

South Texas College
Board of Trustees
Finance, Audit, and Human Resources Committee
Ann Richards Administration Building Board Room
Pecan Campus, McAllen, Texas
Wednesday, May 13, 2026 @ 5:00 p.m.

Agenda

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

- I. Approval of April 14, 2026 Finance, Audit, and Human Resources Committee Minutes..... 1-33

- II. Review and Action as Necessary on Award of Proposal and Approval of Purchases, Renewals, and Interlocal Agreement..... 34-67
 - Award of Proposal
 - 1) Audio Video Production Services – Other Events
 - Purchases
 - 2) Computers, Laptops, Tablets, and Monitors
 - 3) Event Scheduling Software Subscription
 - 4) Faculty Workload Manager Application for Workday Student Implementation
 - 5) Furniture
 - 6) Network Equipment, Licenses, and Accessories
 - 7) Servers
 - 8) Solar/Wind Energy Training Systems
 - Renewals
 - 9) Bond Counsel Services
 - 10) Campus Dining and Food Truck Services – Nursing and Allied Health Campus
 - 11) Cosmetology Supplies and Equipment
 - 12) Geotechnical Engineering and Materials Testing Services
 - 13) Medical Office Skills Training
 - 14) Nursing and Allied Health Lab Equipment and Supplies
 - 15) Security Cameras and Accessories
 - 16) Telephone Services
 - 17) Temporary Personnel Services
 - Interlocal Agreement
 - 18) Industry Training Agreement

- III. Discussion and Action as Necessary on Write-Off of Fixed Assets/Capital Assets Valued at \$5,000 and Above..... 68-69

IV.	Discussion and Action as Necessary on Request for Proposal (RFP) Solicitations for Collection Agency Services and Associated Criteria	70-72
V.	Review and Discussion of Preliminary Summary of Unrestricted Projected Revenues and Expenditures for FY 2026 - 2027 with Comparison to FY 2025 – 2026 Amended Budget	73-95
VI.	Discussion and Action as Necessary on Proposed Annual Salary Increases for Faculty and Non-Faculty Personnel for FY 2026 – 2027	96-113
VII.	Discussion and Action as Necessary on Proposed FY 2026 – 2027 Request for New Positions and Other Adjustments.....	114-131
VIII.	Review and Recommend Action to Adopt the Second Reading of Local Policy	132-169
	A. Adopt DEC (Local) – Compensation and Benefits: Leaves and Absences	
	B. Adopt GH (Local) – Relations with Schools and Districts	
IX.	Review and Recommend Action to Adopt the Second Reading of Local Board Policies Included in Numbered Update 49 and Numbered Update 50.....	170-229
	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	
X.	Review and Discussion of First Reading of Local Board Policies Included in Numbered Update 49 and Numbered Update 50.....	230-267
	A. Adopt BCE (Local) – Board Internal Organization: Advisory Committees	
	B. Adopt BGC (Local) – Administrative Organization: Councils and Faculty Senate	
	C. Adopt DGBA (Local) - Personnel-Management Relations: Employee Grievances	
	D. Adopt EFAA (Local) – Instructional Programs and Courses: Academic Courses	
	Supporting Documentation.....	268-283

Approval of April 14, 2026 Finance, Audit, and Human Resources Committee Minutes

Purpose

The Minutes for the Finance, Audit, and Human Resources Committee Meeting of April 14, 2026, are presented for Committee approval.

**South Texas College
Board of Trustees
Finance, Audit, and Human Resources Committee
Ann Richards Administration Building Board Room
Pecan Campus, McAllen, Texas
April 14, 2026 @ 5:00 p.m.**

Minutes

The Finance, Audit, and Human Resources Committee Meeting was held on Tuesday, April 14, 2026 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 5:04 p.m. with Chair, Ms. Dalinda Gonzalez-Alcantar presiding p.m.

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

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

Members absent: None.

Also present: Dr. Ricardo J. Solis, Ms. Mary Del Paz, Dr. Jesus Campos, Ms. Myriam Lopez, Ms. Deyadira Leal, Ms. Alicia Correa, Ms. Claudia Olivares, Mr. George McCaleb, Dr. Rodney Rodriguez, Dr. Matt Hebbard, Chief Ruben Suarez, Lt. Johnny Barboza, Ms. Lynda Lopez, Dr. Marcos Silva, Mr. Nick Hinojosa, Dr. Anahid Petrosian, Ms. Carla Rodriguez, Mr. Ken Lyons, Ms. Kat Bugariu via teleconference, V. Balderrama via teleconference, Mr. Sergio Rojas, Mr. Hiram Gutierrez, Ms. Lucy Canales, Mr. Luis Silva, Mr. Lucio Gonzalez, Mr. Khalil Abdullah, Mr. Javier Villalobos, and Ms. Venisa Earhart.

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

The Minutes for the Finance, Audit, and Human Resources Committee Meeting of March 10, 2026, were presented for Committee approval.

Ms. Gonzalez-Alcantar called for any corrections to the Minutes as written. Hearing no corrections, Ms. Gonzalez-Alcantar adopted the Minutes for the March 10, 2026 Committee Meeting as presented.

Review and Action as Necessary on Approval of Purchases, Purchase Renewal, Renewals, and Interlocal Agreement

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

Recommendation: It is requested that the Committee recommend for Board approval of the 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.

Upon a motion by Mr. Danny Guzman and a second by Mr. Paul Rodriguez the Committee recommended Board approval of purchases, purchase renewal, renewals, and interlocal agreement at a total cost of \$1,243,634.26.

The motion carried.

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

Purpose To award a firm for delinquent tax collection services for Hidalgo and Starr Counties.

Justification To contract with a firm for delinquent tax collection services is needed 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 Committee packet, the information for this item was not available. Vendor information will be included in the Board of Trustees meeting packet.

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

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

Recommendation The Committee is asked to take action as necessary and to recommend Board approval to award a firm 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 RFQ	March 25, 2026, and April 1, 2026
RFQ Responses Due	April 10, 2026
RFQ Issued To	Six-Hundred and Twenty (620) Vendors

This item was deferred by the Committee until the April Board Meeting.

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
 George McCaleb, Executive Director of Operations and Maintenance
 Ken Lyons, Risk Manager

Recommendation The Committee recommends Board approval 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
-------------------------------	-----------------------

The Committee deferred this item to the April Board Meeting.

Discussion was had on this item regarding the point system used to determine how vendors rate. Ms. Victoria Cantu asked if any staff has been “compromised” and asked, “how can we trust employees?”. She requested legal review of the criteria. VP Del Paz stated that criteria are established by the state and the College only can assign point values. Mr. Villalobos agreed with VP Del Paz’s statement.

Mr. Guzman recommended that 7 points be removed from the first criteria question and added to the second question.

Update on New Financial Report on Contracts for Services and Products

Purpose To provide an update on the new financial report on contracts for services and products.

Justification To enhance transparency, consistency, and oversight of the College's contracts for services and products, a new report, which includes comprehensive contract-level information, including bid numbers, Board approval dates, contract names, awarded vendor(s), award terms, and renewal information, will be included in the Informational Reports that are provided every month in the Board packet.

All contracts included in the report were awarded in full compliance with Section 44.031 of the Texas Education Code, applicable TASB and South Texas College procurement policies, and the evaluation criteria previously approved by the Board.

On November 29, 2022, the Board of Trustees approved the evaluation criteria and the associated weighted point structure used for the competitive procurement of non-construction products, services, and products and services, in accordance with Section 44.031 of the Texas Education Code. This framework established a standardized and defensible approach for evaluating competitive solicitations.

On October 31, 2023, the evaluation framework was further enhanced to include an initial Pass/Fail Determination as part of the Request for Proposals (RFP) evaluation process. This enhancement was implemented to strengthen compliance, consistency, and transparency by ensuring that proposals meet minimum submission requirements prior to advancing to the scored evaluation phase.

Under Pass/Fail Determination, the following required elements of an RFP submission are reviewed for responsiveness:

- Execution of Offer
- Completeness of Proposal
- References, if applicable

Proposals that do not meet these minimum requirements are deemed non-responsive and are not evaluated further. This process aligns with best practices in public procurement, reduces the risk of procedural errors, and ensures that evaluation committee members

review only fully responsive proposals.

Overall, the enhanced evaluation framework and the new financial reporting structure support transparency, consistency, and audit defensibility across the College’s competitive procurement activities and provide the Board with clear and meaningful contract information.

Enclosed Documents

Appendix A – Reports
Appendix B – Evaluation Criteria Product Only
Appendix C – Evaluation Criteria Service Only
Appendix D – Evaluation Criteria Product and Services

Staff Resource

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

Recommendation

No action is requested on this item. This item is presented for information only.

Ms. Dalinda Gonzalez-Alcantar asked that this item be presented to the Board at a Work Session to be held prior to the May 28th Board Meeting so that the Board can ask questions. Suggestion was made that Board Work Session be held at 4:00 PM on May 28, 2026.

Discussion and Action as Necessary 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 recommends 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.

Upon a motion by Mr. Danny Guzman and a second by Mr. Paul Rodriguez 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.

The motion carried.

Appendix A

Board Approval of Work Week Schedule

Board Approval	Summary
May 2022	Transition to Four-and-a-Half Day Work Week Scheduling <ul style="list-style-type: none"> • Summer pilot schedule of a four-and-a-half-day work week Schedule
July 2022	Implement a Four-and-a-Half-Day Work Week Schedule Starting August 1, 2022 and Ending on August 31, 2023 <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	Implement a 36-Hour Work Week Summer Schedule Starting May 15, 2023 and Ending on August 13, 2023 <ul style="list-style-type: none"> • A 36-hour work week was approved
July 2023	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 <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	Establish a Standard Schedule of a Non-Summer Four-and-a-Half-Day Work Week and a Summer 36-Hour Work Week <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	Approved to continue a Non-Summer Four-and-a-Half-Day Work Week and a Summer 36-Hour Work Week <ul style="list-style-type: none"> • Summer schedule and a four-and-a-half-day workweek to be implemented throughout Fiscal Year 2026

Review and Recommend Action 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	Appendix A – History of Fees for Hidalgo County Tax Assessment and Collection Appendix B – Hidalgo County Collection Contract Letter
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 recommends 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.

Upon a motion by Mr. Danny Guzman and a second by Mr. Paul Rodriguez 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.

The motion carried.

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

Review and Recommend Action 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	<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 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.</p> <p>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.</p> <p>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.</p> <p>Information will be provided on the day of the Committee meeting.</p>
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 recommends 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.

Upon a motion by Mr. Danny Guzman and a second by Mr. Paul Rodriguez the Committee recommends 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

Appendix B

Information will be provided on the day of the Committee meeting.

Discussion and Action as Necessary 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 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.

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.

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.

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.

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.

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 recommends Board approval to assign the services to be provided by Law Office of Javier Villalobos, P.C. and by O’Hanlon, Demerath & Castillo (ODC).

Upon a motion by Mr. Danny Guzman and a second by Mr. Paul Rodriguez 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).

The motion carried.

Review and Recommend Action 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.

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 recommends Board approval of legal services agreement with O'Hanlon, Demerath & Castillo (Austin, TX).

Upon a motion by Mr. Danny Guzman and a second by Mr. Paul Rodriguez the Committee recommended Board approval of legal services agreement with O'Hanlon, Demerath & Castillo (Austin, TX).

The motion carried

Review and Recommend 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 recommends Board acceptance of the FY 2025 Internal Audit Annual Report as presented.

Upon a motion by Mr. Paul Rodriguez and a second by Ms. Dalinda Gonzalez-Alcantar the Committee recommended Board acceptance of the FY 2025 Internal Audit Annual Report as presented.

The motion carried.

**Review and Recommend Action 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 recommends Board approval to adopt the Second reading of local board policies listed in Appendix A, as presented, and which supersedes any previously adopted Board policy.

Upon a motion by Mr. Paul Rodriguez and a second by Ms. Dalinda Gonzalez-Alcantar 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.

Review and Discussion of First Reading of Local Policy

- Purpose** To revise Policy DEC (LOCAL) – Compensation and Benefits: Leaves and Absences.
- Justification** The local policy was revised to reflect the updates to the College’s internal operations.
- 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 carry over, from one fiscal year to the next will increase from 96 hours to 108 hours. The increase in monthly leave accrual is an employee benefit aimed at enhancing job satisfaction, boosting morale, and improving retention.
- The recommended policy revision is proposed to take effect on September 1, 2026.
- Enclosed Documents** Appendix A – Policy and justification
Appendix B - Policy
- Staff Resource** Mary Del Paz, Vice President for Finance and Administrative Services
Alicia Correa, Director for Benefits and Compensations
- 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.

No action was necessary on this item.

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 carry over, from one fiscal year to the next will increase from 96 hours to 108 hours.</p> <p>Accruals for eligible part-time employees have been updated accordingly. 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>
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 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.

No action was needed on this item.

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.

Item	Policy	Last Adopted Date	TASB Update	TASB and Other Explanatory Notes
G.	DHB (Local) – Employee Standards of Conduct: Child Abuse and Neglect Reporting	2/25/2025	50	Recommended revisions incorporate SB 571, which requires the Reporting of instances of child abuse or neglect to a law enforcement agency within 24 hours and amends the definition of law enforcement agency.
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.

Adjournment

There being no further business to discuss, the Finance, Audit, and Human Resources Committee Meeting of the South Texas College Board of Trustees adjourned at 6:10 p.m.

I certify that the foregoing are the true and correct Minutes of the April 14, 2026 Finance, Audit, and Human Resources Committee Meeting of the South Texas College Board of Trustees.

Mrs. Dalinda Gonzalez-Alcantar, Presiding

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

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

Award of Proposals – 1) Audio Video Production Services – Other Events

Purpose Award the proposals for audio video production services – other events to the vendors listed in Appendix A.

Justification To utilize professional Audio Video Production Services ensures reliable, high quality execution of South Texas College events while maintaining institutional standards for safety, accessibility, and professionalism. These services provide specialized support, including, but not limited to, audio, video, lighting, staging, rigging, and on-site technical support for College-Wide events.

Funding Funds for this expenditure are budgeted in various 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 – Project Timeline and Information
 Other information is included in the Supporting Documentation.

Staff Resource Dr. Jesús Campos, Interim Vice President for Technology, Information & Planning Services
 Lucio Gonzalez, Associate Vice President - Technology and Chief Information Officer
 Yolanda Martinez, Director of Educational Technologies

Recommendation The Committee recommends Board approval to award the proposals for audio video production services – other events to the vendors listed in Appendix A for a period beginning June 1, 2026 through May 31, 2027 with two one-year options to renew, at an estimated total of \$100,000.00.

APPENDIX A
Vendors List

Vendor (City, State)	Vendor (City, State)
Jim Melhart Piano & Organ Company dba Melhart Music (McAllen, TX)	Satori Exhibits, LLC (Pharr, TX)
TX AV Productions LLC (Houston, TX)	Wellness Center (McAllen, TX)

APPENDIX B

Project Timeline and Information

Advertised RFP	January 28, 2026 and February 4, 2026
RFP Responses Due	February 12, 2026
RFP Issued To	Five Hundred and Twenty-Six (526) Vendors
Responses Received From	Four (4) Vendors
Responses Reviewed By	Education Technologies and Purchasing Department
Highest Ranked Vendor	Vendors listed in Appendix A

Purchases – 2) Computers, Laptops, Tablets, and Monitors

Purpose	Purchase computers, laptops, tablets, and monitors from the vendors listed in Appendix A.
Justification	<p>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.</p> <p>The requested systems meet the College's standard configurations.</p>
Funding	<p>Funds for these expenditures are budgeted in the requesting department budgets for FY 2025 – 2026 as follows: Learning Commons and Open Labs, Counseling and Student Access Services, Cybersecurity Program, Art Program, Communication Program, Library Services, Technology Resource Fund Program, Technology Renewal Fund Program, Technology Projects, Occupational Therapy Program, Division of Health Science Professions, Heating, Ventilation, Air Conditioning, and Refrigeration Program, Electrician Assistant Program, Physics Program, Public Administration Program, Medical and Health Services Management Bachelor Program, Physical Therapy Program, Office of Strategic Initiatives Program, Diesel Technology Program, Dual Credit Programs, Facilities, Planning and Construction, Student Affairs, Central receiving, Digital Learning Software Program, Employee Talent Development Program, Office of President, Library Public Services, New Faculty and Programs Furniture and Equipment, Applications Development Program, Institutional Research and Effectiveness, Safety and Security, Purchasing, Student Assessment Center, and South Texas College Promise Program.</p>
Enclosed Documents	<p>Appendix A – Vendors List Appendix B – District-Wide Technology Request Summary Other information is included in the Supporting Documentation.</p>
Staff Resource	<p>Dr. Jesús Campos, Interim Vice President for Technology, Information & Planning Services Lucio Gonzalez, Associate Vice President - Technology and Chief Information Officer</p>
Recommendation	<p>The Committee recommends Board approval to purchase computers, laptops, tablets, and monitors from the vendors listed in Appendix A at a total amount of \$401,145.14.</p>

APPENDIX A
Vendors List

Vendor (City, State)	Purchasing Cooperative	Amount
Dell Marketing, LP (Dallas, TX)	OMNIA Partners	\$366,923.19
Apple, Inc. (Dallas, TX)	Choice Partners Cooperative	\$34,221.95
Total Amount:		\$401,145.14

APPENDIX B

District-Wide Technology Request Summary

Student Computers		Student Tablets	
14	Learning Commons and Open Labs	2	Library Services
1	Counseling and Student Access Services	Student Monitors	
28	Cybersecurity Program	17	Art Program
17	Art Program	Faculty Computers	
10	Communication Program	6	Technology Projects
Student Laptops		1	Art Program
10	Library Services	Faculty Laptops	
22	Technology Resource Fund Program	1	Occupational Therapy Program
18	Technology Renewal Fund Program	2	Division of Health Science Professions
2	Heating, Ventilation, Air Conditioning, and Refrigeration Program	4	Employee Talent Development Program
4	Electrician Assistant Program	2	Office of President
1	Physics Program	3	Library Public Services
1	Public Administration Program	1	New Faculty and Programs Furniture and Equipment
1	Medical and Health Services Management Bachelor Program	15	Applications Development Program

Faculty Tablets	
1	Physical Therapy Program
Staff Laptops	
1	Office of Strategic Initiatives Program
1	Diesel Technology Program
1	Dual Credit Programs
1	Facilities, Planning, and Construction
6	Student Affairs
2	Central Receiving
1	Digital Learning Software Program

1	Institutional Research and Effectiveness
1	Safety and Security
Staff Tablets	
1	Office of President
Staff Monitors	
34	Purchasing
20	Student Assessment Center
14	Facilities, Planning, and Construction
30	South Texas College Promise Program
6	New Faculty and Programs Furniture and Equipment Program

Purchases – 3) Event Scheduling Software Subscription

- Purpose** Purchase an event scheduling software subscription from **Amazon Web Services, Inc.** (Seattle, WA), an Omnia Partners approved vendor.
- Justification** To purchase the web-based subscription of academic event scheduling software, which will provide a centralized platform for academic event scheduling and space management across the College, while ensuring integration with Workday for improved data accuracy, operational efficiency, double-booking validation, and reporting capabilities. The subscription includes ongoing support and maintenance necessary to sustain system performance and alignment with institutional requirements.
- Funding** Funds for this expenditure are budgeted in the Designated Fund Balance Allocated to the Workday Student Project 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. Anahid Petrosian, Vice President and Provost for Academic Affairs and Economic Development
Christina Cavazos, Associate Dean – Curriculum, Planning and Compliance
- Recommendation** The Committee recommends Board approval to purchase an event scheduling software subscription from **Amazon Web Services, Inc.** (Seattle, WA), an Omnia Partners approved vendor, for the period beginning June 1, 2026 through May 31, 2029, with first annual payment of \$45,049.59, second annual payment of \$29,176.78, and third annual payment of \$30,343.85, for a total amount of \$104,570.22.

Purchases – 4) Faculty Workload Manager Application for Workday Student Implementation

Purpose	Purchase a faculty workload manager application for Workday Student Implementation from Incline Alchemy, Inc. (Bellingham, WA), an E&I Cooperative Services approved vendor.
Justification	To enhance integration within the Workday system by enabling direct, automated alignment between faculty load management and student-related data. By eliminating manual processing and disconnected workflows, the solution will significantly improve data integrity, reduce administrative burden, and increase operational efficiency. Additionally, the integration will provide real-time access to accurate data, allowing departments to manage faculty's workload more effectively, support informed decision-making, and ensure compliance with institutional reporting requirements.
Funding	Funds for this expenditure are budgeted in the Designated Fund Balance Allocated to the Workday Student Project 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 Cynthia Blanco, Dean of Enrollment Systems and Registrar
Recommendation	The Committee recommends Board approval to purchase a faculty workload manager application for Workday Student Implementation from Incline Alchemy, Inc. (Bellingham, WA), an E&I Cooperative Services approved vendor, for the period beginning September 1, 2026 through August 31, 2031, with five (5) annual payments of \$35,525.00, for a total amount of \$177,625.00.

Purchases – 5) Furniture

Purpose Purchase furniture from the vendors listed in Appendix A.

Justification To provide new furniture that will enhance the everyday activities of our academic environment while upgrading or replacing outdated and worn-out items that no longer serve our students, faculty, and staff effectively. This investment will enable students, faculty, and staff to engage comfortably and productively in classes, study sessions, collaborative projects, and daily operations.

Funding Funds for these expenditures are budgeted in the requesting department budgets for FY 2025 - 2026 as follows:
 Educational Technologies, Open Labs, Math, Science, IT and Bachelor Programs, Facilities Planning and Construction Department, Institutional Research and Effectiveness, Fiscal Services.

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 \$139,674.61.

APPENDIX A

Vendors List

Vendor (City, State)	Purchasing Cooperative	Amount
Computer Comforts, Inc. (Kemah, TX)	The Interlocal Purchasing System	\$53,247.84
Gateway Printing & Office Supply, Inc. (San Antonio, TX)	OMNIA Partners and The Interlocal Purchasing System	\$25,844.57
Global Equipment Co., Inc. (Port Washington, NY)	Buyboard	\$16,320.00
Indeco Sales, Inc. (Belton, TX)	Sourcewell	\$44,262.20
Total Amount:		\$139,674.61

APPENDIX B
District-Wide Furniture Request Summary

Pecan Campus
24 Faculty/Staff Desks and 3 Instructor Podiums for Student Use, Math, Science, IT, and Bachelor Programs.
1 Computer Under Desk Printer Stand, 2 Computer Tables, 2 Microwave Tables, and 48 Café Stools for Open Labs.
5 Computer Tables for the Continuing Education Department.
10 Instructor Podiums for the Kinesiology Department.
5 Instructor Podiums for the Continuing Education Department.
7 Faculty Chairs and 2 Conference Room Tables for Institutional Research and Effectiveness.
2 Faculty Desks for Fiscal Services.
3 Ergonomic Chairs for Human Resources

Purchases – 6) Network Equipment, Licenses, and Accessories

- Purpose** Purchase network equipment, licenses, and accessories from **Netsync Network Solutions, Inc.** (Houston, TX), a State of Texas Department of Information Resources (DIR) approved vendor.
- Justification** To support the districtwide classroom instruction, office operations, connectivity between surveillance cameras and servers, data closets to support systems, and converting analog systems to digital for classrooms, amongst other daily tasks.
- Funding** Funds for this expenditure are budgeted in the various department and grant budgets for FY 2025 – 2026, pending Board approval of the budget.
- Enclosed Documents** Other information is included in the Supporting Documentation.
- Staff Resource** Dr. Jesús Campos, Interim Vice President for Technology, Information & Planning Services
Lucio Gonzalez, Associate Vice President - Technology and Chief Information Officer
- Recommendation** The Committee recommends Board approval to purchase network equipment, licenses, and accessories from **Netsync Network Solutions, Inc.** (Houston, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning September 1, 2025 through August 31, 2026, at an estimated total amount of \$150,000.00, which is based on prior year expenditures.

Purchases – 7) Servers

Purpose	Purchase six (6) servers from Dell Marketing, LP (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor.
Justification	To replace existing servers that have reached their end of life and are no longer supported by the vendor. The servers will be used to support the STC Police department's surveillance system, application, and storage demand for video archiving and monitoring.
Funding	Funds for this expenditure are budgeted in Systems and Networking budget for FY 2025 – 2026.
Enclosed Documents	Other information is included in the Supporting Documentation.
Staff Resource	Dr. Jesús Campos, Interim Vice President for Technology, Information & Planning Services Lucio Gonzalez, Associate Vice President - Technology and Chief Information Officer
Recommendation	The Committee recommends Board approval to purchase the six (6) servers from Dell Marketing, LP (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total amount of \$119,201.88.

Purchases – 8) Solar/Wind Energy Training Systems

Purpose	Purchase solar/wind energy training systems from Advanced Technologies Consultants (Plymouth, MI), The Interlocal Purchasing System (TIPS) approved vendor.
Justification	To enhance and expand the Electrician Technology Program at the Mid-Valley campus. The initiative will acquire seven (7) solar and wind energy training systems. These systems will give students valuable hands-on experience with renewable energy technologies, an increasingly essential area within the electrical trade. By outfitting the Mid-Valley campus with this specialized equipment, students will be able to complete all program requirements locally, including coursework in sustainable energy systems that previously required travel to the Technology Campus. This investment will support the development of a workforce equipped to meet the growing demands of the green energy sector.
Funding	Funds for this expenditure are budgeted in the Electrician Assistant budget for FY 2026 – 2027, pending Board approval of the budget.
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, Business, Public Safety & Technology
Recommendation	The Committee recommends Board approval to purchase solar/wind energy training systems from Advanced Technologies Consultants (Plymouth, MI), The Interlocal Purchasing System (TIPS) approved vendor, at a total amount of \$249,999.00.

Renewals – 9) Bond Counsel Services

- Purpose** Renew the bond counsel services contract with **Ricardo Perez Law Firm, PLLC** (McAllen, TX).
- Justification** To support the College in legal matters related to public education bonds, tax law, and local government law. This includes representing the College in bond validation proceedings and assisting with the issuance, refunding, or defeasement of tax-exempt bonds. Bond counsel will also provide legal advice and guidance, as needed, to the College President, administrative staff, Board committees, and the Board of Trustees.
- Additional services to be provided by bond counsel are outlined in Appendix B.
- Funding** Funds for this expenditure are budgeted in the Legal Services budget for FY 2025 – 2026. Funds for subsequent fiscal years will be included in future proposed budgets.
- Enclosed Documents** Appendix A – Renewal Terms
 Appendix B – Bond Counsel Services
- Staff Resource** Mary Del Paz, Vice President for Finance and Administrative Services
 Myriam M. Lopez, Associate Vice President for Finance and Management
- Recommendation** The Committee recommends Board approval to renew the bond counsel services contract with **Ricardo Perez Law Firm, PLLC** (McAllen, TX), for the period beginning August 1, 2026 through July 31, 2027.

APPENDIX A
Renewal Terms

The Board awarded the contract as follows:

Term: June 25, 2024 – one year with two (2) one-year annual renewals			
Award	Board Meeting Date	Original Term	Renewal Term
Original	06/25/2024	08/01/2024 – 07/31/2025	
First Renewal	05/27/2025		08/01/2025 – 07/31/2026
Final Renewal	05/26/2026		08/01/2026 – 07/31/2027

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

APPENDIX B
Bond Counsel Services

General Bond Counsel Services	
a.	Provide comprehensive legal services related to the College’s bond program, including policy development; document drafting and review; research; negotiations; litigation (if necessary); and legal advice on matters directly or indirectly related to debt issuance, refunding, defeasance, and related tax issues.
Debt Issuance and Refunding Matters	
b.	Perform all usual and necessary legal services in connection with the authorization, issuance, sale, delivery, refunding, and defeasance of debt, including the preparation of resolutions, agreements, contracts, and minute orders, as required.
Official Statements	
c.	Assist in the preparation of designated portions of the Preliminary Official Statement and Final Official Statement and assume responsibility for the legal sufficiency, regulatory compliance, and overall scope of such documents, with the understanding that bond counsel will not independently verify data provided by the College or third parties.
Coordination and Approvals	
d.	Consult and coordinate with the College’s outside legal counsel, financial advisor, College officials, underwriters, and other participants regarding all legal matters related to debt issuance. Prepare required submissions, make presentations, and coordinate approvals with the Texas Bond Review Board, the Texas Office of the Attorney General, and any other applicable governmental or regulatory entities.
Contracts, Disclosures, and Ratings	
e.	Prepare and review bond purchase contracts, refunding agreements, and related documents; ensure disclosure of conflicts of interest by all financing participants; and assist the College in presentations to rating agencies to obtain or affirm bond ratings.
Tax Opinions and Compliance	
f.	Provide tax opinions related to debt issuances and bond refundings; prepare required Internal Revenue Service filings; render written opinions relating to arbitrage, investment earnings, and other tax matters; and provide analysis and resolution of tax issues associated with financing plans.
Post-Issuance and Ongoing Compliance	
g.	Advise and assist the College with post-issuance compliance matters, including private-use monitoring, required calculations, and ongoing compliance with federal tax law, securities law, and other applicable regulations governing bonds.
Elections and Filings	
h.	Prepare all documents related to any bond election, including the calling of such election and issuance of required notices; submit election documents to the U.S. Department of Justice for preclearance when required; canvass election results; and file all bond-related documents necessary to obtain required approvals from applicable governmental entities.

