates from employment with the College District after providing timely notice of such separation, as provided in this policy, shall be eligible for payment of 50 percent of accumulated sick leave over 480 hours.

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The employee shall receive payment for each hour of accumulated vacation leave and for 50 percent of accumulated sick leave over 480 hours at the employees' hourly rate. If the employee is reemployed with the College District, previously accumulated leave hours shall not be available to that employee.

The rate established by the Board shall be in effect until the Board adopts a new rate. Any changes to the rate shall apply beginning with the academic year following the adoption of the rate change.

New

Definitions

The following definitions shall apply:

- Dual credit: Defined by the Coordinating Board as a system in which an eligible high school student enrolls in college course(s) and receives credit for the course(s) from both the college and high school.
- Dual credit course agreement: A document that indicates program or course recover fees and mileage to a partnering school district and/or high school site.
- Partnering school district: A district within the two service counties that enters into an interlocal agreement to provide, at a minimum, one dual credit cohort-based course that can be held at the high school site or College District campus, virtually or in-person.

Authority

South Texas College, through the authority of the Board of Trustees, may enter into agreements with school districts for the dual enrollment of high school students for dual credit.

Tuition and Fees

Tuition and fees for dual credit students sponsored by partnering school districts will be charged as approved by the Board.

The partnering school district must comply with the following:

1. The school district agrees to pay applicable tuition and fees as approved by the Board; and
2. The school district agrees to pay the flat rate cost reimbursement for College District faculty teaching dual credit courses as delineated on the dual credit course agreement in cases where a College District faculty member is required. The school district agrees to pay mileage if the College District faculty member travels to the school district.

Additional conditions may be included in agreements as applicable.

Eligibility

High school students who may benefit from taking college-level courses to satisfy high school graduation requirements or who wish to begin their postsecondary education prior to graduation from secondary school are eligible to participate in the College District's dual credit program.

Students who participate in dual credit programs must meet state requirements for eligibility. In addition, within the scope of the Texas Education Code, students must meet the College District's regular prerequisite requirements for the courses in which they enroll.

Dual credit students shall be limited to courses within a cohesive course of study that can lead to a certificate or associate degree. Students who complete a credential may declare a major leading to an additional credential, while not exceeding the limitation on dual credit courses per semester of the maximum number of credit hours.

Courses offered for dual credit are limited to academic courses in the current edition of the Lower Division Academic Course Guide Manual and college-level workforce education courses in the current edition of the Workforce Education Course Manual as prescribed by the Coordinating Board.

**Credit Hour
Limitation**

Dual credit students may attempt a maximum of 68 credit hours, with the exception of students pursuing the Associate of Science in Mathematics, Associate of Science in Engineering, ~~and~~ Associate of Science in PrePharmacy, [and students enrolled in an approved Pathways in Technology \(P-TECH\) program with instructional plans for specific certificates and degrees](#). Course loads for dual credit students in excess of 68 credit hour maximum shall require approval by the academic affairs and economic development division designee.

Course Load

[Unless enrolled in a P-TECH high school, d](#)Dual credit students may not enroll in a course load until the spring semester of their ninth grade year and are then limited to no more than two dual credit course loads for no more than six hours that semester from an approved list of recommended courses. All 10th grade students will be limited to only two dual credit courses for no more than seven hours per fall and spring semester. The normal course load for 11th and 12th grade students in the fall or spring semester shall be four dual credit courses for no more than 14 hours.

Summer sessions after 10th grade are limited to two dual credit courses for no more than eight hours in Summer Term I/III and two dual credit courses for no more than eight hours in Summer Term II. [Students enrolled in P-TECH high schools designed with optional certificates may enroll in additional courses as long as they are within approved instructional plans.](#)

Non-degree seeking dual credit students may be limited to fewer credit hours per semester, as stated in an interlocal agreement between the school district and the College District.

Course loads in excess of grade-level maximum semester hours per term shall require approval by the academic affairs and economic development division designee. Nevertheless, no excess course loads will be approved that do not adhere with policy ECC(LOCAL).

Academic Standing	<p>Dual credit students must comply with federal law standards.</p> <p>Dual credit student academic standing is calculated on a semester basis to confirm students' eligibility for continuation within the dual credit program. The dual credit student academic status will determine enrollment eligibility for the future academic semester.</p>
Enrollment in Non-Dual Credit Sections	<p>Students who want to enroll in non-dual credit section(s) must be approved by the academic affairs and economic development division designee. Students can only be enrolled into courses within their current declared major. Any student approved to enroll in a non-dual credit section(s) will not be assessed the independent student tuition and fee rates based on the Board-Approved Tuition and Fee Schedule. Dual credit students who do not receive approval to enroll in a non-dual credit section(s) may still enroll but will be assessed the independent student tuition and fee based on the Board-Approved Tuition and Fee table.</p> <p>The dual credit program is subject to all rules and regulations of the Coordinating Board, other state and federal regulations, and College District policies and procedures as applicable.</p>
Dual Credit Faculty	<p>A dual credit faculty member is a currently employed high school teacher with a partnering school district who:</p> <ul style="list-style-type: none">• Meets the minimum credentials to teach college-level courses;• Is recommended by the College District department/program chair; and• Is approved by the College District's office of human resources. <p>Based on the College District's procedures, dual credit faculty will be held to the same standards used to assess any faculty member hired by the College District to teach college-level courses. The academic affairs and economic development division will establish procedures aligned with the approval and periodic evaluation of dual credit faculty.</p>

Definitions

The following definitions shall apply:

- Dual credit: Defined by the Coordinating Board as a system in which an eligible high school student enrolls in college course(s) and receives credit for the course(s) from both the college and high school.
- Dual credit course agreement: A document that indicates program or course recover fees and mileage to a partnering school district and/or high school site.
- Partnering school district: A district within the two service counties that enters into an interlocal agreement to provide, at a minimum, one dual credit cohort-based course that can be held at the high school site or College District campus, virtually or in-person.

Authority

South Texas College, through the authority of the Board of Trustees, may enter into agreements with school districts for the dual enrollment of high school students for dual credit.

Tuition and Fees

Tuition and fees for dual credit students sponsored by partnering school districts will be charged as approved by the Board.

The partnering school district must comply with the following:

1. The school district agrees to pay applicable tuition and fees as approved by the Board; and
2. The school district agrees to pay the flat rate cost reimbursement for College District faculty teaching dual credit courses as delineated on the dual credit course agreement in cases where a College District faculty member is required. The school district agrees to pay mileage if the College District faculty member travels to the school district.

Additional conditions may be included in agreements as applicable.

Eligibility

High school students who may benefit from taking college-level courses to satisfy high school graduation requirements or who wish to begin their postsecondary education prior to graduation from secondary school are eligible to participate in the College District's dual credit program.

Students who participate in dual credit programs must meet state requirements for eligibility. In addition, within the scope of the Texas Education Code, students must meet the College District's regular prerequisite requirements for the courses in which they enroll.

Dual credit students shall be limited to courses within a cohesive course of study that can lead to a certificate or associate degree. Students who complete a credential may declare a major leading to an additional credential, while not exceeding the limitation on dual credit courses per semester of the maximum number of credit hours.

Courses offered for dual credit are limited to academic courses in the current edition of the Lower Division Academic Course Guide Manual and college-level workforce education courses in the current edition of the Workforce Education Course Manual as prescribed by the Coordinating Board.

**Credit Hour
Limitation**

Dual credit students may attempt a maximum of 68 credit hours, with the exception of students pursuing the Associate of Science in Mathematics, Associate of Science in Engineering, and Associate of Science in PrePharmacy. Course loads for dual credit students in excess of 68 credit hour maximum shall require approval by the academic affairs and economic development division designee.

Course Load

Dual credit students may not enroll in a course load until the spring semester of their ninth grade year and are then limited to no more than two dual credit course loads for no more than six hours that semester from an approved list of recommended courses. All 10th grade students will be limited to only two dual credit courses for no more than seven hours per fall and spring semester. The normal course load for 11th and 12th grade students in the fall or spring semester shall be four dual credit courses for no more than 14 hours.

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credit program. The dual credit student academic status will determine enrollment eligibility for the future academic semester.

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- Meets the minimum credentials to teach college-level courses;
- Is recommended by the College District department/program chair; and
- Is approved by the College District's office of human resources.

Based on the College District's procedures, dual credit faculty will be held to the same standards used to assess any faculty member hired by the College District to teach college-level courses. The academic affairs and economic development division will establish procedures aligned with the approval and periodic evaluation of dual credit faculty.

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Based on the College District's procedures, dual credit faculty will be held to the same standards used to assess any faculty member hired by the College District to teach college-level courses. The academic affairs and economic development division will establish procedures aligned with the approval and periodic evaluation of dual credit faculty.

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 Claudia Olivares, Director for Employee Relations and Talent Development Alicia Correa, Director for Benefits and Compensations Information Officer Venisa Earhart, Board Relations Administrator
Recommendation	No action is required from the Board at this time. This item is presented as a First Reading to obtain feedback for staff, and will be scheduled for a Second Reading at the next Board meeting for Board action.

Appendix A

Item	Policy	Last Adopted Date	TASB Update	TASB and Other Explanatory Notes
Local Governance				
A.	BA (Local) – College District Governance	9/27/2022	50	Language from this policy has been moved to policy BAA to accommodate the reorganization of policies related to college district governance (Retire Policy).
B.	BAA (Local) – College District Governance: Board Legal Status	New	50	Language from policy BA has been moved to this policy to accommodate the reorganization of policies related to college district governance. If the college had content at this policy code, that content has been moved to policy BAAA.
C.	BBE (Local) – Board Members: Authority	9/27/2022	50	Recommended revisions to this policy address HB 4310, which establishes a procedure for board members to access records maintained by the college while preserving the Confidentiality of those records. Additional changes have been made for clarity. Appendices C and D were added as a reference for policy BBE.
D.	BCA (Local) – Board Internal Organization: Board Officers and Officials	9/27/2022	49	New recommended local policy language provides additional information about the selection of board officers and the duties and responsibilities of the officers. Additional revisions are to align the policy with applicable law.
E.	BD (Local) – Board Meetings	9/27/2022	50	Recommended revisions to this policy incorporate HB 1522, which updates the meeting notice requirements under the Open Meetings Act to require that notice of a meeting be posted three business days before the scheduled date of a meeting, at Notice to Members.
Personnel				
F.	DH (Local) – Employee Standards of Conduct	3/25/2025	50	Recommended revisions address HB 46, which prohibits a college from restricting the storage of low-THC cannabis authorized by state law. Additional changes have been made for clarity.
G.	DHB (Local) – Employee Standards of	2/25/2025	50	Recommended revisions incorporate SB 571, which requires the Reporting of instances of child abuse or neglect to a law enforcement

Item	Policy	Last Adopted Date	TASB Update	TASB and Other Explanatory Notes
	Conduct: Child Abuse and Neglect Reporting			agency within 24 hours and amends the definition of law enforcement agency.
H.	DJA (Local) – Assignment, Work Load, and Schedules: Telework	New	50	This new recommended local policy addresses SB 2615. It permits employees to telework only under certain specified circumstances.
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.

The official title of the governing body of the College District shall be the South Texas College Board of Trustees, herein referred to as "the Board."

Retire

The official title of the governing body of the College District shall be the South Texas College Board of Trustees, herein referred to as “the Board.”

New

Board Authority

The Board has final authority to determine and interpret the policies that govern the College District and, within the limits imposed by other legal authorities, has complete and full control of the College District.

**Transacting
Business**

Official Board action shall be taken only in meetings that comply with the Open Meetings Act. When a proposal is presented to the Board, the Board shall hold a discussion and reach a decision. The affirmative vote of a majority of all Board members shall be required to transact business. [See BD] Although there may be dissenting votes, which are a matter of public record, each action of the Board supported by the majority is binding on the whole Board.

**Individual Authority
for Committing the
Board**

Board members as individuals shall not exercise authority over the College District, its property, or its employees. Except for appropriate duties and functions of the Board President, an individual member may act on behalf of the Board only with the express authorization of the Board. Without such authorization, no individual member may commit the Board on any issue. [See BCAB]

**Individual Access to
Information**

An individual Board member, acting in the member's official capacity, shall have the right to seek information pertaining to College District fiscal affairs, business transactions, governance, **operations**, and personnel matters, including information that properly may be withheld from members of the general public in accordance with the Public Information Act. [See GCA]

Limitations

If a Board member is not acting in the member's official capacity, the Board member has no greater right to College District records than a member of the public.

An individual member shall not have access to **information subject to attorney-client privilege unless the attorney-client relationship upon which the privilege is based applies to the member.**

An individual member shall not have access to confidential student records unless the member is acting in the member's official capacity and has a legitimate educational interest in the records in accordance with ~~policies FJ(LEGAL) and law and policy FJ(LOCAL).~~

Requests for
Records

Individual members shall seek access to records or request copies of records from the College President or other designated custodian of records. When a custodian of records other than the College President provides access to records or copies of records to individual Board members, the provider shall inform the College President of the records provided.

	<p>A Board member who is denied access to a record under this policy may ask the Board to determine whether the record should be provided or may file a request under the Public Information Act. [See GCA]</p>
<p>Requests for Reports</p>	<p>No individual Board member shall direct or require College District employees to prepare reports derived from an analysis of information in existing College District records or to create a new record compiled from information in existing College District records.</p> <p>Directives to the College President or other College District staff regarding the preparation of reports that will, in the opinion of the College President, require excessive staff time or expense shall be authorized by action of the Board.</p>
<p>Confidentiality</p> <p><i>Request to Redact</i></p> <p><i>Confidentiality Agreement</i></p>	<p>If requested by the Board member, information that is confidential under law shall be redacted from records provided to the Board member.</p> <p>At the time Board members are provided access to confidential records or to reports compiled from such records, the College President or other College District employee shall advise them of their responsibility to comply with confidentiality requirements and the College District's information security controls.</p> <p>The Board member shall sign a confidentiality agreement requiring that the confidential information remain undisclosed, be labeled as confidential, and be kept securely. The agreement must also require that any copies of the information or related notes be appropriately disposed of or retained as confidential consistent with the agreement.</p>
<p>Referring Complaints</p>	<p>If employees, students, or citizens bring a concern or complaint to an individual Board member, the Board member shall refer them to the College President or designee, who shall proceed according to appropriate Board policy. [See DGBA, FLD, and GB]</p> <p>When the concern or complaint directly pertains to the Board's own actions or policy, for which there is no administrative remedy, the Board member may request that the issue be placed on the agenda.</p>
<p>Staff Authority</p>	<p>Except as authorized by these policies, no employee or agent shall have the authority to bind the College District contractually.</p>

Board Authority

The Board has final authority to determine and interpret the policies that govern the College District and, within the limits imposed by other legal authorities, has complete and full control of the College District.

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Official Board action shall be taken only in meetings that comply with the Open Meetings Act. When a proposal is presented to the Board, the Board shall hold a discussion and reach a decision. The affirmative vote of a majority of all Board members shall be required to transact business. [See BD] Although there may be dissenting votes, which are a matter of public record, each action of the Board supported by the majority is binding on the whole Board.

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If a Board member is not acting in the member's official capacity, the Board member has no greater right to College District records than a member of the public.

An individual member shall not have access to confidential student records unless the member is acting in the member's official capacity and has a legitimate educational interest in the records in accordance with policies FJ(LEGAL) and (LOCAL).

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A Board member who is denied access to a record under this policy may ask the Board to determine whether the record should be provided or may file a request under the Public Information Act. [See GCA]

BOARD MEMBERS
AUTHORITY

BBE
(LOCAL)

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No individual Board member shall direct or require College District employees to prepare reports derived from an analysis of information in existing College District records or to create a new record compiled from information in existing College District records.

Directives to the College President or other College District staff regarding the preparation of reports that will, in the opinion of the College President, require excessive staff time or expense shall be authorized by action of the Board.

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At the time Board members are provided access to confidential records or to reports compiled from such records, the College President or other College District employee shall advise them of their responsibility to comply with confidentiality requirements and the College District's information security controls.

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Complaints**

If employees, students, or citizens bring a concern or complaint to an individual Board member, the Board member shall refer them to the College President or designee, who shall proceed according to appropriate Board policy. [See DGBA, FLD, and GB]

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<p>Staff Authority</p>	<p>Except as authorized by these policies, no employee or agent shall have the authority to bind the College District contractually.</p>

Board Officers

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

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

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

Eligibility for Office

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

Election of Officers

Vacancy

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

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

Duties

Board Chair

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

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

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

Board Vice Chair

The Board Vice Chair shall:

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

Board Secretary

The Board Secretary shall:

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

Other Officers

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

Board Officers

The Board shall elect the following officers, who shall have the following duties:

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

Each officer, after election, maintains all rights and responsibilities of all Trustees, if a member of the Board, including the right to vote.

Eligibility for Office

No officer shall succeed themselves. An officer shall be entitled to hold another office after completing a term or terms in one office. An officer shall also be entitled to be elected to an office that the officer has held previously but which the officer did not hold in the immediately preceding term.

Election of Officers

Officers of the Board shall be elected at the first regular meeting of the Board after the May election in even-numbered years or at any other time when necessary to fill a vacancy. In addition to the required post-election organization, the Board may also organize at any other times.

Board Officers

The Board shall elect a Chair and a Vice Chair, who shall be members of the Board, and A Secretary, who may or may not be a member of the Board. The Board may elect other officers as deemed necessary or advisable. Officers shall be elected by majority vote of the members of the Board.

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

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

Vacancy

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

Duties

Board Chair

In addition to the duties required by law, policy, and Board action, the Board Chair shall:

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

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

Board Vice Chair

The Board Vice Chair shall:

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

Board Secretary

The Board Secretary shall:

1. Ensure that an accurate record is kept of the proceedings of each Board meeting.
2. Ensure that notices of Board meetings are posted and sent as required by law.

BOARD INTERNAL ORGANIZATION
BOARD OFFICERS AND OFFICIALS

BCA
(LOCAL)

3. In the absence of the Board Chair and Vice Chair, call the meeting to order and act as presiding officer.
4. Sign or countersign documents as directed by action of the Board.
5. Be the official custodian of the minutes, books, records, and seal of the Board.
6. Perform such other duties and functions as may, from time to time, be assigned by the Board.

Other Officers

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

NEW

**Meeting Place
and Time**

The notice for a Board meeting shall reflect the date, time, and location of the meeting.

Regular Meetings

Regular meetings of the Board shall typically be held on the fourth Tuesday of each month at 5:30 p.m. When determined necessary and for the convenience of Board members, the Chairman of the Board may change the date, time, or location of a regular meeting with proper notice.

Special or
Emergency
Meetings

The Chairman of the Board shall call a special meeting at the Chairman of the Board's discretion or on request by two members of the Board.

The Chairman of the Board shall call an emergency meeting when it is determined by the Chairman of the Board or two members of the Board that an emergency or urgent public necessity, as defined by law, warrants the meeting.

Agenda

Submission of
Topics

A Board member may request that a subject be included on the agenda for a meeting. The deadline for submitting items for inclusion on the agenda is the seventh calendar day before regular meetings and the seventh calendar day before special meetings.

Preparation

The College President shall compile for review by the Chairman of the Board all topics timely submitted by Board members, topics requested by the Board, and topics suggested by the College President.

The Chairman of the Board and the College President shall confer regarding the proposed topics, and the Chairman of the Board shall determine the topics for the official meeting agenda. The Chairman of the Board shall ensure that any topic the Board or individual Board members have requested be addressed are either on the meeting agenda or scheduled for deliberation at an appropriate time in the near future. The Chairman of the Board shall not refuse to assign a topic requested by a Board member to an agenda and, once assigned, shall not have the authority to remove the topic from the agenda without that Board member's specific authorization.

Consent Agenda

When the agenda is prepared, the Chairman of the Board shall determine items, if any, that qualify to be placed on the consent agenda. A consent agenda shall include items of a routine and/or recurring nature grouped together under one action item. For each item listed as part of a consent agenda, the Board shall be furnished with background material. All such items shall be acted upon by one vote without separate discussion, unless a Board

member requests that an item be withdrawn for individual consideration. The remaining items shall be adopted under a single motion and vote.

Notice to Members

Members of the Board shall be given notice of regular and special meetings at least ~~72 hours~~ **three business days** prior to the scheduled ~~time~~ **date** of the meeting and at least one hour prior to the time of an emergency meeting.

Closed Meeting

Notice of all meetings shall provide for the possibility of a closed meeting during an open meeting, as provided by law. The Board may conduct a closed meeting when the agenda subject is one that may properly be discussed in closed meeting. [See BDA]

Order of Business

The order of business for regular Board meetings shall be as set out in the agenda accompanying the notice of the meeting. At the meeting, the order in which posted agenda items are taken may be changed by consensus of Board members present.

Rules of Order

The Board shall observe the parliamentary procedures as found in *Robert's Rules of Order, Newly Revised*, except as otherwise provided in Board procedural rules or by law. Procedural rules may be suspended at any Board meeting by majority vote of the members present.

The failure to strictly follow *Robert's Rules of Order, Newly Revised* shall not act to invalidate any action of the Board for which a quorum was present otherwise held in accordance with the law.

Voting

Voting shall be by voice vote or show of hands, as directed by the Chairman of the Board. Any member may abstain from voting, and a member's vote or failure to vote shall be recorded upon that member's request.

Minutes

Board action shall be carefully recorded by the Board Secretary or designee; when approved, these minutes shall serve as the legal record of official Board actions. The written minutes of all meetings shall be approved by vote of the Board and signed by the Board Secretary or other Board Officer.

The official minutes of the Board shall be retained on file in the office of the College President and shall be available for examination during regular office hours.

Discussions and Limitation

Discussions shall be addressed to the Chairman of the Board and then the entire membership. Discussion shall be directed solely to the business currently under deliberation, and the Chairman of the Board shall halt discussion that does not apply to the business before the Board.

The Chairman of the Board shall also halt discussion if the Board has agreed to a time limitation for discussion of an item and that time limit has expired. Aside from these limitations, the Chairman of the Board shall not interfere with debate so long as members wish to address themselves to an item under consideration.

Markup

**Meeting Place
and Time**

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member requests that an item be withdrawn for individual consideration. The remaining items shall be adopted under a single motion and vote.

Notice to Members

Members of the Board shall be given notice of regular and special meetings at least 72 hours prior to the scheduled time of the meeting and at least one hour prior to the time of an emergency meeting.

Closed Meeting

Notice of all meetings shall provide for the possibility of a closed meeting during an open meeting, as provided by law. The Board may conduct a closed meeting when the agenda subject is one that may properly be discussed in closed meeting. [See BDA]

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Discussions shall be addressed to the Chairman of the Board and then the entire membership. Discussion shall be directed solely to the business currently under deliberation, and the Chairman of the Board shall halt discussion that does not apply to the business before the Board.

The Chairman of the Board shall also halt discussion if the Board has agreed to a time limitation for discussion of an item and that time limit has expired. Aside from these limitations, the Chairman of the Board shall not interfere with debate so long as members wish to address themselves to an item under consideration.

Current

**Meeting Place
and Time**

The notice for a Board meeting shall reflect the date, time, and location of the meeting.

Regular Meetings

Regular meetings of the Board shall typically be held on the fourth Tuesday of each month at 5:30 p.m. When determined necessary and for the convenience of Board members, the Chairman of the Board may change the date, time, or location of a regular meeting with proper notice.

Special or
Emergency
Meetings

The Chairman of the Board shall call a special meeting at the Chairman of the Board's discretion or on request by two members of the Board.

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Submission of
Topics

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Consent Agenda

When the agenda is prepared, the Chairman of the Board shall determine items, if any, that qualify to be placed on the consent agenda. A consent agenda shall include items of a routine and/or recurring nature grouped together under one action item. For each item listed as part of a consent agenda, the Board shall be furnished with background material. All such items shall be acted upon by one vote without separate discussion, unless a Board

member requests that an item be withdrawn for individual consideration. The remaining items shall be adopted under a single motion and vote.

Notice to Members

Members of the Board shall be given notice of regular and special meetings at least three business days prior to the scheduled date of the meeting and at least one hour prior to the time of an emergency meeting.

Closed Meeting

Notice of all meetings shall provide for the possibility of a closed meeting during an open meeting, as provided by law. The Board may conduct a closed meeting when the agenda subject is one that may properly be discussed in closed meeting. [See BDA]

Order of Business

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The Chairman of the Board shall also halt discussion if the Board has agreed to a time limitation for discussion of an item and that time limit has expired. Aside from these limitations, the Chairman of the Board shall not interfere with debate so long as members wish to address themselves to an item under consideration.

New

All College District employees shall perform their duties in accordance with state and federal law, College District policy, and ethical standards.

All College District personnel shall recognize and respect the rights of students, other employees, and members of the community and shall work cooperatively with others to serve the best interests of the College District.