Bond Transcripts and Records	
i.	Provide a complete bond transcript, in both paper and electronic format, for each financing.
Meetings and Governance Support	
j.	Attend Board of Trustees meetings and Finance and Human Resources Committee meetings when requested or as reasonably necessary to support bond-related matters.
Incidental and Supplemental Services	
k.	Perform all other services necessary or incidental to the refunding, defeasance, and issuance of bonds, consistent with customary bond counsel practices.

Renewals – 10) Campus Dining and Food Truck Services – Nursing and Allied Health Campus

Purpose Renew the campus dining and food truck services – Nursing and Allied Health Campus contract with **All Affairs and Occasions** (Weslaco, TX).

Justification To provide a wide range of food options available for faculty, staff, and students throughout their time at the Nursing and Allied Health Campus. These options are available Monday through Friday and encompass a selection of breakfast tacos, biscuits, bagels, yogurt, parfait, oatmeal, French toast sticks, and lunch items such as cheeseburgers, sandwiches, quesadillas, pizza, fries, wraps, hot dogs, and salads, amongst other culinary offerings and a variety of beverages.

Funding The vendor remits a 2% commission of the total sales to the College.

Enclosed Documents Appendix A – Renewal Terms

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

Recommendation It is requested that the Board approval to renew the campus dining and food truck services – Nursing and Allied Health Campus contract with **All Affairs and Occasions** (Weslaco, TX) for the period beginning July 25, 2026 through July 26, 2027.

APPENDIX A
Renewal Terms

The Board awarded the contract as follows:

Term: June 24, 2025 – one year with two (2) one-year annual renewals			
Award	Board Meeting Date	Original Term	Renewal Term
Original	06/24/2025	07/25/2025 – 07/26/2026	
First Renewal	05/26/2026		07/25/2026 – 07/26/2027

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

Renewals – 11) Cosmetology Supplies and Equipment

- Purpose** Renew the cosmetology supplies and equipment contracts with the vendors listed in Appendix A.
- Justification** To enhance the Cosmetology Program by acquiring cosmetology supplies and equipment. This procurement aims to enhance the quality of student training, supporting instructional needs and providing the students with access to high-quality supplies from various sources, ensuring a conducive learning environment and optimal hands-on experience throughout the program.
- Funding** Funds for this expenditure are budgeted in the Cosmetology Program 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
- Staff Resource** Dr. Anahid Petrosian, Vice President and Provost for Academic Affairs and Economic Development
 Jose C. Vela, Architectural and Engineering Design Technology Instructor
- Recommendation** The Committee recommends Board approval to renew the cosmetology supplies and equipment contracts with the vendors listed in Appendix A for the period beginning June 26, 2026 through June 25, 2027, at an estimated total amount of \$140,000.00.

APPENDIX A

Vendors List

Vendor (City, State)	Vendor (City, State)
The Burmax Co., Inc. (Holtsville, NY)	Hinojosa Beauty Supplies, LLC (McAllen, TX)
Kaemark (Giddings, TX)	Marianna Industries, Inc. (Omaha, NE)
SalonEquipment.com, LLC (Brea, CA)	STB USA, LLC (McAllen, TX)
Universal Companies, Inc. (Abingdon, VA)	

APPENDIX B
Renewal Terms

The Board awarded the contract as follows:

Term: June 25, 2024 – one year with two (2) one-year annual renewals			
Award	Board Meeting Date	Original Term	Renewal Term
Original	06/25/2024	06/26/2024 – 06/25/2025	
First Renewal	05/27/2025		06/26/2025 – 06/25/2026
Final Renewal	05/26/2026		06/26/2026 – 06/25/2027

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

Renewals – 12) Geotechnical Engineering and Materials Testing Services

Purpose Renew the geotechnical engineering and materials testing services contracts with the vendors listed in Appendix A.

Justification To provide geotechnical engineering and materials testing services that are essential to ensuring the safety, quality, and regulatory compliance of construction projects. These services may include soil testing for foundation design, compaction verification of fill materials, quality assessment of concrete and asphalt, evaluation of structural steel and welds, floor levelness checks, fireproofing inspections, environmental monitoring, and identification of asbestos-containing materials. These tests support sound engineering decisions and help mitigate construction-related risks.

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

Staff Resource Mary Del Paz, Vice President for Finance and Administrative Services
 Ricardo De La Garza, Executive Director - Facilities Planning and Construction

Recommendation The Committee recommends Board approval to renew the geotechnical engineering and materials testing services contracts with the vendors listed in Appendix A for the period beginning July 28, 2026 through July 27, 2027, at an estimated total amount of \$200,000.00.

APPENDIX A

Vendors List

Vendor (City, State)	Vendor (City, State)
B2Z Engineering, LLC (Mission, TX)	Intertek PSI (Harlingen, TX)
L&G Consulting Engineers, Inc. (Mercedes, TX)	Millennium Engineers Group, Inc. (Pharr, TX)
Raba Kistner, Inc. (McAllen, TX)	Terracon Consultants, Inc. (Pharr, TX)

APPENDIX B
Renewal Terms

The Board awarded the contract as follows:

Term: June 25, 2024 – one year with two (2) one-year annual renewals			
Award	Board Meeting Date	Original Term	Renewal Term
Original	06/25/2024	07/28/2024 – 07/27/2025	
First Renewal	08/26/2025		07/28/2025 – 07/27/2026
Final Renewal	05/26/2026		07/28/2026 – 07/27/2027

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

Renewals – 13) Medical Office Skills Training

- Purpose** Renew the medical office skills training contract with **Assistex, Inc./ dba Practice Management Institute** (San Antonio, TX).
- Justification** To expand training for medical office staff in areas such as managing front office staff, billing and coding, record retention, and anything else that will help make a medical office more efficient. Office of Continuing Education and Workforce Development does not have the trainers to provide this type of training, so this contract will allow the department to meet this need and expand its customer base.
- Funding** As outlined in the agreement, the College will collect payments from the students on behalf of the vendor and remit the funds to the vendor, retaining a 30% commission.
- Enclosed Documents** Appendix A – Renewal Terms
- Staff Resource** Dr. Anahid Petrosian, Vice President and Provost for Academic Affairs and Economic Development
 Olivia D. De La Rosa, Dean - Continuing Education and Workforce Development
- Recommendation** The Committee recommends Board approval to renew the medical office skills training contract with **Assistex, Inc./ dba Practice Management Institute** (San Antonio, TX) for the period beginning July 1, 2026 through June 30, 2027, at no cost to the College.

APPENDIX A
Renewal Terms

The Board awarded the contract as follows:

Term: May 28, 2024 – one year with two (2) one-year annual renewals			
Award	Board Meeting Date	Original Term	Renewal Term
Original	05/28/2024	07/01/2024 – 06/30/2025	
First Renewal	05/27/2025		07/01/2025 – 06/30/2026
Final Renewal	05/26/2026		07/01/2026 – 06/30/2027

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

Renewals – 14) Nursing and Allied Health Lab Equipment and Supplies

Purpose	Renew the Nursing and Allied Health lab equipment and supplies contracts with the vendors listed in Appendix A.
Justification	<p>To enhance the Division of Nursing by providing equipment and supplies essential for student instruction in various instructional programs. Modern equipment and supplies offer the student realistic hands-on experiences, improving student confidence and preparedness. It enhances educational outcomes, ensures program relevance, and prepares students for successful careers in a dynamic healthcare environment.</p> <p>At the time of purchase, the vendor will be selected based on the items needed/provided, pricing, item availability, and delivery timeline.</p>
Funding	Funds for this expenditure are budgeted in the Vocational Nursing, Associate Degree Nursing, Health Occupational Therapy, Patient Care Technician, Respiratory Therapy, Medical Assistant Technology, Pharmacy Technology, and Emergency Medical Technician 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
Staff Resource	Dr. Anahid Petrosian, Vice President and Provost for Academic Affairs and Economic Development Dr. Margo A. Vargas-Ayala, Interim Dean for Health Science Professions Division
Recommendation	The Committee recommends Board approval to renew the nursing and allied health lab equipment and supplies contracts with the vendors listed in Appendix A for the period beginning August 1, 2026 through July 31, 2027, at an estimated total amount of \$240,000.00.

APPENDIX A

Vendors List

Vendor (City, State)	Vendor (City, State)
Bound Tree Medical, LLC (Dublin, OH)	Henry Schein, Inc. (Melville, NY)
J&B Medical Supply Company, Inc. (Wixom, MI)	McKesson Medical-Surgical Government Solutions, LLC (Henrico, VA)
Medical Shipment, LLC (Skokie, IL)	Performance Health Supply, LLC/ dba Medco Supply, Co. (Warrenville, IL)
Pocket Nurse Enterprises, LLC (Monaca, PA)	

APPENDIX B

Renewal Terms

The Board awarded the contract as follows:

Term: June 24, 2025 – one year with two (2) one-year annual renewals			
Award	Board Meeting Date	Original Term	Renewal Term
Original	06/24/2025	08/01/2025 – 07/31/2026	
First Renewal	05/26/2026		08/01/2026 – 07/31/2027

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

Renewals – 15) Security Cameras and Accessories

- Purpose** Renew the security cameras and accessories contracts with the vendors listed in Appendix A.
- Justification** To enhance campus security and ensure consistency with the College’s standardized video surveillance infrastructure, the goal is to procure security cameras, software licenses, mounting hardware, cabling, and other necessary accessories on an as-needed basis. These purchases will support ongoing maintenance, system expansions, and equipment replacements across various campus locations. Acquiring these components as needed will allow the College to respond promptly to security concerns, maintain system compatibility, and uphold safety standards for students, staff, and visitors.
- Funding** Funds for this expenditure are budgeted in the Security Surveillance 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
- Staff Resource** Mary Del Paz, Vice President for Finance and Administrative Services
 Ruben Suarez, Chief of Police
- Recommendation** The Committee recommends Board approval to renew the security cameras and accessories contracts with the vendors listed in Appendix A for the period beginning June 25, 2026 through June 24, 2027, at an estimated total amount of \$300,000.00.

APPENDIX A

Vendors List

Vendor (City, State)	Vendor (City, State)
DAC (Houston, TX)	Digi Security Systems (Dallas, TX)
Halifax Security, Inc. (Las Vegas, NV)	Superior Alarms (McAllen, TX)

APPENDIX B
Renewal Terms

The Board awarded the contract as follows:

Term: June 24, 2025 – one year with two (2) one-year annual renewals			
Award	Board Meeting Date	Original Term	Renewal Term
Original	06/24/2025	06/25/2025 – 06/24/2026	
First Renewal	05/26/2026		06/25/2026 – 06/24/2027

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

Renewals – 16) Telephone Services

- Purpose** Renew the telephone services with **Smartcom Telephone, LLC** (McAllen, TX).
- Justification** To provide a telecommunications system that offers a range of traditional phone services, such as digital and analog lines, direct dialing, local, long-distance, international service, and toll-free service, accessible at all campuses for faculty, staff, students, and visitors. These services include POTS lines (Plain Old Telephone Service) for the fire and elevator alarms and fax machine lines.
- Funding** Funds for this expenditure are budgeted in the Telecom budget for FY 2025 – 2026. Funds for subsequent fiscal years will be included in future proposed budgets.
- Enclosed Documents** Appendix A – Renewal Terms
- Staff Resource** Dr. Jesús Campos, Interim Vice President for Technology, Information & Planning Services
 Lucio Gonzalez, Associate Vice President -Technology and Chief Information Officer
- Recommendation** The Committee recommends Board approval to renew the telephone services with **Smartcom Telephone, LLC** (McAllen, TX), for the period beginning June 21, 2026 through June 20, 2027, at an estimated monthly amount of \$13,400.00, and an estimated annual amount of \$160,800.00.

APPENDIX A
Renewal Terms

The Board awarded the contract as follows:

Term: May 26, 2022 – three years with two (2) one-year annual renewals			
Award	Board Meeting Date	Original Term	Renewal Term
Original	05/26/2022	06/21/2022 – 06/20/2025	
First Renewal	05/27/2025		06/21/2025 – 06/20/2026
Final Renewal	05/26/2026		06/21/2026 – 06/20/2027

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

Renewals – 17) Temporary Personnel Services

- Purpose** Renew the temporary personnel services contracts with the vendors listed in Appendix A.
- Justification** To provide flexibility and efficiency in managing staffing needs. In situations involving peak workloads, project-based initiatives, or unexpected staff absences, temporary personnel offer immediate access to qualified professionals. This allows departments to maintain productivity and meet deadlines without compromising quality. By utilizing temporary personnel services, organizations can adapt quickly to changing demands, optimize resource allocation, and ensure operational continuity, ultimately enhancing overall efficiency.
- Funding** Funds for this expenditure are budgeted in the various 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
- Staff Resource** Mary Del Paz, Vice President for Finance and Administrative Services
 Myriam M. Lopez, Associate Vice President for Finance and Management
- Recommendation** The Committee recommends Board approval to renew the temporary personnel services contracts with the vendors listed in Appendix A for the period beginning June 29, 2026 through June 28, 2027, at an estimated total amount of \$350,000.00.

APPENDIX A

Vendors List

Vendor (City, State)	Vendor (City, State)
Express Employment Professionals (McAllen, TX)	Fewell Professional Services/ dba FPS Staffing (McAllen, TX)
Five Star Staffing, LLC/ dba Spherion Staffing (McAllen, TX)	Infojini, Inc. (Columbia, MD)
Manpower Group US, Inc. (McAllen, TX)	Onin Staffing, LLC (McAllen, TX)
PeopleReady, Inc. (Tacoma, WA)	Texas Staffing Pros, LLC (McAllen, TX)

APPENDIX B
Renewal Terms

The Board awarded the contract as follows:

Term: June 25, 2024 – one year with two (2) one-year annual renewals			
Award	Board Meeting Date	Original Term	Renewal Term
Original	06/25/2024	06/29/2024 – 06/28/2025	
First Renewal	05/27/2025		06/29/2025 – 06/28/2026
Final Renewal	05/26/2026		06/29/2026 – 06/28/2027

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

Interlocal Agreement – 18) Industry Training Agreement

Purpose	Renew the industry training agreement with the McAllen Independent School District (McAllen ISD) (McAllen, TX) for the MISD Parent and Family Engagement Program.
Justification	<p>To supply training and educational services since the College has the expertise, resources, and personnel required to provide such services.</p> <p>McAllen ISD administers the MISD Parent and Family Engagement Program, which offers McAllen ISD students' parents skill programs that could lead to employment or entrepreneurship.</p> <p>Under the proposed Interlocal Agreement, McAllen ISD would engage South Texas College to provide Basic Cake Decorating, Intermediate Cake Decorating, Advanced Cake Decorating, GED Spanish Review, GED Spanish Review II, Intro to Welding, Structural Welding, Food Safety and Sanitation, Basic Spanish, and Basic Mechanics training to McAllen ISD participants.</p> <p>Participants will receive Continuing Education Units (CEU) and a certificate of completion upon successful completion of each course.</p>
Funding	The McAllen Independent School District shall pay South Texas College for the Services in accordance with the terms and conditions set forth in Appendix A.
Enclosed Documents	Appendix A – Services and Costs
Staff Resource	Dr. Anahid Petrosian, Vice President and Provost for Academic Affairs and Economic Development Olivia De La Rosa, Dean - Continuing Education and Workforce Development
Recommendation	The Committee recommends Board approval to renew the industry training agreement with the McAllen Independent School District (McAllen ISD) (McAllen, TX) for the MISD Parent and Family Engagement Program for the period beginning September 1, 2026 through June 30, 2027.

APPENDIX A
Services and Costs

Program	# of Sessions	Min # of Students	Tuition per Student	Supplies per Student	Total per Student	Total per Session	Total per all Sessions
Basic Cake Decorating	1	15	\$37.20	\$60.00	\$97.20	\$1,458.00	\$1,458.00
Basic Cake Decorating	3	15	\$37.20	-	\$37.20	\$558.00	\$1,674.00
Intermediate Cake Decorating	1	15	\$37.20	\$60.00	\$97.20	\$1,458.00	\$1,458.00
Intermediate Cake Decorating	3	15	\$37.20	-	\$37.20	\$558.00	\$1,674.00
Advanced Cake Decorating	1	15	\$37.20	\$90.00	\$127.20	\$1,908.00	\$1,908.00
Advanced Cake Decorating	3	15	\$37.20	-	\$37.20	\$558.00	\$1,674.00
Introduction to Welding	4	15	\$264.60	\$420.00	\$684.60	\$10,269.00	\$41,076.00
Basic Mechanics	4	15	\$110.00	-	\$110.00	\$1,650.00	\$6,600.00
Beginning Computers	1	15	\$120.00	-	\$120.00	\$1,800.00	\$1,800.00
Intermediate Computers	1	15	\$120.00	-	\$120.00	\$1,800.00	\$1,800.00
Business	2	15	\$134.00	-	\$134.00	\$2,010.00	\$4,020.00
BLS CPR	4	10	\$36.00	\$3.50	\$39.50	\$395.00	\$1,580.00
Total Amount:							\$66,722.00

Recommendation: It is requested that the Committee recommend for Board approval of the award of proposal and approval of purchases, renewals, and interlocal agreement at a total cost of \$2,833,015.85 as listed below:

Award of Proposal

- 1) **Audio Video Production Services – Other Events:** award the proposals for audio video production services – other events to the vendors listed in Appendix A for a period beginning June 1, 2026 through May 31, 2027 with two one-year options to renew, at an estimated total of \$100,000.00;

APPENDIX A
Vendors List

Vendor (City, State)	Vendor (City, State)
Jim Melhart Piano & Organ Company dba Melhart Music (McAllen, TX)	Satori Exhibits, LLC (Pharr, TX)
TX AV Productions LLC (Houston, TX)	Wellness Center (McAllen, TX)

Purchases

- 2) **Computers, Laptops, Tablets, and Monitors:** purchase computers, laptops, tablets, and monitors from the vendors listed in Appendix A at a total amount of \$401,145.14;

APPENDIX A
Vendors List

Vendor (City, State)	Purchasing Cooperative	Amount
Dell Marketing, LP (Dallas, TX)	OMNIA Partners	\$366,923.19
Apple, Inc. (Dallas, TX)	Choice Partners Cooperative	\$34,221.95
Total Amount:		\$401,145.14

- 3) **Event Scheduling Software Subscription:** purchase an event scheduling software subscription from **Amazon Web Services, Inc.** (Seattle, WA), an Omnia Partners approved vendor, for the period beginning June 1, 2026 through May 31, 2029, with first annual payment of \$45,049.59, second annual payment of \$29,176.78, and third annual payment of \$30,343.85, for a total amount of \$104,570.22;
- 4) **Faculty Workload Manager Application for Workday Student Implementation:** purchase a faculty workload manager application for Workday Student Implementation from **Incline Alchemy, Inc.** (Bellingham, WA), an E&I Cooperative Services approved vendor, for the period beginning September 1, 2026 through August 31, 2031, with five (5) annual payments of \$35,525.00, for a total amount of \$177,625.00;
- 5) **Furniture:** purchase furniture from the vendors listed in Appendix A at a total amount of \$139,674.61;

APPENDIX A

Vendors List

Vendor (City, State)	Purchasing Cooperative	Amount
Computer Comforts, Inc. (Kemah, TX)	The Interlocal Purchasing System	\$53,247.84
Gateway Printing & Office Supply, Inc. (San Antonio, TX)	OMNIA Partners and The Interlocal Purchasing System	\$25,844.57
Global Equipment Co., Inc. (Port Washington, NY)	Buyboard	\$16,320.00
Indeco Sales, Inc. (Belton, TX)	Sourcewell	\$44,262.20
Total Amount:		\$139,674.61

- 6) **Network Equipment, Licenses, and Accessories:** purchase network equipment, licenses, and accessories from **Netsync Network Solutions, Inc.** (Houston, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning September 1, 2025 through August 31, 2026, at an estimated total amount of \$150,000.00, which is based on prior year expenditures;
- 7) **Servers:** purchase the six (6) servers from **Dell Marketing, LP** (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total amount of \$119,201.88;
- 8) **Solar/Wind Energy Training Systems:** purchase solar/wind energy training systems from **Advanced Technologies Consultants** (Plymouth, MI), The Interlocal Purchasing System (TIPS) approved vendor, at a total amount of \$249,999.00.

Renewals

- 9) **Bond Counsel Services:** renew the bond counsel services contract with **Ricardo Perez Law Firm, PLLC** (McAllen, TX), for the period beginning August 1, 2026 through July 31, 2027;
- 10) **Campus Dining and Food Truck Services – Nursing and Allied Health Campus:** renew the campus dining and food truck services – Nursing and Allied Health Campus contract with **All Affairs and Occasions** (Weslaco, TX) for the period beginning July 25, 2026 through July 26, 2027;
- 11) **Cosmetology Supplies and Equipment:** renew the cosmetology supplies and equipment contracts with the vendors listed in Appendix A for the period beginning June 26, 2026 through June 25, 2027, at an estimated total amount of \$140,000.00;

APPENDIX A

Vendors List

Vendor (City, State)	Vendor (City, State)
The Burmax Co., Inc. (Holtsville, NY)	Hinojosa Beauty Supplies, LLC (McAllen, TX)
Kaemark (Giddings, TX)	Marianna Industries, Inc. (Omaha, NE)
SalonEquipment.com, LLC (Brea, CA)	STB USA, LLC (McAllen, TX)
Universal Companies, Inc. (Abingdon, VA)	

12) Geotechnical Engineering and Materials Testing Services: renew the geotechnical engineering and materials testing services contracts with the vendors listed in Appendix A for the period beginning July 28, 2026 through July 27, 2027, at an estimated total amount of \$200,000.00;

APPENDIX A

Vendors List

Vendor (City, State)	Vendor (City, State)
B2Z Engineering, LLC (Mission, TX)	Intertek PSI (Harlingen, TX)
L&G Consulting Engineers, Inc. (Mercedes, TX)	Millennium Engineers Group, Inc. (Pharr, TX)
Raba Kistner, Inc. (McAllen, TX)	Terracon Consultants, Inc. (Pharr, TX)

13) Medical Office Skills Training: renew the medical office skills training contract with **Assistex, Inc./ dba Practice Management Institute** (San Antonio, TX) for the period beginning July 1, 2026 through June 30, 2027, at no cost to the College;

14) Nursing and Allied Health Lab Equipment and Supplies: renew the nursing and allied health lab equipment and supplies contracts with the vendors listed in Appendix A for the period beginning August 1, 2026 through July 31, 2027, at an estimated total amount of \$240,000.00;

APPENDIX A

Vendors List

Vendor (City, State)	Vendor (City, State)
Bound Tree Medical, LLC (Dublin, OH)	Henry Schein, Inc. (Melville, NY)
J&B Medical Supply Company, Inc. (Wixom, MI)	McKesson Medical-Surgical Government Solutions, LLC (Henrico, VA)

Medical Shipment, LLC (Skokie, IL)	Performance Health Supply, LLC/ dba Medco Supply, Co. (Warrenville, IL)
Pocket Nurse Enterprises, LLC (Monaca, PA)	

15) Security Cameras and Accessories: renew the security cameras and accessories contracts with the vendors listed in Appendix A for the period beginning June 25, 2026 through June 24, 2027, at an estimated total amount of \$300,000.00;

APPENDIX A

Vendors List

Vendor (City, State)	Vendor (City, State)
DAC (Houston, TX)	Digi Security Systems (Dallas, TX)
Halifax Security, Inc. (Las Vegas, NV)	Superior Alarms (McAllen, TX)

16) Telephone Services: renew the telephone services with **Smartcom Telephone, LLC** (McAllen, TX), for the period beginning June 21, 2026 through June 20, 2027, at an estimated monthly amount of \$13,400.00, and an estimated annual amount of \$160,800.00;

17) Temporary Personnel Services: renew the temporary personnel services contracts with the vendors listed in Appendix A for the period beginning June 29, 2026 through June 28, 2027, at an estimated total amount of \$350,000.00;

APPENDIX A

Vendors List

Vendor (City, State)	Vendor (City, State)
Express Employment Professionals (McAllen, TX)	Fewell Professional Services/ dba FPS Staffing (McAllen, TX)
Five Star Staffing, LLC/ dba Spherion Staffing (McAllen, TX)	Infojini, Inc. (Columbia, MD)
Manpower Group US, Inc. (McAllen, TX)	Onin Staffing, LLC (McAllen, TX)
PeopleReady, Inc. (Tacoma, WA)	Texas Staffing Pros, LLC (McAllen, TX)

Interlocal Agreement

18) Industry Training Agreement: renew the industry training agreement with the **McAllen Independent School District** (McAllen ISD) (McAllen, TX) for the MISD Parent and Family Engagement Program for the period beginning September 1, 2026 through June 30, 2027.

**Discussion and Action as Necessary on Write-Off of Fixed Assets/Capital Assets
Valued at \$5,000 and Above**

Purpose To approve the write-off of fixed assets/capital assets valued at \$5,000 and above.

Justification The Fixed Assets/Inventory Department is requesting to write-off obsolete and no longer in use software programs and a portable X-ray machine. These assets totaling \$544,082.44 will be removed, as applicable, from the College’s inventory system and capital asset ledger.

Due to the annual physical inventory verification, the Fixed Assets/Inventory Department conducted an audit of all software and discovered that some were no longer in use and would not be renewed. The removal of these assets has been verified and confirmed with the cost center manager.

The remanufactured GE AMX-4 Plus Portable X-Ray machine was purchased in 2015. After many years of use, the Division of Health Science Professions Radiologic Technology Program had the unit removed from Building B in 2023. The machine was obsolete and end-of-life and required to be removed by an authorized vendor in order to comply with the Texas Department of State Health Services – Radiation Safety Licensing Branch requirements.

As per Policy CIB – Equipment and Supplies Management: Disposal of Property and Department Procedures, the capital assets value and associated accumulated depreciation will be written off from the College’s capital asset ledger, and the reduction will be reflected on the Comprehensive Annual Financial Report as of August 31, 2026.

Enclosed Documents Appendix A – Fixed Assets lists of obsolete assets FA25.

Funding No funds are required.

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

Recommendation The Committee recommends approval for the write-off of fixed assets/capital assets valued at \$5,000 and above, and for these assets to be removed from the College’s inventory system and capital asset ledger.

SOUTH TEXAS COLLEGE
WRITE OFF LIST OF OBSOLETE SOFTWARE VALUED AT \$5,000 AND ABOVE - LIST FA25
APRIL 24, 2026

#	Asset ID	Ptag	Asset Name	Asset Identifier	Grant Tag	Acquisition Date	Asset Value	Asset Net Book Value	Date Reported Missing or No Longer in Use
1	BA-10003825	000004802	200 CBT License	32122		12/22/1999	\$ 32,386.00	\$ -	6/30/2025
2	BA-10001146	000004596	Success Dev Program Cat Comp ADPTV Test	25706		6/16/2000	\$ 8,007.00	\$ -	6/20/2023
3	BA-10001166	000007266	Scanmark 2800 Software	6782		1/24/2002	\$ 6,076.10	\$ -	6/22/2023
4	BA-10003835	000012514	SCT Operational Data Storage for Student	22513		6/29/2005	\$ 107,800.00	\$ -	6/30/2025
5	BA-10000938	N00017078	Enterprise Data Warehouse	32253		8/29/2008	\$ 111,600.00	\$ -	5/31/2025
6	BA-10000945	N00017743	DocAve5 Content Manager_CMG_2007	22631		10/19/2009	\$ 7,903.92	\$ -	6/30/2025
7	BA-10000957	N00019094	DocAve5 File Share Connector	22536		6/30/2011	\$ 6,067.11	\$ -	6/30/2025
8	BA-10000958	N00019095	DocAve5 File Share Connector	22537		6/30/2011	\$ 6,067.11	\$ -	6/30/2025
9	BA-10000959	N00019173	myPassword Licenses MP-69,500	22538		8/10/2011	\$ 32,345.70	\$ -	6/30/2025
10	BA-10000972	N00022052	AT&T Campus Guide Plus Mobile Software License	23241		7/10/2014	\$ 45,626.00	\$ -	6/30/2025
11	BA-10000998	N00022976	Dashboards	24570		5/5/2015	\$ 9,000.00	\$ -	6/30/2025
12	BA-10001004	N00024208	VMWare Horizon View Standard Edition Software License	21821		2/24/2016	\$ 12,310.50	\$ -	6/30/2025
13	BA-10001005	N00024209	VMWare Horizon View Standard Edition Software License	21822		2/24/2016	\$ 12,310.50	\$ -	6/30/2025
14	BA-10001006	N00024210	VMWare Horizon View Standard Edition Software License	21823		2/24/2016	\$ 12,310.50	\$ -	6/30/2025
15	BA-10001024	N00025435	Ellucian Mobile Software - Platform Edition	32314		1/12/2017	\$ 39,500.00	\$ -	6/30/2025
16	BA-10001025	N00025436	Ellucian Intelligent Learning Platform Software	32315		1/12/2017	\$ 48,185.00	\$ -	6/30/2025
17	BA-10001046	N00029009	e-Portfolio Software License	35533	5000044796	1/19/2018	\$ 9,900.00	\$ -	6/20/2023
18	BA-10001753	N00024030	Remanufactured GE AMX-4 Plus Portable X-Ray Machine	33399		8/19/2015	\$ 36,687.00	\$ -	2/20/2024
							\$ 544,082.44	\$ -	

Discussion and Action as Necessary on Request for Proposal (RFP) Solicitations for Collection Agency Services and Associated Criteria

Purpose To obtain approval on request for proposal (RFP) solicitations for Collection Agency Services and Associated Criteria.

Justification 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 Business Office and Department of Public Safety are requesting collection agency services to collect delinquent accounts owed to the College by students, faculty, and staff.

The collection agency services provide collection from delinquent emergency student loans, tuition and fees, accounts receivable, traffic violation citations, and other unpaid accounts. Students may have delinquent balances due to circumstances such as returned checks and/or financial aid award reversals. Employees may also have delinquent accounts due to failure to comply with waiver reimbursement guidelines.

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

Tentative Timeline for the Property and Casualty Insurance RFP:

06/03/26	1 st advertisement and release of RFP
06/10/26	2 nd advertisement of RFP
06/18/26	Deadline for questions
06/29/26	Due date for proposals
07/02/26	Evaluation proposal responses
07/14/26	Finance Committee Agenda
07/28/26	Board of Trustees Agenda

Request for Proposals (RFP) Process:

1. Prepare RFP and accompanying appendices.
2. Advertise the RFP.
3. Receive responses to the RFP.
4. Evaluation team reviews responses and makes recommendations.

5. Finance, Audit & Human Resources Committee reviews and makes recommendations to the Board.
6. Board of Trustees reviews and awards vendor(s).
7. The College finalizes the vendor contracts.

The College’s Legal Counsel has confirmed that the solicitation for these services is through an RFP.

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 vendors and contract percentages summary
 Appendix B - RFP Evaluation Criteria for Services

Staff Resource

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

Recommendation

The Committee recommends Board approval of request for proposal (RFP) solicitations for Collection Agency Services and Associated Criteria for one (1) year, with two (2) additional one-year renewal periods as presented.

APPENDIX A

Collection Agency Services Summary

Vendor	Contract Percentage
S & S Recovery, Inc.	Will charge the student a rate of ⇒ 20% for first placement ⇒ 20% for second placement ⇒ 23% for all subsequent referrals ⇒ 23% for litigation and judgment placement
Continental Service Group, LLC./ dba ConServe	Will charge the student a rate of ⇒ 18% for first placement ⇒ 18% for second placement ⇒ 18% for all subsequent referrals ⇒ 25% for litigation and judgment placements
Collection Bureau Hudson Valley (CBHV)	Will charge the student a rate of ⇒ 16% for first placement ⇒ 24% for second placement ⇒ 28 for litigation

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	
2	Criterion 2: The reputation of the vendor and of the vendor's goods or services a. Number of Years in Business b. References (similar projects) c. Services/Installation d. Professional Licenses/Certifications	18	15-18 10-14 5-9 0-4 Excellent Acceptable Marginal Poor/No Response
3	Criterion 3: The quality of the vendor's goods or service a. Warranty b. Service Support/Response Time c. Goods/Product (manufacturer life) d. Product Performance	16	14-16 10-13 5-9 0-4 Excellent Acceptable Marginal Poor/No Response
4	Criterion 4: The extent to which the goods or services meet the district's needs a. Time Frame to complete the project b. Delivery Time Frame of product(s) c. Number of staff d. Meet or exceed the specifications	15	12-15 7-11 3-6 0-2 Excellent Acceptable Marginal Poor/No Response
5	Criterion 5: The vendor's past relationship with the district a. Quality of Past Performances with STC ****New Vendors will receive two points	3	3 2 1 0 Excellent Acceptable/New Vendor Marginal Poor/No Response
6	Criterion 6: The impact on the ability of the district to comply with laws and rules relating to Historically Underutilized Businesses a. Provided the Certification	1	1 0 Yes No
7	Criterion 7: The total long-term cost to the district to acquire the vendor's goods or services; and a. Annual Escalation Increase b. Annual Maintenance Cost	5	5 3-4 1-2 0 Excellent Acceptable Marginal Poor/No Response
8	Criterion 8: For a contract for goods and services, other than goods and services related to telecommunications and information materials, whether the vendor or the vendor's ultimate parent company or majority owner: a. Has its place of business in this state; or b. Employs at least 500 persons in this state.	5	5 0 Yes No

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 Preliminary Summary of Unrestricted Projected Revenues and Expenditures for FY 2026 - 2027 with Comparison to FY 2025 – 2026 Amended Budget

Purpose Mary Del Paz, Vice President for Finance and Administrative Services, will provide an update on the College’s FY 2026 – 2027 Unrestricted Fund Budget.

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 are used as the basis for the upcoming fiscal year assumptions and are a fundamental component of developing a proposed balanced budget. The proposed balanced budget is reviewed by staff, the President’s Cabinet, and the Finance, Audit, and Human Resources Committee before it is presented for approval by the Board of Trustees at the annual Budget Hearing.

Enclosed Documents Appendix A – PowerPoint

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

Recommendation No action is required from the Committee. This item is presented for information and feedback to staff.

Preliminary Summary of Unrestricted Projected Revenues and Expenditures for FY 2026 – 2027

May 13, 2026

Maria G. Del Paz, MBA, CPA, CFE, CGMA
Vice President for Finance and Administrative Services



**SOUTH TEXAS
COLLEGE**

1

1

FY 2026 – 2027 Budget Development Key Highlights

- **State Appropriation Revenue**
 - Reduced Formula Funding due to revision to weights
 - Projection pending from THECB
 - Increase in FAST appropriation funding
- **Tuition and Fee Revenue**
 - Flat Traditional Student Enrollment
 - Per Governor Order - No tuition increases
 - Maintain Simplified Tuition Rates at FY 2024 – 2025 level for FY 2026 and FY 2027
- **Property Tax Revenue**
 - Net taxable assessed valuation and collections increase
 - Certified values determined in July
 - Decrease due to personal property tax exemption increase

2

2

FY 2026 – 2027 Budget Development Key Highlights

- Other Revenues
 - Decrease in Dual Credit Cost Reimbursement rate
- Salary and Benefits
 - TASB compensation maintenance review
 - Annual faculty and staff salary increase, new positions, and salary adjustments/position reclassifications
 - Facility growth needs
 - Adjunct/overload rate increase of \$50 for FY 2026 – 2027, and a \$50 increase for FY 2027 – 2028
 - Institutionalized positions

3

3

FY 2026 – 2027 Budget Development Key Highlights

- Operating
 - Increase
- Technology
 - Increase
- Stricter control on budget transfers
- Zero-based budgeting for operating, travel, and technology
- Zero-based budgeting for capital, and no transfers-out allowed
- Board approval not required for comprehensive Staffing Plan
- Board approval required for salary increases, new positions, revisions and reclassifications

4

4

Budget Cycle Timeline

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

5

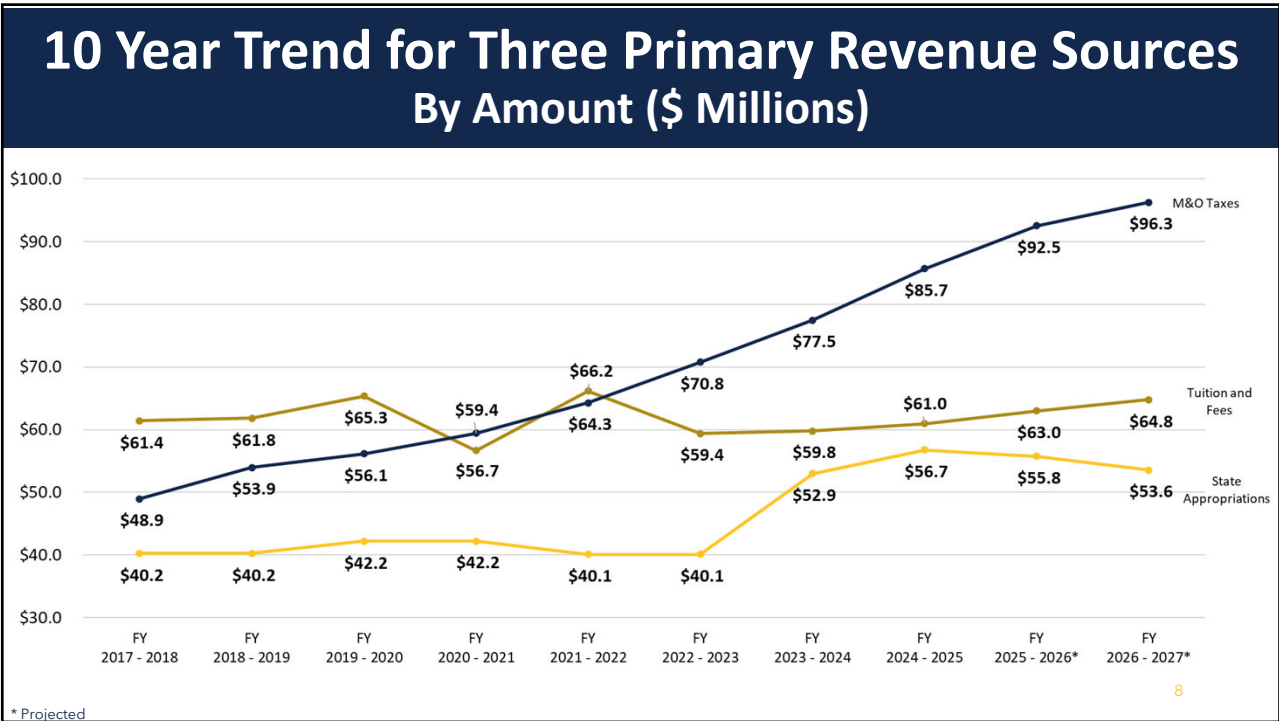
Budget Cycle Timeline Key Highlights

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

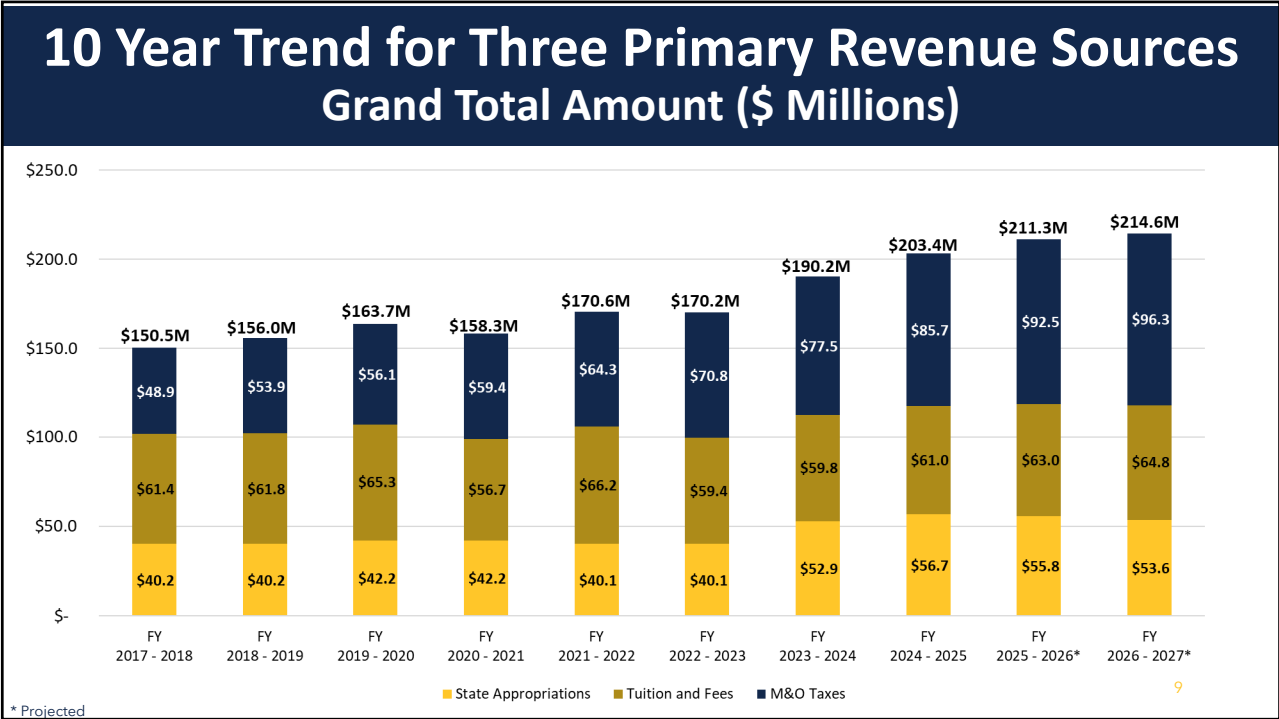
6

Three Primary Revenue Sources

7



8



9



10

10

Preliminary Unrestricted Fund Revenues FY 2026 – 2027

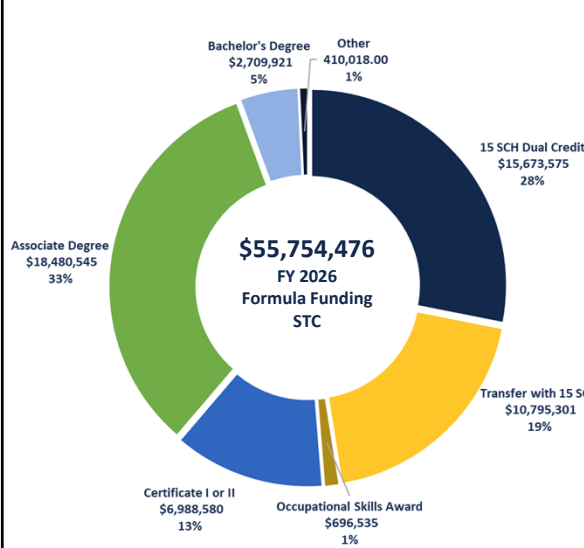
- State Appropriations
 - Foundation Payment Performance Tier
 - Proposed reduction for demographic weights:
 - Economically and Academically disadvantaged weights reduced from 0.25 to 0.20
 - Adult learner weight reduced from 0.50 to 0.40
 - Estimated decrease of \$2,198,087
 - FAST (Financial Aid Swift Transfer)
 - Estimated increase of \$234,216

State Appropriations	FY 2025 – 2026 Budget (Amended)	FY 2026 – 2027 Budget (Preliminary)	Increase/ (Decrease)
Foundation Payment	\$55,754,476	\$53,556,389	\$(2,198,087)
Financial Aid for Swift Transfer (FAST)	8,822,990	9,057,206	234,216
Total State Appropriations	\$64,577,466	\$62,773,595	\$(1,963,871)

11

11

Performance Funding Outcomes and Weights FY 2026 – 2027

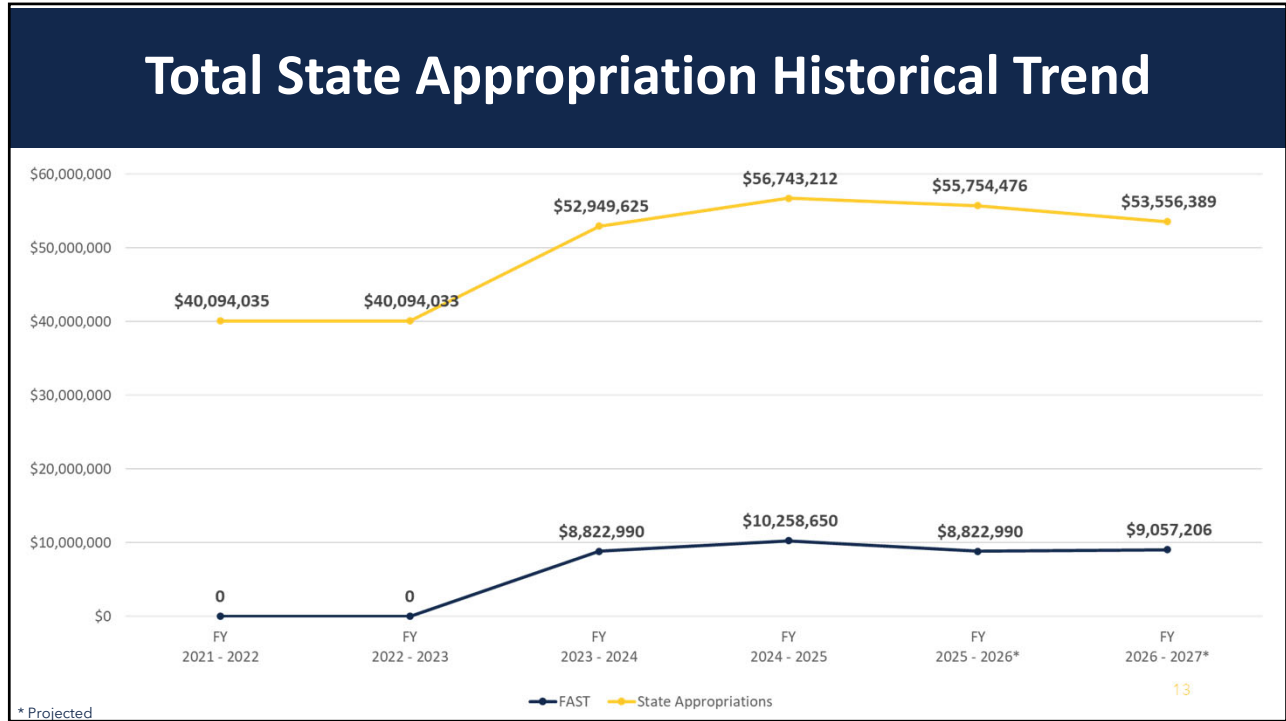


- Outcomes:
 - 15 SCH Dual Credit
 - Transfer with 15 SCH
 - Co-enrollment with 15 SCH
 - Institutional Credential leading to Licensure or Certification
 - Occupational Skills Award
 - Continuing Education Certificate
 - Advanced Technical Certificate
 - Certificate Credential of Value Premium
 - Associate Degree
 - Associate Degree Credential of Value Premium
 - Bachelor's Degree
 - Bachelor's Degree Credential of Value Premium
 - Opportunity High School Diploma

- Outcome Weights:
 - Economically disadvantaged students (+25%) (+20%)
 - Academically disadvantaged students (+25%) (+20%)
 - Adult learners (+50%) (+40%)

12

12



13



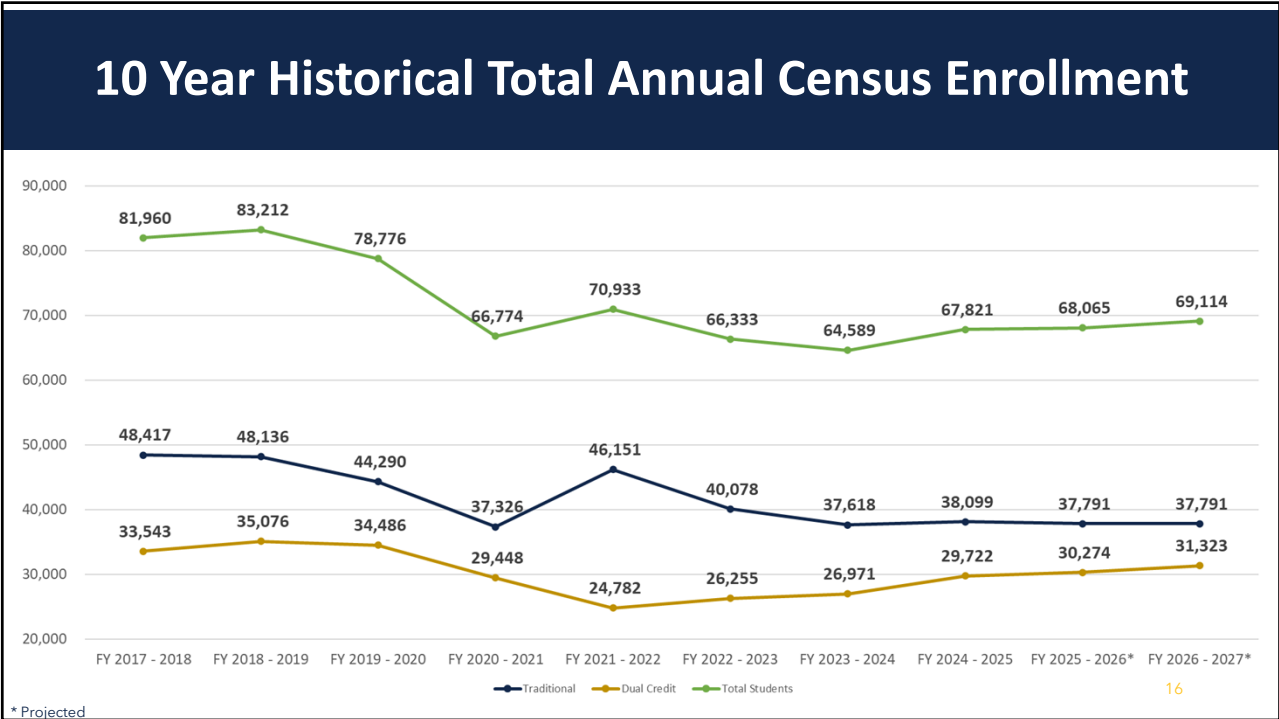
14

Preliminary Unrestricted Fund Revenues FY 2026 – 2027

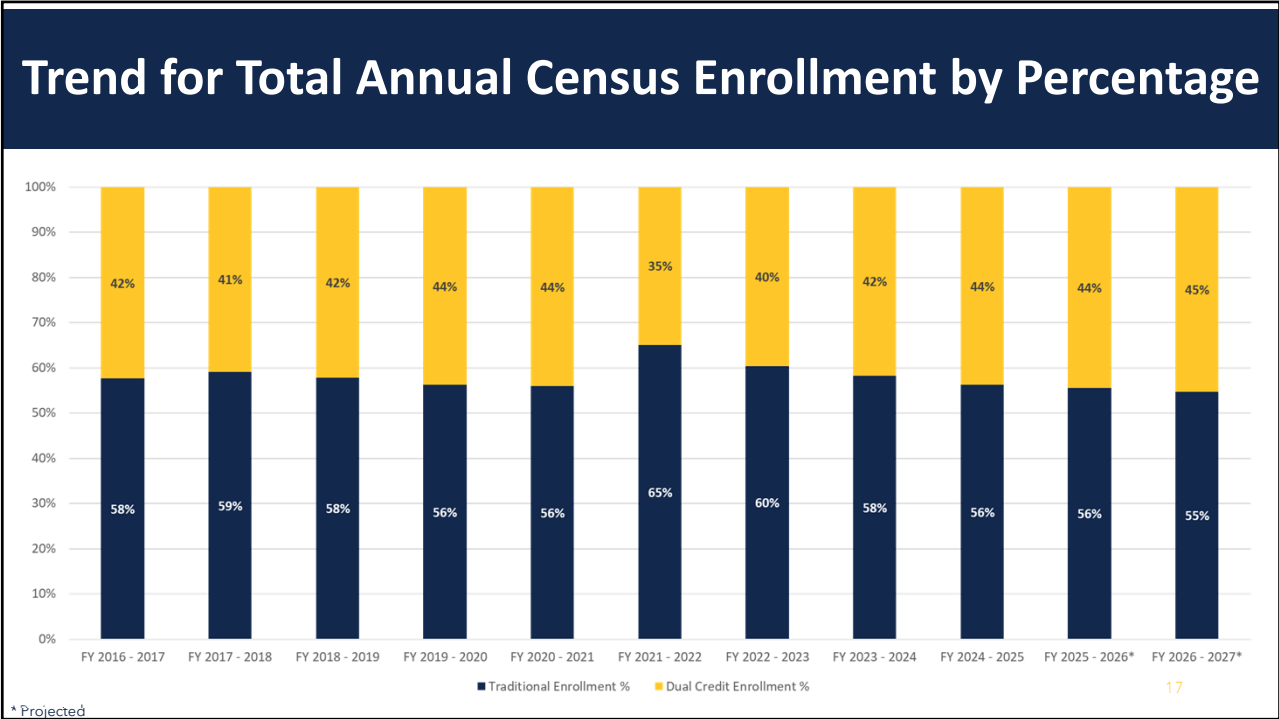
- Tuition and Fees
 - Flat student enrollment
 - Estimated increase of \$1,771,838
 - Increase is due to shift in historical trends based on number of classes taken by students and based on actual revenue in FY 2026

15

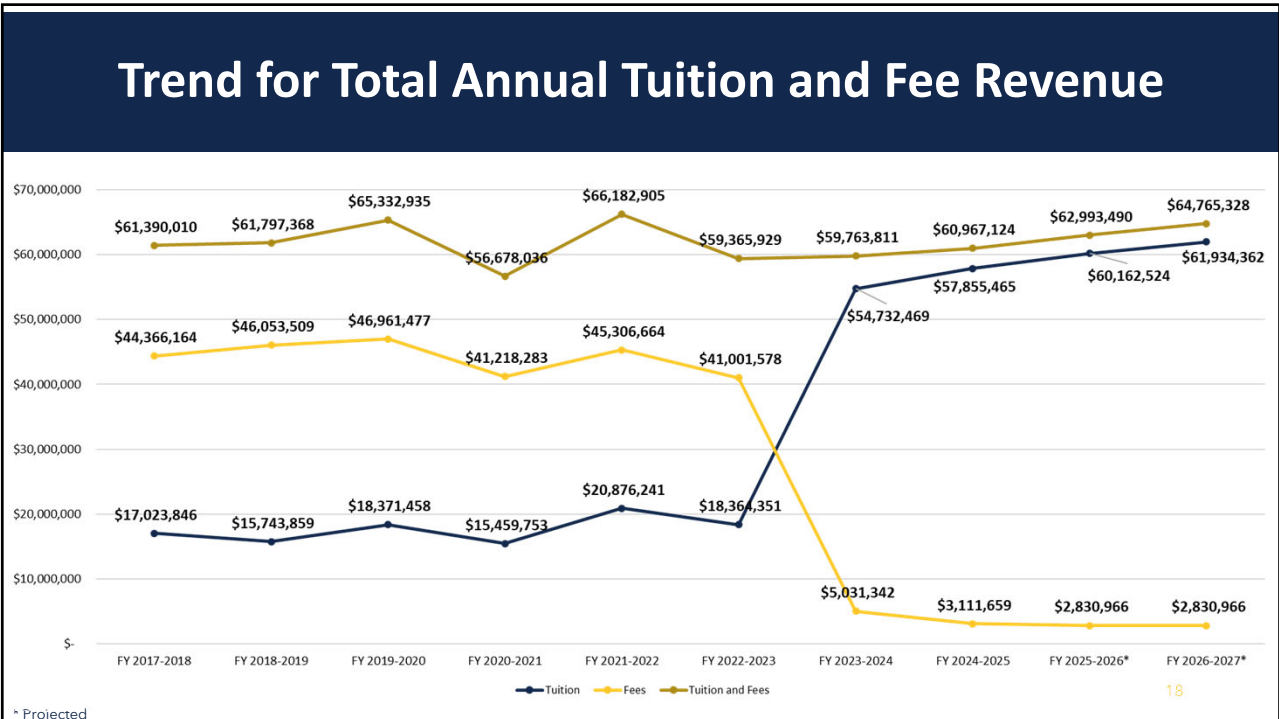
15



16



17



18

Maintenance & Operation (M&O) Property Tax Revenue

19

19

Preliminary Unrestricted Fund Revenues FY 2026 – 2027

- Property Taxes
 - Approximate increase of \$12,914,286
 - HB9 implementation reduction of \$1,800,000
 - Net increase of \$11,114,286