Employees wishing to express concern, complaints, or criticism shall do so through appropriate channels. [See DGBA]

Ethical Standards

The College District holds all employees to the ethical standards set out in this policy.

As a Citizen

An employee shall treat all persons with dignity and respect.

An employee shall accept all rights and responsibilities of citizenship, always avoiding use of the privileges of the employee's public position for private or partisan advantage.

As an Educator

An employee shall strive to help each student realize the student's full potential as a learner and as a human being.

An employee shall by example and action encourage and defend the unfettered pursuit of truth by all persons employed by the College District in the educational enterprise and students supporting the free exchange of ideas, observing the highest standards of academic honesty and integrity, and seeking always an attitude of scholarly objectivity and tolerance of other viewpoints.

An employee shall work to enhance cooperation and collegiality among students, faculty, administrators, and other personnel.

An employee shall maintain competence through continued professional development, shall demonstrate that competence through consistently adequate performance, and shall seek to enhance that competence by accepting and appropriating constructive criticism and evaluation.

As a Colleague

An employee shall recognize and preserve the confidential nature of professional relationships, neither disclosing nor encouraging the disclosure of information or rumor, which might damage or embarrass or violate the privacy of any other person.

An employee shall support the right of all colleagues to academic freedom and due process and defend and assist a professional colleague accused of wrongdoing, incompetence, or other serious offense so long as the colleague's innocence may reasonably be maintained.

EMPLOYEE STANDARDS OF CONDUCT

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(LOCAL)

An employee shall not support a colleague whose persistently unethical conduct or professional incompetence has been demonstrated through due process.

As a Member of the
College District

An employee shall make the most judicious and effective use of the College District's time and resources.

An employee shall fulfill the employment agreement both in spirit and in fact, shall give reasonable notice upon resignation, and shall neither accept tasks for which the employee is not qualified nor assign tasks to unqualified persons.

An employee shall support the goals and ideals of the College District and shall act in public affairs in such a manner as to bring credit to the College District.

An employee shall not engage in unlawful discrimination or harassment of students or colleagues and shall adhere to the College District's policies on unlawful discrimination and harassment and other conduct.

An employee shall observe the stated policies and procedures of the College District, reserving the right to seek revision in a judicious and appropriate manner.

An employee shall participate in the governance of the College District by accepting a fair share of committee and institutional responsibilities.

REFERENCE: derived from the [Texas Community College Teachers Association Code of Professional Ethics \(PDF\)](#).¹

Violations

Employees shall comply with the standards of conduct set out in this policy and with any other policies, regulations, and guidelines that impose duties, requirements, or standards attendant to their status as College District employees. Violation of any policies, regulations, or guidelines may result in disciplinary action, up to and including termination of employment. [See DCC, DIAA, and DM series]

**Misconduct by
Certain Law
Enforcement
Personnel**

The College President or designee and the College District police department shall develop regulations, in accordance with law, addressing the investigation of allegations of misconduct by peace officers and telecommunicators.

Electronic Media

Electronic media includes all forms of social media, such as text messaging, instant messaging, electronic mail (email), web logs (blogs), electronic forums (chat rooms), video-sharing websites, editorial comments posted on the internet, and social network

EMPLOYEE STANDARDS OF CONDUCT

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(LOCAL)

sites. Electronic media also includes all forms of telecommunication, such as landlines, cell phones, and web-based applications.

Record Retention An employee shall comply with the College District's requirements for records retention and destruction to the extent those requirements apply to electronic media. [See CIA and GCB]

Personal Use Employees shall be held to the same professional standards in their public use of electronic media as they are for any other public conduct. If an employee's use of electronic media violates state or federal law or College District policy, or interferes with the employee's ability to effectively perform his or her job duties, the employee is subject to disciplinary action, up to and including termination of employment.

Safety Requirements All employees shall adhere to College District safety rules and regulations and shall report unsafe conditions or practices to the appropriate supervisor.

Tobacco Products and E-cigarettes With the exceptions of designated areas and parking lots, the College District prohibits the use of tobacco products and e-cigarettes on College District property, in College District vehicles, and at College District-related activities, unless authorized by the College President or designee. [See FLBD]

An employee shall not give or sell tobacco products or e-cigarettes to a person in violation of law.

Alcohol and Drugs A copy of this policy, the purpose of which is to eliminate drug abuse from the workplace, shall be provided to each employee at the beginning of each year or upon employment.

Employees shall be prohibited from using, possessing, controlling, **storing**, manufacturing, transmitting, distributing, dispensing, selling, or being under the influence of any of the following substances while conducting College District business or while on College District property, in College District vehicles, or at College District-related activities, whether during or outside of usual working hours:

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. Alcohol or any alcoholic beverage, except as permitted under this policy.
3. Any non-controlled substance such as abusable glue, aerosol paint, or any other chemical substance for inhalation.
4. Any performance-enhancing substance, including steroids.

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5. Any designer drug.
6. Any other intoxicant, or mood-changing, mind-altering, or behavior-altering drugs.
7. Any legally prescribed or over-the-counter drug if it impairs the employee's ability to perform the essential functions of the position or if such impairment jeopardizes the safety of the employee or any other person.

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.

An employee need not test positive to be considered "under the influence" of alcohol or a controlled substance.

Exceptions

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

1. Manufactures, possesses, controls, **stores**, sells, transmits, distributes, or dispenses a substance listed above as part of the employee's job responsibilities;
2. Uses ~~or possesses~~, **possesses, or stores** a controlled substance or drug authorized by a licensed physician prescribed for the employee's personal use;
3. Possesses **or stores** over-the-counter medication for personal use; or
4. Serves or consumes alcohol at special fundraising functions for the College District, at specially designated events in College District facilities, or serves alcoholic beverages for tasting by underage students for instructional purposes in specifically defined and approved academic curricular programs/classes in accordance with Section 106.16 of the Alcoholic Beverages Code.

The College President is authorized by the Board to permit the serving and consuming of alcoholic beverages at special fundraising functions for the College District or at specially designated events in College District facilities. The serving of alcoholic beverages is also permitted for tasting by minor students who are at least 18 years of age for instructional purposes as part of the curriculum in a course that is part of a program in culinary arts, viticulture, enology or wine technology, brewing or beer technology, or distilled spirits production or technology, in accordance with Section 106.16 of the Alcoholic Beverages Code.

EMPLOYEE STANDARDS OF CONDUCT

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(LOCAL)

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.

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

Notice Each employee shall be given a copy of the College District's notice regarding a drug-free workplace. [See DI(EXHIBIT)]

Arrests, Indictments, Convictions, and Other Adjudications An employee shall notify the employee's immediate supervisor and the office of human resources within three calendar days of any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of the employee for any felony or offense involving moral turpitude.

Moral Turpitude Moral turpitude includes but is not limited to:

1. Dishonesty, fraud, deceit, theft, or misrepresentation;
2. Deliberate violence;
3. Base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor;
4. Felony possession, transfer, sale, distribution, or conspiracy to possess, transfer, sell, or distribute any controlled substance defined in Chapter 481 of the Health and Safety Code;
5. Acts constituting public intoxication, operating a motor vehicle while under the influence of alcohol, or disorderly conduct, if any two or more acts are committed within any 12-month period; or
6. Acts constituting abuse under the Texas Family Code.

Consensual Relationships Prohibited All employees have a responsibility to avoid any apparent or actual conflict of interest. A conflict of interest arises when:

1. An employee currently has or formerly had a consensual, intimate relationship with his or her subordinate or with a student; and
2. The employee's professional responsibilities give him or her the power or authority to influence or affect the subordinate's or student's status, assessment, opportunities, or benefits.

Consensual, intimate relationships between employees and their subordinates or between employees and students may lead to complaints of harassment by the subordinate or student and may lead to the perception that the subordinate or student is receiving

special access, advantage, or favoritism or that others are receiving restricted opportunities or unfavorable treatment. These concerns may be damaging to all participants whether the favoritism is real or perceived.

Accordingly, all consensual, intimate relationships between employees and their subordinates are prohibited. Likewise, this policy prohibits all consensual, intimate relationships between an employee and a student who is under the jurisdiction of the employee, who is subject to the employee's influence or decision-making authority, or who is taking classes in the same program as the employee. If a relationship of this nature occurs, or has occurred in the past, the employee must disclose the relationship to his or her supervisor so that the conflict of interest may be resolved.

This policy applies to all employees, including faculty members, and employees who are also enrolled as students in the College District.

Allegations of sexual harassment shall be addressed in accordance with the applicable sexual harassment policy. [See DIA series for employees and FFD series for students]

¹ Texas Community College Teachers Association Code of Professional Ethics (PDF): <https://drive.google.com/file/d/1hOLs-YhIWH4ccH7VtAM-wks2GGy9KogJR/view>

All College District employees shall perform their duties in accordance with state and federal law, College District policy, and ethical standards.

All College District personnel shall recognize and respect the rights of students, other employees, and members of the community and shall work cooperatively with others to serve the best interests of the College District.

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An employee shall accept all rights and responsibilities of citizenship, always avoiding use of the privileges of the employee's public position for private or partisan advantage.

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An employee shall strive to help each student realize the student's full potential as a learner and as a human being.

An employee shall by example and action encourage and defend the unfettered pursuit of truth by all persons employed by the College District in the educational enterprise and students supporting the free exchange of ideas, observing the highest standards of academic honesty and integrity, and seeking always an attitude of scholarly objectivity and tolerance of other viewpoints.

An employee shall work to enhance cooperation and collegiality among students, faculty, administrators, and other personnel.

An employee shall maintain competence through continued professional development, shall demonstrate that competence through consistently adequate performance, and shall seek to enhance that competence by accepting and appropriating constructive criticism and evaluation.

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EMPLOYEE STANDARDS OF CONDUCT

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(LOCAL)

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Tobacco Products and E-cigarettes With the exceptions of designated areas and parking lots, the College District prohibits the use of tobacco products and e-cigarettes on College District property, in College District vehicles, and at College District-related activities, unless authorized by the College President or designee. [See FLBD]

An employee shall not give or sell tobacco products or e-cigarettes to a person in violation of law.

Alcohol and Drugs A copy of this policy, the purpose of which is to eliminate drug abuse from the workplace, shall be provided to each employee at the beginning of each year or upon employment.

Employees shall be prohibited from using, possessing, controlling, manufacturing, transmitting, distributing, dispensing, selling, or being under the influence of any of the following substances while conducting College District business or while on College District property, in College District vehicles, or at College District-related activities, whether during or outside of usual working hours:

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. Alcohol or any alcoholic beverage, except as permitted under this policy.
3. Any non-controlled substance such as abusable glue, aerosol paint, or any other chemical substance for inhalation.
4. Any performance-enhancing substance, including steroids.

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5. Any designer drug.
6. Any other intoxicant, or mood-changing, mind-altering, or behavior-altering drugs.
7. Any legally prescribed or over-the-counter drug if it impairs the employee's ability to perform the essential functions of the position or if such impairment jeopardizes the safety of the employee or any other person.

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.

An employee need not test positive to be considered "under the influence" of alcohol or a controlled substance.

Exceptions

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

1. Manufactures, possesses, controls, sells, transmits, distributes, or dispenses a substance listed above as part of the employee's job responsibilities;
2. Uses or possesses a controlled substance or drug authorized by a licensed physician prescribed for the employee's personal use;
3. Possesses over-the-counter medication for personal use; or
4. Serves or consumes alcohol at special fundraising functions for the College District, at specially designated events in College District facilities, or serves alcoholic beverages for tasting by underage students for instructional purposes in specifically defined and approved academic curricular programs/classes in accordance with Section 106.16 of the Alcoholic Beverages Code.

The College President is authorized by the Board to permit the serving and consuming of alcoholic beverages at special fundraising functions for the College District or at specially designated events in College District facilities. The serving of alcoholic beverages is also permitted for tasting by minor students who are at least 18 years of age for instructional purposes as part of the curriculum in a course that is part of a program in culinary arts, viticulture, enology or wine technology, brewing or beer technology, or distilled spirits production or technology, in accordance with Section 106.16 of the Alcoholic Beverages Code.

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.

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Paraphernalia	The use, possession, control, manufacture, transmission, distribution, dispensation, or sale of paraphernalia related to any prohibited substance is prohibited.
Notice	Each employee shall be given a copy of the College District's notice regarding a drug-free workplace. [See DI(EXHIBIT)]
Arrests, Indictments, Convictions, and Other Adjudications	An employee shall notify the employee's immediate supervisor and the office of human resources within three calendar days of any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of the employee for any felony or offense involving moral turpitude.
Moral Turpitude	Moral turpitude includes but is not limited to: <ol style="list-style-type: none">1. Dishonesty, fraud, deceit, theft, or misrepresentation;2. Deliberate violence;3. Base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor;4. Felony possession, transfer, sale, distribution, or conspiracy to possess, transfer, sell, or distribute any controlled substance defined in Chapter 481 of the Health and Safety Code;5. Acts constituting public intoxication, operating a motor vehicle while under the influence of alcohol, or disorderly conduct, if any two or more acts are committed within any 12-month period; or6. Acts constituting abuse under the Texas Family Code.
Consensual Relationships Prohibited	<p>All employees have a responsibility to avoid any apparent or actual conflict of interest. A conflict of interest arises when:</p> <ol style="list-style-type: none">1. An employee currently has or formerly had a consensual, intimate relationship with his or her subordinate or with a student; and2. The employee's professional responsibilities give him or her the power or authority to influence or affect the subordinate's or student's status, assessment, opportunities, or benefits. <p>Consensual, intimate relationships between employees and their subordinates or between employees and students may lead to complaints of harassment by the subordinate or student and may lead to the perception that the subordinate or student is receiving special access, advantage, or favoritism or that others are receiving restricted opportunities or unfavorable treatment. These concerns may be damaging to all participants whether the favoritism is real or perceived.</p>

Accordingly, all consensual, intimate relationships between employees and their subordinates are prohibited. Likewise, this policy prohibits all consensual, intimate relationships between an employee and a student who is under the jurisdiction of the employee, who is subject to the employee's influence or decision-making authority, or who is taking classes in the same program as the employee. If a relationship of this nature occurs, or has occurred in the past, the employee must disclose the relationship to his or her supervisor so that the conflict of interest may be resolved.

This policy applies to all employees, including faculty members, and employees who are also enrolled as students in the College District.

Allegations of sexual harassment shall be addressed in accordance with the applicable sexual harassment policy. [See DIA series for employees and FFD series for students]

¹ Texas Community College Teachers Association Code of Professional Ethics (PDF): <https://drive.google.com/file/d/1hOLs-YhIWH4ccH7VtAMwks2GGy9KqjR/view>

All College District employees shall perform their duties in accordance with state and federal law, College District policy, and ethical standards.

All College District personnel shall recognize and respect the rights of students, other employees, and members of the community and shall work cooperatively with others to serve the best interests of the College District.

Employees wishing to express concern, complaints, or criticism shall do so through appropriate channels. [See DGBA]

Ethical Standards

The College District holds all employees to the ethical standards set out in this policy.

As a Citizen

An employee shall treat all persons with dignity and respect.

An employee shall accept all rights and responsibilities of citizenship, always avoiding use of the privileges of the employee's public position for private or partisan advantage.

As an Educator

An employee shall strive to help each student realize the student's full potential as a learner and as a human being.

An employee shall by example and action encourage and defend the unfettered pursuit of truth by all persons employed by the College District in the educational enterprise and students supporting the free exchange of ideas, observing the highest standards of academic honesty and integrity, and seeking always an attitude of scholarly objectivity and tolerance of other viewpoints.

An employee shall work to enhance cooperation and collegiality among students, faculty, administrators, and other personnel.

An employee shall maintain competence through continued professional development, shall demonstrate that competence through consistently adequate performance, and shall seek to enhance that competence by accepting and appropriating constructive criticism and evaluation.

As a Colleague

An employee shall recognize and preserve the confidential nature of professional relationships, neither disclosing nor encouraging the disclosure of information or rumor, which might damage or embarrass or violate the privacy of any other person.

An employee shall support the right of all colleagues to academic freedom and due process and defend and assist a professional colleague accused of wrongdoing, incompetence, or other serious offense so long as the colleague's innocence may reasonably be maintained.

EMPLOYEE STANDARDS OF CONDUCT

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An employee shall not support a colleague whose persistently unethical conduct or professional incompetence has been demonstrated through due process.

As a Member of the
College District

An employee shall make the most judicious and effective use of the College District's time and resources.

An employee shall fulfill the employment agreement both in spirit and in fact, shall give reasonable notice upon resignation, and shall neither accept tasks for which the employee is not qualified nor assign tasks to unqualified persons.

An employee shall support the goals and ideals of the College District and shall act in public affairs in such a manner as to bring credit to the College District.

An employee shall not engage in unlawful discrimination or harassment of students or colleagues and shall adhere to the College District's policies on unlawful discrimination and harassment and other conduct.

An employee shall observe the stated policies and procedures of the College District, reserving the right to seek revision in a judicious and appropriate manner.

An employee shall participate in the governance of the College District by accepting a fair share of committee and institutional responsibilities.

REFERENCE: derived from the [Texas Community College Teachers Association Code of Professional Ethics \(PDF\)](#).¹

Violations

Employees shall comply with the standards of conduct set out in this policy and with any other policies, regulations, and guidelines that impose duties, requirements, or standards attendant to their status as College District employees. Violation of any policies, regulations, or guidelines may result in disciplinary action, up to and including termination of employment. [See DCC, DIAA, and DM series]

**Misconduct by
Certain Law
Enforcement
Personnel**

The College President or designee and the College District police department shall develop regulations, in accordance with law, addressing the investigation of allegations of misconduct by peace officers and telecommunicators.

Electronic Media

Electronic media includes all forms of social media, such as text messaging, instant messaging, electronic mail (email), web logs (blogs), electronic forums (chat rooms), video-sharing websites, editorial comments posted on the internet, and social network

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	<p>sites. Electronic media also includes all forms of telecommunication, such as landlines, cell phones, and web-based applications.</p>
Record Retention	<p>An employee shall comply with the College District's requirements for records retention and destruction to the extent those requirements apply to electronic media. [See CIA and GCB]</p>
Personal Use	<p>Employees shall be held to the same professional standards in their public use of electronic media as they are for any other public conduct. If an employee's use of electronic media violates state or federal law or College District policy, or interferes with the employee's ability to effectively perform his or her job duties, the employee is subject to disciplinary action, up to and including termination of employment.</p>
Safety Requirements	<p>All employees shall adhere to College District safety rules and regulations and shall report unsafe conditions or practices to the appropriate supervisor.</p>
Tobacco Products and E-cigarettes	<p>With the exceptions of designated areas and parking lots, the College District prohibits the use of tobacco products and e-cigarettes on College District property, in College District vehicles, and at College District-related activities, unless authorized by the College President or designee. [See FLBD]</p> <p>An employee shall not give or sell tobacco products or e-cigarettes to a person in violation of law.</p>
Alcohol and Drugs	<p>A copy of this policy, the purpose of which is to eliminate drug abuse from the workplace, shall be provided to each employee at the beginning of each year or upon employment.</p> <p>Employees shall be prohibited from using, possessing, controlling, storing, manufacturing, transmitting, distributing, dispensing, selling, or being under the influence of any of the following substances while conducting College District business or while on College District property, in College District vehicles, or at College District-related activities, whether during or outside of usual working hours:</p> <ol style="list-style-type: none">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. Alcohol or any alcoholic beverage, except as permitted under this policy.3. Any non-controlled substance such as abusable glue, aerosol paint, or any other chemical substance for inhalation.4. Any performance-enhancing substance, including steroids.

EMPLOYEE STANDARDS OF CONDUCT

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5. Any designer drug.
6. Any other intoxicant, or mood-changing, mind-altering, or behavior-altering drugs.
7. Any legally prescribed or over-the-counter drug if it impairs the employee's ability to perform the essential functions of the position or if such impairment jeopardizes the safety of the employee or any other person.

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.

An employee need not test positive to be considered "under the influence" of alcohol or a controlled substance.

Exceptions

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

1. Manufactures, possesses, controls, stores, sells, transmits, distributes, or dispenses a substance listed above as part of the employee's job responsibilities;
2. Uses, possesses, or stores a controlled substance or drug authorized by a licensed physician prescribed for the employee's personal use;
3. Possesses or stores over-the-counter medication for personal use; or
4. Serves or consumes alcohol at special fundraising functions for the College District, at specially designated events in College District facilities, or serves alcoholic beverages for tasting by underage students for instructional purposes in specifically defined and approved academic curricular programs/classes in accordance with Section 106.16 of the Alcoholic Beverages Code.

The College President is authorized by the Board to permit the serving and consuming of alcoholic beverages at special fundraising functions for the College District or at specially designated events in College District facilities. The serving of alcoholic beverages is also permitted for tasting by minor students who are at least 18 years of age for instructional purposes as part of the curriculum in a course that is part of a program in culinary arts, viticulture, enology or wine technology, brewing or beer technology, or distilled spirits production or technology, in accordance with Section 106.16 of the Alcoholic Beverages Code.

EMPLOYEE STANDARDS OF CONDUCT

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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.

Paraphernalia

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

Notice

Each employee shall be given a copy of the College District's notice regarding a drug-free workplace. [See DI(EXHIBIT)]

Arrests, Indictments, Convictions, and Other Adjudications

An employee shall notify the employee's immediate supervisor and the office of human resources within three calendar days of any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of the employee for any felony or offense involving moral turpitude.

Moral Turpitude

Moral turpitude includes but is not limited to:

1. Dishonesty, fraud, deceit, theft, or misrepresentation;
2. Deliberate violence;
3. Base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor;
4. Felony possession, transfer, sale, distribution, or conspiracy to possess, transfer, sell, or distribute any controlled substance defined in Chapter 481 of the Health and Safety Code;
5. Acts constituting public intoxication, operating a motor vehicle while under the influence of alcohol, or disorderly conduct, if any two or more acts are committed within any 12-month period; or
6. Acts constituting abuse under the Texas Family Code.

Consensual Relationships Prohibited

All employees have a responsibility to avoid any apparent or actual conflict of interest. A conflict of interest arises when:

1. An employee currently has or formerly had a consensual, intimate relationship with his or her subordinate or with a student; and
2. The employee's professional responsibilities give him or her the power or authority to influence or affect the subordinate's or student's status, assessment, opportunities, or benefits.

Consensual, intimate relationships between employees and their subordinates or between employees and students may lead to complaints of harassment by the subordinate or student and may lead to the perception that the subordinate or student is receiving

special access, advantage, or favoritism or that others are receiving restricted opportunities or unfavorable treatment. These concerns may be damaging to all participants whether the favoritism is real or perceived.

Accordingly, all consensual, intimate relationships between employees and their subordinates are prohibited. Likewise, this policy prohibits all consensual, intimate relationships between an employee and a student who is under the jurisdiction of the employee, who is subject to the employee's influence or decision-making authority, or who is taking classes in the same program as the employee. If a relationship of this nature occurs, or has occurred in the past, the employee must disclose the relationship to his or her supervisor so that the conflict of interest may be resolved.

This policy applies to all employees, including faculty members, and employees who are also enrolled as students in the College District.

Allegations of sexual harassment shall be addressed in accordance with the applicable sexual harassment policy. [See DIA series for employees and FFD series for students]

¹ Texas Community College Teachers Association Code of Professional Ethics (PDF): <https://drive.google.com/file/d/1hOLs-YhIWH4ccH7vtAM-wks2GGy9KqjR/view>

Reporting

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

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

A professional who has reasonable cause to believe that a child has been or may be abused or neglected or may have been a victim of indecency with a child has an additional legal obligation to submit a written or oral report within **4824** hours after the professional first has reasonable cause to believe the abuse or neglect has occurred or may be occurring. A "professional" is anyone licensed or certified by the state who has direct contact with children in the normal course of duties for which the individual is licensed or certified.

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

Oral Reports

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

Making a Report

Reports may be made to any of the following:

1. A ~~state or local~~ law enforcement agency, **as defined by law**;
2. The Child Protective Services (CPS) division of DFPS at (800) 252-5400 or the [Texas Abuse Hotline Website](#)¹;
3. A local CPS office; or
4. If applicable, the state agency operating, licensing, certifying, or registering the facility in which the suspected abuse or neglect occurred.

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

An individual does not fulfill the person's responsibilities under the law by only reporting suspicion of abuse or neglect to the College

EMPLOYEE STANDARDS OF CONDUCT
CHILD ABUSE AND NEGLECT REPORTING

DHB
(LOCAL)

President or another College District staff member. The College District shall not require an employee to first report the employee's suspicion to a College District or campus administrator.