20

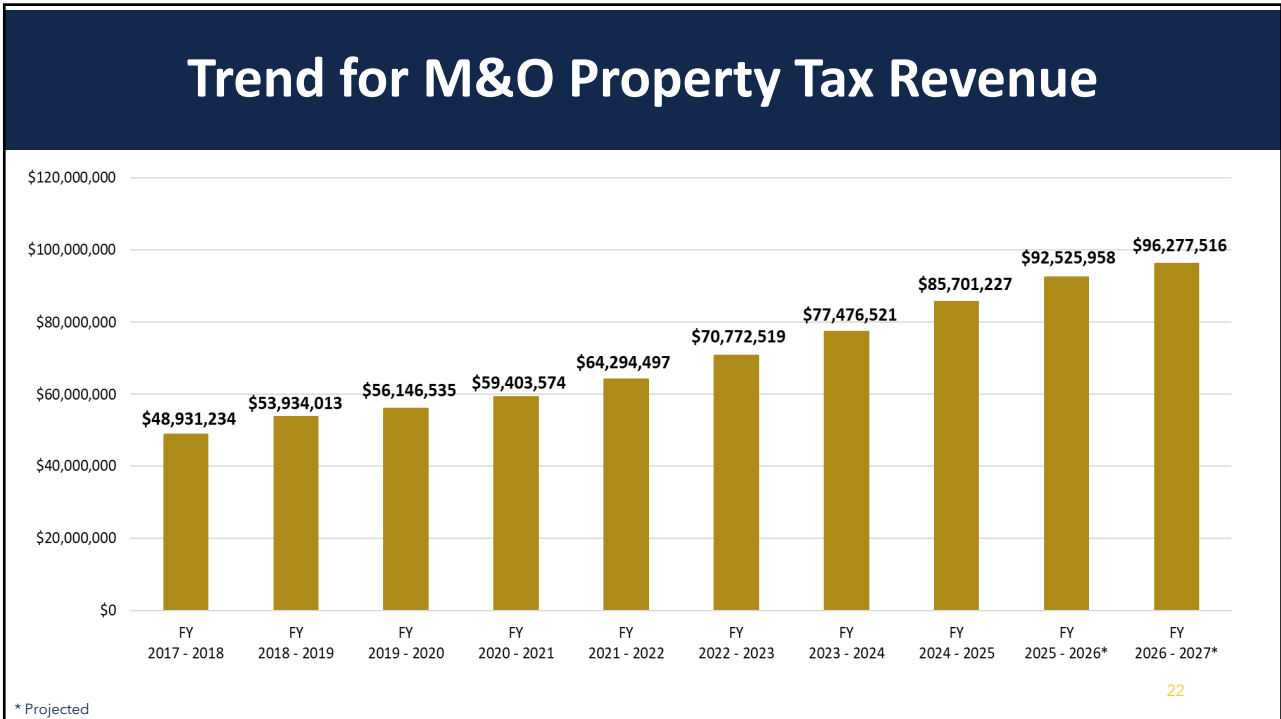
20

Trend for Net Taxable Assessed Valuation

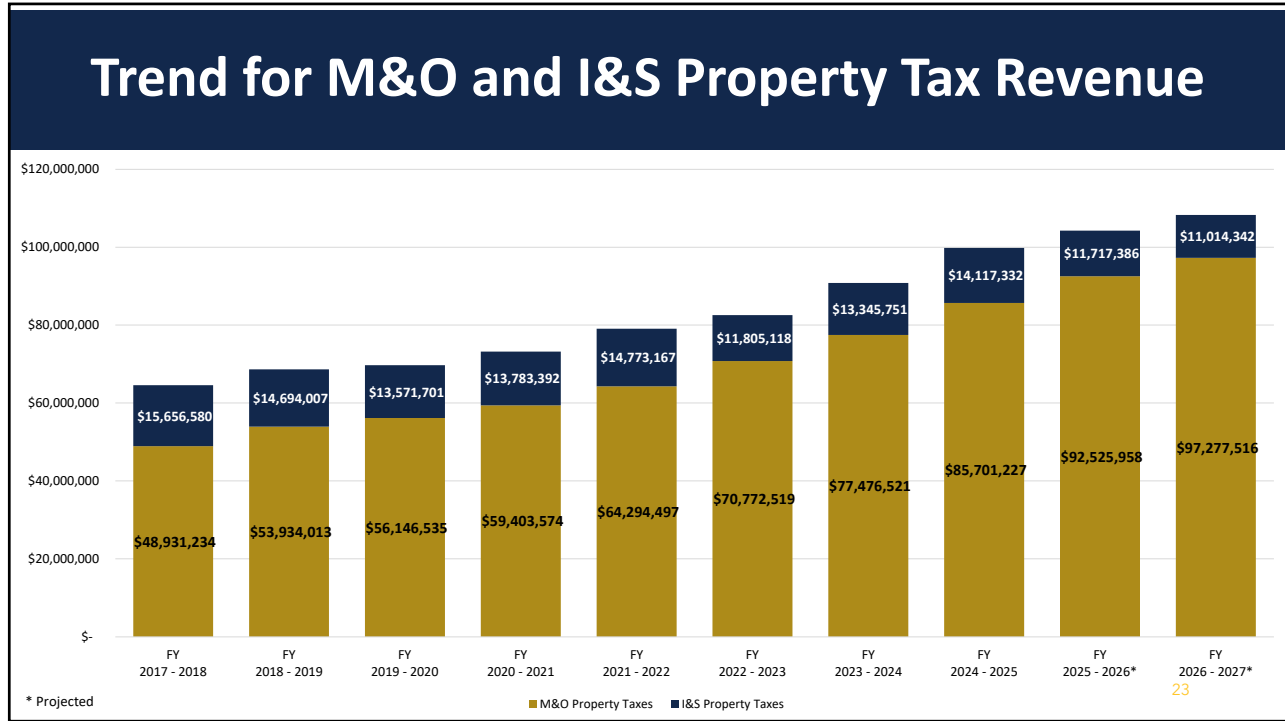
	Levy 2021 FY 2022	Levy 2022 FY 2023	Levy 2023 FY 2024	Levy 2024 FY 2025	Levy 2025 FY 2026	Levy 2026 FY 2027
Net Taxable Assessed Valuation	\$40,365,917,264	\$45,366,099,230	\$51,986,922,595	\$55,263,688,263	\$61,413,050,916	\$61,069,727,878
Annual Change	\$2,629,696,410	\$5,000,181,966	\$6,620,823,365	\$3,276,765,668	\$6,149,362,653	\$(343,323,038)
Annual Change %	6.97%	12.39%	14.59%	6.30%	11.13%	-0.56%

21

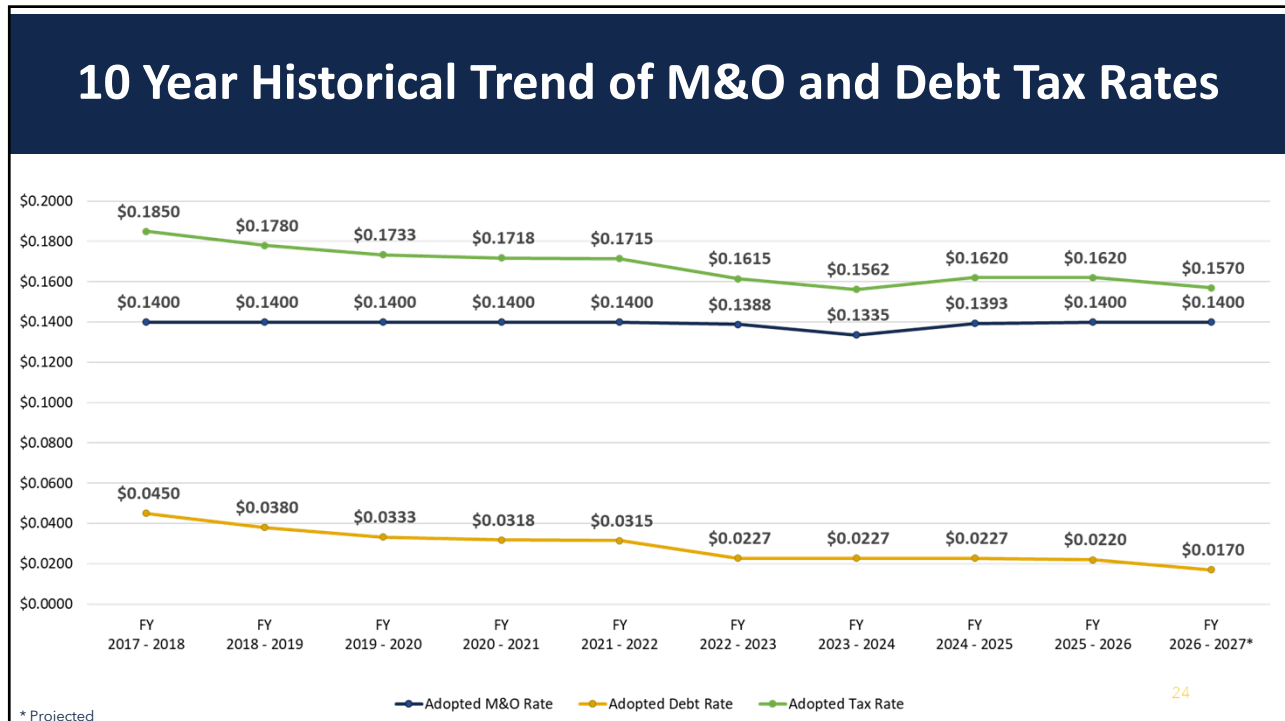
21



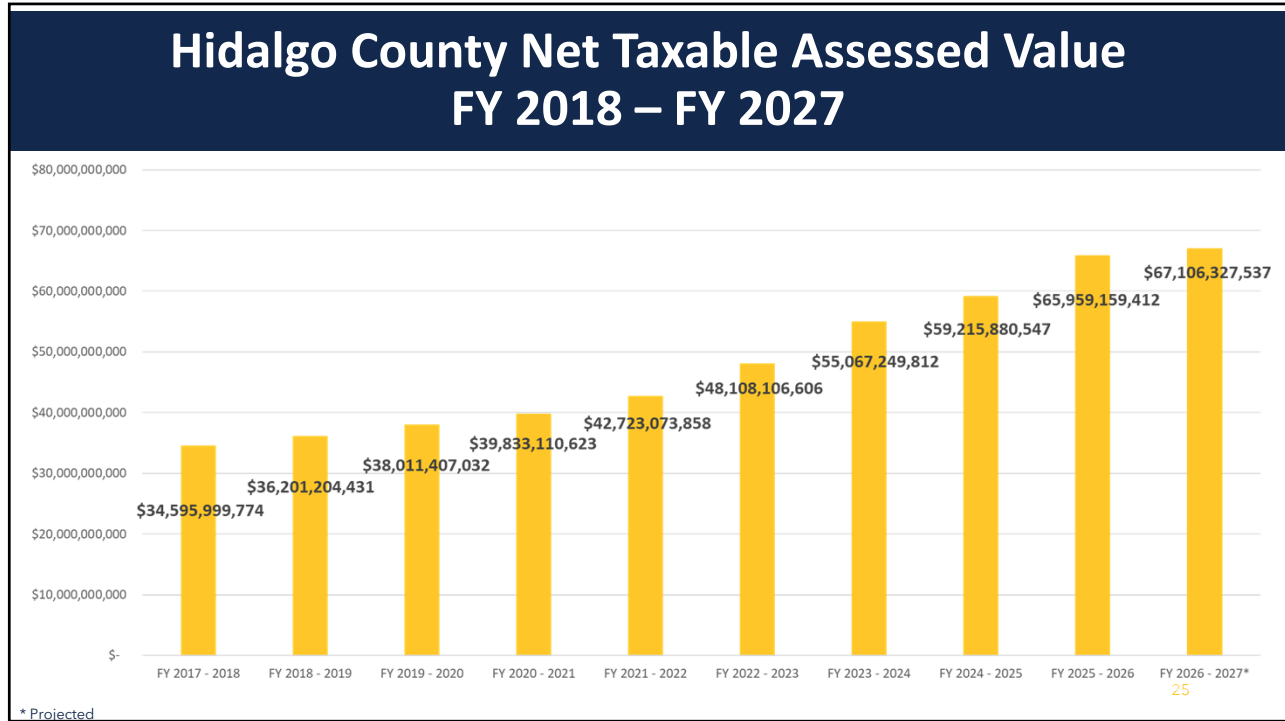
22



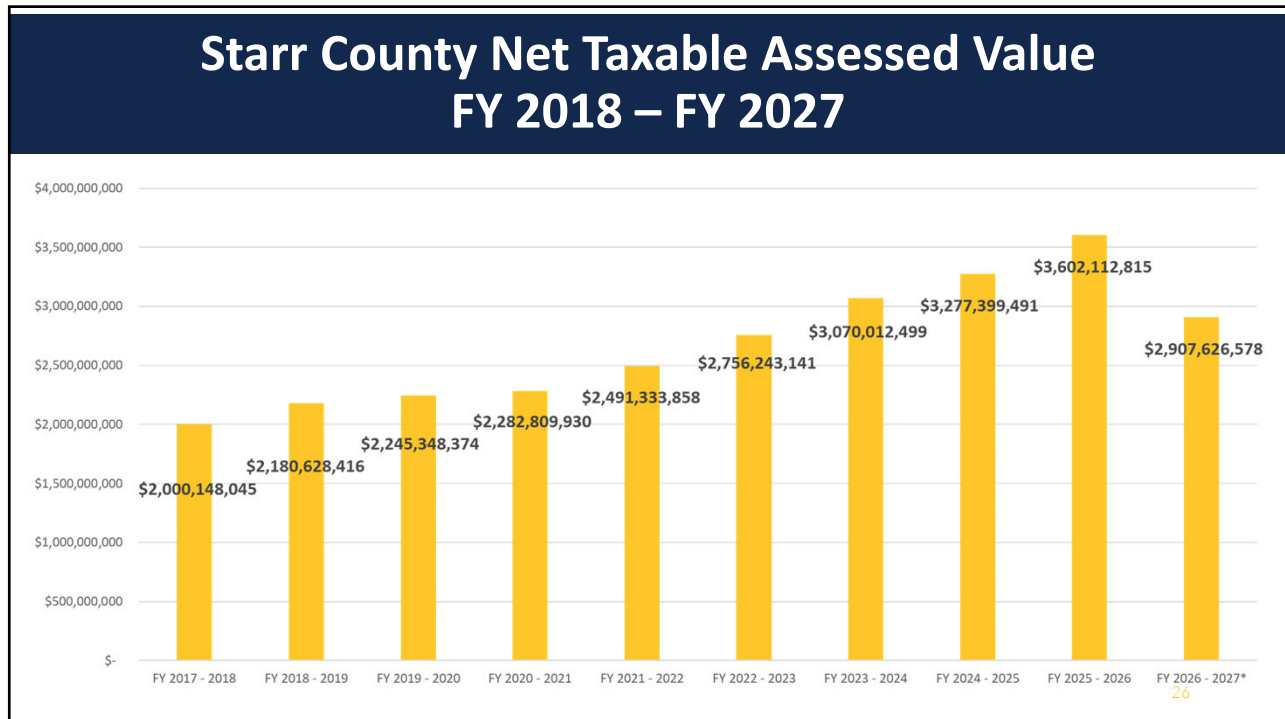
23



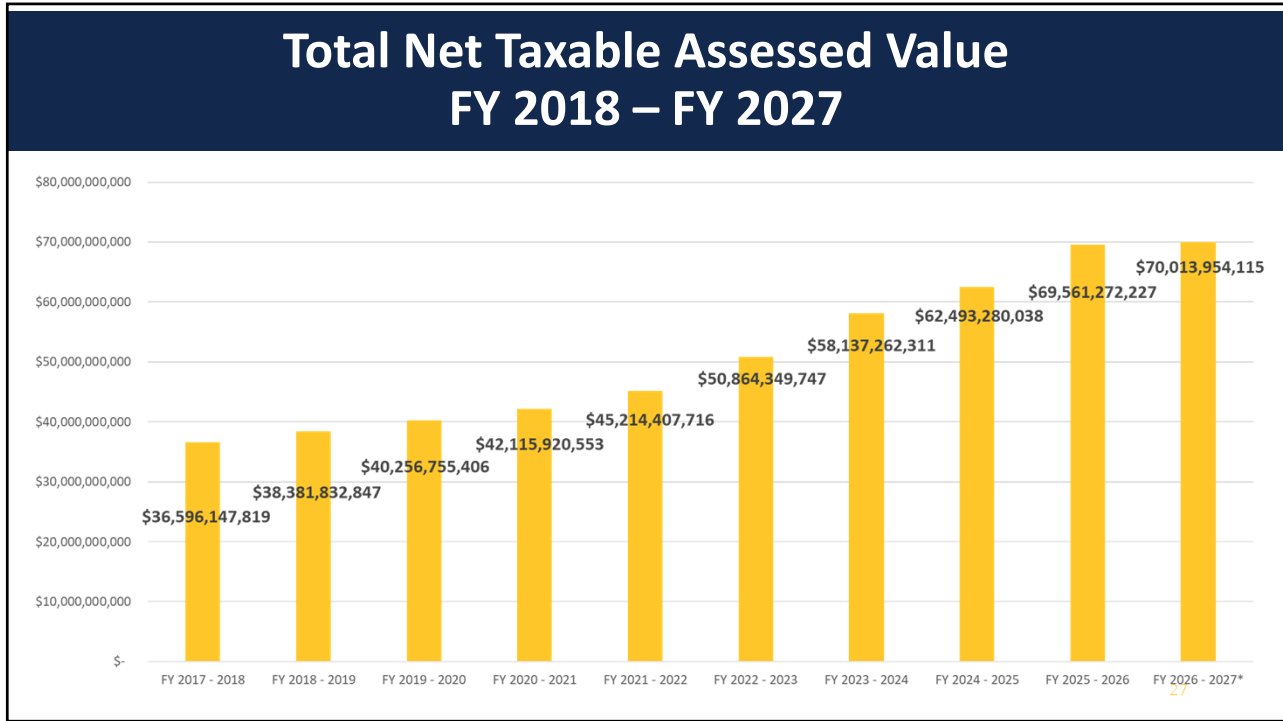
24



25



26



27

Other Revenues and Carryover Allocations

28

28

Preliminary Unrestricted Fund Revenues FY 2026 – 2027

- Other Revenues
 - Dual Credit Reimbursement Cost
 - Approximate decrease of \$497,600
- Carryover Fund Balance Allocation
 - Approximate increase of \$392,370 based on College needs

29

29

Preliminary Unrestricted Fund Revenues – Other Revenue Detail FY 2026 - 2027

Other Revenues	FY 2025 - 2026 Budget (Amended)	FY 2026 – 2027 Budget (Preliminary)	Increase/ (Decrease)
Dual Credit Enrollment Cost Reimbursement	\$4,250,000	\$3,752,400	\$(497,600)
Dual Credit Academy Participation Fee	300,000	300,000	-
Interest	10,000,000	10,000,000	-
Administrative Cost - Veterans	9,000	9,000	-
Administrative Cost - Pell	75,000	75,000	-
Administrative Cost – Federal Work Study	60,000	60,000	-
Administrative Cost - CEWD	144,249	144,249	-
Administrative Cost – CATA	22,927	22,927	-
Shuttle System Contribution	189,217	189,217	-
Testing Commission	4,500	4,500	-
Indirect Processing Fee	9,000	9,000	-
Total Other Revenues	\$15,063,893	\$14,566,293	\$(497,600)

30

Preliminary Unrestricted Fund Revenues – Carryover Detail FY 2026 - 2027

Carryover Allocation	FY 2025 - 2026 Budget (Amended)	FY 2026 - 2027 Budget (Preliminary)	Increase/ (Decrease)
Unexpended Construction Plant Fund	\$10,000,000	\$10,000,000	\$-
Renewals and Replacements Plant Fund	1,000,000	2,500,000	1,500,000
NAH Faculty	250,000	250,000	-
ERP Implementation	13,014,348	12,107,865	(906,483)
Scholarship	403,106	180,922	(222,184)
Transfer In from Auxiliary	157,590	178,626	21,036
Total Carryover Allocations	\$24,825,044	\$25,217,413	\$392,370

31

31

Preliminary Unrestricted Fund Revenues

32

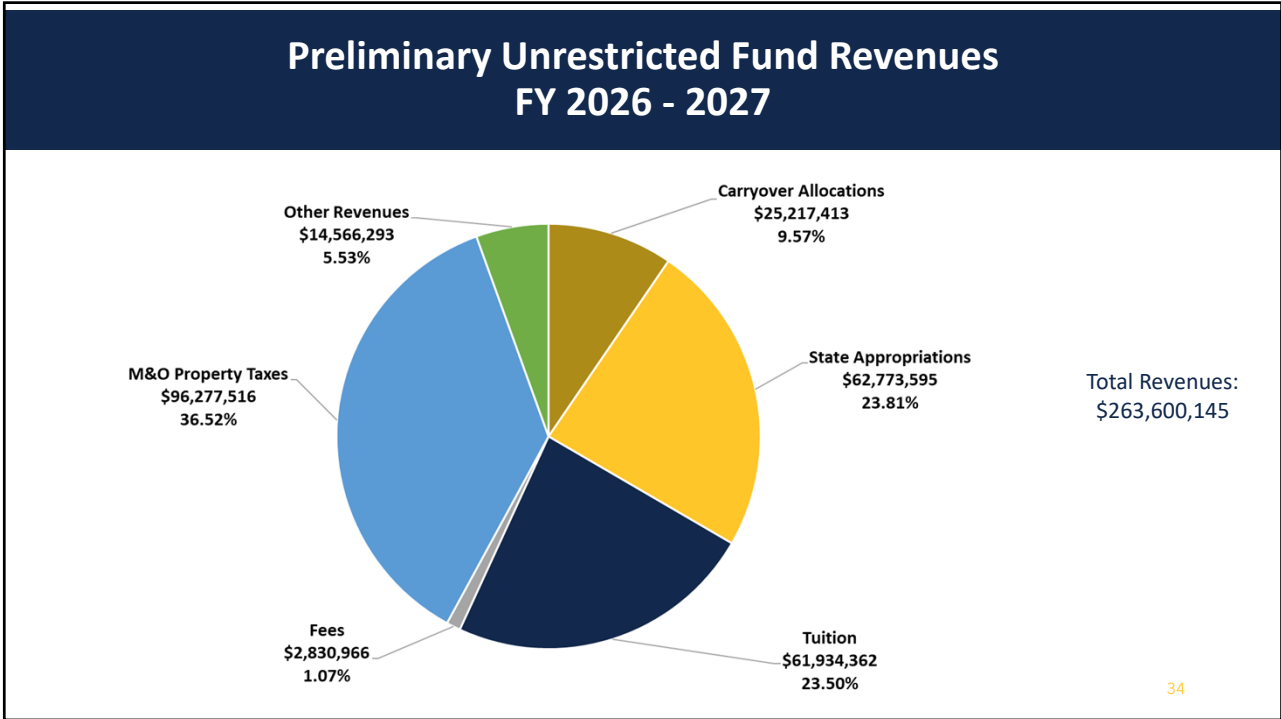
32

Preliminary Unrestricted Fund Revenues FY 2026 - 2027

Summary of Revenues	FY 2025 - 2026 Budget (Amended)	FY 2026 - 2027 Budget (Preliminary)	Increase/ (Decrease)
State Appropriations	\$64,725,379	\$62,773,595	\$(1,951,784)
Tuition and Fees	62,993,490	64,765,328	1,771,838
Property Taxes	85,163,229	96,277,516	11,114,286
Other Revenues	15,063,893	14,566,293	(497,600)
Carryover Allocations	24,825,044	25,217,413	392,370
Total Revenues	\$252,771,035	\$263,600,145	\$10,829,110

33

33



34

Preliminary Unrestricted Fund Expenditures

35

35

Preliminary Unrestricted Fund Expenditures FY 2026 – 2027

- Salaries and Benefits
 - Proposed annual salary increase scenario for faculty and non-faculty personnel of 3% from TASB
 - Increase in adjunct and overload pay rate
 - Proposed request for new positions and other adjustments

36

36

Summary of Expenditure Budget Requests - ERP FY 2026 – 2027

Expenditure	Expenditure Requests Excluding ERP	ERP	Expenditure Requests Including ERP
Salaries and Benefits	\$175,407,810	\$353,633	\$175,761,443
Operating	38,553,240	1,401,000	39,954,240
Technology	11,881,970	10,208,232	22,090,202
Travel	2,941,244	145,000	3,086,244
Capital	2,102,150	-	2,102,150
Total	\$230,886,414	\$12,107,865	\$242,994,279

37

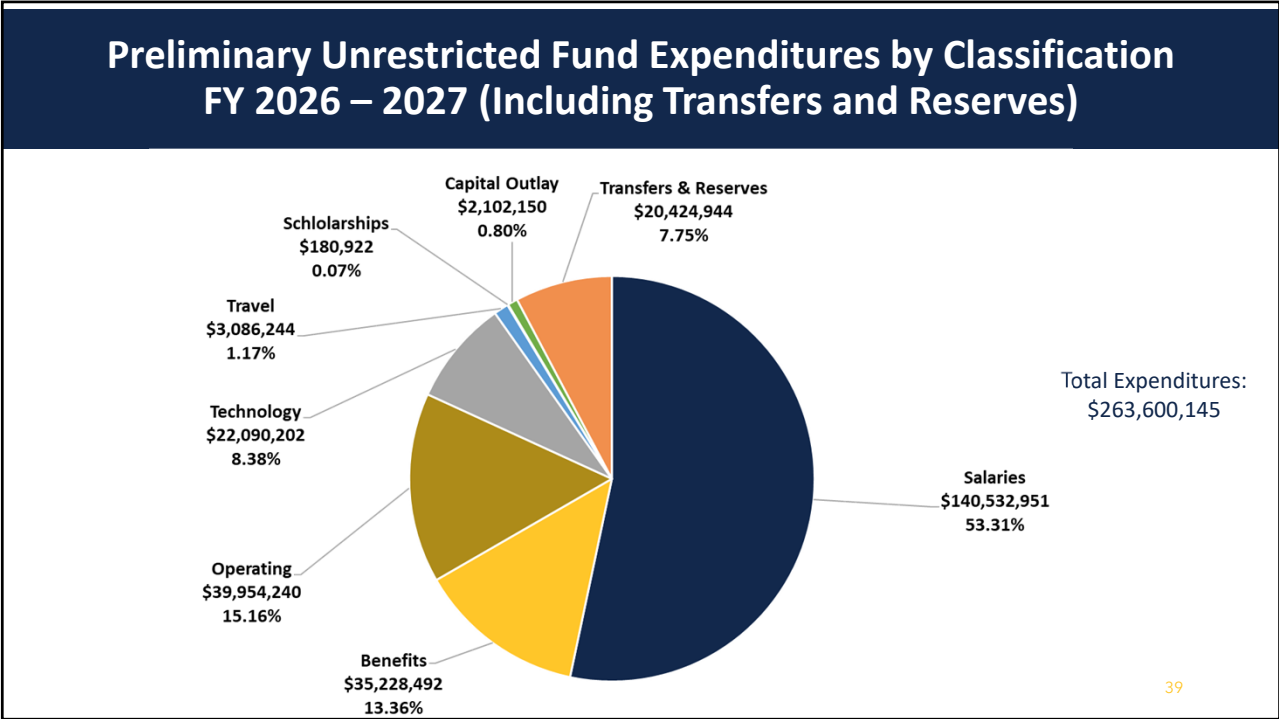
37

Summary of Expenditure Budget Requests FY 2026 – 2027

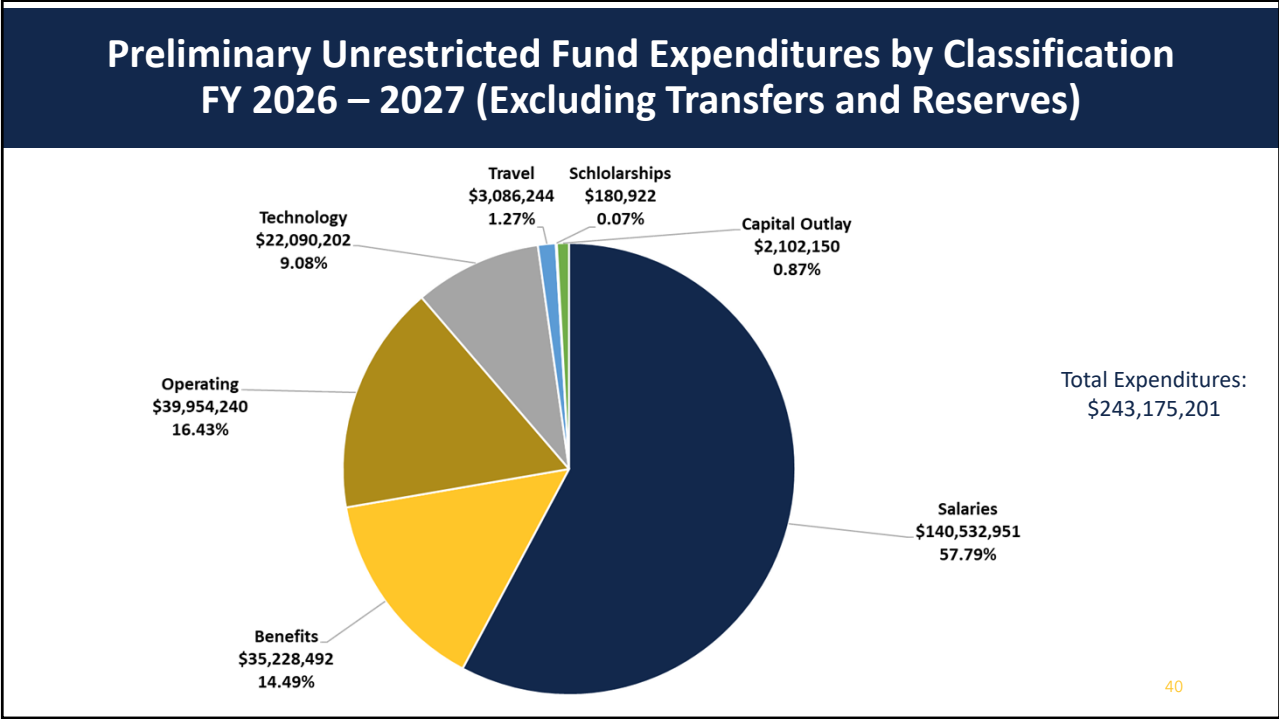
Expenditure	FY 2025 – 2026 Budget (Amended)	FY 2026 – 2027 Budget (Preliminary)	Difference	Detail
Salaries and Benefits	\$166,554,536	\$175,761,443	\$9,206,907	New positions, reclassifications, annual salary increases
Operating	39,488,833	39,954,240	465,407	Increase in audit services, bank fees, Cosmetology lease and program expenses, Dental Hygiene, student events in SAEM, utilities, systems and networking, student transportation services, custodial
Technology	20,580,059	22,090,202	1,510,143	Systems and networking, library, ERP, Cosmetology program, Dental Hygiene, Artificial Intelligence program, Communication and Creative Services
Travel	3,151,471	3,086,244	(65,227)	Conferences and trainings attended by staff, mileage, student club assistance
Capital	2,393,064	2,102,150	(290,914)	Cargo truck, shuttle bus, library materials and resources, Cosmetology equipment, police training vehicle, digital signage, campus police vehicle
Total	\$232,167,963	\$242,994,279	\$10,826,316	

38

38



39



40

Proposed Usages of Additional Revenue FY 2026 – 2027

Revenues	Total Projected Increase/(Decrease)	Expenditures	Total Projected Increase/(Decrease)
State Appropriations Reduction (Weights Reduction)	\$(2,198,087)	Adjunct/Overload Rate Increase (\$50 per LHE)	\$664,180
Financial Aid for Swift Transfer (FAST)	234,216	Facility Expansion Needs	875,395
Hazlewood	12,087	Dual Credit FAST Funds Positions	234,216
Academic and Differential Tuition	1,771,838	Institutionalize CEWD and CATA Dean Positions	334,845
Property Tax (6%)	12,914,286	New Positions/Adjustment Requests	2,012,751
Less: HB9 Property Tax Reduction	(1,800,000)	General Pay Increase (3%)	5,155,246
Dual Credit Reimbursement Revenue Reduction from Rate Decrease	(497,600)	Increases in Operating/Technology/Travel/Capital	2,525,892
Transfer to Renewals & Replacements Plant Fund	1,500,000	Transfer to Renewals & Replacements Plant Fund	1,500,000
ERP Carryover	(906,483)	ERP Expenditures	(906,483)
Scholarship	(222,184)	Scholarship	(222,184)
Transfer In from Auxiliary	21,036	Contingency	(1,344,747)
Total Revenue Projected Increase	\$10,829,110	Total Expenditure Projected Increase	\$10,829,110

41

41

Preliminary Unrestricted Fund Revenues and Expenditures FY 2026 – 2027

Summary of Expenditures	FY 2025 - 2026 Budget (Amended)	FY 2026 - 2027 Budget (Preliminary)	Difference FY 2026 Amended to FY 2027 Preliminary
State Appropriations	\$64,725,379	\$62,773,595	\$(1,951,784)
Tuition and Fees	62,993,490	64,765,328	1,771,838
Property Taxes	85,163,229	96,277,516	11,114,286
Other Revenues	15,063,893	14,566,293	(497,600)
Carryover Allocations	24,825,044	25,439,597	392,370
Total Revenues	\$252,771,035	\$263,600,145	\$10,829,110
Salaries	\$133,122,233	\$140,532,951	\$7,410,718
Benefits	33,432,303	35,228,492	1,796,189
Operating	39,488,833	39,954,240	465,407
Technology	20,580,059	22,090,202	1,510,143
Travel	3,151,471	3,086,244	(65,227)
Capital Outlay	2,393,064	2,102,150	(290,914)
Scholarship	403,106	180,922	(222,184)
Total Expenditures	\$232,571,069	\$243,175,201	\$10,604,132
Transfers & Reserves	20,199,966	20,424,944	224,978
Total Expenditures, Transfers & Reserves	\$252,771,035	\$263,600,145	\$10,829,110
Revenues over Expenditures	\$-	\$-	\$-

42

42



43

Discussion and Action as Necessary on Proposed Annual Salary Increases for Faculty and Non-Faculty Personnel for FY 2026 – 2027

Purpose Administration requests the Committee recommend Board approval on proposed annual salary increases for faculty and non-faculty personnel for FY 2026 – 2027 as provided by the Texas Association of School Boards (TASB).

Justification Following the Board’s approval of an agreement with TASB for a comprehensive compensation study on October 26, 2021, the College has conducted an annual TASB maintenance review to ensure that its Employee Compensation Plan remains aligned with industry practices and standards, while maintaining internal equity and external market competitiveness. Based on market median analysis, the Board approved and implemented General Pay Increases (GPIs) of 4% in FY 2024, 7% in FY 2025, and 3% in FY 2026.

TASB Summary of Cost Estimates Model 3 at 3% GPI is shown in Appendix A.

The proposed preliminary faculty salary increase for FY 2026- 2027 is estimated at \$1,320,796, based on a 3% General Pay Increase (GPI), the estimated benefits cost is \$330,199, for an estimated total of \$1,650,995.

The proposed preliminary non-faculty salary increase for FY 2026 - 2027 is estimated at \$2,803,401, based on a 3% GPI, the estimated benefits cost is \$700,850, for an estimated total of \$3,504,251.

The faculty and non-faculty salary increase estimated cost for FY 2026 – 2027, based on a 3% GPI, is \$4,124,197, the benefits estimated cost is \$1,031,049, for an estimated total of \$5,155,246.

Erin Kolecki, TASB Senior Human Resources and Compensation Consultant, will also present on the TASB Salary increases and will be available via Zoom to address any questions.

Enclosed Documents Appendix A – TASB Cost Model
Appendix B – TASB Summary of Cost Estimates
Appendix C – TASB Presentation

Funding The proposed annual salary increases for FY 2026–2027 are contingent upon the availability of funding and the Board’s approval of the final budget. Additional adjustments, including potential reductions, may be required prior to final Board approval based on

updated revenue projections, funding availability, and adoption of the final budget.

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

Recommendation The Committee recommends Board approval on the proposed annual salary increases for faculty and non-faculty personnel for FY 2026 – 2027 as reviewed by the Texas Association of School Boards (TASB) and as presented.

TASB Cost Model

Appendix A

3% GPI Cost Model			
Pay Group	GPI	Adjustments	Estimated Total Increase
Faculty	\$1,320,796	\$0.00	\$1,320,796
Executive Administrative Professional	\$1,019,763	\$215,757	\$1,235,520
Technology	\$168,541	\$10,120	\$178,661
Administrative Technical Support	\$662,276	\$260,005	\$922,281
Operations Support	\$357,198	\$109,741	\$466,939
Total	\$3,528,574	\$595,623	\$4,124,197
Benefits			\$1,031,049
Total Cost			\$5,155,246

Estimated Costs of Recommendations

These estimates are based on employee pay data collected at the beginning of the pay study and are reflective of a snapshot in time.

South Texas College

Model 1

Summary of Cost Estimates, 2026-2027

1 percent
Placement scales: 20 years EAP/Tech; 15 years ATS/OTS

	Total Staff	Count of Increases	Cost Increase	Percent of Current Costs	2025-2026 Current Costs
Faculty					
\$54,100 starting salary	576		\$555,333		\$41,518,383
^{1c} General pay increase - 1.0% > of midpoint or salary		576	\$429,362	1.0%	
Adjustments to years 1-20		399	\$125,971	0.3%	
Executive Administrative Professional	415		\$833,820		\$31,023,703
^{1c} General pay increase - 1.0% > of midpoint or salary		411	\$335,293	1.1%	
General pay increase - 1.0% to employees over range max		4	\$4,627	0.0%	
Adjustments - 1.0% above pay range minimum		12	\$65,511	0.2%	
Adjustments - placement scale		199	\$343,189	1.1%	
Adjustments - strategic (VP)		2	\$85,200	0.3%	
Technology	74		\$120,168		\$5,002,448
^{1c} General pay increase - 1.0% > of midpoint or salary		74	\$56,242	1.1%	
Adjustments - placement scale		56	\$63,926	1.3%	
Administrative Technical Support	465		\$761,317		\$19,642,026
^{1c} General pay increase - 1.0% > of midpoint or salary		460	\$218,725	1.1%	
General pay increase - 1.0% to employees over range max		5	\$3,058	0.0%	
Adjustments - 1.0% above pay range minimum		102	\$66,355	0.3%	
Adjustments - placement scale		324	\$473,179	2.4%	
Operations Support	250		\$388,586		\$10,902,590
^{1c} General pay increase - 1.0% > of midpoint or salary		248	\$117,936	1.1%	
General pay increase - 1.0% to employees over range max		2	\$1,144	0.0%	
Adjustments - 1.0% above pay range minimum		15	\$4,888	0.0%	
Adjustments - placement scale		207	\$264,618	2.4%	
Subtotal - General Pay Increase		1,780	\$1,166,387	1.1%	
Subtotal - Implementation/Equity Adjustments		1,316	\$1,492,837	1.4%	
Total Cost Estimate	1,780		\$2,659,224	2.5%	\$108,089,150

Footnotes:

^{1c} Pay increases were applied to all employees and itemized separately for employees at or above the maximum rate.

	Total Staff	Count of Increases	Cost Increase	Percent of Current Costs	2025-2026 Current Costs
Faculty					
<u>\$54,500 starting salary</u>	576		\$874,368		\$41,518,383
^{1c} General pay increase - 2.0% > of midpoint or salary		576	\$874,367	2.1%	
Hiring schedule equity adjustments		3	\$1	0.0%	
Executive Administrative Professional	415		\$1,008,685		\$31,023,703
^{1c} General pay increase - 2.0% > of midpoint or salary		410	\$670,242	2.2%	
General pay increase - 2.0% to employees over range max		5	\$9,599	0.0%	
Adjustments - 1.0% above pay range minimum		7	\$54,032	0.2%	
Adjustments - placement scale		162	\$194,412	0.6%	
Adjustments - strategic (VP)		2	\$80,400	0.3%	
Technology	74		\$140,011		\$5,002,448
^{1c} General pay increase - 2.0% > of midpoint or salary		74	\$112,299	2.2%	
Adjustments - placement scale		26	\$27,712	0.6%	
Administrative Technical Support	465		\$837,158		\$19,642,026
^{1c} General pay increase - 2.0% > of midpoint or salary		460	\$435,950	2.2%	
General pay increase - 2.0% to employees over range max		5	\$6,115	0.0%	
Adjustments - 1.0% above pay range minimum		60	\$29,434	0.1%	
Adjustments - placement scale		298	\$365,659	1.9%	
Operations Support	250		\$419,141		\$10,902,590
^{1c} General pay increase - 2.0% > of midpoint or salary		248	\$235,435	2.2%	
General pay increase - 2.0% to employees over range max		2	\$2,392	0.0%	
Adjustments - 1.0% above pay range minimum		4	\$624	0.0%	
Adjustments - placement scale		158	\$180,690	1.7%	
Subtotal - General Pay Increase	1,780		\$2,346,399	2.2%	
Subtotal - Implementation/Equity Adjustments	720		\$932,964	0.9%	
Total Cost Estimate	1,780		\$3,279,363	3.0%	\$108,089,150

Footnotes:

^{1c} Pay increases were applied to all employees and itemized separately for employees at or above the maximum rate.

	Total Staff	Count of Increases	Cost Increase	Percent of Current Costs	2025-2026 Current Costs
Faculty					
\$55,300 starting salary	576		\$1,320,796		\$41,518,383
^{1c} General pay increase - 3.0% > of midpoint or salary		576	\$1,320,796	3.2%	
Executive Administrative Professional	415		\$1,235,520		\$31,023,703
^{1c} General pay increase - 3.0% > of midpoint or salary		408	\$1,003,027	3.2%	
General pay increase - 3.0% to employees over range max		7	\$16,736	0.1%	
Adjustments - 1.0% above pay range minimum		4	\$47,369	0.2%	
Adjustments - placement scale		77	\$92,788	0.3%	
Adjustments - strategic (VP)		2	\$75,600	0.2%	
Technology	74		\$178,661		\$5,002,448
^{1c} General pay increase - 3.0% > of midpoint or salary		74	\$168,541	3.4%	
Adjustments - placement scale		15	\$10,120	0.2%	
Administrative Technical Support	465		\$922,281		\$19,642,026
^{1c} General pay increase - 3.0% > of midpoint or salary		459	\$652,666	3.3%	
General pay increase - 3.0% to employees over range max		6	\$9,610	0.0%	
Adjustments - 1.0% above pay range minimum		25	\$10,171	0.1%	
Adjustments - placement scale		280	\$249,834	1.3%	
Operations Support	250		\$466,939		\$10,902,590
^{1c} General pay increase - 3.0% > of midpoint or salary		247	\$353,496	3.2%	
General pay increase - 3.0% to employees over range max		3	\$3,702	0.0%	
Adjustments - placement scale		133	\$109,741	1.0%	
Subtotal - General Pay Increase		1,780	\$3,528,574	3.3%	
Subtotal - Implementation/Equity Adjustments		536	\$595,623	0.6%	
Total Cost Estimate		1,780	\$4,124,197	3.8%	\$108,089,150

Footnotes:

^{1c} Pay increases were applied to all employees and itemized separately for employees at or above the maximum rate.

Summary of Cost Estimates, 2026-2027

4 percent
Placement scales: 20 years EAP/Tech; 15 years ATS/OTS

	Total Staff	Count of Increases	Cost Increase	Percent of Current Costs	2025-2026 Current Costs
Faculty					
\$56,000 starting salary	576		\$1,748,738		\$41,518,383
^{1c} General pay increase - 4.0% > of midpoint or salary		576	\$1,748,738	4.2%	
Executive Administrative Professional	415		\$1,520,473		\$31,023,703
^{1c} General pay increase - 4.0% > of midpoint or salary		408	\$1,335,088	4.3%	
General pay increase - 4.0% to employees over range max		7	\$24,584	0.1%	
Adjustments - 1.0% above pay range minimum		4	\$41,866	0.1%	
Adjustments - placement scale		36	\$46,935	0.2%	
Adjustments - strategic (VP)		2	\$72,000	0.2%	
Technology	74		\$224,814		\$5,002,448
^{1c} General pay increase - 4.0% > of midpoint or salary		74	\$224,743	4.5%	
Adjustments - placement scale		1	\$71	0.0%	
Administrative Technical Support	465		\$1,021,533		\$19,642,026
^{1c} General pay increase - 4.0% > of midpoint or salary		459	\$867,158	4.4%	
General pay increase - 4.0% to employees over range max		6	\$13,208	0.1%	
Adjustments - 1.0% above pay range minimum		8	\$2,642	0.0%	
Adjustments - placement scale		200	\$138,525	0.7%	
Operations Support	250		\$528,757		\$10,902,590
^{1c} General pay increase - 4.0% > of midpoint or salary		247	\$468,874	4.3%	
General pay increase - 4.0% to employees over range max		3	\$5,637	0.1%	
Adjustments - placement scale		95	\$54,246	0.5%	
Subtotal - General Pay Increase		1,780	\$4,688,030	4.3%	
Subtotal - Implementation/Equity Adjustments		346	\$356,285	0.3%	
Total Cost Estimate		1,780	\$5,044,315	4.7%	\$108,089,150

Footnotes:

^{1c} Pay increases were applied to all employees and itemized separately for employees at or above the maximum rate.

	Total Staff	Count of Increases	Cost Increase	Percent of Current Costs	2025-2026 Current Costs
Faculty					
\$57,000 starting salary	576		\$2,177,093		\$41,518,383
^{1c} General pay increase - 5.0% > of midpoint or salary		576	\$2,177,093	5.2%	
Executive Administrative Professional	415		\$1,826,835		\$31,023,703
^{1c} General pay increase - 5.0% > of midpoint or salary		406	\$1,666,708	5.4%	
General pay increase - 5.0% to employees over range max		9	\$32,885	0.1%	
Adjustments - 1.0% above pay range minimum		4	\$36,364	0.1%	
Adjustments - placement scale		10	\$24,878	0.1%	
Adjustments - strategic (VP)		2	\$66,000	0.2%	
Technology	74		\$280,987		\$5,002,448
^{1c} General pay increase - 5.0% > of midpoint or salary		74	\$280,987	5.6%	
Administrative Technical Support	465		\$1,168,598		\$19,642,026
^{1c} General pay increase - 5.0% > of midpoint or salary		458	\$1,085,258	5.5%	
General pay increase - 5.0% to employees over range max		7	\$16,973	0.1%	
Adjustments - 1.0% above pay range minimum		2	\$250	0.0%	
Adjustments - placement scale		112	\$66,117	0.3%	
Operations Support	250		\$610,105		\$10,902,590
^{1c} General pay increase - 5.0% > of midpoint or salary		247	\$586,414	5.4%	
General pay increase - 5.0% to employees over range max		3	\$7,613	0.1%	
Adjustments - placement scale		48	\$16,078	0.1%	
Subtotal - General Pay Increase		1,780	\$5,853,931	5.4%	
Subtotal - Implementation/Equity Adjustments		178	\$209,687	0.2%	
Total Cost Estimate	1,780		\$6,063,618	5.6%	\$108,089,150

Footnotes:

^{1c} Pay increases were applied to all employees and itemized separately for employees at or above the maximum rate.

South Texas College

Pay Systems Maintenance

Erin Kolecki
May 13, 2025

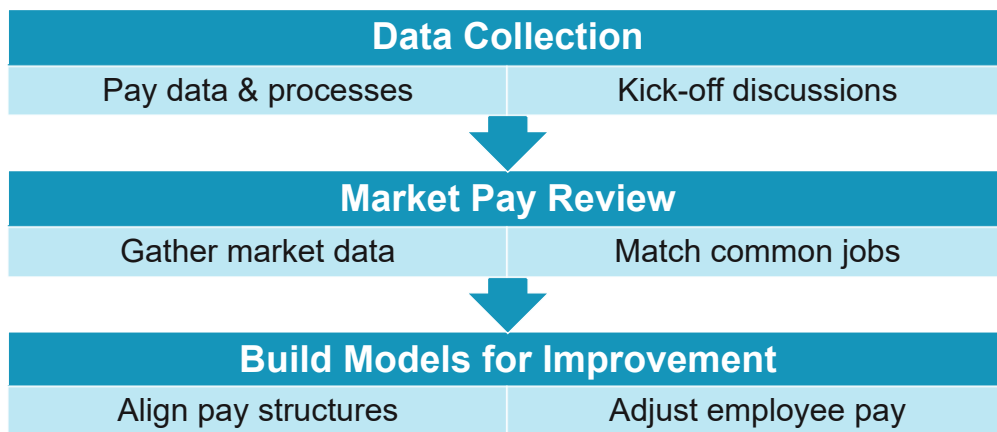


This information is provided for educational purposes only to facilitate a general understanding of the law or other regulatory matter. This information is neither an exhaustive treatment on the subject nor is this intended to substitute for the advice of an attorney or other professional advisor. Consult with your attorney or professional advisor to apply these principles to specific fact situations.

© 2026 Texas Association of School Boards, Inc. All rights reserved.

1

TASB Pay Study Process



2

2

1



Market Sources

College / Organization	Student Enrollment	Number of FTE	Exempt & Nonexempt	Faculty
1 Alamo Colleges	88,776	4,543	X*	X
2 Austin Community College	44,062	2,814	X	X
3 Collin College	41,852	3,830	X	X
4 Dallas College	68,005	100	X*	X
5 Del Mar College	9,720	--		**
6 Edinburg CISD	33,810	4,877	X	
7 El Paso County Community College District	26,088	1,174	X	X
8 Houston City College	59,417	5,694	X*	X
9 Laredo College	11,499	720	X	X
10 Lone Star College System	97,294	2,992	X*	X
11 McAllen ISD	19,349	3,278	X	
12 Mission CISD	13,454	2,250	X	
13 Pharr-San Juan-Alamo ISD	28,840	4,789	X	
14 Region One ESC	--	564	X	
15 Rio Grande City Grulla ISD	9,482	1,936	X	
16 San Jacinto College	32,830	2,571	X	X
17 Sharyland ISD	9,742	1,355	X	
18 Tarrant County College	49,573	4,377	X	X
19 Texas Southmost College	9,236	367	X	X
20 Weslaco ISD	16,430	2,225	X	

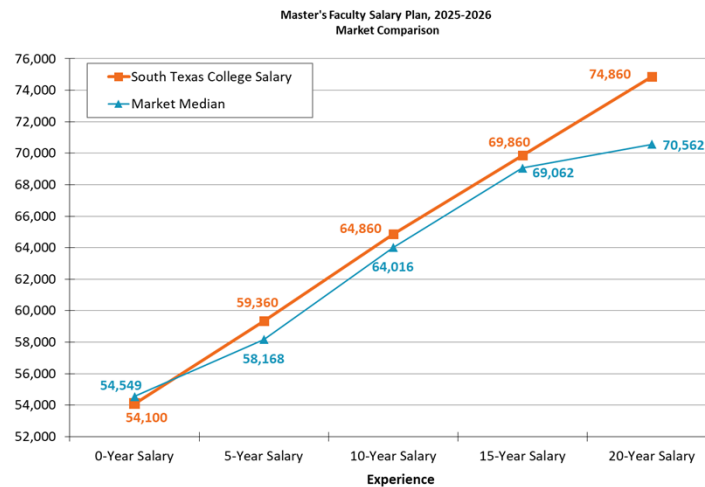
Other local area market sources:

- CompAnalyst
- Pafactors by Payscale

3

3

Faculty – Market Graph



4

4



Faculty – Market Salaries

College	Student Enrollment	Number of Faculty	0-Year Salary	5-Year Salary	10-Year Salary	15-Year Salary	20-Year Salary
1 Tarrant County College	49,573	403	\$64,118	\$66,071	\$68,026	\$69,981	
2 Del Mar College**			\$61,525	\$65,670	\$69,815	\$73,960	\$78,105
3 Collin College	41,852	197	\$61,128	\$62,656	\$64,184		
4 Austin Community College	44,062	19	\$60,745	\$64,314	\$69,255	\$74,852	\$80,938
5 Dallas College	68,005	334	\$60,000				
6 Alamo Colleges	88,776	372	\$55,349				
7 Laredo College	11,499	85	\$53,750	\$55,350	\$57,950	\$63,500	\$70,000
8 Texas Southmost College	9,236	64	\$52,690	\$58,168	\$63,847	\$69,062	
9 San Jacinto College	32,830	201	\$51,239				
10 Lone Star College System	97,294	501	\$48,672	\$53,738			
11 Houston City College	59,417	496	\$48,436	\$52,428	\$57,884	\$63,910	\$70,562
12 El Paso County Community College District	26,088	186	\$46,876	\$50,741	\$56,021	\$61,851	\$68,291
South Texas College	27,645	246	\$54,100	\$59,360	\$64,860	\$69,860	\$74,860
Median			\$54,549	\$58,168	\$64,016	\$69,062	\$70,562
Comparison to Median Dollar Difference			99% (\$449)	102% \$1,192	101% \$845	101% \$798	106% \$4,298

Footnotes:

** College did not participate in survey. Faculty schedules collected from the college.

5

5

Adjunct Pay – Market Comparisons

Part-Time Faculty (per credit hour)	STC Pay	Median Pay	Colleges Reporting
Certificate/Associate's Degree	\$675	\$992	10 of 11
Bachelor's Degree	\$725	\$1,040	11 of 11
Master's Degree	\$850	\$1,040	11 of 11
Doctoral Degree	\$950	\$1,040	11 of 11

6

6

Exempt Pay Groups – Market Salaries

Pay Group	Employee Pay to Market	Pay Grade Midpoint to Market	Number of Benchmarks
Administration	96%	97%	22
Professional - Academic	97%	104%	14
Professional - Business	97%	101%	21
Technology	94%	103%	15

7

7

Nonexempt Pay Groups – Market Salaries

Pay Group	Employee Pay to Market	Pay Grade Midpoint to Market	Pay Grade Minimum to Market	Number of Benchmarks
Office Support	87%	97%	96%	15
Academic Support	93%	100%	107%	6
Maintenance and Operations	93%	97%	103%	18

8

8

Recommendations

9

Recommendation 1

Implement pay structure adjustments to align with market

- Strong starting salaries
- Midpoints aligned with market
- Upgrade identified positions

10

5

Recommendation 2

Adopt a general pay increase (GPI)

- Five models – 1%, 2%, 3%, 4%, and 5%
- For faculty, GPI calculated as the greater of a percentage of market median master's salary or employee salary
- For other pay groups, GPI calculated as the greater of a percentage of employee's pay grade midpoint or employee salary

11

11

Recommendation 2 (cont)

- Pay increase for faculty with associate's, certificate, bachelor's, and doctorate calculated as a weighted factor based on master's degree increase or employee salary, whichever is greater

12

12

Recommendation 3

Provide adjustments to address market differences and maintain equity

- Adjustments to faculty schedule on Model 1
- Increase to 1 percent above minimum
- Placement scale adjustments
- Strategic adjustments (VPs)

13

13

Recommendation 4

Increase adjunct pay and overload pay by \$50 across all degree levels

14

14

Recommendation 5

Consider conducting a full pay system review next year. It has been five years since the initial full pay system design.

15

15

Cost – Model 1 (1.0%)

Pay Group	General Pay Increase	Adjustments	Estimated Total Increase
Faculty	\$429,362	\$125,971	\$555,333
Executive Administrative Professional	\$339,920	\$493,900	\$833,820
Technology	\$56,242	\$63,926	\$120,168
Administrative Technical Support	\$221,783	\$539,534	\$761,317
Operations Support	\$119,080	\$269,506	\$388,586
Total	\$1,166,387	\$1,492,837	\$2,659,224
% of Current Costs	1.1%	1.4%	2.5%

16

16

Cost – Model 2 (2.0%)

Pay Group	General Pay Increase	Adjustments	Estimated Total Increase
Faculty	\$874,367	\$1	\$874,368
Executive Administrative Professional	\$679,841	\$328,844	\$1,008,685
Technology	\$112,299	\$27,712	\$140,011
Administrative Technical Support	\$442,065	\$395,093	\$837,158
Operations Support	\$237,827	\$181,314	\$419,141
Total	\$2,346,399	\$932,964	\$3,279,363
% of Current Costs	2.2%	0.9%	3.0%

17

17

Cost – Model 3 (3.0%)

Pay Group	General Pay Increase	Adjustments	Estimated Total Increase
Faculty	\$1,320,796	\$0	\$1,320,796
Executive Administrative Professional	\$1,019,763	\$215,757	\$1,235,520
Technology	\$168,541	\$10,120	\$178,661
Administrative Technical Support	\$662,276	\$260,005	\$922,281
Operations Support	\$357,198	\$109,741	\$466,939
Total	\$3,528,574	\$595,623	\$4,124,197
% of Current Costs	3.3%	0.6%	3.8%

18

18

Cost – Model 4 (4.0%)

Pay Group	General Pay Increase	Adjustments	Estimated Total Increase
Faculty	\$1,748,738	\$0	\$1,748,738
Executive Administrative Professional	\$1,359,672	\$160,801	\$1,520,473
Technology	\$224,743	\$71	\$224,814
Administrative Technical Support	\$880,366	\$141,167	\$1,021,533
Operations Support	\$474,511	\$54,246	\$528,757
Total	\$4,688,030	\$356,285	\$5,044,315
% of Current Costs	4.3%	0.3%	4.7%

19

19




Cost – Model 5 (5.0%)

Pay Group	General Pay Increase	Adjustments	Estimated Total Increase
Faculty	\$2,177,093	\$0	\$2,177,093
Executive Administrative Professional	\$1,699,593	\$127,242	\$1,826,835
Technology	\$280,987	\$0	\$280,987
Administrative Technical Support	\$1,102,231	\$66,367	\$1,168,598
Operations Support	\$594,027	\$16,078	\$610,105
Total	\$5,853,931	\$209,687	\$6,063,618
% of Current Costs	5.4%	0.2%	5.6%

20

20

Erin Kolecki, Senior HR and Compensation Consultant
800-580-7782
hrservices@tasb.org

Follow HR Services  @tasbhrs  tasb-hr-services  tasbhrs



The information in this presentation may include the intellectual property of third parties.