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

- Confidentiality The identity of a person making a report of suspected child abuse or neglect shall be kept confidential and shall be disclosed only in accordance with law and the rules of the investigating agency.
- Immunity A person who in good faith reports or assists in the investigation of a report of child abuse or neglect is immune from civil or criminal liability.
- Failure to Report By failing to report suspicion of child abuse or neglect, an employee:

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

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

**Responsibilities
Regarding
Investigations**

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

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

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

**Adverse
Employment Action
Prohibited**

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

Training

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

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

Markup

Reporting

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

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

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

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

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

Making a Report

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3. A local CPS office; or
4. If applicable, the state agency operating, licensing, certifying, or registering the facility in which the suspected abuse or neglect occurred.

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

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

Confidentiality

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

Immunity

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

Failure to Report

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

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

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

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

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Current

Reporting

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

A professional who has reasonable cause to believe that a child has been or may be abused or neglected or may have been a victim of indecency with a child has an additional legal obligation to submit a written or oral report within 24 hours after the professional first has reasonable cause to believe the abuse or neglect has occurred or may be occurring. A "professional" is anyone licensed or certified by the state who has direct contact with children in the normal course of duties for which the individual is licensed or certified.

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

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Training

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

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New

Eligible employees may be permitted to telework in accordance with procedures developed by the College President.

New

South Texas College District

Administrative Procedure - Board Policy BBE

Title	Board Member Requests for Confidential Information
Reference	Board Policy BBE (Revised)
Responsible Office	Office of the President (Board Relations)
Revision / Review Cycle	As needed to remain consistent with applicable law and Board Policy

1. Purpose

This procedure establishes a consistent process for individual members of the Board of Trustees to request and receive information from College District records when the requested information includes, may include, or is derived from information that is confidential under state or federal law. This procedure implements the confidentiality, request to redact, and confidentiality agreement requirements described in Board Policy BBE.

2. Scope

This procedure applies to requests made by an individual Board member for access to College District records or reports compiled from such records that contain confidential information. It does not replace or limit processes applicable to: (a) information routinely provided to the Board as a body, (b) information presented in a properly posted Board meeting (including executive session), or (c) requests made under the Texas Public Information Act or other public records laws.

3. Definitions

For purposes of this procedure:

- Confidential information - information in College District records that is confidential under applicable law, court order, or legal privilege (e.g., student education records protected by FERPA; certain personnel, medical, or financial information; attorney-client privileged communications; security-sensitive information).
- Requesting Board member - the Board member making the request.
- Custodian - the College District employee or office responsible for maintaining the requested record(s).
- Secure access method - a controlled method for providing access to information that limits unauthorized disclosure (e.g., in-person inspection, a secure Board portal, encrypted file transfer, or other method approved by the College District).

4. Procedure

4.1 Submitting a request

A Board member requesting information should submit the request in writing to the Office of the President (Board Relations) or the President's designee. Requests should be as specific as possible to support an efficient and timely response.

A written request should include, at minimum:

- A description of the information sought (including date ranges, individuals, program/department, and report title if known).
- The Board-related purpose for the request (e.g., agenda item, policy review, oversight, fiduciary responsibilities).
- Preferred format (inspection, electronic copy, hard copy) and any requested deadline.
- Whether the Board member requests that legally confidential information be redacted from responsive records (see Section 4.4).

4.2 Intake, routing, and acknowledgement

The Office of the President (Board Relations) will log the request, acknowledge receipt to the requesting Board member, and coordinate with the appropriate custodian(s) to locate responsive records. When necessary, the Office of the President will consult with the College District's legal counsel and/or information security personnel.

4.3 Legal and confidentiality review

Before records are provided, the President or designee, in consultation with legal counsel as appropriate, will determine whether responsive records contain confidential information and identify any required safeguards for access, transmission, and retention. When feasible and appropriate, the College District may provide a summary, report, or other alternative that satisfies the Board member's request while minimizing the disclosure of confidential information.

4.4 Request to redact confidential information

If requested by the Board member, information that is confidential under law shall be redacted from records provided to the Board member, consistent with Board Policy BBE.

When redaction is requested, the College District will provide records that are marked as redacted and will, when practicable, describe the general category of information redacted (e.g., student education record information) without disclosing the confidential content.

4.5 Providing access to confidential information

When access to confidential records (or reports compiled from such records) is necessary to respond to the request, the College President or other College District employee providing access shall advise the Board member of their responsibility to comply with confidentiality requirements and the College District's information security controls, consistent with Board Policy BBE.

Prior to receiving access, the Board member shall sign the Board Member Confidentiality Agreement (Attachment B). A signed agreement may be maintained as an annual agreement or as a request-specific agreement, as determined by the Office of the President in consultation with legal counsel.

Access will be provided using a secure access method appropriate to the sensitivity of the information, which may include:

- Supervised in-person inspection in a designated secure location;
- Access through a secure Board portal or other controlled electronic platform; and/or
- Encrypted electronic transmission approved by the College District.

4.6 Labeling, safeguarding, and use limitations

Confidential records or reports provided to a Board member will be clearly labeled as CONFIDENTIAL. The Board member shall:

- Use confidential information only for legitimate Board-related purposes and only to the extent necessary to perform official duties;
- Maintain confidential information in a secure manner and in compliance with applicable information security controls (e.g., avoid forwarding to personal email; do not store in unapproved cloud services; use encryption/password protection where available);
- Limit access to confidential information to the Board member and persons authorized by law and the College District (e.g., the President, legal counsel, or other designated staff), and only in a manner that preserves confidentiality;
- Not publicly disclose confidential information in any setting, including in open session or through electronic communications, unless the College District's legal counsel confirms disclosure is lawful and required/authorized.

4.7 Copies, notes, and retention/disposal

The confidentiality agreement requires that confidential information remain undisclosed, be labeled as confidential, and be kept securely. The agreement also requires that any copies of the information or related notes be appropriately disposed of or retained as confidential consistent with the agreement.

Accordingly, unless otherwise authorized in writing by the President or legal counsel, the Board member shall not make additional copies of confidential records. If copies or notes are created as part of the Board member's official duties, they must be treated as confidential and securely retained or destroyed as directed by the Office of the President. Upon completion of the Board-related purpose, confidential records should be returned to the Office of the President or securely destroyed/removed from the Board member's possession in accordance with the agreement and applicable record retention requirements.

4.8 Documentation and recordkeeping

The Office of the President (Board Relations) will maintain documentation of: (a) the request; (b) the response provided; (c) the redaction option selected (if applicable); (d) the secure access method used; and (e) the executed confidentiality agreement. Documentation will be maintained in accordance with the College District's record retention requirements.

4.9 Suspected unauthorized disclosure or security incident

If a Board member becomes aware of a suspected or actual unauthorized disclosure, loss, theft, or other compromise of confidential information, the Board member shall promptly notify the College President (or designee) and the College District’s legal counsel. The College District will coordinate appropriate response steps, which may include information security incident response, internal review, and any required legal notifications.

5. Related documents

- Board Policy BBE (Revised)
- College District information security policies/standards (as applicable)
- Board Member Confidentiality Agreement (Attachment B)

Attachment A - Optional request template

Board Member Request for Information / Confidential Information (Optional Template)

Date of Request	
Requesting Board Member	
Description of Information Requested	
Board-Related Purpose	
Requested Format / Access Method	<input type="checkbox"/> In-person inspection <input type="checkbox"/> Electronic access <input type="checkbox"/> Hard copy
Requested Deadline (if any)	
Redaction Preference (Policy BBE)	<input type="checkbox"/> Provide records with legally confidential information redacted <input type="checkbox"/> Provide access to confidential information as needed (requires confidentiality agreement) <input type="checkbox"/> Provide a summary/report if feasible

Return completed request to: Office of the President (Board Relations).

Attachment B - Board Member Confidentiality Agreement

See separate document titled "Board Member Confidentiality Agreement - Board Policy BBE".

South Texas College District

Board Member Confidentiality Agreement - Board Policy BBE

Document	Confidentiality Agreement
Reference	Board Policy BBE (Revised)
Purpose	Access to confidential records or reports compiled from such records

This Board Member Confidentiality Agreement ("Agreement") is entered into by and between South Texas College District ("College District") and the undersigned member of the College District Board of Trustees ("Board Member").

1. Definitions

For purposes of this Agreement, "Confidential Information" means information, in any form, that is confidential under state or federal law, court order, or legal privilege, and that is made available to the Board Member by the College District or its representatives. Confidential Information may include information contained in records, reports, exhibits, emails, presentations, or other materials, as well as any notes created by the Board Member that reflect or summarize confidential content.

"College District information security controls" means applicable safeguards and requirements adopted by the College District to protect information, including administrative, physical, and technical controls.

2. Acknowledgements

The Board Member acknowledges and agrees that:

- The Board Member may receive access to Confidential Information only for legitimate Board-related purposes and in accordance with Board Policy BBE and this Agreement.
- Unauthorized disclosure of Confidential Information may violate state and/or federal law and may subject the Board Member and/or the College District to legal consequences.
- Confidential Information must be protected in a manner consistent with its sensitivity and the College District's information security controls.

3. Nondisclosure and permitted use

The Board Member shall keep Confidential Information strictly confidential and shall not disclose it to any person except as permitted by this Agreement or required by law.

The Board Member may use Confidential Information only:

- For the performance of the Board Member's official duties as a trustee of the College District; and

- Only to the extent reasonably necessary to fulfill the Board-related purpose for which the information was requested or provided.

Nothing in this Agreement prohibits the Board Member from discussing Confidential Information in a properly posted meeting of the Board held in compliance with applicable law (including a lawful executive session), provided confidentiality is preserved and the discussion is authorized by law.

Nothing in this Agreement restricts communications with the College District's legal counsel or other counsel authorized to advise the Board or the College District, provided confidentiality is preserved.

4. Labeling and safeguarding

The Board Member shall ensure Confidential Information is clearly identified and treated as confidential. The Board Member agrees to:

- Maintain Confidential Information in a secure manner (e.g., secure location for hard copies; password-protected and encrypted storage for electronic copies where feasible).
- Access and transmit Confidential Information only through secure methods approved or provided by the College District (e.g., secure Board portal, encrypted transmission).
- Not forward or upload Confidential Information to unapproved systems, personal cloud storage, or personal email accounts, and not store Confidential Information on devices that are not reasonably secured.
- Take reasonable precautions to prevent viewing by or disclosure to unauthorized persons (e.g., do not leave documents unattended in public places; use privacy screens where appropriate).

5. Copies and notes

The Board Member shall not make copies of Confidential Information except as necessary for official duties and as permitted by the College District. Any copies, extracts, or notes that contain or reflect Confidential Information shall be:

- Labeled or otherwise treated as confidential;
- Kept securely consistent with this Agreement; and
- Disposed of or retained as confidential consistent with this Agreement and applicable record retention requirements.

6. Return, retention, and disposal

Upon completion of the Board-related purpose (or upon request by the College District), the Board Member shall return Confidential Information to the Office of the President (Board Relations) or securely destroy/remove it from the Board Member's possession, as directed by the College District. If

the Board Member retains Confidential Information or related notes for official purposes, they shall be retained securely and treated as confidential consistent with this Agreement and applicable law.

7. Public information requests, subpoenas, or legal process

If the Board Member receives a request for information, subpoena, court order, or other legal process that could require disclosure of Confidential Information in the Board Member’s possession, the Board Member shall promptly notify the College President (or designee) and the College District’s legal counsel before responding, to the extent permitted by law. The Board Member will cooperate with the College District in taking appropriate steps to protect Confidential Information while complying with legal requirements.

8. Incident reporting

The Board Member shall promptly report any suspected or actual unauthorized disclosure, loss, theft, or compromise of Confidential Information to the College President (or designee) and the College District’s legal counsel.

9. Term

This Agreement is effective as of the date signed below and remains in effect for as long as the Board Member possesses Confidential Information or until replaced by a subsequent agreement approved by the College District. The confidentiality obligations in this Agreement continue after the Board Member’s service ends, for as long as the information remains confidential under law.

10. Remedies and reservation of rights

The Board Member understands that the College District may take appropriate action in response to a breach of this Agreement, including seeking legal or equitable relief as permitted by law. Nothing in this Agreement limits any rights or obligations imposed by applicable law.

11. Signatures

IN WITNESS WHEREOF, the parties execute this Agreement as of the dates written below.

Board Member (Print Name)	
Board Member Signature	
Date	
College District Representative (Name/Title)	Office of the President / Designee

Note: This form is intended to implement Board Policy BBE and should be reviewed by the College District’s legal counsel prior to adoption.

Review of Presentations Delivered to Facilities Committee

The following presentation was delivered to the Facilities Committee on Tuesday, April 14, 2026:

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

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

Appendix A

Capital Improvement Projects Milestones follows in the packet.

Appendix B

Budget Report follows in the packet.

Appendix C

Capital Improvement Projects Overview follows in the packet.

Appendix D

Renewals & Replacements Projects Overview follows in the packet.

Appendix E

Outstanding Issues follows in the packet.

**FY 2025 - 2026 Capital Improvement Projects
Project Milestone with Board Approved Dates**

#	Projects	FPC Project Managers	Architect/ Engineer	Schematic Designs Board Approved	Contractor	Start / NTP Date	Substantial Completion Date	Final Completion
Pecan Campus								
1	Pecan Campus Kinesiology Bldg Q, Phase I	MV	Boultinghouse Simpson Gates Architects 6/28/22	6/27/2023	3/25/2025	6/17/2025	7/28/2026	8/25/2026
2	Cooper Center for Performing Arts Bldg L Expansion and Renovations for the Music and Dance Programs	MV	Brown Reynolds Watford Architects 6/28/22	10/31/2023	11/19/2024	1/13/2025	5/26/2026	6/23/2026
3	Business and Science Bldg G Engineering Lab Renovation	DV	Sam Garcia Architects 1/28/2025	5/25/2025	1/27/2026	3/14/2026	9/22/2026	10/27/2026
4	Student Services Building K Renovation	DV	Sam Garcia Architects 1/28/2025	7/22/2025	4/28/2026	5/11/2026	10/27/2026	11/24/2026
5	Athletic Field Improvements Building R	KN	3/25/2025	8/12/2025	3/30/2026	4/6/2026	11/30/2026	1/29/2026
6	Institutional Support Services Building N Expansion	MV	6/24/2025	4/28/2026	9/22/2026	10/22/2026	10/26/2027	11/23/2027
7	Pecan Campus North Academic Humanities Bldg. P Faculty & Staff office Renovation	DV	NA	NA	NA	NA	NA	NA
8	Pecan Campus North Academic Humanities Bldg. P for Accounts Receivable and Grand Accounting Departments	DV	NA	NA	NA	NA	NA	NA

**FY 2025 - 2026 Capital Improvement Projects
Project Milestone with Board Approved Dates**

#	Projects	FPC Project Managers	Architect/Engineer	Schematic Designs Board Approved	Contractor	Start / NTP Date	Substantial Completion Date	Final Completion
Pecan West								
9	Continuing Education Bldg A	DV	ERO Architects 12/6/2024	6/25/2024	E-Con Group, LLC. 1/28/2025	3/27/2025	9/22/2026	10/27/2026
10	Parking & Site Improvements	DV	Perez Consulting Engineers 1/31/2023	N/A	GST Construction, Inc. 1/28/2025	4/3/2025	Contingent on Building Project	Contingent on Building Project
Pecan Plaza								
11	Human Resources Building A Renovation	KN	6/23/2026	10/27/2026	4/27/2027	5/27/2027	5/30/2028	6/27/2028
12	East Building B Renovation for Cosmetology	KN	9/23/2025	1/27/2026	10/12/2026	11/2/2026	11/2/2027	12/16/2027
13	East Building B Department of Public Safety Expansion	KN	9/23/2025	1/27/2026	10/12/2026	11/2/2026	11/2/2027	12/16/2027
14	West Building C Folklorico Renovation	KN	TBD	TBD	TBD	TBD	TBD	TBD
Technology Campus								
15	Truck Driving Range Canopy	TBD	TBD	TBD	TBD	TBD	TBD	TBD
16	Advanced Technical Careers Building B Automotive Lab Exhaust System	TBD	TBD	TBD	TBD	TBD	TBD	TBD

**FY 2025 - 2026 Capital Improvement Projects
Project Milestone with Board Approved Dates**

#	Projects	FPC Project Managers	Architect/ Engineer	Schematic Designs Board Approved	Contractor	Start / NTP Date	Substantial Completion Date	Final Completion
Nursing & Allied Health Campus								
17	East Building A Renovation of Radiology Lab to Multipurpose Skills Lab	MV	11/26/2024	4/22/2025	9/23/2025	11/10/2025	6/23/2026	7/28/2026
18	East Building A Breakroom and Offices Expansion Renovation	TBD	TBD	TBD	TBD	TBD	TBD	TBD
19	Regional Workforce Development Healthcare Center Building E Renovation	DV	7/16/2024	2/25/2025	7/23/2025	11/7/2025	11/24/2026	12/15/2026
20	East Building A Community Pharmacy Lab	MV	11/26/2024	4/22/2025	9/23/2025	11/10/2025	6/23/2026	7/28/2026
Starr County Campus								
21	Physical Plant Building P Additional Pole Lights	TBD	TBD	TBD	TBD	TBD	TBD	TBD
22	Exterior Solar Panels Structures	TBD	TBD	TBD	TBD	TBD	TBD	TBD

**FY 2025 - 2026 Capital Improvement Projects
Project Milestone with Board Approved Dates**

#	Projects	FPC Project Managers	Architect/Engineer	Schematic Designs Board Approved	Contractor	Start / NTP Date	Substantial Completion Date	Final Completion
Regional Center for Public Safety Excellence								
23	F.L.A.G. Training Area Gas Supply Line	TBD	TBD	TBD	TBD	TBD	TBD	TBD
24	Emergency Response Support Facility	TBD	TBD	TBD	TBD	TBD	TBD	TBD
25	Obstacle Course and Fitness Trail	TBD	TBD	TBD	TBD	TBD	TBD	TBD
Higher Education Center La Joya								
26	Welding Lab Relocation	TBD	TBD	TBD	TBD	TBD	TBD	TBD
District Wide								
27	Facility Signage	DV	N/A	6/24/2025	4/28/2026	5/11/2026	6/285/26	7/28/2026
28	Entry Monument Signs	KN	N/A	2/25/2025	3/24/2026	4/28/2026	9/22/2026	10/27/2026
29	Interior Facility Signage	KN	N/A	8/25/2026	9/22/2026	10/27/2026	3/23/2027	4/30/2026

Red text signifies projected dates

South Texas College
Construction Projects Presented to Board of Trustees Report
Fiscal Year 2025-2026
As of February 28, 2026

Total Project Budget Summary	FY26 Unexpended Plant Fund	FY26 Renewal & Replacement Plant Fund
FY 2026 Total Construction Project Budget	\$ 51,750,917.00	\$ 16,616,504.00
Budget Amendment		
Prior to FY 2026 Approved Projects	\$ 13,727,413.17	\$ 2,803,748.97
FY 2026 Proposed and Approved Projects	\$ 692,800.00	\$ 250,000.00
FY 2026 Proposed Projects for the Month of February 2026	\$ 13,441.50	\$ 340,716.65
FY 2026 Total Project Estimated Budget Balance	\$ 37,317,262.33	\$ 13,222,038.38

Project Reference Number	Project Name	Total Project Budget/Actual*	
		CIP Fund	R&R Fund
Board Approved on September 23, 2025			
	NAH Campus - Renaming from Dr. Ramiro R. Casso Nursing and Allied Health Campus To Dr. Ramiro R. Casso Health Science Professions Campus		
	Pecan Campus - Color Selection for Pecan West Continuing Education and Testing Center Building A		
*2024-010R	Pecan Campus - Construction Services above-Ground Piping System for Physical Plant Building E Cooling Tower (Project cost \$731,250 / Johnson Controls Inc. \$886,178)		\$ 886,178.00
*2023-020C	NAH Campus - Construction Service for the Dr. Ramiro R. Casso Nursing and Allied Health - Health Science Professions Building E (Project cost \$7,297,552.50/ Tri-Gen Construction LLC \$6,557,100)	\$ 6,557,100.00	
*2023-003C	NAH Campus - Construction Service for Renovation of Radiology Lab to Multipurpose Skills Lab for the Dr. Ramiro R. Casso Nursing and Allied Health - East Building A (Project cost \$161,640.00 / CRC Development & Construction Co.)		
*2025-005C	NAH Campus - Construction Service for Renovation of Radiology Lab to Community Pharmacy Lab for the Dr. Ramiro R. Casso Nursing and Allied Health - East Building A (Project cost \$355,607 / CRC Development & Construction CO., LLC \$265,320)	\$ 265,320.00	
*2025-027R	Technology Campus - Final Completion of Atrium Ceiling Repairs for Advanced Technical Careers Building B (Original Cost \$42,800 less change orders \$7,298.59 total project cost \$35,501.41 /Outstanding payment \$1,753.61)		\$ 1,753.61
*2024-005C	Pecan Plaza - Contracting Architectural Services for Renovation for Cosmetology and Police Department at East Building B - (Project cost \$6,664,135.00)		
Total Board Approval on September 2025		\$ 6,822,420.00	\$ 887,931.61
Board Approved on October 28, 2025			
*2022-009C	RCPSE - Substantial Completion, Perimeter Fence (Project Cost \$118,139.76 / Outstanding Payment \$80,070.17)	\$ 80,070.17	
	District Wide - Building names		
	On-Call Services for Process Selection on Architects and Engineers		
Total Board Approval on October 2025		\$ 80,070.17	\$ -

Project Reference Number	Project Name	Total Project Budget/Actual*	
		CIP Fund	R&R Fund
Board Approved on November 25, 2025			
	Pecan Campus - Contracting Architectural Services for the Athletic Field Building R - March 25, 2025 Board meeting updated motion		
	Pecan Campus - Approval on the Schematic Design and Construction Services Solicitation for the Physical Plant Building E Cooling Tower Above Ground Piping System (Construction Budget \$650,000 and Engineer's Estimated Construction Project \$720,000) - March 25, 2025 Board meeting updated motion	\$ 650,000.00	
	Technology Campus - Approval Contracting Construction Services for Advance Technical Careers Building B Atrium Ceiling Report - March 25, 2025 Board meeting updated motion.	\$ 42,800.00	
	Water Tower Logo Replacement - Interlocal Agreement between McAllen Public Utility and South Texas College. - March 25, 2025 Board meeting updated motion		
*2025-029C	District Wide - Approval Contracting Construction Services for New Directional Wayfinding Signage	\$ 500,000.00	
*2025-028R	District Wide - Approval Contracting Construction Services for New Directional Wayfinding Signage		\$ 250,000.00
*2022-009C	RCPSE - Final Completion, Perimeter Fence (Project Cost \$118,139.76 / Outstanding Payment \$80,070.17)		
	Recommend Action on the Process for the Selection On-Call Services for Process Selection on Architects and Engineers		
Total Board Approval on November 2024		\$ 1,192,800.00	\$ 250,000.00
Board Approved on December 2025			
No projects were presented			
Total Board Approval on December 2025		\$ -	\$ -
Board Approved on January 27, 2026			
*2024-005C	Pecan Plaza - Approval Schematic Design Renovation for Cosmetology and Department of Public Safety Expansion for East Building B (Project cost \$6,664,135)	\$ 5,183,949.00	
*2025-001C	Pecan Campus- Approval construction services for Athletic Support Building R (Project Cost \$569,300)	876,324.00	
*2023-014C	Pecan Campus - Approval Construction Services for Engineering Labs Renovation for Business and Science Building G (Project Cost \$500,000)	264,650.00	
*2025-015R	District Wide - Approval Construction Services for HVAC Replacement Phase II (Project Cost \$1,986,000)		\$ 1,518,234.50
	Dr. Ramiro R. Casso Health Science Professions Campus - Approval on Color Selection for Health Science Professions and Conference Center Building E		
*2022-038R	Mid Valley Campus - Approval Substantial Completion for Repair and Renovation of Damaged Roof and Interior Areas Phase II for South Academic Building H (Revised Project Cost \$1,448,246.)		390,582.86
*2024-014R	District Wide - Approval Substantial Completion for Stucco Repainting Phase II for Pecan Campus Buildings L, M, N, and T (Project Cost \$500,000 Approved Proposed Amount \$140,000)		7,000.00
Total Board Approval on January 2026		\$ 6,324,923.00	\$ 1,915,817.36

Project Reference Number	Project Name	Total Project Budget/Actual*	
		CIP Fund	R&R Fund
Board Approved on February 19, 2026			
*2023-018C	Pecan Campus - Change Order for Continuing Education Parking & Site Improvements (Contract \$2,586,000, new contract \$2,771,158. change \$185,158.)	\$ 13,441.50	
*2024-011R	Starr County Campus - Approval Substantial Completion of Stucco Repainting Phase II District Wide - Building D, F, and J (Construction Budget \$500,000 Approved Proposed Amount)		\$ 192,722.70
*2024-014R	District Wide - Final Completion Stucco Repainting Phase II for Pecan Campus Building L, M, N, and T (Approved Proposed Amount \$140,000 Paid \$133,000 remaining Balance \$7,000)		\$ 133,000.00
*2024-009R	District Wide - Final Completion Stucco Repainting Phase II for Mid Valley Campus Buildings, and H (Approved Proposed Amount \$294,000 Change order \$5,879 Paid \$284,885.05 remaining Balance \$14,993.95)		\$ 14,993.95
Total Board Approval on February 2026		\$ 13,441.50	\$ 340,716.65
Total FY26 Board Approved Projects		\$ 14,433,654.67	\$ 3,394,465.62

* The Projects were presented to the Board of Trustees in prior months. The first four digits identify the budgeted fiscal year.