© 2026 Texas Association of School Boards, Inc. All rights reserved.

21

Discussion and Action as Necessary on Proposed FY 2026 – 2027 Request for New Positions and Other Adjustments

Purpose To approve the proposed FY 2026 – 2027 request for new positions and other adjustments.

Justification The staffing requests have been reviewed and are being proposed by Administration. The Texas Association of School Boards (TASB) has also reviewed the requests as part of the annual compensation maintenance program. Projected salaries are based on FY 2025 - 2026 pay grade scales with no annual increases. Salaries are subject to change if the Board approves new FY 2026 - 2027 pay grade scales with an annual salary increase.

Additional modifications, including reductions, may be necessary prior to final approval by the Board due primarily to revised revenue and expenditure projections or reallocation of resources, as necessary.

These requests include critical positions required due to the new buildings being constructed and expanded at Pecan Campus, Pecan West Area, and at the Health Science Professions Campus. Other requests also include new non-faculty positions, previously frozen positions, salary adjustments for vacant positions, reclassification of filled non-faculty positions, and pool adjustments to Instructional Direct Wage Pools and Faculty/Non-Faculty Temporary Pools.

The staffing requests are for the Unrestricted Fund as presented.

Enclosed Documents

Appendix A – Summary of Facility Expansion Needs and Proposed New Positions with Other Adjustments (Unrestricted Fund)

Appendix B – Facility Expansion Needs Positions

Appendix C – Faculty – Adjunct/Overload

Appendix D – Dual Credit and Positions Institutionalized (CATA, CEWD)

Appendix E – Academic Affairs Economic Development Division

Appendix F – Finance and Administrative Services Division

Appendix G – Institutional Advancement and External Affairs Division

Appendix H – Student Affairs and Enrollment Management Division

Appendix I – Technology, Information & Planning Services Division

Appendix J – Division Staffing Requests: Regular, Facility Expansion Needs, Faculty - Adjunct/Overload, and Dual Credit and Positions Institutionalized (CATA, CEWD)

Appendix K – Division Staffing Requests: Regular vs Budget Allocation

Appendix L – Division Staffing Requests: Facility Expansion Needs, Facility Expansion Needs. Faculty - Adjunct/Overload, and Dual Credit and Positions Institutionalized (CATA, CEWD)

Funding Unrestricted Fund Salary budgets for FY 2026 – 2027, pending Board Approval.

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

Recommendation The Committee recommends that the Board approve the proposed FY 2026 – 2027 request for new positions and other adjustments as presented.

Appendix A

**Summary of Proposed College’s New Positions and Other Adjustments
 Unrestricted Fund**

Division	Amount Requested	Less Funding Available	Impact on FY 26 – 27 Budget
B. Facility Expansion Needs Positions – All Divisions (18)	\$ 700,315.20	\$ -	\$ 700,315.20
C. Faculty – Adjunct/Overload (10)	552,333.00	-	552,333.00
D. Dual Credit and Positions Institutionalized (CATA, CEWD) (4)	455,248.02	-	455,248.02
E. Academic Affairs & Economic Development (52)	242,171.06	109,998.00	132,173.06
F. Finance and Administrative Services (19)	653,601.80	18,587.00	635,014.80
G. Institutional Advancement and External Affairs (5)	156,357.68	4,298.00	152,059.68
H. Student Affairs and Enrollment Management (7)	242,783.42	-	242,783.42
I. Technology, Information & Planning Services (40)	616,978.04	168,808.04	448,170.00
Total	\$3,619,788.22	\$301,691.04	\$3,318,097.18

Appendix B

Facility Expansion Needs Positions for FY 26-27

Row Labels	Quantity Requested	Average Salary	Total Funds Requested	Total Funds To Reduce from Existing Position/Pools	Net Increase/(Decrease) to New FY Total Salary Budget
New	18	\$ 38,906.40	\$ 700,315.20	\$ -	\$ 700,315.20
Custodial					
New					
Custodian					
<p>Facility Expansion Needs: The request for additional custodial positions is directly tied to the completion of new building construction and the resulting increase in total square footage requiring daily maintenance. The expansion of facilities has significantly increased custodial workload, making current staffing levels insufficient maintain cleanliness, safety, and operational standards.</p>					
	11	\$ 35,401.60	\$ 389,417.60	\$ -	\$ 389,417.60
Safety and Security					
New					
Security Guard					
<p>Facility Expansion Needs: Security Guard positions are needed to maintain effective safety coverage and timely response across 7 campuses in 2 counties. As campus facilities and building square footage continue to expand, the demand for routine patrol, monitoring, and visible safety presence increases. Adding these positions ensures adequate coverage across shifts, reduces response times, and supports consistent enforcement of college policies to maintain a safe environment for students, staff, and visitors.</p>					
	3	\$ 37,710.40	\$ 113,131.20	\$ -	\$ 113,131.20
Supervisor - Security					
<p>Facility Expansion Needs: A Security Supervisor is needed to provide direct oversight for security guards across 7 campuses in 2 counties. Coordinating schedules, incident response, training, and daily operations at this scale requires dedicated frontline supervision. As the college continues adding roles for our personnel and new sites, the demand for consistent safety oversight and accountability increases. This role ensures standards are maintained, improves response and communication, and provides essential leadership in the field to support effective campus security operations.</p>					
	1	\$ 57,324.80	\$ 57,324.80	\$ -	\$ 57,324.80
Facilities Operations and Maintenance					
New					
Plumber Apprentice					
<p>Facility Expansion Needs: Due to the continued increase in work orders and in-house construction projects, an additional plumber is required to meet the growing demand. The plumbing team currently consists of three plumbers responsible for maintaining approximately 2.3 million square feet of facilities. Industry best practices recommend a total of five plumbers to adequately support facilities of this size.</p>					
	1	\$ 42,993.60	\$ 42,993.60	\$ -	\$ 42,993.60
Maintenance Assistant					
<p>Facility Expansion Needs: Due to the continued increase in work orders and in-house construction projects, an additional Maintenance Assistant is needed to meet the growing operational demand. Adding this position will strengthen the FOM team's capacity to manage the high volume of work orders associated with maintaining approximately 2.3 million square feet of facilities and will help ensure timely and efficient service delivery.</p>					
	1	\$ 40,123.20	\$ 40,123.20	\$ -	\$ 40,123.20
Campus Police					
New					
Police Officer					
<p>Facility Expansion Needs: A new Police Officer is needed to maintain effective law enforcement coverage and timely response across 7 campuses in 2 counties. As campus activity and personnel continue to grow, the demand for patrol, incident response, and proactive safety presence increases. Adding an officer ensures adequate coverage across shifts, reduces response times, and supports consistent enforcement of policies to maintain a safe environment for students, staff, and visitors.</p>					
	1	\$ 57,324.80	\$ 57,324.80	\$ -	\$ 57,324.80
Grand Total	18	\$ 38,906.40	\$ 700,315.20	\$ -	\$ 700,315.20

Appendix C

Faculty - Adjunct/Overload for FY 26-27

Row Labels	Quantity Requested	Current Salary/Pool Budget	Total Funds Requested	Total Funds To Reduce from Existing Position/Pools	Net Increase/(Decrease) to New FY Total Salary Budget
Pool Adj	10	\$ 750,131.69	\$ 552,333.00	\$ -	\$ 552,333.00
Division of Math Science Information Technology and Bachelor Programs	2	\$ 1,284,792.76	\$ 168,933.00	\$ -	\$ 168,933.00
Division of Business Public Safety and Technology	2	\$ 695,984.94	\$ 166,219.00	\$ -	\$ 166,219.00
Division of Health Science Professions	2	\$ 454,356.50	\$ 97,199.00	\$ -	\$ 97,199.00
Division of Liberal Arts	2	\$ 814,668.35	\$ 74,377.00	\$ -	\$ 74,377.00
Division of Social and Behavioral Sciences	2	\$ 500,855.90	\$ 45,605.00	\$ -	\$ 45,605.00
Grand Total	10	\$ 750,131.69	\$ 552,333.00	\$ -	\$ 552,333.00

Appendix D

Dual Credit and Positions Institutionalized (CATA, CEWD) for FY 26-27

Row Labels	Quantity Requested	Total Funds Requested	Total Funds To Reduce from Existing Position/ Pools	Net Increase/(Decrease) to New FY Total Salary Budget
Reclass	2	\$ 267,875.52	\$ -	\$ 267,875.52
Continuing Education and Workforce Development				
De La Rosa, Olivia Del Carmen				
Dean - Continuing Education and Workforce Development				
Dean- Continuing Education and Workforce Development				
Facility Expansion Needs: This reclassification is an institutional priority as this area provides crucial services to our industry community. The Dean provides district-wide representation of the College's non-credit programs that include attending business/industry events and meetings with external partners. In addition, this position is expected to provide outreach and market non-credit programs to new businesses, STC ISD partners, and communication organizations. Overall, this position aligns with the College's vision to support short-term credentials.				
	1	\$ 133,989.72	\$ -	\$ 133,989.72
Center for Advanced Training and Apprenticeships				
Margo, Carlos L				
Dean - Center for Advanced Training and Apprenticeships				
Dean-Center for Advanced Training and Apprenticeships				
Facility Expansion Needs: This reclassification is an institutional priority as this area provides crucial services to our industry community. The Dean provides district-wide representation of the College's non-credit programs that include attending business/industry events and meetings with external partners. In addition, this position is expected to provide outreach and market non-credit programs to new businesses, STC ISD partners, and communication organizations. Overall, this position aligns with the College's vision to support short-term credentials.				
	1	\$ 133,885.80	\$ -	\$ 133,885.80
FAST Funds	2	\$ 187,372.50	\$ -	\$ 187,372.50
Dual Credit Programs				
(blank)				
(blank)				
Dean- Dual Credit Programs Initiatives				
Facility Expansion Needs: New position request is needed for the Dual Credit Programs. This position will support the Associate Vice President with several initiatives, strategic leadership for the growth, innovation, and external partnerships of dual credit programs, focusing on long-term impact.				
	1	\$ 121,688.16	\$ -	\$ 121,688.16
Project Manager- Dual Credit Programs				
Facility Expansion Needs: Currently a full-time temporary position. This position is needed for the Dual Credit Programs to plan, coordinate, and execute strategic dual credit initiatives, ensuring projects move from idea to implementation effectively and on time.				
	1	\$ 65,684.34	\$ -	\$ 65,684.34
Grand Total	4	\$ 455,248.02	\$ -	\$ 455,248.02

Appendix E AAED Staffing Requests for FY 26-27

Row Labels	Quantity Requested	Average of Current Salary/Pool Budget	Total Funds Requested	Total Funds To Reduce from Existing Position/ Pools	Net Increase/(Decrease) to New FY Total Salary Budget
New	2	\$ -	\$ 126,316.26	\$ -	\$ 126,316.26
Curriculum					
New					
New					
Manager - Curriculum, Planning and Compliance					
The Curriculum Manager is needed to ensure compliance with state and accreditation requirements by interpreting new or revised state policies and implementing changes across all academic programs while managing the technical aspects of core academic systems, including catalog, course syllabi, course evaluations and degree audit platforms. They will also oversee regulatory reporting and cross-functional process improvements across all division in relation to the new ERP system and strategic planning initiatives.	1	\$ -	\$ 73,237.98	\$ -	\$ 73,237.98
Starr County Campus					
New					
New					
Specialist- Guided Pathways					
New position request is needed for the Starr County Campus. This position will serve all meta-majors at this campus and assist students with enrollment in the meta-major, degree audits, and tracks and monitors students' progress through case management.	1	\$ -	\$ 53,078.28	\$ -	\$ 53,078.28
Reclass	1	\$ 38,854.40	\$ 3,036.80	\$ -	\$ 3,036.80
Division of Math Science Information Technology and Bachelor Programs					
Ramirez, Mario Alberto					
Lab Assistant - Computer Science					
Assistant II - Computer Science Lab					
Salary adjustment request to reflect expanded scope of duties and responsibilities. This position is assisting in areas such as educational support, technology integration, academic innovation, and departmental operations. PENDING HR/TASB REVIEW.	1	\$ 38,854.40	\$ 3,036.80	\$ -	\$ 3,036.80
Title Change Only	10	\$ -	\$ -	\$ -	\$ -
Division of Math Science Information Technology and Bachelor Programs					
Vacant					
Math Faculty					
Cybersecurity Faculty					
Reclassify Math Faculty to Cybersecurity Faculty to support the needs of the Cybersecurity (PG00033) program.	1	\$ -	\$ -	\$ -	\$ -
Artificial Intelligence Faculty					
Reclassify Math Faculty to Artificial Intelligence Faculty to support the needs of the Cybersecurity program.	1	\$ -	\$ -	\$ -	\$ -
Division of Business Public Safety and Technology					
Vacant					
Architectural and Engineering Design Technology Faculty					
Electrician Assistant Faculty					
Reclassify Architectural and Engineering Design Technology Faculty position to Electrician Assistant Faculty position to support the needs of the program.	1	\$ -	\$ -	\$ -	\$ -
Automotive Technology Faculty					
Electrician Assistant Faculty					
Reclassify Automotive Technology Faculty to Electrician Assistant Faculty to support the needs of the program.	1	\$ -	\$ -	\$ -	\$ -
Dual Credit Programs					
De La Cruz, Antonio					
Associate Dean - Dual Credit Programs					
Associate Dean- Dual Credit Programs Operations					
Title change necessary to align the duties and responsibilities of this position. This position will ensure that all dual credit programs function efficiently, compliantly, and consistently.	1	\$ -	\$ -	\$ -	\$ -
Division of Health Science Professions					
Vacant					
Advanced Manufacturing Technology Faculty					
Dental Hygiene Faculty					
Reclassify Associate Degree Nursing to Dental Hygiene Faculty to support the needs of the Dental Hygiene program.	1	\$ -	\$ -	\$ -	\$ -
Associate Degree Nursing Faculty					
Respiratory Therapy Faculty					
Reclassify Associate Degree Nursing to Respiratory Therapy Faculty to support the needs of the Respiratory Therapy program.	1	\$ -	\$ -	\$ -	\$ -
Division of Liberal Arts					
Vacant					
English Faculty					
Fire Science Faculty					
Reclassify English Faculty to Fire Science Faculty to support the needs of the Fire Science program.	1	\$ -	\$ -	\$ -	\$ -
Music- Collaborative Piano Faculty					
Reclassify English Faculty to Music-Collaborative Piano Faculty to support the needs of the Music program.	1	\$ -	\$ -	\$ -	\$ -
Law Enforcement Faculty					
Reclassify English Faculty to Law Enforcement Faculty to support the needs of the Law Enforcement program.	1	\$ -	\$ -	\$ -	\$ -

AAED Staffing Requests for FY 26-27

Row Labels	Quantity Requested	Average of Current Salary/Pool Budget	Total Funds Requested	Total Funds To Reduce from Existing Position/Pools	Net Increase/(Decrease) to New FY Total Salary Budget
Pool Adj	2	\$ 8,090.00	\$ 1,927,715.00	\$ 1,924,895.00	\$ 2,820.00
Division Academic Affairs					
Pool					
Pool					
Faculty Vacant Positions Pool					
New pool request. Funds from vacant faculty positions will be pooled so that it can be easily allocated and distributed as need across the instructional divisions.					
	1	\$ -	\$ 1,924,895.00	\$ 1,924,895.00	\$ -
Dual Credit Programs					
Pool					
Pool					
(blank)					
Request to increase the direct wage pool to support the Dual Credit Programs.					
	1	\$ 16,180.00	\$ 2,820.00	\$ -	\$ 2,820.00
Frozen	2	\$ 1.00	\$ 109,998.00	\$ 109,998.00	\$ -
Division of Business Public Safety and Technology					
Frozen					
Culinary Arts Faculty					
Culinary Arts Faculty					
Requesting to fund frozen position. Faculty position is needed to assist program's expansion.					
	1	\$ 1.00	\$ 54,999.00	\$ 54,999.00	\$ -
Welding Faculty					
Welding Faculty					
Requesting to fund frozen position. Faculty position is needed to assist program's expansion.					
	1	\$ 1.00	\$ 54,999.00	\$ 54,999.00	\$ -
Vacant	35	\$ 55,000.00	\$ (1,924,895.00)	\$ (1,924,895.00)	\$ -
Division of Business Public Safety and Technology					
Vacant					
Advanced Manufacturing Technology Faculty					
(blank)					
Transfer funds from vacant faculty position into Faculty Vacant Positions Pool.					
	1	\$ 55,000.00	\$ (54,997.00)	\$ (54,997.00)	\$ -
Office Administration Faculty					
(blank)					
Transfer funds from vacant faculty position into Faculty Vacant Positions Pool.					
	1	\$ 55,000.00	\$ (54,997.00)	\$ (54,997.00)	\$ -
Division of Math Science Information Technology and Bachelor Programs					
Vacant					
Math Faculty					
(blank)					
Transfer funds from vacant faculty position into Faculty Vacant Positions Pool.					
	2	\$ 55,000.00	\$ (109,994.00)	\$ (109,994.00)	\$ -
Computer and Advanced Technology Faculty					
(blank)					
Transfer funds from vacant faculty position into Faculty Vacant Positions Pool.					
	1	\$ 55,000.00	\$ (54,997.00)	\$ (54,997.00)	\$ -
Chemistry Faculty					
(blank)					
Transfer funds from vacant faculty position into Faculty Vacant Positions Pool.					
	1	\$ 55,000.00	\$ (54,997.00)	\$ (54,997.00)	\$ -
Division of Health Science Professions					
Vacant					
Vocational Nursing Faculty					
(blank)					
Transfer funds from vacant faculty position into Faculty Vacant Positions Pool.					
	1	\$ 55,000.00	\$ (54,997.00)	\$ (54,997.00)	\$ -
Occupational Therapy Assistant Faculty					
(blank)					
Transfer funds from vacant faculty position into Faculty Vacant Positions Pool.					
	1	\$ 55,000.00	\$ (54,997.00)	\$ (54,997.00)	\$ -
Surgical Technician Faculty					
(blank)					
Transfer funds from vacant faculty position into Faculty Vacant Positions Pool.					
	1	\$ 55,000.00	\$ (54,997.00)	\$ (54,997.00)	\$ -
Emergency Medical Services Faculty					
(blank)					
Transfer funds from vacant faculty position into Faculty Vacant Positions Pool.					
	1	\$ 55,000.00	\$ (54,997.00)	\$ (54,997.00)	\$ -
Patient Care Technology Faculty					
(blank)					
Transfer funds from vacant faculty position into Faculty Vacant Positions Pool.					
	1	\$ 55,000.00	\$ (54,997.00)	\$ (54,997.00)	\$ -
Emergency Medical Technology Faculty					
(blank)					
Transfer funds from vacant faculty position into Faculty Vacant Positions Pool.					
	1	\$ 55,000.00	\$ (54,997.00)	\$ (54,997.00)	\$ -
Division of Social and Behavioral Sciences					
Vacant					
Criminal Justice Faculty					
(blank)					
Transfer funds from vacant faculty position into Faculty Vacant Positions Pool.					
	2	\$ 55,000.00	\$ (109,994.00)	\$ (109,994.00)	\$ -
Psychological Science Faculty					
(blank)					
Transfer funds from vacant faculty position into Faculty Vacant Positions Pool.					
	1	\$ 55,000.00	\$ (54,997.00)	\$ (54,997.00)	\$ -
Education Faculty					
(blank)					
Transfer funds from vacant faculty position into Faculty Vacant Positions Pool.					
	1	\$ 55,000.00	\$ (54,997.00)	\$ (54,997.00)	\$ -

AAED Staffing Requests for FY 26-27

Row Labels	Quantity Requested	Average of Current Salary/Pool Budget	Total Funds Requested	Total Funds To Reduce from Existing Position/Pools	Net Increase/(Decrease) to New FY Total Salary Budget
Sociology Faculty					
(blank)					
Transfer funds from vacant faculty position into Faculty Vacant Positions Pool.	1	\$ 55,000.00	\$ (54,997.00)	\$ (54,997.00)	-
Child Development Faculty					
(blank)					
Transfer funds from vacant faculty position into Faculty Vacant Positions Pool.	2	\$ 55,000.00	\$ (109,994.00)	\$ (109,994.00)	-
Kinesiology Faculty					
(blank)					
Transfer funds from vacant faculty position into Faculty Vacant Positions Pool.	1	\$ 55,000.00	\$ (54,997.00)	\$ (54,997.00)	-
Social Work Faculty					
(blank)					
Transfer funds from vacant faculty position into Faculty Vacant Positions Pool.	1	\$ 55,000.00	\$ (54,997.00)	\$ (54,997.00)	-
Anthropology Faculty					
(blank)					
Transfer funds from vacant faculty position into Faculty Vacant Positions Pool.	1	\$ 55,000.00	\$ (54,997.00)	\$ (54,997.00)	-
Political Science Faculty					
(blank)					
Transfer funds from vacant faculty position into Faculty Vacant Positions Pool.	1	\$ 55,000.00	\$ (54,997.00)	\$ (54,997.00)	-
Division of Liberal Arts					
Vacant					
English Faculty					
(blank)					
Transfer funds from vacant faculty position into Faculty Vacant Positions Pool.	3	\$ 55,000.00	\$ (164,991.00)	\$ (164,991.00)	-
Philosophy Faculty					
(blank)					
Transfer funds from vacant faculty position into Faculty Vacant Positions Pool.	2	\$ 55,000.00	\$ (109,994.00)	\$ (109,994.00)	-
Communication Faculty					
(blank)					
Transfer funds from vacant faculty position into Faculty Vacant Positions Pool.	3	\$ 55,000.00	\$ (164,991.00)	\$ (164,991.00)	-
Sign Language Interpreter Faculty					
(blank)					
Transfer funds from vacant faculty position into Faculty Vacant Positions Pool.	1	\$ 55,000.00	\$ (54,997.00)	\$ (54,997.00)	-
Spanish Faculty					
(blank)					
Transfer funds from vacant faculty position into Faculty Vacant Positions Pool.	1	\$ 55,000.00	\$ (54,997.00)	\$ (54,997.00)	-
History Faculty					
(blank)					
Transfer funds from vacant faculty position into Faculty Vacant Positions Pool.	2	\$ 55,000.00	\$ (109,994.00)	\$ (109,994.00)	-
Grand Total	52	\$ 38,077.62	\$ 242,171.06	\$ 109,998.00	\$ 132,173.06

Appendix F FAS Staffing Requests for FY 26-27

Row Labels	Quantity Requested	Average of Current Salary/Pool Budget	Total Funds Requested	Total Funds To Reduce from Existing Position/Pools	Net Increase/(Decrease) to New FY Total Salary Budget
New	9	\$ -	\$ 550,553.46	\$ 18,587.00	\$ 531,966.46
Facilities Operations and Maintenance					
New					
New					
Associate VP for Facilities and Operations					
Provide leadership to Facilities Planning and Construction, and Facilities Operations and Maintenance Departments for strategic planning, high level coordination, compliance requirements, alignment with academic and non-academic institutional priorities, short-term and long-term large and small scale capital initiatives, executive oversight of risk mitigation strategies, standardized processes among units, energy reduction initiatives, and emergency preparedness and continuity plan.					
	1	\$ -	\$ 142,375.14	\$ -	\$ 142,375.14
Specialist - Construction					
This role will be essential in supporting the Department Directors and Project Manager in the management, development, and tracking of all in-house and outsourced construction projects, as well as departmental operations budgets and contracts. The position will coordinate the development and monitoring of budgets, requisitions, expenses, account balances, and purchase orders in collaboration with department Secretaries.					
	1	\$ -	\$ 46,092.80	\$ -	\$ 46,092.80
Secretary					
All FOM Department Secretaries are cross-trained in core administrative functions, including data entry, invoice processing, requisitions, and related duties. This cross-training ensures operational continuity and allows staff to effectively support departmental needs and provide coverage as required.					
	1	\$ -	\$ 35,401.60	\$ -	\$ 35,401.60
Human Resources					
New					
New					
Analyst - Benefits and Leave					
The HR Leave and ADA Partner is a critical role ensuring regulatory compliance across ADA, FMLA, and Workers' Compensation. Additionally, this position will lead the Workday implementation to automate FMLA and ADA approval workflows.					
	1	\$ -	\$ 65,684.34	\$ -	\$ 65,684.34
HR Specialist - Employee Relations					
Position has been in place as an FT temp since 1/8/2024 and as a staffing agency temp previously. Support needed has not decreased. Major duties include management of ERO files, processing MVRs, processing criminal background checks, subject matter expert of the ERO case mgmt system (Simplicity), supports Coordinator w/unemployment claims and provides administrative support to ERO team with case management (note taking, gathering docs), special projects (gathering docs, reports, scanning files, coordinates collection of items when employees are terminated, new hire orientation).					
	1	\$ -	\$ 48,152.00	\$ -	\$ 48,152.00
Specialist - HRIS Support					
This role will provide a dedicated first point of contact for staff and faculty, resolve routine to moderately complex Workday issues, maintain updated documentation, and track support requests to improve consistency and reduce errors. Adding this position will free existing HRIS staff to focus on higher-value projects, strengthen system reliability, and prevent operational bottlenecks that ultimately increase institutional costs.					
	1	\$ -	\$ 47,892.00	\$ -	\$ 47,892.00
Business Office					
New					
New					
Accounting Group Supervisor					
The Accounting Group Supervisor over Cash Management position is needed to oversee critical cash management and banking operations, and functions such as financial reporting, monthly close, and ACFR preparation. These areas require specialized expertise, knowledge, and understanding over back-office bank integrations and College cash inflows and outflows and investments. Establishing the position strengthens succession planning opportunities in this function and assists in accurate reporting, meeting audit requirements, and avoiding disruption to essential fiscal operations.					
	1	\$ -	\$ 73,237.98	\$ 18,587.00	\$ 54,650.98
Student Accounts & Sponsored Programs					
New					
New					
Specialist - Accounting					
The Workday Configure Course Fee will now reside with Student Finance (Student Accounts) to update all fees for the entire course inventory/offers.					
	1	\$ -	\$ 48,152.00	\$ -	\$ 48,152.00

FAS Staffing Requests for FY 26-27

Row Labels	Quantity Requested	Average of Current Salary/Pool Budget	Total Funds Requested	Total Funds To Reduce from Existing Position/ Pools	Net Increase/(Decrease) to New FY Total Salary Budget
Department of Public Safety					
New					
New					
Senior Administrative Assistant					
<p>A Senior Administrative Assistant is essential to support a department of this size and complexity. Managing six budget accounts, coordinating across three subdepartments, and providing administrative support for 95 employees requires strong organization, financial tracking, and operational coordination. This role ensures accurate budget monitoring, timely purchasing and personnel processing, and clear communication between subdepartments. A senior-level position is necessary due to the volume of work, responsibility, and independent judgment required to keep operations running efficiently and allow management to focus on broader priorities.</p>					
	1	\$ -	\$ 43,565.60	-	\$ 43,565.60
Reclass	4	\$ 53,481.24	\$ 35,431.04	-	\$ 35,431.04
Human Resources					
Flores, Jazel Renee					
Assistant - Compensation and Payroll					
Specialist - Compensation					
<p>The upgrade to Compensation Specialist is essential to meet the organizational needs arising from the implementation from Workday and to align with expanded duties, and to ensure effective succession planning within the Compensation and HR Payroll Department</p>					
	1	\$ 38,896.00	\$ 6,552.00	-	\$ 6,552.00
Vacant					
Specialist - Benefits					
Analyst - Teacher Retirement System					
<p>This role will audit and validate data, build and maintain critical retirement reports, such as TRS/ERS/ORP. With Workday capabilities enhancements in HR Benefits, the position will be responsible to identify data errors, reporting delays, and system inefficiencies. This position will also be responsible for providing management reports, and data analysis to make informed, data driven decisions. This position will provide assistance with the Annual Enrollment Fairs and Employee Annual Election events. Investing in this role ensures higher data integrity with greater operational efficiency.</p>					
	1	\$ 45,635.20	\$ 20,048.80	-	\$ 20,048.80
Business Office					
Chapa, Raquel					
Assistant - Accounting					
Accounting Specialist					
<p>Reclassification is required due to a shift in the position's responsibilities from primarily data entry to more advanced analytical functions. Several duties have been transferred to this role from the Auxiliary Accountant position, resulting in increased complexity and higher skill requirements. Upgrading the position is necessary to reflect the newly assigned duties and the increased level of responsibility they require.</p>					
	1	\$ 38,896.00	\$ 6,115.00	-	\$ 6,115.00
Finance and Administrative Services					
Romero, Artemio Eduardo					
Administrative Officer - Finance and Administrative Services					
Associate Director - FAS Data Analysis and Reporting					
<p>To align position to expanded duties and responsibilities due to the new ERP System, focus on FAS and other Key Performance Indicators, and analyze data to create dashboards with the new Workday capabilities.</p>					
	1	\$ 90,497.76	\$ 2,715.24	-	\$ 2,715.24
Title Change Only	3	\$ -	\$ -	-	\$ -
Purchasing					
Barbosa, Robert E.					
Associate Director - Purchasing					
Associate Director - Purchasing and Distribution Services					
<p>Position title change is needed to reflect the department's name change from Purchasing to Purchasing and Distribution Services.</p>					
	1	\$ -	\$ -	-	\$ -
Leal, Deyadira A					
Director - Purchasing					
Director - Purchasing and Distribution Services					
<p>Position title change is needed to reflect the department's name change from Purchasing to Purchasing and Distribution Services.</p>					
	1	\$ -	\$ -	-	\$ -
Human Resources					
Vacant					
Associate Vice President - Human Resources					
Associate Vice President - Human Resources and Talent Development					
	1	\$ -	\$ -	-	\$ -
Pool Adj	1	\$ -	\$ 27,496.07	-	\$ 27,496.07
Business Office					
Pool					
Pool					
DW-BO Pool					
	1	\$ -	\$ 27,496.07	-	\$ 27,496.07

123

FAS Staffing Requests for FY 26-27

Row Labels	Quantity Requested	Average of Current Salary/Pool Budget	Total Funds Requested	Total Funds To Reduce from Existing Position/Pools	Net Increase/(Decrease) to New FY Total Salary Budget
Frozen	1	\$ 2.00	\$ 40,121.23	\$ -	\$ 40,121.23
Student Transportation Services					
Frozen					
Bus Driver					
Bus Driver					
Unfreezing the bus driver position is essential to expand routes and ensure reliable transportation service. With an additional driver, we can maintain consistent schedules, reduce delays, accommodate increased demand, and respond effectively to unexpected absences or maintenance issues. This will improve service reliability, enhance passenger safety, and provide timely, dependable transportation for all users.					
	1	\$ 2.00	\$ 40,121.23	\$ -	\$ 40,121.23
Org. Change Only	1	\$ -	\$ -	\$ -	\$ -
Purchasing					
(blank)					
(blank)					
Purchasing and Distribution Services					
Cost center name change is needed to reflect the department's new name.					
	1	\$ -	\$ -	\$ -	\$ -
Grand Total	19	\$ 11,259.31	\$ 653,601.80	\$ 18,587.00	\$ 635,014.80

Appendix G IAEA Staffing Requests for FY 26-27

Row Labels	Quantity Requested	Average of Current Salary/Pool Budget	Total Funds Requested	Total Funds To Reduce from Existing Position/Pools	Net Increase/(Decrease) to New FY Total Salary Budget
New	2	\$ -	\$ 91,717.60	\$ -	\$ 91,717.60
Communication and Creative Services					
New					
New					
Graphic Designer II					
<p>With the ever-increasing graphic design workload, almost 200 projects monthly, and with only four graphic designers serving the college in the Communication and Creative Services department, it is imperative that we bring in additional help. We have managed to push the team to produce continuous, major and award-winning projects under very tight deadlines for an extended period of time, but can't continue to work this small team at this pace indefinitely. In addition, the work being done in our office is more complex than ever with highly skilled animations and motion graphics needed for bringing still artwork to life for digital monitors and social media, as well as, large-scale rebranding projects such as wall wraps and vehicle wraps.</p>					
	1	\$ -	\$ 48,152.00	\$ -	\$ 48,152.00
Specialist - Communication					
<p>This past year the STC Communication Department assigned its communication specialists to different campuses with the STC System to 1. Maximize press and social media coverage and 2. To reduce escalating milage costs. The move has been successful and corresponding deans and campus administrators are very happy with the increased coverage. The move, however, has left Starr County campus without fulltime coverage. Currently, Amanda and her team members take turns traveling to Rio Grande City and working to enterprise stories and gather 5 to 10 interviews with corresponding photos to produce press releases that are submitted to our regional media partners daily and weekly. While the team has worked diligently to maintain consistent output, this model is not sustainable or strategic for a campus of Starr County's size and activity level. The reality is that rotational coverage limits immediacy, reduces opportunities for relationship-building and restricts our ability to capture spontaneous or time-sensitive stories that elevate the campus' profile. We have also tried, with no success, (three failed searches) to hire a part-time employee with the skills required to successfully do this job. However, hiring a full-time communication specialist would be the best option. This person would be embedded within the Starr County community to provide:</p> <ul style="list-style-type: none"> -Continuous and timely media and social media coverage of student, faculty and staff achievements and events. -Proactive storytelling opportunities by enterprising and developing newsworthy content. -Immediate response to campus development and media inquiries. -Strengthened community engagement and brand visibility in Starr 					
	1	\$ -	\$ 43,565.60	\$ -	\$ 43,565.60
Reclass	1	\$ 56,619.36	\$ 4,928.00	\$ 4,298.00	\$ 630.00
Office of Sponsored Initiatives					
Walker, Sara D					
Resource Development Officer					
Resource Development Officer					
<p>Position title and functions are necessary, as the role has significantly evolved and does not align with the current job description. The position focuses on streamlining cross-divisional connections to strengthen workflow efficiency, transparency, and data integrity of centralized platforms and dashboards through the design, implementation, and maintenance of internal systems and digital infrastructure.</p>					
	1	\$ 56,619.36	\$ 4,928.00	\$ 4,298.00	\$ 630.00
Title Change Only	1	\$ -	\$ -	\$ -	\$ -
Office of Sponsored Initiatives					
Aguirre, Juancarlos					
Special Assistant to the Executive Director Sponsored Initiatives					
Strategic Assistant - Office of Sponsored Initiatives					
<p>The current title, Special Assistant to the Executive Director, no longer accurately reflects the project-driven and institution-facing nature of the work. It implies primarily administrative or executive support functions, which does not align with the position's expanded operational and strategic responsibilities.</p>					
	1	\$ -	\$ -	\$ -	\$ -
Frozen	1	\$ 1.00	\$ 59,712.08	\$ -	\$ 59,712.08
Office of Enrollment Services					
Frozen					
Coordinator-Enrollment Marketing Services					
Coordinator of Marketing and Communications Services					
<p>Org Change from SAEM to IEAE. This position will be responsible for moderating communications between the College and various media outlets such as newspapers, radio broadcasts and television stations and social media. Such role is needed at each campus. This position will also be responsible for assisting with the development and execution of a wide range of editorial projects for external and internal audiences.</p>					
	1	\$ 1.00	\$ 59,712.08	\$ -	\$ 59,712.08
Grand Total	5	\$ 11,324.07	\$ 156,357.68	\$ 4,298.00	\$ 152,059.68

125

Appendix H SAEM Staffing Requests for FY 26-27

Row Labels	Quantity Requested	Average of Current Salary/Pool Budget	Total Funds Requested	Total Funds To Reduce from Existing Position/ Pools	Net Increase/(Decrease) to New FY Total Salary Budget
New	3	\$ -	\$ 242,783.42	\$ -	\$ 242,783.42
Student Affairs and Enrollment Management					
New					
New					
Associate Vice President for Enrollment Management					
This position provides executive leadership over the full enrollment pipeline, ensuring alignment across outreach, enrollment services, and systems to drive student enrollment growth. It establishes accountability for key performance metrics and strengthens conversion strategies from application through registration. The role is critical to coordinating large-scale enrollment initiatives and achieving institutional enrollment targets.					
	1	\$ -	\$ 142,375.14	\$ -	\$ 142,375.14
Coordinator - Recruitment					
This position leads community and school-based outreach efforts to increase college access, financial aid completion, and early student engagement. It builds partnerships and coordinates events that strengthen the enrollment pipeline from initial awareness to application. The role ensures a structured transition from outreach activities into active recruitment and enrollment.					
	1	\$ -	\$ 59,713.08	\$ -	\$ 59,713.08
Administrative Assistant					
This position provides dedicated administrative support to the Valley Promise program, ensuring coordination of communications, reports, budgets, and operational processes. It supports high-volume program activities, including events, tracking, and cross-department coordination. The role improves efficiency and allows program leadership to focus on student-facing and strategic initiatives.					
	1	\$ -	\$ 40,695.20	\$ -	\$ 40,695.20
Title Change Only					
	2	\$ -	\$ -	\$ -	\$ -
Office of Enrollment Services					
Barrera, Robert					
Coordinator - Valley Promise					
Coordinator of Recruitment					
Position title change is needed to reflect the department's name change from Office of Valley Promise to Office of Recruitment and Outreach.					
	1	\$ -	\$ -	\$ -	\$ -
Frozen					
Coordinator-Enrollment Marketing Services					
Coordinator of CRM and Enrollment Communications					
This position will be responsible for moderating communications between the College and various media outlets such as newspapers, radio broadcasts and television stations and social media. Such role is needed at each campus. This position will also be responsible for assisting with the development and execution of a wide range of editorial projects for external and internal audiences.					
	1	\$ -	\$ -	\$ -	\$ -
Org. Change Only					
	2	\$ -	\$ -	\$ -	\$ -
Student Affairs and Enrollment Management					
(blank)					
(blank)					
(blank)					
This change is deemed necessary in order to align the entire department. The change name request from Office of Valley Promise to the Office of Recruitment and Outreach since the Valley Promise is an initiative and the department is now handling all FTIC recruitment.					
	1	\$ -	\$ -	\$ -	\$ -
Office of Enrollment Services					
Frozen					
Coordinator-Enrollment Marketing Services					
Coordinator of Marketing and Communications Services					
Org Change from SAEM to IEAE. This position will be responsible for moderating communications between the College and various media outlets such as newspapers, radio broadcasts and television stations and social media. Such role is needed at each campus. This position will also be responsible for assisting with the development and execution of a wide range of editorial projects for external and internal audiences.					
	1	\$ -	\$ -	\$ -	\$ -
Grand Total	7	\$ -	\$ 242,783.42	\$ -	\$ 242,783.42

Appendix I

TIPS Staffing Requests for FY 26-27

Row Labels	Quantity Requested	Average of Current Salary/Pool Budget	Total Funds Requested	Total Funds To Reduce from Existing Position/ Pools	Net Increase/(Decrease) to New FY Total Salary Budget
New	5	\$ -	\$ 286,165.52	\$ 94,675.04	\$ 191,490.48
Library Public Services					
New					
New					
Manager - Library Archives					
Pursuant to the College's Strategic Plan, the College will preserve and share the College's legacy. The Archives Manager will develop processes to collect, preserve, and share items of enduring value district-wide and will manage this new function within Library Services.					
	1	\$ -	\$ 73,237.98	\$ -	\$ 73,237.98
Librarian II - Campus Librarian					
Over the past 5 years, Library Services has documented the steady increase in usage of library services at the Regional Center for Public Safety Excellence. With proportional growth in enrollment at the Regional Center also documented, the library requires the leadership of a Librarian II - Campus Librarian to supervise additional staff and provide the appropriate level of library support to students and faculty in meet the anticipated further growth and increased use of library services.					
	1	\$ -	\$ 65,684.34	\$ -	\$ 65,684.34
Centers for Learning Excellence					
New					
New					
Specialist - Learning Excellence(Jorge Perry P100169)					
Institutionalize Starr County Learning Excellence Specialist (Incumbent: Jorge Perry P100169) As the Starr County program support needs grow with the expansion of Fire Academy, Police Academy, LVN, and EMT programs, among others, so do the CLE support needs and therefore the requirement for adequate supervisory staff. This position supports supervision of services, facilities, and staff at two CLE locations (Bldg B and Bldg E). Reliance on Direct Wage funding limits the center's ability to staff effectively for increasing demand in those programs and further develop the Writing Center and support for ESL students.					
	1	\$ -	\$ 41,496.00	\$ 30,049.44	\$ 11,446.56
Specialist - Learning Excellence(Alejandro Mendoza P001959)					
Institutionalize SI Learning Excellence Specialist (Incumbent: Alejandro Mendoza P001959): The Supplemental Instruction program recently achieved international program accreditation which was made possible only after the addition of this position. Institutionalizing the role will ensure continued compliance with accreditation standards, particularly those related to required observations, as well as support strong student pass and persistence rates in historically difficult SI-supported courses. The remaining supervisor does not have the capacity to absorb these district-wide responsibilities, and continued reliance on Direct Wage funding limits the program's ability to respond effectively to increasing faculty and student demand.					
	1	\$ -	\$ 41,121.60	\$ -	\$ 41,121.60
Learning Commons and Open Labs					
New					
New					
Analyst - Emerging Technology					
The department is offering a variety of technologies, (e.g Artificial Intelligence, 3D Printers, CNC Machine, Laster Cutter, Plotters, AR/VR, and IT equipment) and is in need of an Emerging Technology Analyst that researches, evaluates, recommends, implements, and supports emerging technologies for integration.					
	1	\$ -	\$ 64,625.60	\$ 64,625.60	\$ -
Reclass	10	\$ 54,457.83	\$ 47,579.00	\$ 34,449.00	\$ 13,130.00
Research and Analytical Services					
Chen, Alex Yansong					
Analyst - Institutional Research					
Analyst - Institutional Research					
This position requires pulling college data from various internal databases using programming/scripting languages, cleaning and connecting the data, and creating reports and dashboards from them. They will also be Workday Report Writers. (Very similar to Analyst - Student Enrollment Reporting)					
	1	\$ 58,896.36	\$ 1,962.00	\$ 1,767.00	\$ 195.00
Flores, Jose Roel					
Analyst - Institutional Research					
Analyst - Institutional Research					
This position requires pulling college data from various internal databases using programming/scripting languages, cleaning and connecting the data, storing in data marts and creating dashboards from them. Dashboards are made available to the college data users on the data portal. They will also be Workday Report Writers. (Very similar to Analyst - Student Enrollment Reporting)					
	1	\$ 55,803.36	\$ 5,055.00	\$ 5,055.00	\$ -
Li, Feng					
Analyst - Institutional Research					
Analyst - Institutional Reporting					
This position requires pulling college data from various internal databases using programming/scripting languages, cleaning and connecting the data, and creating reports and dashboards from them. They will also be Workday Report Writers. (Very similar to Analyst - Student Enrollment Reporting)					
	1	\$ 60,699.36	\$ 3,606.00	\$ 3,606.00	\$ -

127

TIPS Staffing Requests for FY 26-27

Row Labels	Quantity Requested	Average of Current Salary/Pool Budget	Total Funds Requested	Total Funds To Reduce from Existing Position/ Pools	Net Increase/(Decrease) to New FY Total Salary Budget
Lozano, Cesar Eduardo					
Analyst - Institutional Research					
Analyst - Institutional Research					
Significant increases in evaluation activities due to increases in grants/initiatives/external partnerships, annual assessment of strategic plan progress, and IE plans that need more evaluation support with surveys and focus groups.	1	\$ 54,170.40	\$ 5,998.00	\$ 5,998.00	\$ -
Vacant					
Institutional Research Analyst					
Institutional Research Analyst					
This position requires pulling college data from various internal databases using programming/scripting languages, cleaning and connecting the data, and creating reports and dashboards from them. They will also be Workday Report Writers. (Very similar to Analyst - Student Enrollment Reporting)	1	\$ 59,713.08	\$ 5,971.00	\$ 5,971.00	\$ -
Villa Hernandez, Denise Kourtnie					
Analyst - Institutional Research					
Analyst - Institutional Research					
Significant increases in evaluation activities due to increases in grants/initiatives/external partnerships, annual assessment of strategic plan progress, and IE plans that need more evaluation support with surveys and focus groups.	1	\$ 55,803.36	\$ 5,055.00	\$ 5,055.00	\$ -
Centers for Learning Excellence					
Sanchez, Jose Antonio					
Specialist - Learning Excellence					
Coordinator - Campus Center for Learning Excellence					
Reclassify RCPSE Learning Excellence Specialist to Campus Coordinator (Incumbent: José Antonio Sánchez González P002551): CLE services at RCPSE have seen explosive growth, with the addition of embedded tutoring, additional Fire Academy cohorts, Police Flex Academy Boot Camp, part-time Police Academy Boot Camp, new program-focused workshops, and a 398% increase in unique student users from FY23 to FY24, then an additional 20% in FY25. Current oversight of this location is handled through a Learning Excellence Specialist reporting to the Coordinator of the Technology Campus CLE, who also oversees the Shah Center Cosmetology support services. The growth in demand and supervisory needs at RCPSE now merit a dedicated coordinator to support the center and the institutional priorities of growth in the CTE programs delivered there.	1	\$ 42,390.00	\$ 12,935.00	\$ -	\$ 12,935.00
Educational Technologies					
Galvan, Dante Neftali					
Specialist - Educational Technologies Audio Visual Systems Design					
Coordinator - ET Audio Visual Systems Design					
This change will help the department manage overtime costs and will align the position with other campus coordinators with comparable duties	1	\$ 46,072.00	\$ 3,663.00	\$ 3,663.00	\$ -
Martinez, David					
Specialist - Educational Technologies Operations					
Coordinator - ET Operations					
This change will help the department manage overtime costs and will align the position with other campus coordinators with comparable duties	1	\$ 55,515.20	\$ 1,667.00	\$ 1,667.00	\$ -
Martinez, Jorge O					
Specialist - Educational Technologies Operations					
Coordinator - ET Operations					
This change will help the department manage overtime costs and will align the position with other campus coordinators with comparable duties	1	\$ 55,515.20	\$ 1,667.00	\$ 1,667.00	\$ -
Title Change Only	3	\$ -	\$ -	\$ -	\$ -
Information Technology					
Vacant					
Application Development Engineer					
Application Analyst III					
Title change to match other positions within the Applications team.	1	\$ -	\$ -	\$ -	\$ -
Educational Technologies					
Davila, Francisco Javier					
Manager - Educational Technologies Installations					
Manager - Educational Technologies Projects					
Title change alignment to role	1	\$ -	\$ -	\$ -	\$ -
Martinez, Cecilia M					
Technician I - Educational Technologies Operations					
Technician I - Educational Technologies Instructional Support					
Title change is needed because position was placed in a different team within the department.	1	\$ -	\$ -	\$ -	\$ -

TIPS Staffing Requests for FY 26-27

Row Labels	Quantity Requested	Average of Current Salary/Pool Budget	Total Funds Requested	Total Funds To Reduce from Existing Position/ Pools	Net Increase/(Decrease) to New FY Total Salary Budget
Pool Adj	5	\$ 89,046.80	\$ 283,233.52	\$ 39,684.00	\$ 243,549.52
Centers for Learning Excellence					
Pool					
Pool					
(blank)					
Academic Coaching currently functions with only three part-time coaches serving the entire college district. There is a dramatic increase in demand for services, including expansion of the Fire Academy boot camps to Mid-Valley and Starr County; a new Police Academy Flex boot camp; a new CoachUp! pilot to retain Fire Academy students who fail their early-program exams; increased demand for individual coaching sessions; and expansion of the Student Success workshop series. All of these have a data-supported record of positive impact on student course performance and retention. More coaches are needed to sustain these initiatives and appropriately support students across the district.					
	1	\$ 45,408.00	\$ 51,036.00	-	\$ 51,036.00
Service demand at RCPSE has increased substantially (E.g. up from 13 traditional tutoring sessions in FY23 to 573 in FY24 and 478 in FY25). The direct wage pool is inadequate to hire staff to keep pace with the demand for individual tutoring and for implementation of new programs and services requested and required by the Police and Fire Academies and other RCPSE programs. Requested funding will allow for expansion of qualified tutoring staff. Specific needs include a Police Academy tutor, an additional Fire Academy tutor, and a Cybersecurity tutor.					
	1	\$ 23,988.00	\$ 74,351.95	-	\$ 74,351.95
The Direct Wage pool for the Technology campus has been stretched to cover additional programs over recent years as the College's commitment to CTE programs continues to grow. Most recently the growth has included supporting cosmetology, surveying, and the architecture AA without additional funding and now includes preparing to support the new Artificial Intelligence certificate and degree programs. This request will allow for filling gaps in current coverage for HVAC and Computer Science as well as new AI program tutoring support.					
	1	\$ 143,669.00	\$ 118,161.57	-	\$ 118,161.57
Library Public Services					
Pool					
Pool					
(blank)					
Move Direct Wage Pool funds from PG00129 and PG00133 into CC00053 for one single Pool. No change to total Direct Wage Pool funds.					
	1	\$ 137,785.00	\$ 23,134.00	\$ 23,134.00	-
Learning Commons and Open Labs					
Pool					
Pool					
(blank)					
Additional funds are needed to provide direct wage staff support for areas following other department staffing plan requests.					
	1	\$ 94,384.00	\$ 16,550.00	\$ 16,550.00	-
Org. Change Only	17	\$ -	\$ -	\$ -	-
Library Public Services					
Arjona, Melissa					
Librarian I - Technical Services					
(blank)					
Change worktag from PG00129 to CC00053 for this position.					
	1	\$ -	\$ -	\$ -	-
Compean, Jeremiah Roque					
Specialist - Graphics and Multimedia					
(blank)					
Change worktag from PG00129 to CC00053 for this position.					
	1	\$ -	\$ -	\$ -	-
Frozen					
Library Acquisition Technician					
(blank)					
Change worktag from PG00129 to CC00053 for this position.					
	1	\$ -	\$ -	\$ -	-
Garcia, Merari Arizahi					
Analyst - Library and Learning Support Systems					
(blank)					
Change worktag from PG00129 to CC00053 for this position.					
	1	\$ -	\$ -	\$ -	-
Martinez, Ramiro					
Analyst - Library and Learning Support Systems					
(blank)					
Change worktag from PG00129 to CC00053 for this position.					
	1	\$ -	\$ -	\$ -	-
Montejano, Beatriz					
Art Gallery Associate					
(blank)					
Change worktag from PG00133 to CC00053 for this position.					
	1	\$ -	\$ -	\$ -	-
Moreno, Juan Jose					

TIPS Staffing Requests for FY 26-27

Row Labels	Quantity Requested	Average of Current Salary/Pool Budget	Total Funds Requested	Total Funds To Reduce from Existing Position/ Pools	Net Increase/(Decrease) to New FY Total Salary Budget
Analyst - Library and Learning Support Systems (blank)					
Change worktag from PG00129 to CC00053 for this position. Otvos, Gina R	1	\$ -	\$ -	\$ -	\$ -
Coordinator - Library Art Galleries (blank)					
Change worktag from PG00133 to CC00053 for this position. Owens, Becky H	1	\$ -	\$ -	\$ -	\$ -
Manager - Library and Learning Support Systems (blank)					
Change worktag from PG00129 to CC00053 for this position. Ramos, Naidelyn	1	\$ -	\$ -	\$ -	\$ -
Technician - Library Acquisition (blank)					
Change worktag from PG00129 to CC00053 for this position. Resendez, Mauricio	1	\$ -	\$ -	\$ -	\$ -
Analyst - Library and Learning Support Systems (blank)					
Change worktag from PG00129 to CC00053 for this position. Reyna, Tomas	1	\$ -	\$ -	\$ -	\$ -
Technician - Library Acquisition (blank)					
Change worktag from PG00129 to CC00053 for this position. Robles, Adriana	1	\$ -	\$ -	\$ -	\$ -
Secretary (blank)					
Change worktag from PG00129 to CC00053 for this position. Robles, Alexandra	1	\$ -	\$ -	\$ -	\$ -
Library Acquisition Technician (blank)					
Change worktag from PG00129 to CC00053 for this position. Saenz, Patricia	1	\$ -	\$ -	\$ -	\$ -
Manager - Library Collection (blank)					
Change worktag from PG00129 to CC00053 for this position. Soto, Laura	1	\$ -	\$ -	\$ -	\$ -
Librarian II - Electronic Resource (blank)					
Change worktag from PG00129 to CC00053 for this position. Torres, Martin	1	\$ -	\$ -	\$ -	\$ -
Specialist - Library Technical Services (blank)					
Change worktag from PG00129 to CC00053 for this position.	1	\$ -	\$ -	\$ -	\$ -
Grand Total	40	\$ 24,745.31	\$ 616,978.04	\$ 168,808.04	\$ 448,170.00

130

Appendix J
Division Staffing Requests
Regular, Facility Expansion Needs, Faculty - Adjunct/Overload,
and Dual Credit and Positions Institutionalized (CATA, CEWD)

Division/Position Type	Quantity Requested	Total Funds Requested	Total Funds To Reduce from Existing Position/ Pools	Net Increase/(Decrease) to New FY Total Salary Budget
Academic Affairs and Economic Development	66	\$ 1,249,752.08	\$ 109,998.00	\$ 1,139,754.08
Faculty - Adjunct/Overload	10	\$ 552,333.00	\$ -	\$ 552,333.00
Dual Credit and Positions Institutionalized (CATA, CEWD)	4	\$ 455,248.02	\$ -	\$ 455,248.02
Regular	52	\$ 242,171.06	\$ 109,998.00	\$ 132,173.06
Finance and Administrative Services	37	\$ 1,353,917.00	\$ 18,587.00	\$ 1,335,330.00
Facility Expansion Needs	18	\$ 700,315.20	\$ -	\$ 700,315.20
Regular	19	\$ 653,601.80	\$ 18,587.00	\$ 635,014.80
Institutional Advancement and External Affairs	5	\$ 156,357.68	\$ 4,298.00	\$ 152,059.68
Regular	5	\$ 156,357.68	\$ 4,298.00	\$ 152,059.68
Student Affairs & Enrollment Management	7	\$ 242,783.42	\$ -	\$ 242,783.42
Regular	7	\$ 242,783.42	\$ -	\$ 242,783.42
Technology, Information & Planning Services	40	\$ 616,978.04	\$ 168,808.04	\$ 448,170.00
Regular	40	\$ 616,978.04	\$ 168,808.04	\$ 448,170.00
Office of the President		\$ -	\$ -	\$ -
Regular		\$ -	\$ -	\$ -
Grand Total	155	\$ 3,619,788.22	\$ 301,691.04	\$ 3,318,097.18

Appendix K
Division Staffing Requests

Division/Position Type	Quantity Requested	Total Funds Requested	Total Funds To Reduce from Existing Position/ Pools	Net Increase/(Decrease) to New FY Total Salary Budget	Salary Allocation by Division	Remaining Balance
Academic Affairs and Economic Development	52	\$ 242,171.06	\$ 109,998.00	\$ 132,173.06	\$ 459,224.00	\$ 327,050.94
Finance and Administrative Services	19	\$ 653,601.80	\$ 18,587.00	\$ 635,014.80	\$ 692,354.00	\$ 57,339.20
Institutional Advancement and External Affairs	5	\$ 156,357.68	\$ 4,298.00	\$ 152,059.68	\$ 137,290.66	\$ (14,769.02)
Student Affairs & Enrollment Management	7	\$ 242,783.42	\$ -	\$ 242,783.42	\$ 242,783.34	\$ (0.08)
Technology, Information & Planning Services	40	\$ 616,978.04	\$ 168,808.04	\$ 448,170.00	\$ 441,828.00	\$ (6,342.00)
Office of the President		\$ -	\$ -	\$ -	\$ 26,520.00	\$ 26,520.00
Grand Total	123	\$ 1,911,892.00	\$ 301,691.04	\$ 1,610,200.96	\$ 2,000,000.00	\$ 389,799.04

Appendix L
Division Staffing Requests
Facility Expansion Needs, Faculty - Adjunct/Overload,
and Dual Credit and Positions Institutionalized (CATA, CEWD)

Division/Position Type	Quantity Requested	Total Funds Requested	Total Funds To Reduce from Existing Position/ Pools	Net Increase/(Decrease) to New FY Total Salary Budget
Academic Affairs and Economic Development	14	\$ 1,007,581.02	\$ -	\$ 1,007,581.02
Faculty - Adjunct/Overload	10	\$ 552,333.00	\$ -	\$ 552,333.00
Dual Credit and Positions Institutionalized (CATA, CEWD)	4	\$ 455,248.02	\$ -	\$ 455,248.02
Finance and Administrative Services	18	\$ 700,315.20	\$ -	\$ 700,315.20
Facility Expansion Needs	18	\$ 700,315.20	\$ -	\$ 700,315.20
Grand Total	32	\$ 1,707,896.22	\$ -	\$ 1,707,896.22

Review and Recommend Action to Adopt the Second Reading of Local Board Policies

- 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** The Committee recommends Board approval to adopt the Second reading of local board policies listed in Appendix A, as presented, and which supersedes any previously adopted Board policy.

Appendix A

Item	Policy	Last Adopted Date	TASB and Other Explanatory Notes
Personnel			
A.	DEC (Local) – Compensation and Benefits: Leaves and Absences	9/24/2024	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. The increase in monthly leave accrual is an employee benefit aimed at enhancing job satisfaction, boosting morale, and improving retention and recruitment.