South Texas College
 Unexpended Plant Fund - Capital Improvement Projects (CIP)
 Project Status
 FY 2025 - 2026

#	Projects	FPC Project Managers	Not Started	Project Development	Design Phase	Bidding and Negotiations	Construction Phase	Substantial Completion	Final Completion	Move In	Completed	Total Project Budget	Amount Paid	Total Project Balance	FY2526 Budget	Priority Status	Architect/Engineering Firm	Contractor
Pecan Campus																		
1	Library Building F Space Modifications	DV					●					\$ 192,000.00	\$ 232,716.62	\$ (40,717)	\$ 192,000.00	Low	N/A	O&M
2	Pecan Campus Kinesiology Building Q Phase I	MV					●					\$ 7,118,000.00	\$ 3,679,891.64	\$ 3,438,108	\$ 7,118,000.00	High	Boultinghouse Simpson Gates Architects	Tri-Gen Construction
3	Cooper Center for Performing Arts Building L Expansion and Renovations for the Music and Dance Programs	MV					●					\$ 10,766,375.00	\$ 6,188,955.45	\$ 4,577,420	\$ 5,996,600.00	High	BRW Architects	Peacock Construction
4	North Academic Humanities Building P Renovations for Account Receivable and Grant	DV					●					\$ 94,500.00	\$ 20,460.93	\$ 74,039	\$ 94,500.00	Low	N/A	N/A
5	Student Services Building K Renovations	DV				●						\$ 2,419,584.00	\$ 37,833.97	\$ 2,381,750	\$ 2,419,584.00	Low	Sam Garcia Architects	TBD
6	Business and Science Building G Engineering Lab Renovation	DV					●					\$ 500,000.00	\$ 35,068.39	\$ 464,932	\$ 466,500.00	Low	Sam Garcia Architects	CRC Development
7	Athletic Field Improvements	KN							●			\$ 28,000.00	\$ 26,639.89	\$ 1,360	\$ 28,000.00	Low	N/A	Tierra Fuerte
8	Institutional Support Services Building N Expansion	MV			●							\$ 1,085,032.00	\$ 22,089.73	\$ 1,062,942	\$ 1,085,032.00	Low	BRW Architects	TBD
9	Athletic Field Building R	KN				●						\$ 564,000.00	\$ 6,322.48	\$ 557,678	\$ 554,600.00	Low	Negrete	Araiza General Construction
10	North Academic Humanities Building P Faculty and Staff Office Renovation	DV		●								\$ 61,680.00	\$ -	\$ 61,680	\$ 61,680.00	Low	NA	TBD
11	North Academic Humanities Building P VPFAS Expansion	DV	●									\$ 21,520.00	\$ -	\$ 21,520	\$ 21,520.00	Low	TBD	TBD
Pecan Campus Subtotal												\$ 22,850,691	\$ 10,249,979	\$ 12,600,712	\$ 18,038,016			
Pecan West																		
12	Pecan West Continuing Education Building A & Testing Center Addition	DV					●					\$ 7,625,000	\$ 4,499,937.55	\$ 3,125,062	\$ 7,625,000.00	High	ERO Architects	ECON
13	Pecan West Continuing Education Parking & Site Improvements	DV					●					\$ 2,470,245	\$ 1,119,097	\$ 1,351,148	\$ 2,470,245	High	Perez Consulting Engineers	GST Construction, Inc.
Pecan West Subtotal												\$ 10,095,245	\$ 5,619,034	\$ 4,476,211	\$ 10,095,245			

South Texas College
 Unexpended Plant Fund - Capital Improvement Projects (CIP)
 Project Status
 FY 2025 - 2026

#	Projects	FPC Project Managers	Not Started	Project Development	Design Phase	Bidding and Negotiations	Construction Phase	Substantial Completion	Final Completion	Move In	Completed	Total Project Budget	Amount Paid	Total Project Balance	FY2526 Budget	Priority Status	Architect/ Engineering Firm	Contractor
Pecan Plaza																		
14	Human Resources Building A Renovation	KN	●									\$ 546,000.00	\$ -	\$ 546,000	\$ 546,000.00	Low	TBD	TBD
15	East Building B Renovation for Cosmetology	KN			●							\$ 466,971.00	\$ 56,454.91	\$ 410,516	\$ 311,446.00	Low	ERO Architects	TBD
16	East Building B Department of Public Safety Expansion	KN			●						\$ 155,525.00					Low		
17	West Building C Folkorico Renovation	KN	●									\$ 86,000.00	\$ -	\$ 86,000	\$ 86,000.00	Low	TBD	TBD
Pecan Plaza Subtotal												\$ 1,098,971	\$ 56,455	\$ 1,042,516	\$ 1,098,971			
Technology Campus																		
18	Truck Driving Range Canopy	MV	●									\$ 87,000.00	\$ -	\$ 87,000	\$ 87,000.00	Low	TBD	TBD
19	Advanced Technical Careers Building B Automotive Lab Exhaust System	MV	●									\$ 200,500.00	\$ -	\$ 200,500	\$ 200,500.00	Low	TBD	TBD
Technology Campus Subtotal												\$ 287,500	\$ -	\$ 287,500	\$ 287,500			
Dr. Ramiro R. Casso Health Science Professions Campus																		
20	Health Science Professions Campus East Building A Renovation of Radiology Lab to Multipurpose Skills Lab	MV					●					\$ 186,270.00	\$ 88,403.91	\$ 97,866	\$ 186,270.00	Low	Boultinghouse Simpson Gates Architects	CRC Development
21	Health Science Professions Campus East Building A Breakroom and Offices Expansion Renovation	O&M									●	\$ 142,450.00	\$ -	\$ 142,450	\$ 142,450.00	Low	TBD	O&M
22	Health Science Professions Campus Building E Renovation	DV					●					\$ 7,297,552.50	\$ 644,300.20	\$ 6,653,252	\$ 5,294,405.00	High	ERO Architects	Tri-Gen Construction
23	Health Science Professions Campus East Building A Community Pharmacy Lab	MV					●					\$ 398,906.00	\$ 101,363.89	\$ 297,542	\$ 398,906.00	High	Boultinghouse Simpson Gates Architects	CRC Development
Health Science Professiona Campus Subtotal												\$ 8,025,179	\$ 834,068	\$ 7,191,111	\$ 6,022,031			
Starr County Campus																		
24	Physical Plant Building P Additional Pole Lights	TBD	●									\$ 73,000	\$ -	\$ 73,000	\$ 73,000.00	Low	TBD	TBD
25	Exterior Solar Panels Structures	TBD	●									\$ 346,250	\$ -	\$ 346,250	\$ 346,250.00	Low	TBD	TBD
Starr County Campus Subtotal												\$ 419,250	\$ -	\$ 419,250	\$ 419,250			

South Texas College
 Unexpended Plant Fund - Capital Improvement Projects (CIP)
 Project Status
 FY 2025 - 2026

#	Projects	FPC Project Managers	Not Started	Project Development	Design Phase	Bidding and Negotiations	Construction Phase	Substantial Completion	Final Completion	Move In	Completed	Total Project Budget	Amount Paid	Total Project Balance	FY2526 Budget	Priority Status	Architect/Engineering Firm	Contractor
Regional Center for Public Safety Excellence																		
27	F.L.A.G. Training Area Gas Supply Line	TBD	●									\$ 24,000	\$ -	\$ 24,000	\$ 24,000.00	Low	TBD	TBD
28	Emergency Response Support Facility	TBD	●									\$ 181,600	\$ -	\$ 181,600	\$ 181,600.00	Low	TBD	TBD
29	Obstacle Course and Fitness Trail	TBD	●									\$ 219,500	\$ -	\$ 219,500	\$ 219,500.00	Low	TBD	TBD
Regional Center for Public Safety Excellence Subtotal												\$ 425,100	\$ -	\$ 425,100	\$ 425,100			
Higher Education Center La Joya																		
30	Welding Lab Relocation Relocate existing Welding Lab structure	MV	●									\$ 300,000	\$ -	\$ 300,000	\$ 300,000	Low	TBD	TBD
Higher Education Center La Joya Subtotal												\$ 300,000	\$ -	\$ 300,000	\$ 300,000			
District Wide																		
31	Outdoor Furniture	TO	●									\$ 50,000.00	\$ -	\$ 50,000	\$ 50,000.00	Low	N/A	TBD
32	Renovation and Contingencies	N/A										\$ 948,750.00	\$ -	\$ 948,750	\$ 948,750.00	N/A	N/A	TBD
33	Land	N/A										\$ 3,000,000.00	\$ -	\$ 3,000,000	\$ 3,000,000.00	N/A	N/A	N/A
34	Campus Master Plan	N/A	●									\$ 375,000.00	\$ -	\$ 375,000	\$ 375,000.00	Low	N/A	TBD
35	Facility Signage	DV				●						\$ 750,000.00	\$ 447.73	\$ 749,552	\$ 750,000.00	Low	N/A	TBD
36	Removal of Existing Trees Removal of any existing trees for all campuses.	N/A										\$ 25,900.00	\$ -	\$ 25,900	\$ 25,900.00	Low	N/A	N/A
37	Project Cost Control Reserve	N/A	●									\$ 8,625,154.00	\$ -	\$ 8,625,154	\$ 8,625,154.00	High	N/A	N/A
38	Entry Monument Signs	KN				●						\$ 1,040,000.00	\$ -	\$ 1,040,000	\$ 1,040,000.00	High	N/A	TBD
39	Interior Facility Signage	KN			●							\$ 250,000.00	\$ -	\$ 250,000	\$ 250,000.00	High	N/A	N/A
District Wide Subtotal												\$ 15,064,804	\$ 447.73	\$ 15,064,356	\$ 15,064,804			
Totals			14	1	4	4	10	0	1	0	1	\$ 58,566,740	\$ 16,759,984	\$ 41,806,756	\$ 51,750,917			

South Texas College
Renewal and Replacement Projects
Project Status
FY 2025 - 2026

#	Projects	FPC Project Manager	Not Started	Project Development	Design Phase	Bidding and Negotiations	Construction Phase	Substantial Completion	Final Completion	Move In	Completed	Total Project Budget	Amount Paid	Total Project Balance	FY2526 Budget	Priority Status	Architect/Engineering Firm	Contractor
Pecan Campus																		
1	Stucco Repainting Phase II - M, N, and T	KN							●			\$ 503,000.00	\$ 113,187	\$ 389,813	\$ 10,000.00	Low	N/A	Terra Fuerte
2	Library Building F Exterior Building Envelope Repairs	DV			●							\$ 140,000.00	\$ 4,000	\$ 136,000	\$ 140,000.00	High	TBD	TBD
3	Stucco Repainting Phase II - L	KN							●			\$ 22,774	\$ 19,950	\$ 2,824	\$ 4,000.00	Low	N/A	Terra Fuerte
4	HVAC Replacements Phase II - PCN Bldg. G	MV				●						\$ 880,500.00	\$ 46,841	\$ 833,659	\$ 880,500.00	Low	Sigma	TBD
5	HVAC Replacements Phase II - PCN Bldg. H	MV				●						\$ 880,500.00	\$ 35,308	\$ 845,192	\$ 880,500.00	Low	Sigma	TBD
6	HVAC Replacements Phase II - PCN Bldg. X	MV	●									\$ 220,500.00	\$ 174	\$ 220,326	\$ 220,500.00	Low	Sigma	TBD
7	HVAC Replacements Phase II - PCN Bldg. K	MV	●									\$ 222,000.00	\$ -	\$ 222,000	\$ 222,000.00	Low	TBD	TBD
8	HVAC Replacements Phase II - PCN Bldg. C	MV	●									\$ 662,000.00	\$ -	\$ 662,000	\$ 662,000.00	Low	TBD	TBD
9	HVAC Replacements Phase II - PCN Bldg. F	MV	●									\$ 442,000.00	\$ -	\$ 442,000	\$ 442,000.00	Low	TBD	TBD
10	Physical Plant Building E Cooling Tower Above Ground Piping System	MV					●					\$ 749,020.00	\$ 43,384	\$ 705,636	\$ 749,020.00	High	DBR	JCI
11	Business and Science Building G Data Cabling Infrastructure Replacement	DV	●									\$ 80,000	\$ -	\$ 80,000	\$ 80,000	Low	N/A	TBD
12	Student Activities Building H Data Cabling Infrastructure Replacement	DV	●									\$ 80,000	\$ -	\$ 80,000	\$ 80,000	Low	N/A	TBD
13	Social Science Building T Second Classroom and Conference Room Upgrades	DV	●									\$ 560,000	\$ -	\$ 560,000	\$ 560,000	Low	TBD	TBD
14	Stucco Repainting Phase III - Bldg E, F, G, J, K, H and X	KN	●									\$ 701,000	\$ -	\$ 701,000	\$ 701,000	Low	N/A	TBD
Pecan Campus Subtotal												\$ 6,143,294	\$ 262,845	\$ 5,880,449	\$ 5,631,520			

South Texas College
Renewal and Replacement Projects
Project Status
FY 2025 - 2026

#	Projects	FPC Project Manager	Not Started	Project Development	Design Phase	Bidding and Negotiations	Construction Phase	Substantial Completion	Final Completion	Move In	Completed	Total Project Budget	Amount Paid	Total Project Balance	FY2526 Budget	Priority Status	Architect/Engineering Firm	Contractor
Mid Valley Campus																		
15	South Academic Building H Repair & Renovations of Damaged Roof and Interior Areas (Phase II)	DV						●				\$ 688,412	\$ 1,026,942	\$ (338,530)	\$ 688,412.00	Low	Milnet Architectural Services	Rio United Builders
16	HVAC Replacements Phase I - MVC Bldg. E	MV					●					\$ 720,564	\$ 446,058	\$ 274,506	\$ 720,564.00	Low	Ethos	JCI
17	HVAC Replacements Phase I - MVC Bldg. F	MV					●					\$ 360,232	\$ 136,284	\$ 223,948	\$ 360,232.00	Low	Ethos	JCI
18	HVAC Replacements Phase I - MVC Bldg G	MV					●					\$ 1,260,859	\$ 467,328	\$ 793,531	\$ 1,260,859.00	Low	Ethos	JCI
19	Resurfacing of Parking Lot 2	JC	●									\$ 115,000	\$ -	\$ 115,000	\$ 115,000.00	Low	TBD	TBD
20	Building A and B Canopy Fabric Replacement	JC	●									\$ 50,000	\$ -	\$ 50,000	\$ 50,000.00	Low	N/A	TBD
21	Repainting of Perimeter Fence	JC	●									\$ 50,000	\$ -	\$ 50,000	\$ 40,000.00	Low	N/A	TBD
22	Replacement of Perimeter Fence	JC	●									\$ 45,000	\$ -	\$ 45,000	\$ 45,000.00	Low	N/A	TBD
23	Resurfacing of Parking Lot 7	JC	●									\$ 300,000	\$ -	\$ 300,000	\$ 300,000.00	Low	TBD	TBD
Mid Valley Campus Subtotal												\$ 3,590,067	\$ 2,076,611	\$ 1,513,456	\$ 3,580,067			
Technology Campus																		
24	Replacement of Existing Perimeter Fence & Regrading of Existing Swales	TBD	●									\$ 75,000	\$ -	\$ 75,000	\$ 75,000.00	Low	TBD	TBD
25	Institute for Advanced Manufacturing Building E Ceiling Liner Replacement	TBD	●									\$ 80,000	\$ -	\$ 80,000	\$ 80,000.00	Low	TBD	TBD
Technology Campus Subtotal												\$ 155,000	\$ -	\$ 155,000	\$ 155,000			
Dr. Ramiro R. Casso Health Science Professions Campus																		
26	NAH East Building A Westside Window Waterproofing Repairs	TBD	●									\$ 90,000	\$ -	\$ 90,000	\$ 90,000.00	Low	TBD	TBD
27	NAH East Building A Westside Elevators Repairs	O&M		●								\$ 350,000	\$ 22,031	\$ 327,969	\$ 350,000.00	Medium	N/A	TBD
Health Science Professiona Campus Subtotal												\$ 440,000	\$ 22,031	\$ 417,969	\$ 440,000			

South Texas College
Renewal and Replacement Projects
Project Status
FY 2025 - 2026

#	Projects	FPC Project Manager	Not Started	Project Development	Design Phase	Bidding and Negotiations	Construction Phase	Substantial Completion	Final Completion	Move In	Completed	Total Project Budget	Amount Paid	Total Project Balance	FY2526 Budget	Priority Status	Architect/Engineering Firm	Contractor
Starr County Campus																		
28	Stucco Repainting Phase II: Bldg D,F,J	KN						●				\$ 24,000.00	\$ 192,973	\$ (168,973)	\$ 24,000.00	Low	N/A	Terra Fuerte
29	Administration/Bookstore: Bldg A Data Cabling Infrastructure Replacement	DV					●					\$ 50,000.00	\$ 17,414	\$ 32,586	\$ 50,000.00	Low	TBD	TBD
30	Center for Learning Excellence Building B Data Cabling Infrastructure Replacement	DV					●					\$ 50,000.00	\$ 17,414	\$ 32,586	\$ 50,000.00	Low	TBD	TBD
31	North Academic Building C Data Cabling Infrastructure Replacement	DV					●					\$ 50,000.00	\$ 40,916	\$ 9,084	\$ 50,000.00	Low	TBD	TBD
32	Booster Pumps Panel Replacement	TBD	●									\$ 25,000.00	\$ -	\$ 25,000	\$ 25,000.00	Low	TBD	TBD
Starr County Campus Subtotal												\$ 199,000	\$ 268,716	\$ (69,716)	\$ 199,000			
District Wide																		
33	Renewals & Replacements	N/A										\$ 151,000	\$ -	\$ 151,000	\$ 151,000.00	N/A	N/A	N/A
35	Fire Alarm Panel Replacement/Upgrade	O&M		●								\$ 102,500	\$ -	\$ 102,500	\$ 102,500.00	Low	N/A	TBD
36	Interior LED Lighting Replacements	O&M		●								\$ 110,000	\$ 82,254	\$ 27,746	\$ 110,000.00	Low	N/A	TBD
37	Ext. Walkway LED Lighting Replacements	O&M		●								\$ 50,000	\$ -	\$ 50,000	\$ 50,000.00	Low	N/A	TBD
38	Building Automation Systems Replacements	O&M		●								\$ 1,001,500	\$ -	\$ 1,001,500	\$ 1,001,500.00	Low	N/A	TBD
39	Flooring Replacements	KN	●									\$ 504,000	\$ -	\$ 504,000	\$ 504,000.00	Medium	N/A	TBD
40	HVAC Replacements	O&M	●									\$ 527,000	\$ 19,831	\$ 507,169	\$ 527,000.00	Low	N/A	TBD
41	Exterior Lighting Replacements	O&M		●								\$ 279,000	\$ -	\$ 279,000	\$ 279,000.00	Low	N/A	TBD
43	Water Tower Logo Replacements	DV			●							\$ 80,000	\$ -	\$ 80,000	\$ 80,000.00	N/A	N/A	TBD
44	Outdoor Furniture Replacements	KN				●						\$ 130,000	\$ -	\$ 130,000	\$ 130,000.00	N/A	N/A	TBD
46	Project Cost Control Reserve	N/A	●									\$ 2,769,417	\$ -	\$ 2,769,417	\$ 2,769,417.00	N/A	N/A	TBD
42	Signage Replacement	DV			●							\$ 250,000	\$ -	\$ 250,000	\$ 250,000.00	N/A	N/A	TBD
34	Marker Boards Replacement	TBD		●								\$ 301,500	\$ -	\$ 301,500	\$ 301,500.00	Low	N/A	TBD
45	AV Equipment Replacements	N/A	●									\$ 130,000	\$ -	\$ 130,000	\$ 130,000.00	N/A	N/A	TBD
47	Painting Replacements	TBD	●									\$ 150,000	\$ -	\$ 150,000	\$ 150,000.00	Low	N/A	TBD
48	Resurfacing of Asphalt Drives	TBD	●									\$ 35,000	\$ -	\$ 35,000	\$ 35,000.00	Low	N/A	TBD
49	Irrigation System Controls Upgrade	TBD	●									\$ 40,000	\$ -	\$ 40,000	\$ 40,000.00	Low	N/A	TBD
District Wide Subtotal												\$ 6,610,917	\$ 102,085	\$ 6,508,832	\$ 6,610,917			
Totals		0	11	6	0	0	3	1	0	0	0	\$ 17,138,278	\$ 2,732,288	\$ 14,405,991	\$ 16,616,504			

Outstanding Issues - Action Plan
March 10, 2026 Facilities Committee Meeting
as of March 25, 2026

#	Description of Issues	Responsible Parties	Status	Due Date	Comments/Notes	Resolution / Action Item
Pecan Campus						
1	Pecan Campus North Academic Humanities Building P - Water Infiltration (Warranty Item since 2018)	D. Wilson Construction	Pending	5/31/2023 See notes in bold. 2/13/2025 5/8/2025 6/30/2025 7/31/2025 9/9/2025 10/7/2025 1/7/2026 3/25/2026	<p>2/28/2018: First warranty request was issued to Contractor.</p> <p>5/8/2023: Meeting with D. Wilson, PBK Architects, BEAM Professionals, Amtech, and College staff to discuss the status of the water infiltration issues and request a Plan of Action from D. Wilson on how they plan to remediate the issues.</p> <p>5/15/2023: Meeting with D. Wilson, PBK Architects, BEAM Professionals, Amtech, Old Castle, and College staff to follow up with the status of Plan of Action from D. Wilson and path forward. D. Wilson stated that Plan of Action would be forwarded to College by 5/16/2023 but was not received by the College.</p> <p>Full accounting of dates in September 2024 Facilities Committee and Board packets.</p> <p>5/8 - 10/7/25: D. Wilson is pending to provide status of the updated report on pending items they are working on: 1)Status of window leaks and response from Raba Kistner on root cause of window leak issue, 2)Shelf Angle review-D.Wilson is pending comments from PBK, 3) Window Sills-work performed by D.Wilson will need to be verified if performance is successful, 6) Weep installation-work performed by D.Wilson will need to be verified if performance is successful; College is working on processing a proposal from Test and Balance consultant to conduct new test reports to verify current operation of HVAC System. D.Wilson has replaced additional windows due to hazing issues .</p> <p>1/7/2026:D. Wilson is pending to provide status of the updated report on pending items they are working on: 1)Status of window leaks and response from Raba Kistner on root cause of window leak issue, 2)Shelf Angle review-D.Wilson is pending comments from PBK, 3) Window Sills-work performed by D.Wilson will need to be verified if performance is successful, 6) Weep installation-work performed by D.Wilson will need to be verified if performance is successful;7)D.Wilson has replaced additional windows due to hazing issues; 8) College has worked with Test and Balance consultant to conduct new test reports to verify operation of HVAC System regarding negative pressure issue. Reports issued and system has been adjusted to make sure it is operating in positive pressure. College staff has replaced all stained ceiling tiles and cleaning all window and walls of water stains. College will schedule a walk through of the building with D. Wilson to confirm no signs of water stains are present. Once completed, College will wait for next rain events to confirm there are no visual signs of water infiltration.</p> <p>3/25/2026: <i>Third party Testing and balancing consultant to provide final report by 3/27/2026, college to distribute final report to DWilson and schedule a walkthrough to identify signs of water infiltration.</i></p>	<p>5/18/2023: Plan of Action from D. Wilson to be reviewed by all team members for approval.</p> <p>Refer to September 2024 Facilities Committee and Board packets for full accounting of intervening dates.</p> <p>2/13/2025: Contractor is still working on remaining unresolved items.</p> <p>6/30/2025: Need to schedule a meeting with D. Wilson to review items; the College is requesting a proposal from a Testing and Balancing Consultant.</p> <p>7/31/2025: Need to schedule a meeting with D. Wilson to review items; College is reviewing proposal from Testing and Balancing Consultant.</p> <p>9/9/2025: FPC and FOM staff are scheduled to meet with the T&B consultant on 9/11/2025 to review the scope of work.</p> <p>10/7/2025:FPC is processing a proposal from a T&B consultant to verify the existing conditions of the HVAC System.</p> <p>1/1/2026: College to schedule walk through with D.Wilson to verify that there are no signs of previous visual water stains on ceilings, walls, and windows, and then wait for future rain events to verify that no new signs of water infiltrations are present.</p> <p>3/27/2026: <i>College to distribute final report and coordinate walkthrough with DWilson.</i></p>

Mid Valley Campus

2	Mid Valley Campus South Academic Building H - Repair of Roof Damage and Interior Areas (Insurance Claim)	Hartford Insurance, Public Adjuster	Pending	<p>5/31/2023 See notes in bold. 2/13/2025 5/8/2025 7/31/2025 9/9/2025 10/7/2025 11/25/2025 12/3/2025</p>	<p>5/4/2023: Public Adjuster met on site with Hartford Insurance to perform a final walk through of building to verify damages listed by Public Adjuster. Hartford to provide a response in 2 to 4 weeks. 5/17/2023: Construction documents (roof only) have been completed by the Architect and the College has begun the solicitation for construction services. Refer to September 2024 Facilities Committee and Board packets for full accounting of intervening dates. 7/29/2024 - 2/13/2025: No Change from 7/10/2024-still pending letter from City of Weslaco stating the required code requirements to be followed by the project team. 5-7-2025: Letter from Weslaco was received with code requirements. Architect finalized plans, Construction services awarded for Phase II and contract is pending, Public Adjuster has received bid register of bids submitted as requested. 7/31/2025: The Bid Proposal from the Contractor has been forwarded to the Public Adjuster. 9/9/2025: Construction work is ongoing. Discussions with the Public Adjuster and College's insurance company is pending to be scheduled to discuss status of work. 10/7/2025: Construction work is ongoing. Discussions with the Public Adjuster and College's insurance company is pending to be scheduled to discuss status of work. 11/25/2025: Project Complete board approved insurance claim amount. 12/3/2025: Project Completed</p>	<p>5/18/2023: Awaiting final settlement from Hartford Insurance and recommendation from Public Adjuster. Refer to September 2024 Facilities Committee and Board packets for full accounting of intervening dates. 7/10/2024 - 2/13/2025: Pending letter from the City of Weslaco stating the required code requirements that are to be followed by the project team. 7/31/2025: Received the letter from the City of Weslaco regarding code requirements. Pending response from Public Adjuster. 9/9/2025: Discussion is pending with Public Adjuster and Insurance company. 10/7/2025: Discussion is pending with Public Adjuster and Insurance company.</p>
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Health Science Professions Campus

3	Health Science Professions Campus West Building B NAH West & Simulation Center - Wall/Floor Cracks and Water Infiltration	D. Wilson Construction	Pending	5/31/2023 See notes in bold. 2/13/2025 5/8/2025 6/30/2025 9/9/2025 10/7/2025 12/8/2025 1/7/2026 1/15/2026 2/18/2026 3/25/2026	<p>Up to 5/2/2023: College staff has been meeting with D. Wilson and ERO Architects to investigate the wall/ floor cracks on the 1st floor and water infiltration on the 3rd floor that have showed up in the last couple of years. Some repairs have been done but additional cracks have arisen. Refer to September 2024 Facilities Committee and Board packets for full accounting of intervening dates. 7/29/24 - 9/4/24: Contractor to repair floor and wall tile in kitchen area and assist with repairs to interior corridor drywall cracks. Architect to provide details for interior wall repairs. Grading on exterior of kitchen is needed to provide proper drainage away from building. College staff to meet to review timeline regarding water infiltration versus first occurrence of wall crack issues. 2/13/2025: Additional gypsum board wall cracks are still occurring. D. Wilson has in building has provided an update stating what they believe the cause of the cracks and have stated that ERO is in agreement. The College will request a meeting with the project team to discuss the timeline and review of the previous issues and new issues. 5/8/2025 - 7/31/25: Architect and Contractor are reviewing cause of crack issues. Pending meeting with Architect and Contractor to review new responses and their findings. 9/9/2025: College staff have noticed possible new wall cracks (8-6-2025) and forwarded them to D. Wilson for response. A meeting will be scheduled to review the current status of pending issues. 10/7/2025: Pending a meeting to be scheduled with the contractor and architect to review the current status of pending issues. 12/8/2025: Met with D. Wilson and College staff to review and note cracks on interior walls to note where the contractor will add control joints and repair walls. In addition, the College noted concerns that the Architect's and Contractor's previous conclusion that the wall cracks were caused by a water leak on the southwest corner of the building may not be conclusive due to the timing of when the water leaks occurred and when the cracks began appearing. The College will need to review with the College staff and Administration. D. Wilson worked on doing wall repairs during the Winter Break. 1/15/2026: Staff meet with DWilson to verify work was completed, DWillson completed the installation of the control joints that were not installed during construction.. 2/18/2026: Meet with maintenance staff to review time line of events and documentation of issues. 3/25/2026 Follow up meeting to be scheduled to verify workorder history related to service request at Building B.</p>	<p>5/18/2023: Awaiting results from investigative moisture study and site observations. Pending direction from Architect to Contractor for resolving cracks and water infiltration. Refer to September 2024 Facilities Committee and Board packets for full accounting of intervening dates. 9/4/2024: Contractor, Architect, and College will work together to make the necessary repairs and modifications as per the Architect's recommendations. Owner to meet to discuss wall crack timeline. 2/13/2025: The College will request a meeting with the project team to discuss the status of the issues. 5/8/2025 - 7/31/25: Pending meeting with Contractor and Architect. 9/9/2025: Pending meeting with Contractor and Architect. 10/7/2025: Pending meeting with Contractor and Architect 1/7/2026: College staff to review the current status of the wall cracks with Administration. 3/25/2026: Pending follow-up meeting with college staff to finalize review of documents.</p>
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Review and Recommend Action on Assignment of Projects for On-Call Architectural Services

Purpose To assign projects to the on-call architectural services pool firms.

Justification On March 24, 2026, the Board of Trustees approved the on-call pool of architectural firms. Architectural services are necessary for performing design and construction administration services. The design scope of work includes, but is not limited to, design, analysis, preparation of plans and specifications, permit applications, construction administration, and inspection of the projects.

There are eight (8) projects on the FY26 and FY27 construction schedule that will require architectural services. The following assignment is proposed for the eight (8) architectural firms included in the approved on-call services pool:

Assignment of Projects to On-Call Architecture Pool Firms		
FY	Project	Architectural Firm
FY26	Pecan Plaza Human Resources Building A Renovation	Brown Reynolds Watford Architects
FY26	Pecan Plaza Building C Folklorico Renovation	EGV Architects, Inc.
FY27	Technology Campus Athletic Field and Basketball Court Improvements	Raine Architects
FY26	Technology Campus Truck Driving Range Canopy	Milnet Architectural Services, PLLC
FY26	Starr County Campus Exterior Solar Panels Structures	Orange Made, LLC.
FY26	Regional Center for Public Safety Excellence Emergency Response Support Facility	Boultinghouse Simpson Gates Architects
FY26	Regional Center for Public Safety Excellence Obstacle Course and Fitness Trail	Gignac & Associates, LLP
FY27	Health Science Professions Campus East Building A West Side Window Waterproofing Repairs	goERO International LLC./ dba ERO Architects

Staff reviewed the qualifications of the firms in the pool and are recommending assignment of the best-qualified firms to the projects based on the following selection criteria:

- Project Team
- Related Projects
 - Experience with the type of project
 - Experience with the existing facility or site
 - Project scope
- Past experience with STC

Enclosed Documents

Appendix A – List of Upcoming Architectural Projects
Appendix B – Assignment of Projects - Architectural Services
Appendix C – Fact Sheets

Funding

The funds are available in the Unexpended Construction Plant Fund and 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

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 assignment of projects to the on-call architectural services pool firms as presented.

Appendix A

List of Upcoming Architectural Projects follows in the packet.

Appendix B

Assignment of Projects - Architectural Services follows in the packet.

Appendix C

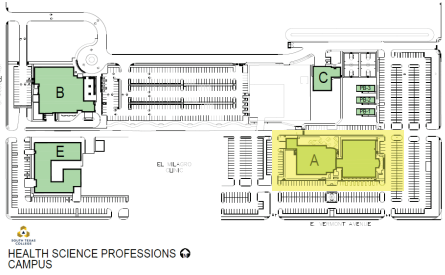

Fact Sheets follow in the packet.

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

Projects Assignment for On-Call Architectural Services

Ranking	Firm	Project	Est. Budget
1	Brown Reynolds Watford Architects	Pecan Plaza Human Resource Building A Renovation	\$ 3,132,000.00
2	EGV Architects, Inc.	Pecan Plaza Building C Folklorico Renovation	\$ 1,159,000.00
3	Orange Made, LLC.	Starr County Campus Exterior Solar Panels Structure	\$ 346,250.00
4	Milnet Architectural Services, PLLC.	Technology Campus Truck Driving Range Canopy	\$ 227,000.00
5	Gignac & Associates, LLP.	RCPSE Obstacle Course and Fitness Trail	\$ 219,500.00
6	Raine Architects	Technology Campus Athletic Field and Basketball Court Improvements	\$ 200,500.00
7	Boultinghouse Simpson Gates Architects	RCPSE Emergency Response Support Facility	\$ 181,600.00
8	ERO Architects	Health Science Professions Campus East Building A West Side Window Waterproofing Repairs	\$ 90,000.00

Selection Criteria	
1	Project Team
2	Related Projects
3	Past Experience with STC

Project Name: East Building A West Side Window Waterproofing Repairs				Project No.: 2026-025R			
Funding Source(s): Renewal and Replacement							
		FY 26-27		Variance of			
	Total		FY 26-27	Project Budget	vs. Actual		Total Actual
	Project Budget	Project Budget	Actual	Expenditures	Expenditures		Expenditures To
Construction:	\$ 65,000.00	\$ 65,000.00	\$ -	\$ 65,000.00			\$ -
Design:	15,000.00	15,000.00	-	15,000.00			-
Miscellaneous:	10,000.00	10,000.00	-	10,000.00			-
FFE:	-	-	-	-			-
Technology:	-	-	-	-			-
Total:	\$ 90,000.00	\$ 90,000.00	\$ -	\$ 90,000.00			\$ -
Construction:							
Design:							
Miscellaneous:							
FFE:							
Technology:							
Total:		\$ -	\$ -	\$ -			\$ -
Project Team				Board Status			
Approval to Solicit				Vendor		Contract Amount	
Architect/Engineer:	N/A			Actual Expenditures		Variance	
Architect/Engineer:	TBD			TBD	\$ -	\$ -	\$ -
Contractor:	TBD						
STC FPC Project Manager: TBD				Board Approval of Schematic Design		Board Acceptance	
				N/A	TBD	TBD	
				Substantial Completion	TBD	Board Acceptance	
				Final Completion	TBD	TBD	
Project Description				Project Scope			
East Building A West Side Window Waterproofing Repairs				Provide proper waterproofing for windows on west side of HSPC East Building A to prevent water infiltration			
Projected Timeline							
Board Approval to Solicit Architect/Engineer	Board Approval of Architect/Engineer	Board Approval of Schematic Design	Board Approval of Contractor	Construction Start Date	Board Approval of Substantial Completion Date	Board Approval of Final Completion Date	FFE Completion of Move In
N/A	N/A	N/A	TBD	TBD	TBD	TBD	N/A
Project Calendar of Expenditures by Fiscal Year							
Fiscal Year	Construction	Design	Miscellaneous	FFE	Technology	Project Total	
2026-27	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Project Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Current Agenda Item							
04/14/2026 Facilities Committee Meeting: Review and Recommend Action on Assignment of Projects for On-Call Architectural Services							
 <p>HEALTH SCIENCE PROFESSIONS CAMPUS</p>							

FPC Project Manager TBD

FPC Director Roberto Gomez

FPC Executive Director [Signature]

Project Fact Sheet

4/9/2026

Project Name Pecan Plaza Building C Folklorico Renovation				Project No. 2026-007C				
Funding Source(s): Unexpended Fund								
		FY 25-26			FY 26-27			
	<u>Original Total</u> <u>Project Budget</u>	<u>Total</u> <u>Project Budget</u>	<u>FY 25-26</u> <u>Actual</u> <u>Expenditures</u>	<u>Variance of</u> <u>Project Budget vs.</u> <u>Actual</u> <u>Expenditures</u>	<u>Total</u> <u>Project Budget</u>	<u>FY 26-27</u> <u>Actual</u> <u>Expenditures</u>	<u>Variance of</u> <u>Project Budget</u> <u>vs. Actual</u> <u>Expenditures</u>	<u>Total Actual</u> <u>Expenditures To</u> <u>Date</u>
Construction:	\$ 811,300.00	\$ -	\$ -	\$ -	\$ 811,300.00	\$ -	\$ 811,300.00	\$ -
Design	\$ 115,900.00	\$ 76,000.00	\$ -	\$ 76,000.00	\$ 39,900.00	\$ -	\$ 39,900.00	\$ -
Miscellaneous:	\$ 34,770.00	\$ 10,000.00	\$ -	\$ 10,000.00	\$ 24,770.00	\$ -	\$ 24,770.00	\$ -
FFE:	\$ 98,515.00	\$ -	\$ -	\$ -	\$ 98,515.00	\$ -	\$ 98,515.00	\$ -
Technology:	\$ 98,515.00	\$ -	\$ -	\$ -	\$ 98,515.00	\$ -	\$ 98,515.00	\$ -
Total:	\$ 1,159,000.00	\$ 86,000.00	\$ -	\$ 86,000.00	\$ 1,073,000.00	\$ -	\$ 1,073,000.00	\$ -

Project Team				Board Status			
Approval to Solicit				Board Approval of		Contract	Actual
Architect/Engineer:	N/A			<u>Schematic Design</u>	TBD	<u>Amount</u>	<u>Expenditures</u>
Architect/Engineer:	TBD					TBD	\$ -
Contractor:	TBD			Substantial	TBD	Board Acceptance	TBD
				<u>Completion</u>			
STC FPC Project Manager:	TBD			Final Completion	TBD	Board Acceptance	TBD
				<u></u>			

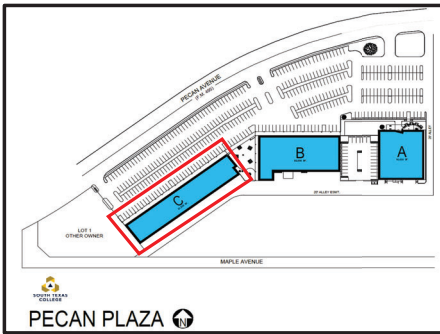
Project Description	Project Scope
Renovation project of existing facility for Cosmetology and Department of Public Safety departments	Renovate 15,000 sq. ft. of existing Pecan Plaza Building B for a new Cosmetology department, relocate Security department and expand the current Department of Public Safety.

Projected Timeline							
Board Approval to Solicit Architect/Engineer	Board Approval of Architect/Engineer	Board Approval of Schematic Design	Board Approval of Contractor	Construction Start Date	Board Approval of Substantial Completion Date	Board Approval of Final Completion Date	FFE Completion of Move In
N/A	4/28/2026	TBD	TBD	TBD	TBD	TBD	TBD

Project Calendar of Expenditures by Fiscal Year						
Fiscal Year	Design	Miscellaneous	FFE	Tech	Project Total	
2025-26	-	-	-	-	\$	-
2026-27	-	-	-	-	\$	-
Project Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Current Agenda Item

04/14/2026 Facilities Committee Meeting - Review and Recommend Action on Assignment of Projects for On-Call Architectural Services



FPC Project Manager TBD

FPC Director Roberto Gomez

FPC Executive Director [Signature]

Project Fact Sheet 4/9/2026

Project Name Pecan Plaza East Human Resources Building A Renovation		Project No. 2024-006C	
Funding Source(s): Unexpended Fund			
		FY 25-26	FY 27-28
	<u>Original Total Project Budget</u>	<u>Total Project Budget</u>	<u>Variance of Project Budget vs. Actual Expenditures</u>
Construction:	\$ 2,192,400.00	\$ 1,315,440.00	\$ 876,960.00
Design	\$ 313,200.00	\$ 187,920.00	\$ 125,280.00
Miscellaneous:	\$ 93,960.00	\$ 56,376.00	\$ 37,584.00
FFE:	\$ 266,220.00	\$ 159,732.00	\$ 106,488.00
Technology:	\$ 266,220.00	\$ 159,732.00	\$ 106,488.00
Total:	\$ 3,132,000.00	\$ 1,879,200.00	\$ 1,252,800.00

Project Team		Board Status					
Approval to Solicit Architect/Engineer:	N/A	Board Approval of Schematic Design	TBD	Vendor	Contract Amount	Actual Expenditures	Variance
Architect/Engineer:	TBD		TBD	TBD	\$ -	\$ -	\$ -
Contractor:	TBD	Substantial Completion	TBD	Board Acceptance		TBD	
STC FPC Project Manager:	TBD	Final Completion	TBD	Board Acceptance		TBD	

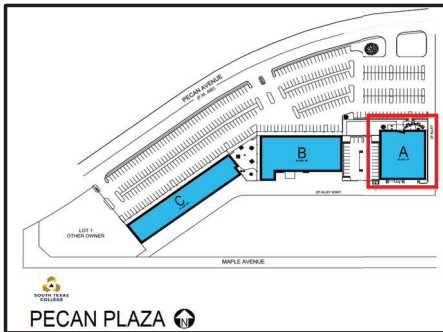
Project Description	Project Scope
Renovation project of existing facility for Cosmetology and Department of Public Safety departments	Renovate 15,000 sq. ft. of existing Pecan Plaza Building B for a new Cosmetology department, relocate Security department and expand the current Department of Public Safety.

Projected Timeline							
Board Approval to Solicit Architect/Engineer	Board Approval of Architect/Engineer	Board Approval of Schematic Design	Board Approval of Contractor	Construction Start Date	Board Approval of Substantial Completion Date	Board Approval of Final Completion Date	FFE Completion of Move In
N/A	4/28/2026	TBD	TBD	TBD	TBD	TBD	TBD

Project Calendar of Expenditures by Fiscal Year						
Fiscal Year	Construction	Design	Miscellaneous	FFE	Tech	Project Total
2025-26	-	-	-	-	-	\$ -
2026-27	-	-	-	-	-	\$ -
Project Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Current Agenda Item

04/14/2026 Facilities Committee Meeting : Review and Recommend Action on Assignment of Projects for On-Call Architectural Services



FPC Project Manager TBD

FPC Director Roberto Gomez

FPC Executive Director [Signature]

Project Fact Sheet
4/9/2026

Project Name: Regional Center for Public Safety Excellence - Obstacle Course and Fitness Trail		Project No. 2026-010C		
Funding Source(s): Unexpended Plant Fund				
		FY 25-26		
	Total		FY 25-26	Variance of Project
	Project Budget	Project Budget	Actual Expenditures	Budget vs. Actual
			Expenditures	Expenditures
Construction:	\$ 150,000.00	\$ 150,000.00	\$ -	\$ 150,000.00
Design	15,000.00	15,000.00	-	15,000.00
Miscellaneous:	4,500.00	4,500.00	-	4,500.00
FFE:	50,000.00	50,000.00	-	50,000.00
Technology:	-	-	-	-
Total:	\$ 219,500.00	\$ 219,500.00	\$ -	\$ 219,500.00
				Total Actual Expenditures To Date
				\$ -

Project Team		Board Status			
Approval to Solicit					
Architect/Engineer:	N/A				
Architect/Engineer:	TBD	Board Approval of Schematic Design	TBD		
Contractor:	TBD				
		Substantial Completion	TBD	Board Acceptance	TBD
STC FPC Project Manager:	TBD	Final Completion	TBD	Board Acceptance	TBD

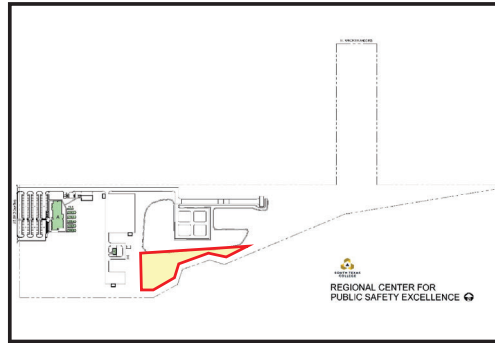
Project Description	Project Scope
Provide an obstacle course and fitness trail for physical training activities.	Design and construction of a obstacle course and exercise equipment for Cadet physical training activities

Projected Timeline							
Board Approval to Solicit Architect/Engineer	Board Approval of Architect/Engineer	Board Approval of Schematic Design	Board Approval of Contractor	Construction Start Date	Board Approval of Substantial Completion Date	Board Approval of Final Completion Date	FFE Completion of Move In
N/A	4/28/2026	TBD	TBD	TBD	TBD	TBD	TBD

Fiscal Year	Construction	Design	Miscellaneous	FFE	Tech	Project Total
2025-26	-	-	-	-	-	\$ -
Project Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Current Agenda Item

04/14/2026 Facilities Committee Meeting: Review and Recommend Action on Assignment of Projects for On-Call Architectural Services



FPC Project Manager TBD

FPC Director Roberto Gomez

FPC Executive Director [Signature]



Project Fact Sheet
4/9/2026

Project Name: Regional Center for Public Safety Excellence - Support Facility for Emergency Response Operations Training		Project No. 2026-002C	
Funding Source(s): Unexpended Plant Fund			
	Total	FY 25-26	Variance of Project
	Project Budget	Project Budget	Budget vs. Actual
		Actual Expenditures	Expenditures
Construction:	\$ 160,000.00	\$ 160,000.00	\$ -
Design:	16,000.00	16,000.00	-
Miscellaneous:	5,600.00	5,600.00	5,600.00
FFE:	-	-	-
Technology:	-	-	-
Total:	\$ 181,600.00	\$ 181,600.00	\$ -
			Total Actual Expenditures To Date
			\$ -

Project Team		Board Status					
Approval to Solicit Architect/Engineer:	N/A	Board Approval of Schematic Design	TBD	Vendor	Contract Amount	Actual Expenditures	Variance
Architect/Engineer:	TBD		TBD	\$ -	\$ -	\$ -	
Contractor:	TBD		TBD	\$ -	\$ -	\$ -	
		Substantial Completion	TBD	Board Acceptance	TBD		
STC FPC Project Manager:	TBD	Final Completion	TBD	Board Acceptance	TBD		

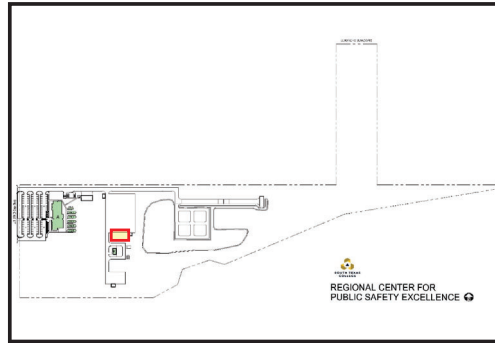
Project Description	Project Scope
Stand alone structure to support emergency response operations training.	Design and construction of a new 400 s.f. facility to support emergency response operations training.

Projected Timeline							
Board Approval to Solicit Architect/Engineer	Board Approval of Architect/Engineer	Board Approval of Schematic Design	Board Approval of Contractor	Construction Start Date	Board Approval of Substantial Completion Date	Board Approval of Final Completion Date	FFE Completion of Move In
N/A	4/28/2026	TBD	TBD	TBD	TBD	TBD	TBD

Fiscal Year	Construction	Design	Miscellaneous	FFE	Tech	Project Total
2025-26	-	-	-	-	-	\$ -
Project Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Current Agenda Item

04/14/2026 Facilities Committee Meeting: Review and Recommend Action on Assignment of Projects for On-Call Architectural Services



FPC Project Manager TBD

FPC Director Roberto Gomez

FPC Executive Director [Signature]



Project Fact Sheet
4/9/2026

Project Name: Starr County Campus - Exterior Solar Panel Structures **Project No.** 2026-009C

	Project Budget	FY 25-26	
		Project Budget	FY 25-26 Actual Expenditures
			Variance of Project Budget vs. Actual Expenditures
Construction:	\$ 256,250.00	\$ 256,250.00	\$ -
Design:	25,000.00	25,000.00	-
Miscellaneous:	15,000.00	15,000.00	-
FFE:	25,000.00	25,000.00	-
Technology:	25,000.00	25,000.00	-
Total:	\$ 346,250.00	\$ 346,250.00	\$ -

Project Team		Board Status			
Approval to Solicit Architect/Engineer:	TBD	<u>Board Approval of Schematic Design</u>	TBD	<u>Board Acceptance</u>	TBD
Architect/Engineer:	TBD				
Contractor:	TBD				
STC FPC Project Manager:	TBD	<u>Substantial Completion</u>	TBD	<u>Board Acceptance</u>	TBD
		<u>Final Completion</u>	TBD	<u>Board Acceptance</u>	TBD

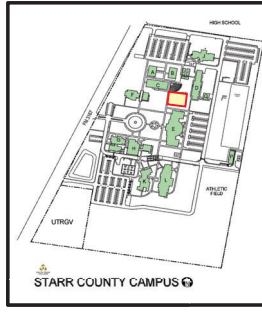
Project Description	Project Scope
Construct exterior solar panel structures simulating a residential roof to train students how to install Solar Panels on a roof.	Design and Construction of Exterior Solar Panel Structures. Two free standing structures to be use to instruct students on the installation of solar panels, and a storage space for solar panels.

Projected Timeline					
Board Approval to Solicit Architect/Engineer	Board Approval of Architect/Engineer	Board Approval of Schematic Design	Board Approval of Contractor	Construction Start Date	Board Approval of Substantial Completion Date
N/A	4/28/2026	TBD	TBD	TBD	TBD
					Board Approval of Final Completion Date
					TBD
					FFE Completion of Move In
					TBD

Project Calendar of Expenditures by Fiscal Year						
Fiscal Year	Construction	Design	Misc.	FFE	Tech	Project Total
2025-26	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Project Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

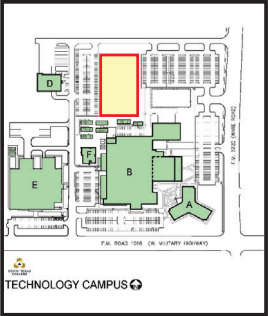

Current Agenda Item

04/14/2026 Facilities Committee Meeting: Review and Recommend Action on Assignment of Projects for On-Call Architectural Services



FPC Project Manager TBD FPC Director Roberto Gomez FPC Executive Director [Signature]

Project Fact Sheet
4/9/2026

Project Name: Technology Campus - Athletic Field and Basketball Court Improvements		Project No.: 2025-022C					
Funding Source(s): Unexpended Plant Fund							
	FY 26-27						
	Total	FY 26-27		Total Actual			
	Project Budget	Project Budget	Actual Expenditures	Expenditures To			
			Variance of Project	Date			
			Budget vs. Actual				
			Expenditures				
Construction:	\$ 180,000.00	\$ 180,000.00	\$ -	\$ 180,000.00			
Design:	18,000.00	18,000.00	-	18,000.00			
Miscellaneous:	2,500.00	2,500.00	-	2,500.00			
FFE:	-	-	-	-			
Technology:	-	-	-	-			
Total:	\$ 200,500.00	\$ 200,500.00	\$ -	\$ 200,500.00			
Project Team		Board Status					
Approval to Solicit							
Architect/Engineer:	N/A						
Architect/Engineer:	TBD	Board Approval of Schematic Design	TBD				
Contractor:	TBD	Substantial Completion	TBD				
STC FPC Project Manager:	TBD	Final Completion	TBD				
			Board Acceptance	TBD			
			Board Acceptance	TBD			
			Contract Amount				
			Actual Expenditures				
			Variance				
			TBD	\$ -			
			TBD	\$ -			
			TBD	\$ -			
Project Description		Project Scope					
Construction of a new basketball court with canopy.		Design and construction of basketball court with canopy since the previous one was removed for the welding program.					
Projected Timeline							
Board Approval to Solicit Architect/Engineer	Board Approval of Architect/Engineer	Board Approval of Schematic Design	Board Approval of Contractor	Construction Start Date	Board Approval of Substantial Completion Date	Board Approval of Final Completion Date	FFE Completion of Move In
N/A	4/28/2026	TBD	TBD	TBD	TBD	TBD	TBD
Fiscal Year	Construction	Design	Miscellaneous	FFE	Tech	Project Total	
2026-27	-	-	-	-	-	\$ -	
Project Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Current Agenda Item							
04/14/2026 Facilities Committee Meeting: Review and Recommend Action on Assignment of Projects for On-Call Architectural Services							
							

FPC Project Manager TBD

FPC Director Roberto Gomez

FPC Executive Director [Signature]

Review and Recommend Action on Assignment of Projects for On-Call MEP Engineering Services

Purpose To assign projects to the on-call Mechanical, Electrical, and Plumbing (MEP) engineering services pool firms.

Justification On March 24, 2026, the Board of Trustees approved the on-call pool of MEP engineering firms. MEP engineering services are necessary for performing design and construction administration services. The design scope of work includes, but is not limited to, design, analysis, preparation of plans and specifications, permit applications, construction administration, and inspection of the projects.

There are four (4) projects on the FY26 and FY27 construction schedule that will require MEP engineering services. The following assignment is proposed for the five (5) MEP engineering firms included in the approved on-call services pool:

Assignment of Projects to On-Call MEP Engineering Pool Firms		
FY	Project	MEP Engineering Firm
FY27	Pecan Campus HVAC Replacements	Ethos Holistique Holdings, LLC.
FY26	Technology Campus Automotive Lab Exhaust System	Half Associates, Inc.
FY26	Starr County Campus Physical Plant Building P Additional Pole Lights	Sigma HN Engineers
FY26	Regional Center for Public Safety Excellence F.L.A.G. Training Area Gas Supply Line	MEP Solutions Engineering, PLLC.

Note: The Relocation of Portable Buildings project is not included since the project is only as needed.

Staff reviewed the qualifications of the firms in the pool and are recommending assignment of the best-qualified firms to the projects based on the following selection criteria:

- Project Team
- Related Projects
 - Experience with the type of project
 - Experience with the existing facility or site
 - Project scope
- Past experience with STC

- Enclosed Documents** Appendix A – List of Upcoming MEP Engineering Projects
Appendix B – Assignment of Projects - MEP Engineering Services
Appendix C – Fact Sheets
- Funding** The funds are available in the Unexpended Construction Plant Fund and 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** *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 assignment of projects to the on-call MEP engineering services pool firms as presented.

Appendix A

List of Upcoming MEP Engineering Projects follows in the packet.

Appendix B

Assignment of Projects - MEP Engineering Services follows in the packet.

Appendix C

Fact Sheets follow in the packet.

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

Projects Assignment for On-Call Mechanical, Electrical, and Plumbing Engineering Services

Ranking	Firm	Project	Est. Budget
1	Ethos Holistique Holdings, LLC.	Pecan Campus Student Services Bldg. K HVAC Replacement Pecan Campus Sylvia Esterline CLE Bldg. C HVAC Replacement Pecan Campus Library Bldg. F HVAC Replacement Pecan Campus Student Activities Center Bldg. H HVAC Replacement Pecan Campus Ann Richards Administration Bldg. X HVAC Replacement	\$ 1,767,000.00
2	Half Associates, Inc.	Technology Campus Automotive Lab Exhaust System	\$ 200,500.00
3	Sigma HN Engineers	Starr County Campus Physical Plant Bldg. P Additional Pole Lights	\$ 73,000.00
4	MEP Solutions Engineering, PLLC.	RCPSE F.L.A.G. Training Area Gas Supply Line	\$ 24,000.00
5	DBR Engineering	No project assignment.	-

Note: Relocation of Portable Buildings project will not be included in the proposed FY26 assignments.

Selection Criteria	
1	Project Team
2	Related Projects
3	Past Experience with STC



Project Fact Sheet
4/9/2026

Project Name: DW - HVAC Replacements Phase III - Pecan Campus Building D,C,F,H & X **Project No.** 2026-024R

Funding Source(s): Renewals and Replacements Fund

	<u>Original Total Project Budget</u>	FY26-27		<u>Variance of Project Budget vs. Actual</u>		<u>Total Actual Expenditures To Date</u>	
		<u>Project Budget</u>	<u>Actual Expenditures</u>				<u>Actual Expenditures</u>
Construction:	\$ 1,584,000.00	\$ 1,584,000.00		\$ 1,584,000.00		\$ -	
Design:	176,000.00	176,000.00		176,000.00		-	
Miscellaneous:	7,000.00	7,000.00		7,000.00		-	
FFE:	-	-		-		-	
Technology:	-	-		-		-	
Total:	\$ 1,767,000.00	\$ 1,767,000.00	\$ -	\$ 1,767,000.00	\$ -	\$ -	

Project Team		Board Status					
Approval to Solicit Architect/Engineer:	On-Call	<u>Board Approval of Schematic Design</u>	N/A	<u>Vendor</u>	<u>Contract Amount</u>	<u>Actual Expenditures</u>	<u>Variance</u>
Architect/Engineer:	TBD			TBD	\$ -	\$ -	-
Contractor:	TBD			TBD	\$ -	\$ -	-
STC FPC Project Manager: Martin Villarreal		<u>Substantial Completion</u>	TBD	<u>Board Acceptance</u>	TBD		
		<u>Final Completion</u>	TBD	<u>Board Acceptance</u>	TBD		

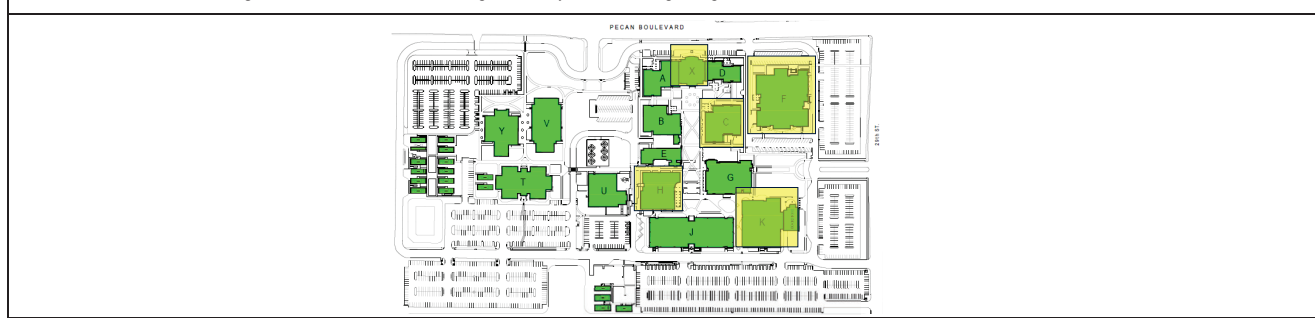
Project Description	Project Scope
Replace existing aging air conditioning roof top units to reduce repairs.	Removal and replacement of multiple existing air conditioning units with UV lights in buildings D,C,F,H & X at the Pecan Campus.

Projected Timeline							
Board Approval to Solicit Architect/Engineer	Board Approval of Architect/Engineer	Board Approval of Schematic Design	Board Approval of Contractor	Construction Start Date	Board Approval of Substantial Completion Date	Board Approval of Final Completion Date	FFE Completion of Move In
On-Call	On-Call	N/A	TBD	TBD	TBD	TBD	N/A

Project Calendar of Expenditures by Fiscal Year						
Fiscal Year	Construction	Design	Miscellaneous	FFE	Tech	Project Total
2026-27		-	-	-		\$ -
2027-28						\$ -
Project Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Current Agenda Item

04/14/2026 Facilities Committee Meeting: Review and Recommend Action on Assignment of Projects for On-Call Engineering Services



FPC Project Manager TBD

FPC Director Roberto Gomez

FPC Executive Director [Signature]

Project Fact Sheet
4/9/2026

Project Name: Regional Center for Public Safety Excellence - F.L.A.G. Training Area Gas Supply Line **Project No.** 2026-010C

Funding Source(s): Unexpended Plant Fund

	FY 25-26				Total Actual Expenditures To Date
	Total Project Budget	Project Budget	FY 25-26 Actual Expenditures	Variance of Project Budget vs. Actual Expenditures	
	Construction:	\$ 14,000.00	\$ 14,000.00	\$ -	
Design	5,000.00	5,000.00	-	5,000.00	-
Miscellaneous:	5,000.00	5,000.00	-	5,000.00	-
FFE:	-	-	-	-	-
Technology:	-	-	-	-	-
Total:	\$ 24,000.00	\$ 24,000.00	\$ -	\$ 24,000.00	\$ -

Project Team **Board Status**

Approval to Solicit Architect/Engineer: N/A	<u>Board Approval of Schematic Design</u>	TBD	Vendor	Contract Amount	Actual Expenditures
Architect/Engineer: TBD			TBD	\$ -	\$ -
Contractor: TBD			TBD	\$ -	\$ -
	<u>Substantial Completion</u>	TBD	<u>Board Acceptance</u>	TBD	
STC FPC Project Manager: TBD	<u>Final Completion</u>	TBD	<u>Board Acceptance</u>	TBD	

Project Description **Project Scope**

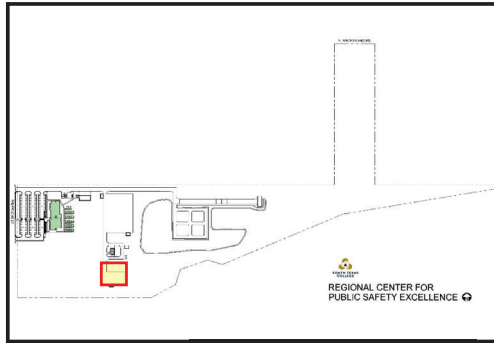
Provide gas service to the existing F.L.A.G. Training Area. Extension of the existing propane tank gas line to the F.L.A.G. Training Area.

Projected Timeline							
Board Approval to Solicit Architect/Engineer	Board Approval of Architect/Engineer	Board Approval of Schematic Design	Board Approval of Contractor	Construction Start Date	Board Approval of Substantial Completion Date	Board Approval of Final Completion Date	FFE Completion of Move In
N/A	4/28/2026	TBD	TBD	TBD	TBD	TBD	TBD

Fiscal Year	Construction	Design	Miscellaneous	FFE	Tech	Project Total
2025-26	-	-	-	-	-	-
Project Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Current Agenda Item

04/14/2026 Facilities Committee Meeting: Review and Recommend Action on Assignment of Projects for On-Call MEP Engineering Services



FPC Project Manager TBD

FPC Director Roberto Gomez

FPC Executive Director [Signature]



Project Fact Sheet
4/9/2026



Project Name: Starr County Campus - Physical Plant Building P Additional Pole Lights		Project No. 2026-009C													
Funding Source: Unexpended Plant Fund															
		FY 25-26													
	Project Budget	Project Budget	Variance of Project Budget vs. Actual Expenditures												
		FY 25-26 Actual Expenditures													
Construction:	\$ 45,000.00	\$ 45,000.00	\$ 45,000.00												
Design:	8,000.00	8,000.00	8,000.00												
Miscellaneous:	20,000.00	20,000.00	20,000.00												
FFE:	-	-	-												
Technology:	-	-	-												
Total:	\$ 73,000.00	\$ 73,000.00	\$ -												
Project Team		Board Status													
Approval to Solicit Architect/Engineer: TBD		Board Approval of Schematic Design TBD	<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th>Vendor</th> <th>Contract Amount</th> <th>Actual Expenditures</th> <th>Variance</th> </tr> </thead> <tbody> <tr> <td>TBD</td> <td align="right">\$ -</td> <td align="right">\$ -</td> <td align="right">\$ -</td> </tr> <tr> <td>TBD</td> <td align="right">\$ -</td> <td align="right">\$ -</td> <td align="right">\$ -</td> </tr> </tbody> </table>	Vendor	Contract Amount	Actual Expenditures	Variance	TBD	\$ -	\$ -	\$ -	TBD	\$ -	\$ -	\$ -
Vendor	Contract Amount		Actual Expenditures	Variance											
TBD	\$ -		\$ -	\$ -											
TBD	\$ -	\$ -	\$ -												
Architect/Engineer: TBD															
Contractor: TBD															
STC FPC Project Manager: TBD		Substantial Completion TBD	Board Acceptance TBD												
		Final Completion TBD	Board Acceptance TBD												
Project Description		Project Scope													
Construct exterior solar panel structures simulating a residential roof to train students how to install Solar Panels on a roof.		Design and Construction of Exterior Solar Panel Structures. Two free standing structures to be use to instruct students on the installation of solar panels, and a storage space for solar panels.													
Projected Timeline															
Board Approval to Solicit Architect/Engineer	Board Approval of Architect/Engineer	Board Approval of Schematic Design	Board Approval of Contractor												
N/A	4/28/2026	TBD	TBD												
Construction Start Date	Board Approval of Substantial Completion Date	Board Approval of Final Completion Date	FFE Completion of Move In												
TBD	TBD	TBD	TBD												
Project Calendar of Expenditures by Fiscal Year															
Fiscal Year	Construction	Design	Misc.	FFE	Tech	Project Total									
2025-26	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -									
Project Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -									
Current Agenda Item															
04/14/2026 Facilities Committee Meeting: Review and Recommend Action on Assignment of Projects for On-Call MEP Engineering Services															

FPC Project Manager TBD

FPC Director Roberto Gomez

FPC Executive Director [Signature]

Project Fact Sheet
4/9/2026

Project Name: Technology Campus Bldg B Automotive Lab Exhaust System		Project No.: 2016-011C					
Funding Source(s): Unexpended Plant Fund							
	FY 25-26						
	Total	FY 25-26		Total Actual			
	Project Budget	Project Budget	Actual Expenditures	Expenditures To			
			Variance of Project	Date			
			Budget vs. Actual				
			Expenditures				
Construction:	\$ 100,000.00	\$ 100,000.00	\$ -	\$ -			
Design	10,000.00	10,000.00	-	-			
Miscellaneous:	1,600.00	1,600.00	-	-			
FFE:	-	-	-	-			
Technology:	-	-	-	-			
Total:	\$ 111,600.00	\$ 111,600.00	\$ -	\$ -			
Project Team		Board Status					
Approval to Solicit	N/A	Board Approval of Schematic Design	TBD				
Architect/Engineer:	TBD						
Contractor:	TBD						
		Substantial Completion	TBD	Board Acceptance TBD			
STC FPC Project Manager:	TBD	Final Completion	TBD	Board Acceptance TBD			
Project Description		Project Scope					
Addition of an exhaust system to assist in exhausting automotive fumes from the automotive lab to the outside.		Exhaust systems for the Automotive Lab area in the Advanced Technical Careers Building B include exhaust fans, exhaust ductwork, flexible hoses for exhaust vehicle fumes, and associated electrical work. The automotive area is 11,615 square feet.					
Projected Timeline							
Board Approval to Solicit Architect/Engineer	Board Approval of Architect/Engineer	Board Approval of Schematic Design	Board Approval of Contractor	Construction Start Date	Board Approval of Substantial Completion Date	Board Approval of Final Completion Date	FFE Completion of Move In
N/A	4/28/2026	TBD	TBD	TBD	TBD	TBD	TBD
Fiscal Year	Construction	Design	Miscellaneous	FFE	Tech	Project Total	
2026-27	-	-	-	-	-	\$ -	-
Project Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Current Agenda Item							
04/14/2026 Facilities Committee Meeting: Review and Recommend Action on Assignment of Projects for On-Call MEP Engineering Services							
							

FPC Project Manager TBD

FPC Director Roberto Gomez

FPC Executive Director [Signature]

Review and Recommend Action on Assignment of Projects for On-Call Civil Engineering Services

Purpose To assign projects to the on-call civil engineering services pool firms.

Justification On March 24, 2026, the Board of Trustees approved the on-call pool of civil engineering firms. Civil engineering services are necessary for performing design and construction administration services. The design scope of work includes, but is not limited to, design, analysis, preparation of plans and specifications, permit applications, construction administration, and inspection of the projects.

There are three (3) projects on the FY26 and FY27 construction schedule that will require civil engineering services. The resurfacing projects at the Mid Valley Campus will be contracted as one project. The following assignment is proposed for the five (5) civil engineering firms included in the approved on-call services pool:

Assignment of Projects to On-Call Civil Engineering Pool Firms		
FY	Project	Civil Engineering Firm
FY27	Mid Valley Campus Resurfacing of Parking Lot 2	Half Associates, Inc.
FY27	Mid Valley Campus Resurfacing of Parking Lot 7	Half Associates, Inc.
FY27	Technology Campus Replacement of Existing Perimeter Fence & Regrading of Existing Swales	Garza and Hernandez, PLLC.

Note: The Relocation of Portable Buildings project is not included since the project is only as needed. The Mid Valley Campus Drainage Improvements Ph II project is not included since it is for a later fiscal year.

Staff reviewed the qualifications of the firms in the pool and are recommending assignment of the best-qualified firms to the projects based on the following selection criteria:

- Project Team
- Related Projects
 - Experience with the type of project
 - Experience with the existing facility or site
 - Project scope
- Past experience with STC

Enclosed Documents

Appendix A – List of Upcoming Civil Engineering Projects
 Appendix B – Assignment of Projects - Civil Engineering Services

Appendix C – Fact Sheets

- Funding** The funds are available in the Unexpended Construction Plant Fund and 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** ***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 assignment of projects to the on-call civil engineering services pool firms as presented.

Appendix A

List of Upcoming Civil Engineering Projects follows in the packet.

Appendix B

Assignment of Projects - Civil Engineering Services follows in the packet.

Appendix C

Fact Sheets follow in the packet.

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

Projects Assignment for On-Call Civil Engineering Services

Ranking	Firm	Project	Est. Budget
1	Halff Associates, Inc.	Mid Valley Campus Resurfacing of Parking Lot 2 South Side of South Academic Building H, Mid Valley Campus Resurfacing of Parking Lot 7 East side of Library Building E	\$415,000.00
2	Garza and Hernandez, PLLC.	Technology Campus Replacement of Existing Perimeter Fence and Regrading of Existing Swales	\$75,000.00
2	Javier Hinojosa Engineering	No project assignment.	-
2	R. Gutierrez Engineering Corporation	No project assignment.	-
2	Hinojosa Engineering, Inc.	No project assignment.	-

Note: Relocation of Portable Buildings will not be included in the proposed FY26 assignments.

Note: Mid Valley Campus Drainage Improvements Ph II project is for future construction.

Selection Criteria	
1	Project Team
2	Related Projects
3	Past Experience with STC

Project Name: Mid-Valley Campus - Resurfacing of Parking Lot #2 **Project No.** 2026-014R

Funding Source Renewal and Replacements Fund		FY 26-27			
	Original Project Budget	Project Budget	FY26-27 Actual Expenditures	Variance of Project Budget vs. Actual Expenditures	
Construction:	\$ 75,000.00	\$ 75,000.00	\$ -	\$ 75,000.00	
Design:	15,000.00	15,000.00	-	15,000.00	
Miscellaneous:	25,000.00	25,000.00	-	25,000.00	
FFE:	-	-	-	-	
Technology:	-	-	-	-	
Total:	\$ 115,000.00	\$ 115,000.00	\$ -	\$ 115,000.00	

Project Team **Board Status**

Approval to Solicit Architect/Engineer: N/A	Board Approval of Schematic Design N/A				
Architect/Engineer: TBD		Vendor	Contract Amount	Actual Expenditures	Variance
Contractor: TBD		TBD	\$ -	\$ -	\$ -
STC FPC Project Manager: TBD	Substantial Completion	TBD	Board Acceptance	TBD	
	Final Completion	TBD	Board Acceptance	TBD	

Project Description **Project Scope**

Parking lot # 2 on the southside of the Mid-Valley Campus, located south of South Academic Building H will be resurfaced.

Design and Construction of parking lot #2 resurfacing and regrading of parking lot southside of South Academic Building H. **Parking Lot # 2: approx. 12,500 SF.**

Projected Timeline

Board Approval to Solicit Architect/Engineer	Board Approval of Architect/Engineer	Board Approval of Schematic Design	Board Approval of Contractor	Construction Start Date	Board Approval of Substantial Completion Date	Board Approval of Final Completion Date	FFE Completion of Move In
N/A	4/28/2026	TBD	TBD	TBD	TBD	TBD	N/A

Project Calendar of Expenditures by Fiscal Year

Fiscal Year	Construction	Design	Misc.	FFE	Tech	Project Total
2025-2026	\$ -	\$ -	\$ -	\$ -		\$ -
Project Total	\$ -	\$ -	\$ -	\$ -		\$ -

Current Agenda Item

04/14/26 Facilities Committee Meeting: Review and Recommend Action on Assignment of Projects for On-Call Civil Engineering Services



FPC Project Manager TBD

FPC Director *Roberto Gomez*

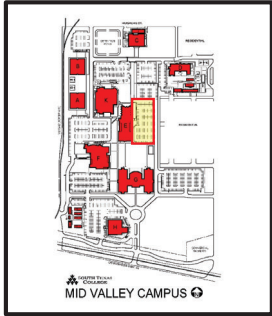
FPC Executive Director *[Signature]*

Project Name: Mid-Valley Campus - Resurfacing of Parking Lot #7		Project No. 2026-018R	
Funding Source Renewal and Replacements Fund			
		FY 26-27	
	Original Project Budget	FY26-27	Variance of Project Budget vs. Actual Expenditures
		Project Budget	Actual Expenditures
Construction:	\$ 250,000.00	\$ 250,000.00	\$ -
Design:	25,000.00	25,000.00	-
Miscellaneous:	25,000.00	25,000.00	-
FFE:	-	-	-
Technology:	-	-	-
Total:	\$ 300,000.00	\$ 300,000.00	\$ -
Project Team		Board Status	
Approval to Solicit Architect/Engineer:	TBD	Board Approval of Schematic Design N/A	Vendor
Architect/Engineer:	TBD		Contract Amount
Contractor:	TBD		Actual Expenditures
			Variance
STC FPC Project Manager:	TBD	Substantial Completion	TBD
		Final Completion	TBD
Project Description		Project Scope	
Parking lot #7 on the East side of the Mid-Valley Campus, located east of the Library Building E will be resurfaced.		Design and Construction of parking lot #7 resurfacing and regrading of parking lot East of Library Building E. Parking Lot # 7: approx. 52,000 SF	

Projected Timeline							
Board Approval to Solicit Architect/Engineer	Board Approval of Architect/Engineer	Board Approval of Schematic Design	Board Approval of Contractor	Construction Start Date	Board Approval of Substantial Completion Date	Board Approval of Final Completion Date	FFE Completion of Move In
N/A	4/28/2026	TBD	TBD	TBD	TBD	TBD	N/A
Project Calendar of Expenditures by Fiscal Year							
Fiscal Year	Construction	Design	Misc.	FFE	Tech	Project Total	
2026-2027	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Project Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Current Agenda Item

04/14/26 Facilities Committee Meeting: Review and Recommend Action on Assignment of Projects for On-Call Civil Engineering Services



FPC Project Manager TBD

FPC Director Roberto Gomez

FPC Executive Director [Signature]

Project Name: Replacement of Existing Perimeter Fence & Regrading of Existing Swales **Project No.** 2026-019R

Funding Source(s): Renewal and Replacement

	Total Project Budget	FY 26-27			Total Actual Expenditures To Date
		Project Budget	Variance of		
			FY 26-27 Actual Expenditures	Project Budget vs. Actual Expenditures	
Construction:	\$ 50,000.00	\$ 50,000.00	\$ -	\$ 50,000.00	\$ -
Design	20,000.00	20,000.00	-	20,000.00	\$ -
Miscellaneous:	5,000.00	5,000.00	-	5,000.00	\$ -
FFE:	-	-	-	-	
Technology:	-	-	-	-	
Total:	\$ 75,000.00	\$ 75,000.00	\$ -	\$ 75,000.00	\$ -

Construction:					
Design					
Miscellaneous:					
FFE:	-				
Technology:	-				
Total:		\$ -	\$ -	\$ -	\$ -

Project Team		Board Status					
Approval to Solicit							
Architect/Engineer:	N/A	Board Approval of Schematic Design	N/A	Vendor	Contract Amount	Actual Expenditures	Variance
Architect/Engineer:	TBD			TBD	\$ -	\$ -	\$ -
Contractor:	TBD						
STC FPC Project Manager:	TBD	Substantial Completion	TBD	Board Acceptance	TBD		
		Final Completion	TBD	Board Acceptance	TBD		

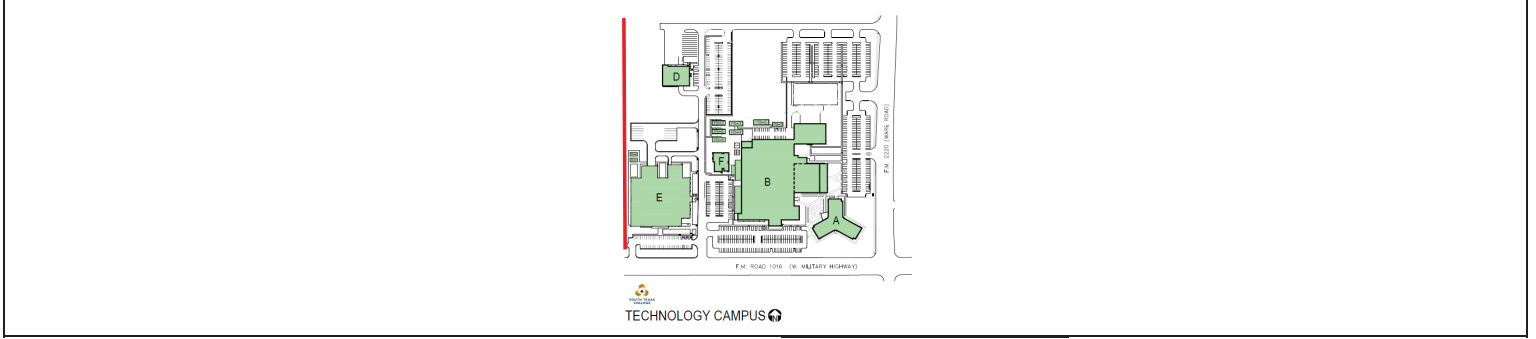
Project Description	Project Scope
Replacement of existing perimeter fence and regrading of existing swales	Replacement of existing perimeter fence and regrading of existing swales on the west side of campus

Projected Timeline							
Board Approval to Solicit Architect/Engineer	Board Approval of Architect/Engineer	Board Approval of Schematic Design	Board Approval of Contractor	Construction Start Date	Board Approval of Substantial Completion Date	Board Approval of Final Completion Date	FFE Completion of Move In
N/A	N/A	N/A	TBD	TBD	TBD	TBD	N/A

Project Calendar of Expenditures by Fiscal Year							
Fiscal Year	Construction	Design	Miscellaneous	FFE	Technology	Project Total	
2026-27	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Project Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Current Agenda Item

04/14/2026 Facilities Committee Meeting: Review and Recommend Action on Assignment of Projects for On-Call Engineering Services



FPC Project Manager TBD

FPC Director Roberto Gomez

FPC Executive Director [Signature]

Review and Recommend Action on Schematic Design of Pecan Campus Institutional Support Services Building N Expansion

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

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

On June 24, 2025, the Board of Trustees approved contracting architectural services with Brown Reynolds Watford Architects. The architect has worked with College staff to develop a schematic design to meet the needs of the program.

Design and construction of the project to include the following:

Business Office Area:

- Offices
- Cubicle Area Suites
- Conference Room
- Meeting Room
- Storage
- Workroom
- Reception/Lobby
- Breakroom
- Support Spaces

Total Square Footage: 5,000 sq. ft.

Facilities Planning & Construction Area:

- Offices
- Conference Room
- Workroom
- Plan Room
- File Room
- Storage Room
- Lobby
- Support Spaces

Total Square Footage: 5,000 sq. ft.

Total Combined Square Footage: 10,000 sq. ft.

The estimated cost for the project's new construction is \$4,050,000. The estimated cost to renovate existing spaces for the project is \$84,000. The total estimated cost is \$4,134,000.

Total Estimated Cost	Construction Budget	Variance
\$4,134,000	\$3,839,400	(\$294,600)

Separate interior renovations in the Business Office and Purchasing Department areas will be completed by in-house staff.

Enclosed Documents

Appendix A – Schematic Design
 Appendix B – Fact Sheet

Funding

The total Pecan Campus Institutional Support Services Building N Expansion Project 2025-002C estimated cost, including construction, design, miscellaneous, and FFE, is \$4,991,220.

- Construction \$3,839,400
- Design 383,940
- Miscellaneous 115,182
- FFE 326,349
- Technology 326,349
- Total \$4,991,220

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

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 schematic design and authorization to proceed with the solicitation of construction services for the Pecan Campus Institutional Support Services Building N Expansion project as presented.

Appendix A

Schematic Design follows in the packet.

Appendix B

Fact Sheet follows in the packet.



SOUTH TEXAS COLLEGE

BUILDING N EXPANSION

100% SCHEMATIC DESIGN

INTERIM REVIEW
DOCUMENTS
NOT FOR REGULATORY
APPROVAL,
PERMITTING, OR
CONSTRUCTION
G. ANDREW EVERTSON
TX REG. NO. 19428



BRW
ARCHITECTS



 **SITE & MASSING DIAGRAM**



 **EXISTING**



**BUSINESS
DEPARTMENT**

**(AREA A)
≈ 5,000 SQ FT**

**EXISTING INSTITUTIONAL SUPPORT
SERVICES BUILDING N
≈ 20,000 SQ FT**

**FACILITIES
PLANNING AND
CONSTRUCTION
DEPARTMENT**

**(AREA B)
≈ 5,000 SQ FT**

 **PROPOSED ADDITIONS**



DEPARTMENT LEGEND

- (EXISTING) N.I.C.
- BUSINESS (NEW)
- BUSINESS (RENOVATION)
- FACILITIES PLANNING & CONSTRUCTION (NEW)
- FACILITIES PLANNING & CONSTRUCTION (RENOVATION)

OVERALL FLOOR PLAN



FLOOR PLAN - AREA A



BUSINESS SUITE (GRANTS / AR)



DEPARTMENT LEGEND

- (EXISTING) N.I.C.
- BUSINESS (NEW)
- BUSINESS (RENOVATION)
- FACILITIES PLANNING & CONSTRUCTION (NEW)
- FACILITIES PLANNING & CONSTRUCTION (RENOVATION)

FLOOR PLAN – AREA B



FACILITIES PLANNING AND CONSTRUCTION CONFERENCE ROOM



NORTH ELEVATION



EAST ELEVATION



CONSTRUCTION COST ESTIMATE



CONSTRUCTION BUDGET **\$3,839,400**

BUILDING EXPANSIONS

Direct Trade Costs	\$3,610,000
<u>General Conditions/ Insurance/ Fees</u>	<u>\$440,000</u>
Expansions Total	\$4,050,000

EXISTING INTERIOR RENOVATIONS

Direct Trade Costs	\$74,700
<u>General Conditions/ Insurance/ Fees</u>	<u>\$9,300</u>
Renovations Total	\$84,000



**SOUTH TEXAS
COLLEGE**

BRW
ARCHITECTS

Project Fact Sheet
4/9/2026

Project Name: Pecan Campus Institutional Support Services Building N Expansion		Project No. 2025-002C							
Funding Source(s): Unexpended Plant Fund									
		FY 24-25			FY 25-26				
	Total Project Budget	Project Budget	FY 24-25 Actual Expenditures	Variance of Project Budget vs. Actual Expenditures	Project Budget	FY 25-26 Actual Expenditures	Variance of Project Budget vs. Actual Expenditures	Total Actual Expenditures To Date	
Construction:	\$ 3,839,400.00	\$ -	\$ -	\$ -	\$ 767,880.00	\$ -	\$ 767,880.00	\$ -	
Design:	383,940.00	307,152.00			307,152.00	45,520.00	261,632.00	45,520.00	
Miscellaneous:	115,182.00	10,000.00	489.73		10,000.00	-	10,000.00	489.73	
FFE:	326,349.00				-	-	-	-	
Technology:	326,349.00				-	-	-	-	
Total:	\$ 4,991,220.00	\$ 317,152.00	\$ 489.73	\$ -	\$ 1,085,032.00	\$ 45,520.00	\$ 1,039,512.00	\$ 46,009.73	

Project Team		Board Status									
Approval to Solicit Architect/Engineer:	1/28/2025	Board Approval of Schematic Design	TBD	Vendor	Contract Amount	Actual Expenditures	Variance				
Architect/Engineer:	BRW Architects							BRW Architects	\$ 315,500.00	\$ 45,520.00	\$ 269,980.00
Contractor:	TBD							TBD	\$ -	\$ -	\$ -
STC FPC Project Manager:	Martin Villarreal	Substantial Completion	TBD	Board Acceptance	TBD						
		Final Completion	TBD	Board Acceptance	TBD						

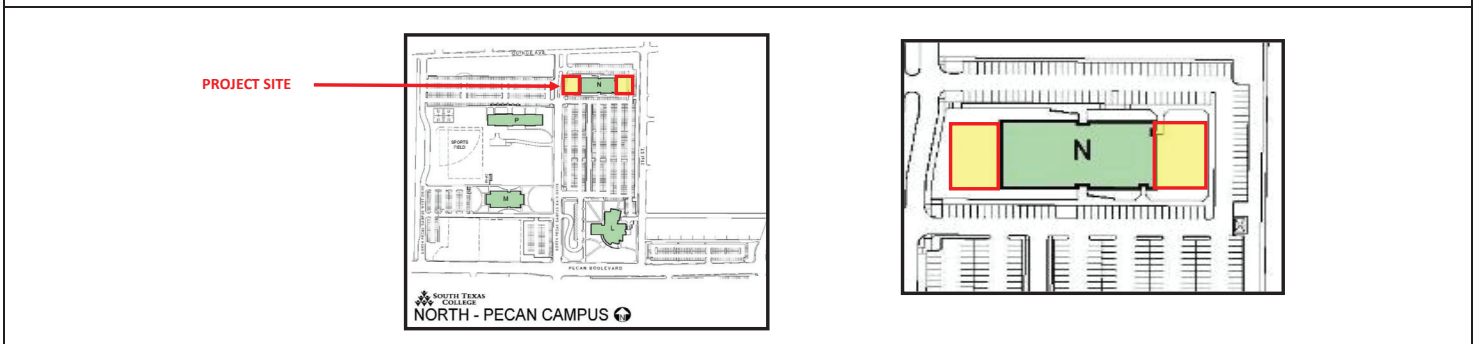
Project Description	Project Scope
Design and construct an expansion of the Institutional Support building N at the Pecan Campus for Business Office, Purchasing and Planning & Construction departments.	Design and construct an expansion to the west side and east side of Pecan Campus building N at a total square feet of 10,665 to include offices, conference rooms, storage rooms, workrooms, restrooms, and support services rooms.

Projected Timeline							
Board Approval to Solicit Architect/Engineer	Board Approval of Architect/Engineer	Board Approval of Schematic Design	Board Approval of Contractor	Construction Start Date	Board Approval of Substantial Completion Date	Board Approval of Final Completion Date	FFE Completion of Move In
1/28/2025	6/24/2025	4/28/2026	8/25/2026	9/23/2026	9/26/2027	10/23/2027	8/24/2027

Project Calendar of Expenditures by Fiscal Year							
Fiscal Year	Construction	Design	Miscellaneous	FFE	Tech	Project Total	
2024-25		-		489.73	-	-	\$ 489.73
2025-26		45,520.00		-	-	-	\$ 45,520.00
Project Total	\$ -	\$ 45,520.00		\$ 489.73	\$ -	\$ -	\$ 46,009.73

Current Agenda Item

N/A



FPC Project Manager Martin Villarreal

FPC Director Roberto Gomez

FPC Executive Director [Signature]

Review and Recommend Action on Construction Services for Pecan Campus Student Services Building K Cashiers Renovations

- Purpose** To contract construction services for the project.
- Justification** On July 22, 2025, the Board of Trustees approved the solicitation of construction services for the project.
- The project consists of renovating the existing Cashiers Area on the first floor of the Student Services Building K and the second floor of the existing Accounts Receivable Area on the second floor of the Student Services Building K.
- The proposed scope of work is summarized as follows:
- Renovation of the Cashiers Area at 1st Floor – 4,714 sq. ft.
 - Renovation of the Accounts Receivable Area at 2nd Floor - 1,572 sq. ft.
 - Total Renovation Space - 6,286 sq. ft
- Enclosed Documents** Appendix A – RFP Solicitation Information
Appendix B – Project Presentation
Appendix C – Ranking and Evaluations of Respondents
Appendix D – Fact Sheet
- Funding** The total Pecan Campus Student Services Building K Cashiers Renovation Project 2021-001C estimated cost, including construction, design, miscellaneous, FFE, and technology, is \$2,419,584.
- Construction \$1,868,400
 - Design 186,840
 - Miscellaneous 46,710
 - FFE 158,817
 - Technology 158,817
- Total** **\$2,419,584**
- 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 *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 contracting construction services with **Holchemont, Ltd.** in the amount of **\$975,000** for the Pecan Campus Student Services Building K Cashiers Renovations project as presented.

Appendix A

RFP Solicitation Information

Advertised on	March 11, 2026 and March 18, 2026
RFP Responses Due	March 26, 2026
RFP Issued To	Six Hundred Seventy (670) vendors
Responses Received From	Four (4) Vendors, one (1) did not submit a proposal based on the information provided; therefore, not evaluated.
Responses Reviewed By	Facilities Operations & Maintenance, Facilities Planning & Construction, and the Purchasing Department.

Appendix B

Project Presentation follows in the packet.

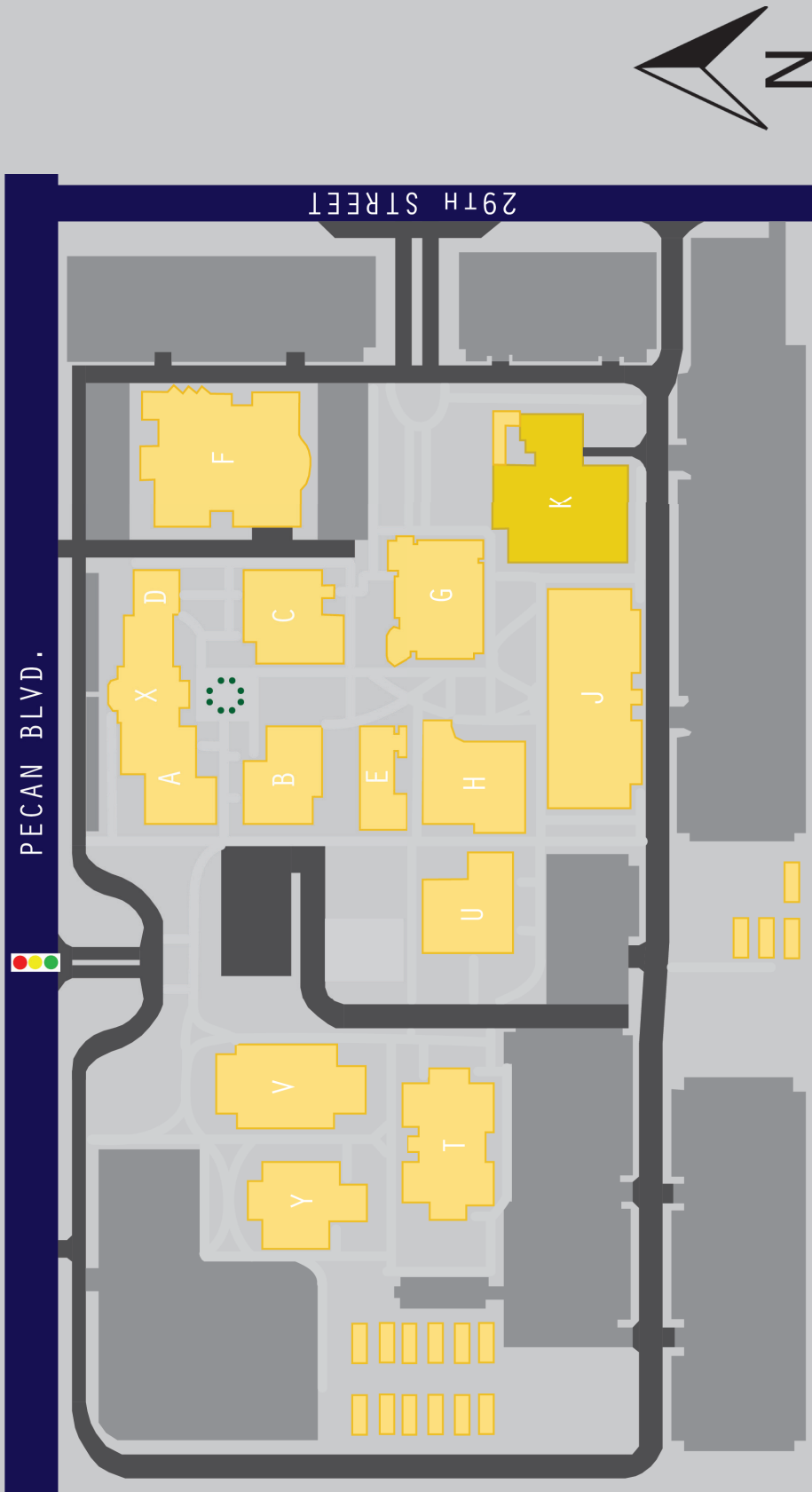
Appendix C

Ranking and Evaluations of Respondents follow in the packet.

Appendix D

Fact Sheet follows in the packet.

STC PECAN CAMPUS STUDENT SERVICES - BUILDING K - CASHIERS RENOVATION



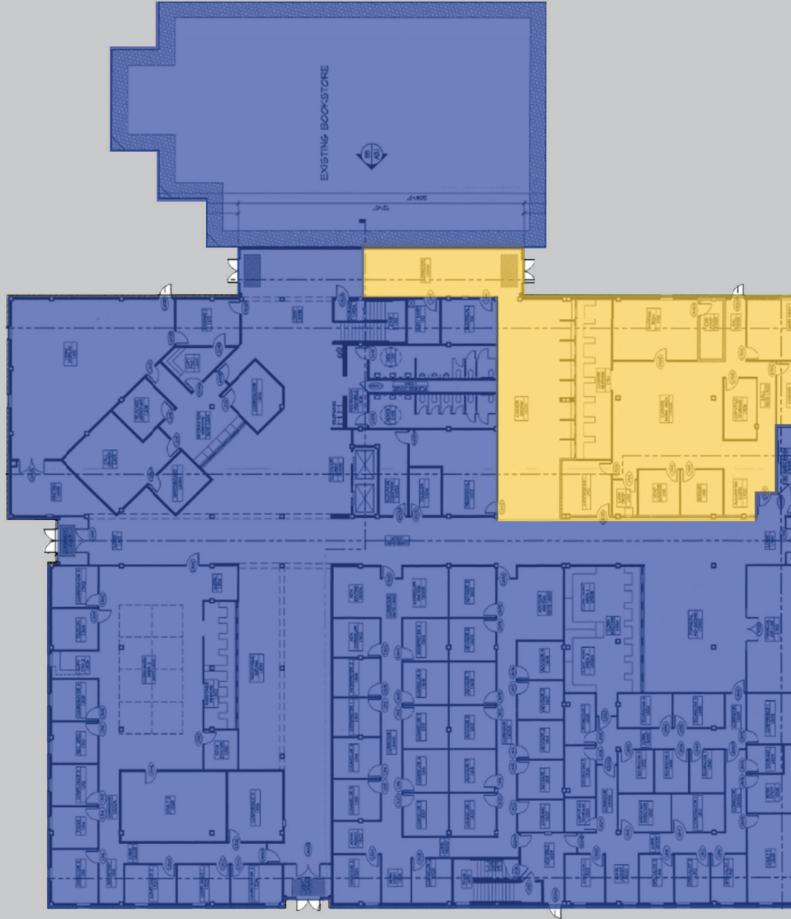
SAM GARCIA ARCHITECT



SOUTH TEXAS COLLEGE

STC PECAN CAMPUS - BUILDING K - CASHIERS RENOVATION

BUILDING PLAN - FIRST FLOOR



**AREA OF WORK:
4,714 SF**



AREA OF WORK



**SOUTH TEXAS
COLLEGE**

SAM GARCIA ARCHITECT

SCHEMATIC DESIGN - AREA OF WORK - FIRST FLOOR



STC - PECAN
CAMPUS
BUILDING K
CASHIERS
RENOVATION

STC PECAN CAMPUS - BUILDING K - CASHIERS RENOVATION

BUILDING PLAN - SECOND FLOOR



AREA OF WORK:
1,572 SF

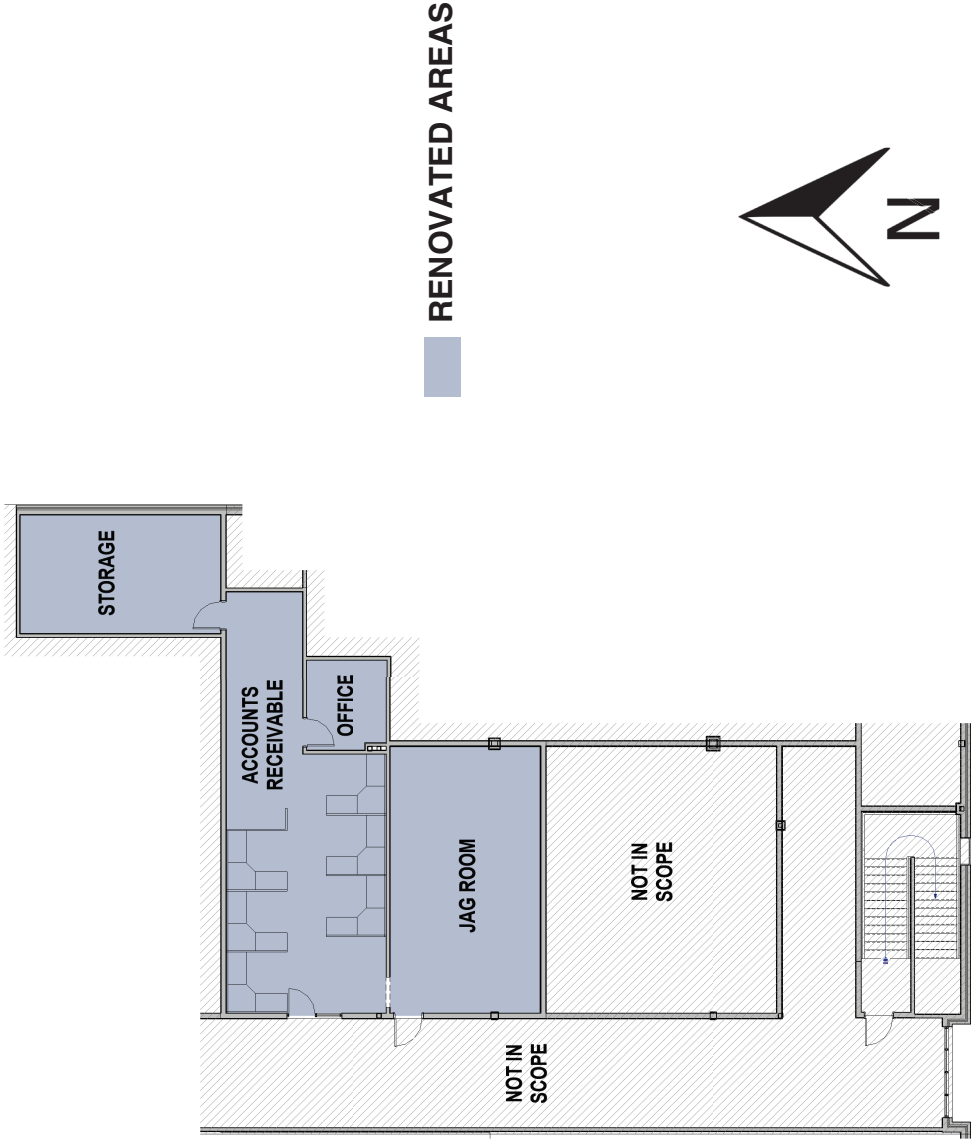


AREA OF WORK



SCHEMATIC DESIGN - AREA OF WORK - SECOND FLOOR

**STC - PECAN
CAMPUS
BUILDING K
CASHIERS
RENOVATION**



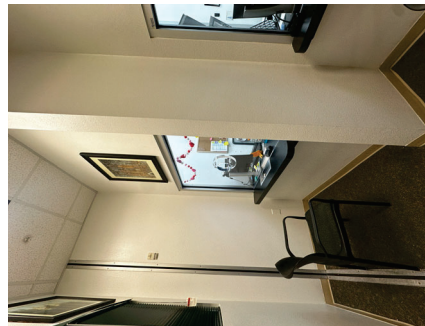
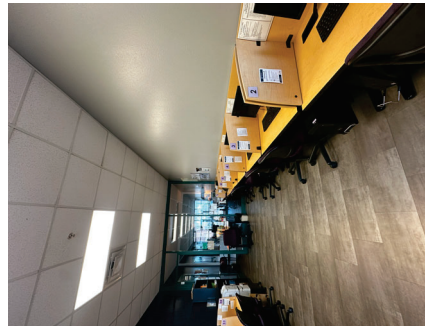
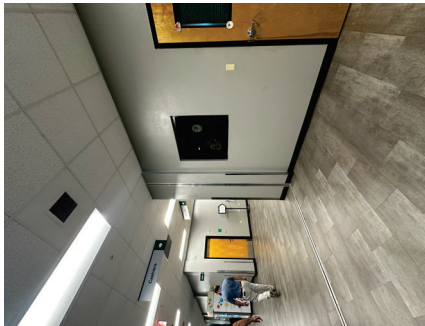
SAM GARCIA ARCHITECT



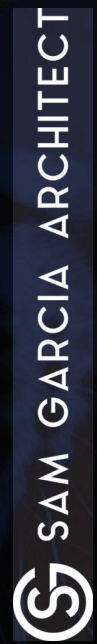
**SOUTH TEXAS
COLLEGE**

EXISTING - AREA OF WORK

**STC - PECAN
CAMPUS
BUILDING K
CASHIERS
RENOVATION**



**SOUTH TEXAS
COLLEGE**



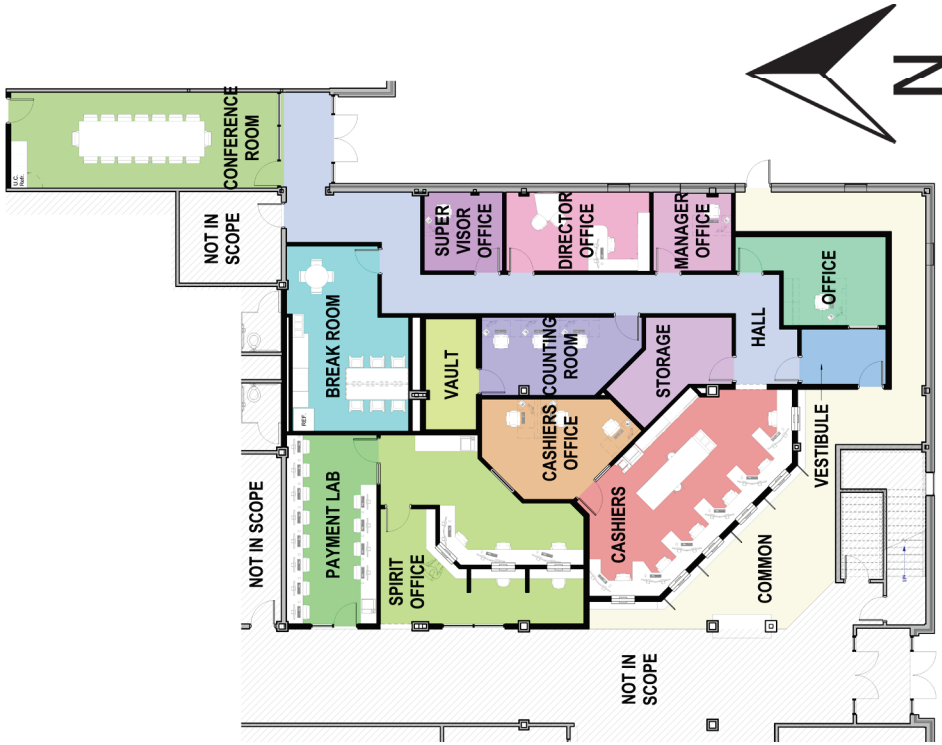
SAM GARCIA ARCHITECT

SCHEMATIC DESIGN - AREA OF WORK - FIRST FLOOR

STC - PECAN
CAMPUS
BUILDING K
CASHIERS
RENOVATION

ROOM LEGEND

- PAYMENT LAB
- OFFICE
- SPIRIT OFFICE
- CASHIERS
- CASHIERS OFFICE
- VESTIBULE
- OFFICE
- STORAGE
- HALL
- MANAGER OFFICE
- DIRECTOR OFFICE
- SUPERVISOR OFFICE
- COUNTING ROOM
- VAULT
- BREAKROOM
- CONFERENCE ROOM
- COMMON



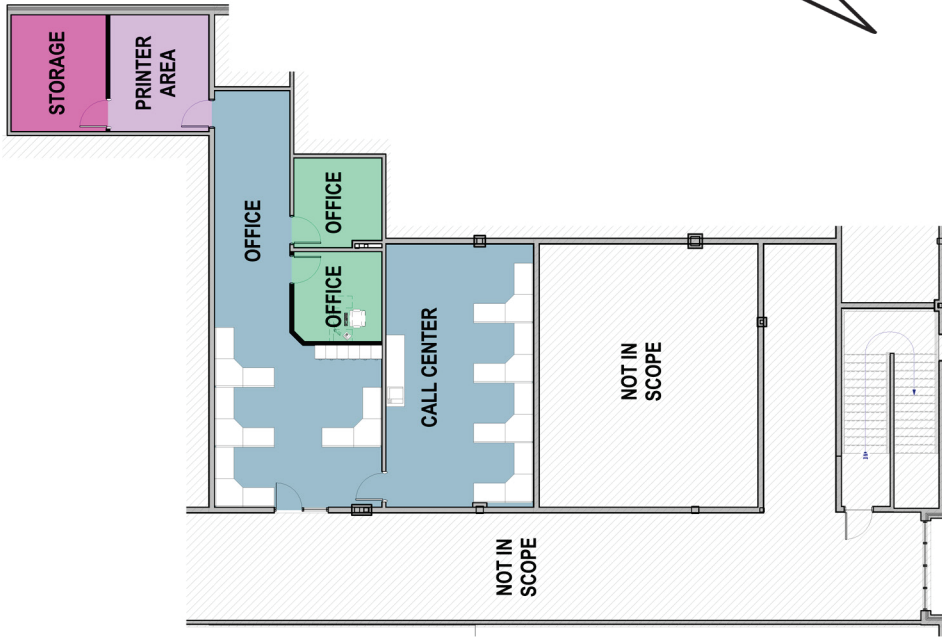
 SAM GARCIA ARCHITECT

SCHEMATIC DESIGN - AREA OF WORK - SECOND FLOOR

STC - PECAN
CAMPUS
BUILDING K
CASHIERS
RENOVATION

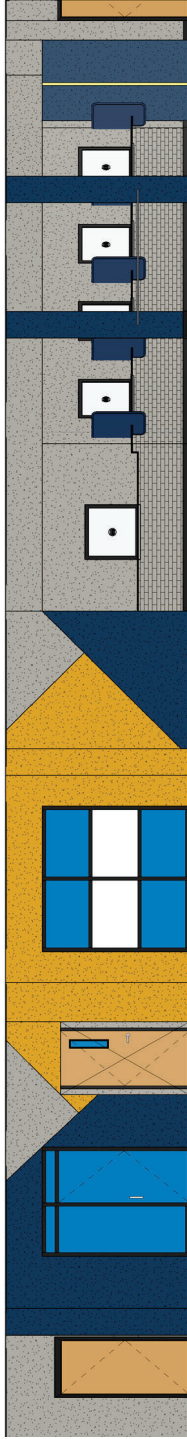
ROOM LEGEND

- CALL CENTER
- OFFICE
- STORAGE
- PRINTER AREA



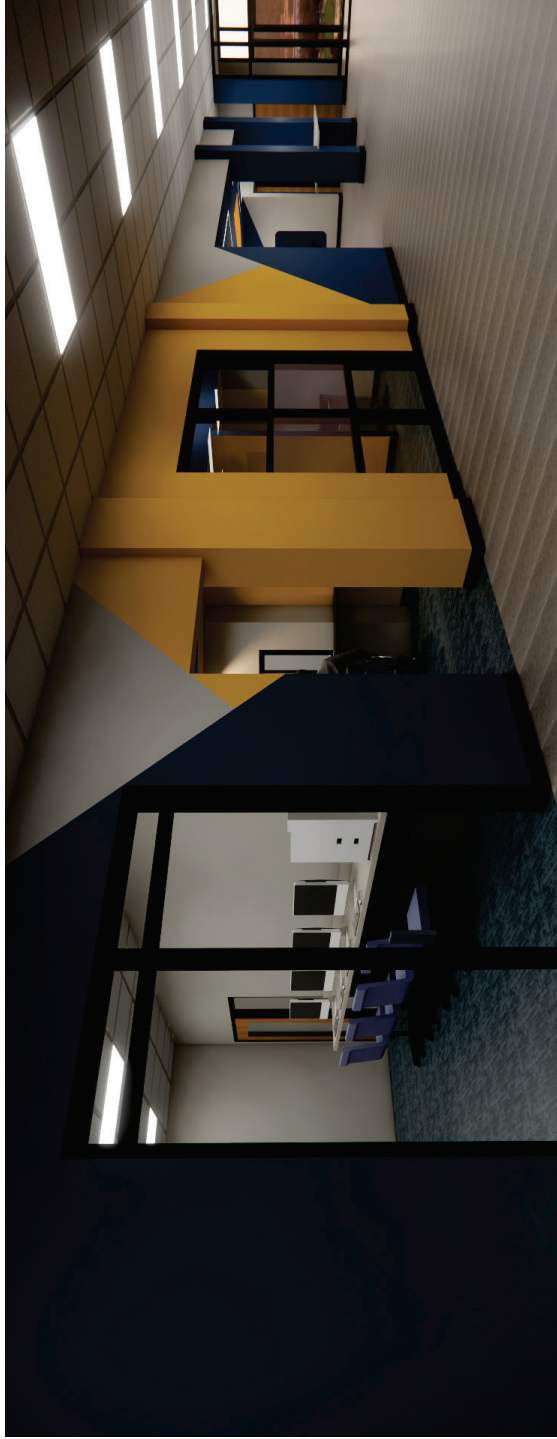
SCHEMATIC DESIGN - AREA OF WORK


HALLWAY ELEVATION



STC - PECAN
CAMPUS
BUILDING K
CASHIERS
RENOVATION

HALLWAY PERSPECTIVE



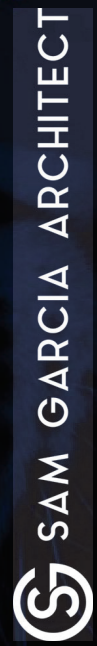
 SAM GARCIA ARCHITECT

 SOUTH TEXAS
COLLEGE

SCHEMATIC DESIGN - AREA OF WORK - CASHIERS/Common



**STC - PECAN
CAMPUS
BUILDING K
CASHIERS
RENOVATION**



SAM GARCIA ARCHITECT

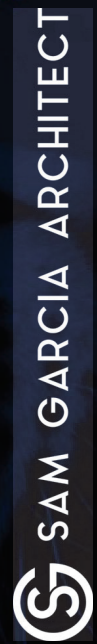


**SOUTH TEXAS
COLLEGE**

SCHEMATIC DESIGN - AREA OF WORK - CASHIERS/Common



**STC - PECAN
CAMPUS
BUILDING K
CASHIERS
RENOVATION**



SAM GARCIA ARCHITECT

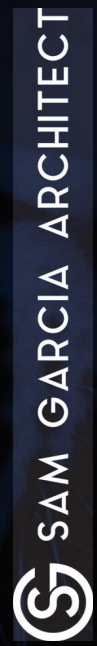


**SOUTH TEXAS
COLLEGE**

SCHEMATIC DESIGN - AREA OF WORK - CASHIERS



**STC - PECAN
CAMPUS
BUILDING K
CASHIERS
RENOVATION**



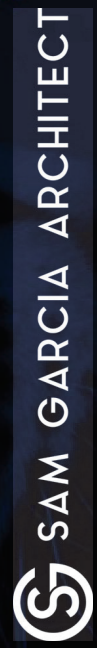
SAM GARCIA ARCHITECT



**SOUTH TEXAS
COLLEGE**

SCHEMATIC DESIGN - AREA OF WORK - CASHIERS/VESTIBULE ENTRY

STC - PECAN
CAMPUS
BUILDING K
CASHIERS
RENOVATION



SAM GARCIA ARCHITECT



**SOUTH TEXAS
COLLEGE**

SCHEMATIC DESIGN - AREA OF WORK - CASHIERS



**STC - PECAN
CAMPUS
BUILDING K
CASHIERS
RENOVATION**



SAM GARCIA ARCHITECT



**SOUTH TEXAS
COLLEGE**

SCHEMATIC DESIGN - AREA OF WORK - SPIRIT OFFICE



**STC - PECAN
CAMPUS
BUILDING K
CASHIERS
RENOVATION**



**SOUTH TEXAS
COLLEGE**

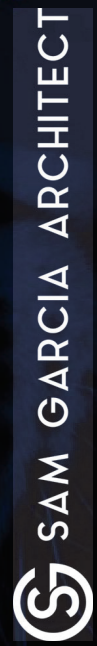


SAM GARCIA ARCHITECT

SCHEMATIC DESIGN - AREA OF WORK - SPIRIT OFFICE



**STC - PECAN
CAMPUS
BUILDING K
CASHIERS
RENOVATION**



SAM GARCIA ARCHITECT



**SOUTH TEXAS
COLLEGE**

SCHEMATIC DESIGN - AREA OF WORK - SPIRIT OFFICE



**STC - PECAN
CAMPUS
BUILDING K
CASHIERS
RENOVATION**



SAM GARCIA ARCHITECT



**SOUTH TEXAS
COLLEGE**

**SOUTH TEXAS COLLEGE
 PECAN CAMPUS STUDENT SERVICES BUILDING K CASHIERS RENOVATION
 PROJECT NO. 25-26-1046**

VENDOR NAME	8/A Builders, LLC.	Villa Construction, LLC.	Holchemont, Ltd.	LMH & LMH, LLC./ dba Absolute Services
ADDRESS	7706 Expressway 83	4300 South M St	900 N Main St	2005 Industrial Dr
CITY/STATE/ZIP	Mission, TX 78572	McAllen, TX 78503	McAllen, TX 78501	McAllen, TX 78504
PHONE	956-321-1769	956-458-5566	956-686-2901	956-631-6931
FAX			956-686-2925	
CONTACT	Arnoldo Ochoa	Manuel Villa	Michael C. Montalvo	Carrie A. Segree
#	Description	Proposed	Proposed	Proposed
1	Base Proposal: Pecan Campus - Student Services Building K Cashiers Renovation	\$ 1,288,000.00	\$ 975,000.00	\$ 23,254.00
2	Begin Work Within	26 Working Days	10 Working Days	7 Working Days
3	Completion of Work Within	106 Calendar Days	186 Calendar Days	21 Calendar Days
TOTAL BASE PROPOSAL AMOUNT				
		\$ 1,288,000.00	\$ 975,000.00	\$ 23,254.00
TOTAL EVALUATION POINTS				
		81.40	90.91	****
RANKING				
		2	1	****

The Director of Purchasing has reviewed all the responses and evaluations completed.
 ****The vendor did not submit a proposal based on the information provided; therefore not evaluated.

**SOUTH TEXAS COLLEGE
PECAN CAMPUS STUDENT SERVICES BUILDING K CASHIERS RENOVATION
PROJECT NO. 25-26-1046
EVALUATION SUMMARY**

VENDOR NAME		8/A Builders, LLC.	A&A Villa Construction, LLC.		Holchemont, Ltd.		
ADDRESS		7706 Expressway 83	4300 South M St		900 N Main St		
CITY/STATE/ZIP		Mission, TX 78572	McAllen, TX 78503		McAllen, TX 78501		
PHONE		956-321-1769	956-458-5566		956-686-2901		
FAX					956-686-2925		
CONTACT		Arnoldo Ochoa	Manuel Villa		Michael C. Montalvo		
1	The Respondent's price proposal. (up to 45 points) -a. Refer to RFP Section 4, Pricing and Delivery Schedule.	34.6	34.6	30.71	30.71	45	45
		34.6		30.71		45	
		34.6		30.71		45	
		34.6		30.71		45	
		34.6		30.71		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.	8	8	8	8	9	8.6
		8		8		9	
		8		8		9	
		9		9		9	
		7		7		7	
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 an 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	8.2	8	8	9	8.8
		8		8		9	
		8		8		9	
		9		9		9	
		8		7		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	3	3.4	4	4.2
		4		3		4	
		4		4		4	
		4		3		4	
		4		4		5	
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	6.8	6	6.6	7	7.2
		7		7		7	
		6		7		7	
		7		7		8	
		7		6		7	

**SOUTH TEXAS COLLEGE
PECAN CAMPUS STUDENT SERVICES BUILDING K CASHIERS RENOVATION
PROJECT NO. 25-26-1046
EVALUATION SUMMARY**

VENDOR NAME		8/A Builders, LLC.		A&A Villa Construction, LLC.		Holchemont, Ltd.	
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.	7	6.8	7	6.6	7	6.6
		7		6		7	
		7		7		7	
		7		7		5	
		6		6		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	4.8	5	4.8
		5		5		5	
		5		5		5	
		5		5		5	
		5		4		4	
8	The Respondent's time frame for completing the project. (up to 7 points) -a. Refer to RFP Section 4, Pricing and Delivery Schedule.	7	7	3.54	3.54	4.71	4.71
		7		3.54		4.71	
		7		3.54		4.71	
		7		3.54		4.71	
		7		3.54		4.71	
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	1
		1		0		1	
		1		0		1	
		1		0		1	
		1		0		1	
TOTAL EVALUATION POINTS		81.40		71.65		90.91	
RANKING		2		3		1	

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

**Project Fact Sheet
4/7/2026**

Project Name: Pecan Campus - Student Services Building K - Cashiers Renovation **Project No.** 2021-001C

Funding Source(s): Unexpended Plant Fund

	Original Project Budget	FY 24-25			FY 25-26			Total Actual Expenditures To Date
		Project Budget	FY 24-25	Variance of Project	FY 25-26	Variance of	Total Actual	
			Actual	Budget vs. Actual	Actual	Project Budget		
Construction:	\$ 1,868,400.00	\$ 1,644,032.00	\$ -	\$ 1,644,032.00	\$ 1,868,400.00	\$ -	\$ 1,868,400.00	\$ -
Design:	186,840.00	149,472.00	37,288.00	112,184.00	186,840.00	-	186,840.00	37,288.00
Miscellaneous:	46,710.00	46,752.00	523.12	46,228.88	46,710.00	22.85	46,687.15	545.97
FFE:	158,817.00	140,000.00	-	140,000.00	158,817.00	-	158,817.00	-
Technology:	158,817.00	140,000.00	-	140,000.00	158,817.00	-	158,817.00	-
Total:	\$ 2,419,584.00	\$ 2,120,256.00	\$ 37,811.12	\$ 2,082,444.88	\$ 2,419,584.00	\$ 22.85	\$ 2,419,561.15	\$ 37,833.97

Project Team				Board Status			
Approval to Solicit Architect/Engineer:	11/26/2024	Board Approval of Schematic Design	7/22/2025	Vendor	Contract Amount	Actual Expenditures	Variance
Architect/Engineer:	Sam Garcia Architects			\$ 149,472.00	\$ 37,288.00	\$ -	
Contractor:	TBD			\$ -	\$ -	\$ -	
STC FPC Project Manager: David Valdez				Substantial Completion	TBD	Board Acceptance	TBD
				Final Completion	TBD	Board Acceptance	TBD

Project Description	Project Scope
Renovation of an existing 4,720 square foot Cashier space in building K first floor.	Renovation of an existing 4,720 square foot Cashier space in building K first floor. Offices for 19 staff, conference room, break / lunch room, reducing cashier spaces from 8 to 6 with work station, utilizing a queuing system for cashiers along with chairs for students, call center with individual spaces and adding an office in payment lab and two work stations for payment lab employees.

Projected Timeline							
Board Approval to Solicit Architect/Engineer	Board Approval of Architect/Engineer	Board Approval of Schematic	Board Approval of Contractor	Construction Start Date	Board Approval of Substantial Completion Date	Board Approval of Final Completion Date	FFE Completion of Move In
11/26/2024	1/28/2025	7/22/2025	4/14/2026	5/18/2026	11/10/2026	12/15/2026	12/15/2026

Project Calendar of Expenditures by Fiscal Year							
Fiscal Year	Construction	Design	Miscellaneous	FFE	Tech	Project Total	
2024-25	-	37,288.00	523.12	-	-	\$ 37,811.12	
2024-25	-	-	22.85	-	-	\$ 22.85	
Project Total	\$ -	\$ 37,288.00	\$ 545.97	\$ -	\$ -	\$ 37,833.97	

Current Agenda Item


04/14/2026 Facilities Committee Meeting: Review and Recommend Action on Construction Services for Pecan Campus Student Services Building K Cashiers Renovations



Project Location



Student Services Building K



Project Location

FPC Project Manager David A. Valdez

FPC Director Roberto Gomez

FPC Executive Director [Signature]

Review and Recommend Action on Rescindment of Award of Construction Services for the Pecan Campus Athletic Support Building R

- Purpose** To rescind the construction services award for the project.
- Justification** On January 27, 2026, the Board of Trustees awarded the construction services contract for the project to Araiza General Construction. The vendor has informed the College that they are unable to honor their proposal. The next highest-ranked vendor was contacted and stated that they also could not honor their proposal.
- College staff will be resoliciting for bids once the proposed rescindment is approved by the Board of Trustees.
- Staff Resource** Ricardo de la Garza, Executive Director for Facilities Planning & Construction
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 to rescind the award of construction services to Araiza General Construction for the Pecan Campus Athletic Support Building R project as presented.

Approval of Financial Reports for February 2026

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

The following financial reports have been provided under separate cover:

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

Approval Recommended:

Dr. Ricardo J. Solis
President

Review of Informational Reports as of March 2026

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

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

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

Purpose To hear the grievance by AP.

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

Announcements

A. Next Meetings:

- Tuesday, May 12, 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, May 26, 2026
 - 5:30 p.m. – Regular Board Meeting

B. Other Announcements:

- Commencement Ceremonies will be held on Friday, May 8, 2026, beginning at 9:00 a.m. and Saturday, May 9, 2026, beginning at 9:30 a.m. at the Bert Ogden Arena.
- The College will be closed on Monday, May 25, 2026 in observance of Memorial Day.