Item	Policy	Last Adopted Date	TASB and Other Explanatory Notes
			The recommended policy is proposed to take effect on September 1, 2026.
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.

COMPENSATION AND BENEFITS
LEAVES AND ABSENCES

DEC
(LOCAL)

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

COMPENSATION AND BENEFITS
LEAVES AND ABSENCES

DEC
(LOCAL)

- 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.

COMPENSATION AND BENEFITS
LEAVES AND ABSENCES

DEC
(LOCAL)

**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.

COMPENSATION AND BENEFITS
LEAVES AND ABSENCES

DEC
(LOCAL)

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

COMPENSATION AND BENEFITS
LEAVES AND ABSENCES

DEC
(LOCAL)

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.

COMPENSATION AND BENEFITS
LEAVES AND ABSENCES

DEC
(LOCAL)

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
LEAVES AND ABSENCES

DEC
(LOCAL)

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
LEAVES AND ABSENCES

DEC
(LOCAL)

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.

COMPENSATION AND BENEFITS
LEAVES AND ABSENCES

DEC
(LOCAL)

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

COMPENSATION AND BENEFITS
LEAVES AND ABSENCES

DEC
(LOCAL)

- 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.

COMPENSATION AND BENEFITS
LEAVES AND ABSENCES

DEC
(LOCAL)

**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.

COMPENSATION AND BENEFITS
LEAVES AND ABSENCES

DEC
(LOCAL)

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

COMPENSATION AND BENEFITS
LEAVES AND ABSENCES

DEC
(LOCAL)

	<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

COMPENSATION AND BENEFITS
LEAVES AND ABSENCES

DEC
(LOCAL)

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>

COMPENSATION AND BENEFITS
LEAVES AND ABSENCES

DEC
(LOCAL)

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.

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

COMPENSATION AND BENEFITS
LEAVES AND ABSENCES

DEC
(LOCAL)

- 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.

COMPENSATION AND BENEFITS
LEAVES AND ABSENCES

DEC
(LOCAL)

**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.

COMPENSATION AND BENEFITS
LEAVES AND ABSENCES

DEC
(LOCAL)

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

COMPENSATION AND BENEFITS
LEAVES AND ABSENCES

DEC
(LOCAL)

	<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.

COMPENSATION AND BENEFITS
LEAVES AND ABSENCES

DEC
(LOCAL)

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
LEAVES AND ABSENCES

DEC
(LOCAL)

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
LEAVES AND ABSENCES

DEC
(LOCAL)

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, 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

Dual credit students must comply with federal law standards.

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.

Enrollment in Non-Dual Credit Sections

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.

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.

Dual Credit Faculty

A dual credit faculty member is a currently employed high school teacher with a partnering school district who:

- 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.

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.

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.

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

Dual credit students must comply with federal law standards.

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.

Enrollment in Non-Dual Credit Sections

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.

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.

Dual Credit Faculty

A dual credit faculty member is a currently employed high school teacher with a partnering school district who:

- 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.

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, 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, 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

Dual credit students must comply with federal law standards.

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.

Enrollment in Non-Dual Credit Sections

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.

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.

Dual Credit Faculty

A dual credit faculty member is a currently employed high school teacher with a partnering school district who:

- 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.

Review and Recommend Action to Adopt the Second 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** The Committee recommends Board approval to adopt the Second reading of local board policies listed in Appendix A, as presented, and which supersedes any previously adopted Board policy.

Appendix A

Item	Policy	Last Adopted Date	TASB Update	TASB and Other Explanatory Notes
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.

Item	Policy	Last Adopted Date	TASB Update	TASB and Other Explanatory Notes
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 Conduct: Child Abuse and Neglect Reporting	2/25/2025	50	Recommended revisions incorporate SB 571, which requires the Reporting of instances of child abuse or neglect to a law enforcement agency within 24 hours and amends the definition of law enforcement agency.
H.	DJA (Local) – Assignment,	New	50	This new recommended local policy addresses SB 2615. It permits employees to

Item	Policy	Last Adopted Date	TASB Update	TASB and Other Explanatory Notes
	Work Load, and Schedules: Telework			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.

**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, 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 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).

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.

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)

Requests for
Reports

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.

Confidentiality

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.

**Referring
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]

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.

Staff Authority

Except as authorized by these policies, no employee or agent shall have the authority to bind the College District contractually.

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 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.

A Board member who is denied access to a record under this policy may ask the Board to determine whether the record should be

	<p>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 <i>Request to Redact</i> <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 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**

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 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]

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.

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.

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 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

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.

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

DH
(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

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.

EMPLOYEE STANDARDS OF CONDUCT

DH
(LOCAL)

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

DH
(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.

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

DH
(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

DH
(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, 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.

EMPLOYEE STANDARDS OF CONDUCT

DH
(LOCAL)

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.

EMPLOYEE STANDARDS OF CONDUCT

DH
(LOCAL)

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

DH
(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

DH
(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.

EMPLOYEE STANDARDS OF CONDUCT

DH
(LOCAL)

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

DH
(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-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.

Oral Reports

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

Making a Report

Reports may be made to any of the following:

1. A state or local law enforcement agency;
2. The Child Protective Services (CPS) division of 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>

Current

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 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.

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 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>

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 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 Anahid Petrosian, Vice President and Provost for Academic Affairs and Economic Development Brett Millan, Associate Vice President for Academic Success and Advancement Claudia Olivares, Director for Employee Relations and Talent Development. Alicia Correa, Director for Benefits and Compensations 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.	BCE (Local) – Board Internal Organization: Advisory Committees	New	49	This new recommended local policy addresses the formation and authority of advisory committees, which are mainly composed of college district staff, students, or community members and make non-binding recommendations to the Board within an area of specified responsibility.
B.	BGC (Local) – Administrative Organization: Councils and Faculty Senate	8/26/2025	50	<p>New recommended local policy language addresses SB 37, which establishes the requirements for a Faculty Senate, including requirements related to Membership, Officers, Compensation, Governing Documents, Faculty Senate Meetings, and Communications, as well as the requirement that policies and procedures remain in Harmony with Law.</p> <p>At Removal, recommended language incorporates the requirement from the bill that a member may be removed on recommendation of the provost.</p> <p>The number of representatives of each academic unit that will serve on the faculty senate has been added.</p>
Personnel				
C.	DGBA (Local) – Personnel-Management Relations: Employee Grievances	11/25/2025	50	<p>Language has been reorganized to clarify the structure of grievance processes.</p> <p>The recommended revisions require the college to provide employees with a Notification of Rights on its website.</p> <p>At Formal Process, language has been added to clarify that certain complaints must begin at the board level and to clarify certain filing procedures.</p> <p>Language has been added to clarify the grievance process for Complaints Against Supervisors.</p> <p>Provisions have been added to provide clarity about what the Record includes, to</p>

Item	Policy	Last Adopted Date	TASB Update	TASB and Other Explanatory Notes
				allow a college to Remand a complaint for an incomplete record, and to allow an employee 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. The grievance filing deadline has been increased from 10 to 30 days. Additional changes have been made for clarity and to align the policy with applicable law.
Instruction				
D.	EFAA (Local) – Instructional Programs and Courses: Academic Courses	New	50	This new recommended local policy clarifies the process for the development and adoption of a Core Curriculum by the college. It also addresses the SB 37 requirement that the board conduct a comprehensive review of the college's general education curriculum, providing that the review must occur every five years, with more frequent reviews at the board's discretion. It also establishes a process for the submission of an annual update on general education curriculum changes to the board and reflects the board's choice to reserve the right to overturn decisions regarding changes to the Curriculum.
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.

**Advisory
Committees**

For purposes of this policy, an advisory committee is a committee composed primarily of College District staff, students, or community members. An advisory committee may also include Board members in numbers less than a quorum of the Board.

Formation of an advisory committee shall be by Board action. When establishing an advisory committee, the Board action shall, at a minimum, specify the:

- Number of members on the committee;
- Process to appoint members to the committee;
- Term of committee membership; and
- Responsibilities of the committee.

An advisory committee shall be fact-finding, deliberative, and advisory and shall not assume administrative duties or responsibilities. Advisory committees shall report their findings and recommendations to the Board.

**Transacting
Business**

An advisory committee may transact business only within the specific authority granted by the Board. To be binding, all such committee recommendations must be reported to the Board at a regular or special meeting for approval and entry into the minutes as a public record.

Dissolution

An advisory committee shall be dissolved upon completion of the assigned task or Board action.

Purpose
Faculty Senate

The Board recognizes the value of faculty input in institutional governance and academic affairs. ~~A~~The faculty senate, ~~—serving in an advisory capacity, provides a structured mechanism for faculty participation in matters related to curriculum, academic standards, and faculty welfare~~ is the assembly of representatives of the faculty at the College District. The faculty senate shall serve ~~as a formal~~only in an advisory capacity, ~~body to the College District administration,~~ consistent with state law, ~~including Texas Education Code 51.3522 and subsequent amendments under SB 37 (2025).~~ capacity and shall provide a structured mechanism for faculty participation in matters related to the general welfare of the institution.

Authority and Oversight

Only the Board may authorize the establishment or continuation of a faculty senate.

Administrative Procedures

~~The College President or designee shall establish and maintain administrative procedures governing the faculty senate, including but not limited to:~~

- ~~• Structure and size of the senate.~~
- ~~• Membership eligibility and selection.~~
- ~~• Representation and selection: The faculty senate shall consist only of faculty members. Each division shall be represented by at least two faculty members, with total membership not exceeding 60. For every division, one senator shall be appointed annually by the College President from among the elected senators, and the remaining senators shall be elected by the faculty of that division.~~
- ~~• Terms of service and officer appointments.~~
- ~~• Rules governing meetings, transparency, and quorum.~~
- ~~• Advisory scope and limitations.~~
- ~~• Conditions for service and removal.~~
- ~~• Compliance with applicable state laws, including live-streaming, public notice, and recordkeeping requirements.~~

~~These procedures shall ensure the faculty senate operates within the limits of its advisory role, balancing shared governance, and that its role remains consistent with the College District's mission and applicable statutes~~

Membership

Members of the faculty senate must be faculty members. The number of members shall not be more than 60. Each division of the College District shall be represented by at least two members. For each division, one member shall be appointed by the College President, and the remaining member(s) shall be elected by a vote of the faculty of the member's respective division, in accordance with procedures established by the College President or designee.

Term Limits

Appointed
Faculty
Members

A member of the faculty senate appointed by the College President may serve up to six consecutive one-year terms and then may only be reappointed after the second anniversary of the last day of the member's most recent term.

Elected Faculty
Members

An elected member of the faculty senate shall serve a two-year term, staggered in a manner that allows approximately one-half of the elected members to be elected each year, and may only be reelected after the second anniversary of the last day of the member's most recent term.

Removal

A member of the faculty senate may be immediately removed from the faculty senate for:

1. Violating applicable law, College District policy or regulations, or the faculty senate governing documents
2. Failing to attend meetings
3. Engaging in other similar misconduct

A member may be removed on recommendation of the institution's vice president and provost for academic affairs and economic development and approval by the College President.

Officers

The College President shall appoint a presiding officer from the members of the faculty senate to preside over faculty senate meetings and represent the faculty senate in communications with the College District administration. The College President shall also appoint an associate presiding officer and secretary from the membership.

Compensation

Service on the faculty senate is an additional duty of the faculty member's employment. Members of the faculty senate are not entitled to compensation for their role as members of the faculty senate unless the compensation is approved by the College President or designee in accordance with administrative regulations.

<u>Expense Reimbursement</u>	<u>A member of the faculty senate may be reimbursed for reasonable expenses made on behalf of the College District and approved by the College President or designee in accordance with administrative regulations.</u>
<u>Governing Documents</u>	<u>The faculty senate shall adopt a constitution, bylaws, or other governing documents consistent with law, this policy, and associated regulations, including the rules for establishing a quorum.</u>
<u>Faculty Senate Meetings</u>	<u>The College President shall develop regulations addressing faculty senate meeting procedures, in accordance with law.</u>
<u>Notice</u>	<u>No more than seven days before a meeting, the faculty senate shall post on the College District's website:</u> <ol style="list-style-type: none"><u>1. An agenda for the meeting indicating the items that will be discussed or subject to a vote, and</u><u>2. Curriculum proposals to be discussed or voted on at the meeting.</u>
<u>Open Meetings</u>	<u>Meetings at which a quorum is present shall be open to the public.</u>
<u>Meeting Broadcast</u>	<u>The faculty senate shall broadcast a meeting online in accordance with law if more than 50 percent of the faculty senate members are in attendance.</u>
<u>Recording Attendance</u>	<u>The faculty senate shall record the names of members in attendance at a meeting in which the faculty senate conducts business related to a vote of no confidence regarding a College District administrator or policies related to curriculum and academic standards.</u>
<u>Communications</u>	<u>The faculty senate shall not issue any statement or publish a report using the College District's official seal, trademark, or resources funded by the College District on any matter not directly related to the faculty senate's advisory duties.</u>
<u>Harmony with Law</u>	<u>Nothing in this policy or associated regulations may be construed to limit a faculty member from exercising the faculty member's right to freedom of association protected by the U.S. Constitution or Texas Constitution.</u>

Purpose

The Board recognizes the value of faculty input in institutional governance and academic affairs. A faculty senate, serving in an advisory capacity, provides a structured mechanism for faculty participation in matters related to curriculum, academic standards, and faculty welfare. The faculty senate shall serve as a formal advisory body to the College District administration, consistent with state law, including Texas Education Code 51.3522 and subsequent amendments under SB 37 (2025).

Authority and Oversight

Only the Board may authorize the establishment or continuation of a faculty senate.

Administrative Procedures

The College President or designee shall establish and maintain administrative procedures governing the faculty senate, including but not limited to:

- Structure and size of the senate.
- Membership eligibility and selection.
- Representation and selection: The faculty senate shall consist only of faculty members. Each division shall be represented by at least two faculty members, with total membership not exceeding 60. For every division, one senator shall be appointed annually by the College President from among the elected senators, and the remaining senators shall be elected by the faculty of that division.
- Terms of service and officer appointments.
- Rules governing meetings, transparency, and quorum.
- Advisory scope and limitations.
- Conditions for service and removal.
- Compliance with applicable state laws, including live-streaming, public notice, and recordkeeping requirements.

These procedures shall ensure the faculty senate operates within the limits of its advisory role, balancing shared governance, and that its role remains consistent with the College District's mission and applicable statutes.

Faculty Senate

The Board recognizes the value of faculty input in institutional governance and academic affairs. The faculty senate is the assembly of representatives of the faculty at the College District. The faculty senate shall serve only in an advisory capacity, consistent with state law, and shall provide a structured mechanism for faculty participation in matters related to the general welfare of the institution.

Authority and Oversight

Only the Board may authorize the establishment or continuation of a faculty senate.

Membership

Members of the faculty senate must be faculty members. The number of members shall not be more than 60. Each division of the College District shall be represented by at least two members. For each division, one member shall be appointed by the College President, and the remaining member(s) shall be elected by a vote of the faculty of the member's respective division, in accordance with procedures established by the College President or designee.

Term Limits

Appointed Faculty Members

A member of the faculty senate appointed by the College President may serve up to six consecutive one-year terms and then may only be reappointed after the second anniversary of the last day of the member's most recent term.

Elected Faculty Members

An elected member of the faculty senate shall serve a two-year term, staggered in a manner that allows approximately one-half of the elected members to be elected each year, and may only be reelected after the second anniversary of the last day of the member's most recent term.

Removal

A member of the faculty senate may be immediately removed from the faculty senate for:

1. Violating applicable law, College District policy or regulations, or the faculty senate governing documents
2. Failing to attend meetings
3. Engaging in other similar misconduct

A member may be removed on recommendation of the institution's vice president and provost for academic affairs and economic development and approval by the College President.

Officers

The College President shall appoint a presiding officer from the members of the faculty senate to preside over faculty senate meetings and represent the faculty senate in communications with the College District administration. The College President shall also appoint an associate presiding officer and secretary from the membership.

ADMINISTRATIVE ORGANIZATION
COUNCILS AND FACULTY SENATES

BGC
(LOCAL)

Compensation	Service on the faculty senate is an additional duty of the faculty member's employment. Members of the faculty senate are not entitled to compensation for their role as members of the faculty senate unless the compensation is approved by the College President or designee in accordance with administrative regulations.
Expense Reimbursement	A member of the faculty senate may be reimbursed for reasonable expenses made on behalf of the College District and approved by the College President or designee in accordance with administrative regulations.
Governing Documents	The faculty senate shall adopt a constitution, bylaws, or other governing documents consistent with law, this policy, and associated regulations, including the rules for establishing a quorum.
Faculty Senate Meetings	The College President shall develop regulations addressing faculty senate meeting procedures, in accordance with law.
<i>Notice</i>	No more than seven days before a meeting, the faculty senate shall post on the College District's website: <ol style="list-style-type: none">1. An agenda for the meeting indicating the items that will be discussed or subject to a vote; and2. Curriculum proposals to be discussed or voted on at the meeting.
<i>Open Meetings</i>	Meetings at which a quorum is present shall be open to the public.
<i>Meeting Broadcast</i>	The faculty senate shall broadcast a meeting online in accordance with law if more than 50 percent of the faculty senate members are in attendance.
<i>Recording Attendance</i>	The faculty senate shall record the names of members in attendance at a meeting in which the faculty senate conducts business related to a vote of no confidence regarding a College District administrator or policies related to curriculum and academic standards.
Communications	The faculty senate shall not issue any statement or publish a report using the College District's official seal, trademark, or resources funded by the College District on any matter not directly related to the faculty senate's advisory duties.
Harmony with Law	Nothing in this policy or associated regulations may be construed to limit a faculty member from exercising the faculty member's right to freedom of association protected by the U.S. Constitution or Texas Constitution.

**Employee
Grievances**

College District employees have the right to present grievances concerning their wages, hours of employment, or conditions of work, either individually or through a representative. Employees can seek to redress a grievance by filing a complaint in accordance with this policy.

Guiding Principles

Definition

A complaint or grievance is defined as an unresolved issue concerning an employee's wages, hours of employment, unlawful dismissal/contract termination, or conditions of work.

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

Other Complaint
Processes

Employees shall file complaints according to the procedures established by the College President, in accordance with Board policies, except as required by law. For complaints protected by law within this policy, employees shall file according to the policies listed below. Some of these policies require appeals to be submitted in accordance with DGBA(LOCAL) after the relevant complaint process:

1. Complaints alleging discrimination, including violations of Title IX (gender), Title VII (sex, race, color, religion, national origin), ADEA (age), or Section 504 (disability). [See DIAA and DIAB]
2. Complaints alleging certain forms of harassment, including harassment by a supervisor and violations of Title VII. [See DIAA and DIAB]
3. Complaints concerning retaliation relating to discrimination and harassment. [See DIAA and DIAB]
4. Complaints concerning a commissioned peace officer who is an employee of the College District. [See [CGF](#)]
5. Complaints concerning an employment preference for former foster children. [See DC]
6. Complaints arising from the dismissal of term contract faculty members. [See DMAA]
7. Complaints concerning the nonrenewal or termination of term contract faculty members. [See DMAB]

Notification of Rights

The College District shall inform employees of this policy through appropriate College District publications [and on the College District's website.](#)

Informal Process

The Board encourages employees to discuss their concerns with the employee's chain of command, starting with the employee's immediate supervisor, who has the authority to address the concerns.

Chain of command is defined as an employee's immediate supervisor, and each successive level of leadership up the administrative hierarchy (e.g., manager, director, chair, dean, vice president).

Concerns should be expressed as soon as possible to allow for open dialogue and early resolution at the lowest possible supervisory level.

Informal resolution should not extend any deadlines in this policy, except by mutual written consent.

Informal resolution does not require the completion of an employee complaint form, nor submission to HR.

Formal Process

An employee may initiate the formal process described below by filing a written complaint form within ~~40~~30 business days of the date the employee first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance.

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

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

Option to Continue Informal Process

Even after initiating the formal grievance process, the College District encourages employees to seek informal resolution of concerns. An employee whose concerns are resolved may withdraw a formal grievance at any time. ~~Informal resolution should not extend any deadlines in this policy, except by mutual written consent.~~

Retaliation

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

The College District prohibits retaliation against an employee who files a complaint or grievance under this policy, serves as a witness, or otherwise participates in an investigation. The provisions of the policy do not extend into a due process procedure.

The policy is an internal procedure designed to provide employees with the opportunity to address complaints.

~~Informal resolution does not require the completion of an Employee Complaint Form, nor submission to HR.~~

Definition

~~A complaint or grievance is defined as an unresolved issue concerning an employee's wages, hours of employment, unlawful dismissal/contract termination, or conditions of work.~~

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

Notification of Rights

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

~~The processes described in this policy shall not create new or additional rights beyond those granted by law or other Board policies.~~

Whistleblower Complaints

Employees shall file whistleblower complaints within the time specified by law. Such complaints shall first be filed in accordance with initiating grievances at Level Two, below. Timelines for the employee and the College District set out in this policy may be shortened to allow the College President to make a final decision within 60 days of the initiation of the complaint. [See DG(LEGAL)]

Complaints Against Supervisors

Complaints alleging a violation of law by a supervisor may be made through the employee's chain of command with the authority to remedy the alleged problem to the College President or designee. Complaint forms alleging a violation of law by the College President may be submitted directly to the Board or designee.

Complaints Against College President or Board Member

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

Complaints alleging a violation of law or policy by the College President or a Board member may be made to the Board Chair, or to the Vice Chair if the complaint is against the Board Chair.

The Chair or ~~of~~ Vice Chair will undertake a process to resolve the complaint and share the complaint with the rest of the ~~board~~ Board within 72 hours. The Chair or Vice Chair may use ~~College Attorneys~~ college attorneys to share the complaint with the rest of the ~~board~~ Board and determine whether or not a special meeting needs to be called.

The Chair or Vice Chair may initiate an independent investigation of a written complaint after receiving approval from a majority of the Board. Upon approval, the Chair or Vice Chair ~~shall~~ may consult with Board ~~Counsel~~ counsel, and then name an independent third party approved by the Board to investigate the complaint within the parameters set by the Board. Further, the Chair or Vice

Chair shall provide regular updates to the Board through the named investigator.

If the investigation finds that a Board member has violated a law or College District policy, the Board can reprimand or censure the Board member, or apply any other sanction available under Texas law. If the investigation finds that the College President has violated a law or College District policy, the Board can take appropriate disciplinary action, up to and including termination of employment.

**Proposed
Termination of an At-
Will Employee**

An at-will employee who is proposed for termination may file a complaint concerning the proposed termination directly with the College President, bypassing Level One and Level Two (vice president), if the employee's complaint alleges that the proposed termination constitutes retaliation, harassment, or discrimination. A complaint concerning the proposed termination of an at-will employee may be presented to the College President within three working days from the date the employee was informed of the proposed termination.

**Other Complaint
Processes**

~~Employees shall file complaints according to the procedures established by the College President, in accordance with Board policies, except as required by law. For complaints protected by law within this policy, employees shall file according to the policies listed below. Some of these policies require appeals to be submitted in accordance with DGBA(LOCAL) after the relevant complaint process:~~

- ~~1. Complaints alleging discrimination, including violations of Title IX (gender), Title VII (sex, race, color, religion, national origin), ADEA (age), or Section 504 (disability). [See DIAA and DIAB]~~
- ~~2.1. Complaints alleging certain forms of harassment, including harassment by a supervisor and violations of Title VII. [See DIAA and DIAB]~~
- ~~3.1. Complaints concerning retaliation relating to discrimination and harassment. [See DIAA and DIAB]~~
- ~~4. Complaints concerning a commissioned peace officer who is an employee of the College District. [See **CHA**]~~
- ~~5.1. Complaints concerning an employment preference for former foster children. [See DC]~~
- ~~6.1. Complaints arising from the dismissal of term contract faculty members. [See DMAA]~~
- ~~7.1. Complaints concerning the nonrenewal or termination of term contract faculty members. [See DMAB]~~

General Provisions

Filing

Employees shall file grievances and appeals in writing with the Office of Human Resources (OHR). While the College District provides an appropriate form in electronic format, employees may also submit written documents or emails as attachments to support their filing via email or hand deliver the form to the OHR.

[Complaint and Appeal Forms](#)

The employee complaint form must include the following information:

1. A clear explanation of the employee's specific concern;
2. A description of how the employee's employment has been affected; and
3. A description of the relief the employee is seeking.

~~An employee shall file a grievance within 10 business days of the date the employee first knew, or with reasonable diligence should have known, of the decision or action giving rise to the grievance.~~

Employees may file complaints and supporting documentation electronically via the College District's complaint submission webpage. Electronic filings shall be timely if the OHR receives the filing by the close of business on the deadline, as indicated by the date/time shown on the electronic communication.

The employee shall attach copies of any documents that support the grievance to the complaint form. If the employee does not have copies, the employee may present the original documents at the Level One conference. After the Level One conference, the employee may not submit new documents unless the employee did not know the documents existed before the Level One conference.

The College District may dismiss any grievance form that an employee submits as incomplete in any material aspect. The employee may refile the grievance with all the required information if the refiling is within five business days of the dismissal.

Scheduling Conferences

The College District shall make reasonable attempts, including no fewer than three, to schedule conferences at a mutually agreeable time. If the employee fails to appear at a scheduled conference, the College District may hold the conference and issue a decision in the employee's absence.

Response

At Levels One and Two, "response" shall mean a written communication to the employee. Responses may be hand-delivered, sent by electronic communication to the employee's email address of record, or sent by U.S. Mail to the employee's mailing address of record. Mailed responses shall be timely if they are postmarked by U.S. Mail on or before the deadline.

PERSONNEL-MANAGEMENT RELATIONS
EMPLOYEE GRIEVANCES

DGBA
(LOCAL)

Days	<p>“Days” shall mean College District business days, unless otherwise noted. In calculating timelines under this policy, the day a document is filed is “day zero.” The following business day is “day one.” A College District business day is defined as a day that the College District at large is open and conducting business.</p>
Representative	<p>“Representative” means<u>shall mean</u> any person or an organization that is designated by the employee to represent him or her<u>the employee</u> in the complaint process.</p> <p>The employee may designate a representative through written notice at any level of this process. If the employee provides less than two days’ notice to the College District before a scheduled conference, the College District may reschedule the conference to a later date, if desired, to allow time to consult with its counsel.</p> <p>The College District may be represented by counsel at any level of the process only in the event the grievant is represented or the grievant themselves is a licensed attorney. In such cases, the College District will provide at least two days’ notice to the employee if it intends to have legal counsel present at a conference.</p>
Consolidating Complaints	<p>Complaints arising out of an event or a series of related events shall be addressed in one complaint. Employees shall not file separate or serial complaints arising from any event or series of events that have been or could have been addressed in a previous complaint.</p> <p>When two or more complaints are sufficiently similar in nature and remedy sought to permit their resolution through one proceeding, the College District may consolidate the complaints.</p>
Time Limits and Cost	<p>All time limits shall be strictly complied with, unless extended by mutual written consent signed by both parties or by extenuating circumstances that are properly documented with the OHR and shared with both parties.</p>
<u>Costs Incurred</u>	<p>Each party shall pay its own costs incurred during the course of the grievance, including attorney fees.</p>
<u>Record</u>	<p><u>A record of each complaint hearing shall be created and retained in accordance with this policy. The record shall include documents submitted by the employee who filed the complaint, documents determined relevant by College District personnel, and the decision.</u></p>
<u>Remand</u>	<p><u>A complaint or appeal form that is incomplete in any material aspect shall be refiled, if at Level One, and remanded at all other levels in order to develop an adequate record of the complaint.</u></p>

If an adequate record has not been developed, the appropriate administrator may remand the complaint to a lower level. The Board or Board committee may remand a complaint to a lower level if at the Board level of review an adequate record has not been developed.

Other Grievance Provisions

Employees who have identical grievances and who seek the same remedy may jointly file a group grievance. A group grievance must be signed by all of the employees in a group and be presented by a representative of the group. The grievance must identify the person acting as the representative of the group. The group representative may be one of the employees in the group or some other person or entity chosen by the group. Any communications regarding the grievance between the College District and the employee group and any decision regarding disposition of the grievance shall be made through the group representative only.

Nothing in this policy shall be construed to prevent the College District from addressing employee conduct that violates College District policies, procedures, or standards of conduct.

Malicious, false, or frivolous complaints are a violation of the College District's standards of conduct and may be cause for corrective action.

Any supervisor or management official with responsibility for hearing a grievance at Level One, Level Two, or Level Three who knowingly fails to conduct a conference with the grievant within the time period prescribed by this policy may be subject to disciplinary action up to and including termination.

Investigation

The College District may conduct an investigation at any level in the complaint process. If the College District and the employee mutually agree, all deadlines shall be suspended during an investigation.

Audio Recording

As provided by law, an employee shall be permitted to make an audio recording of a hearing under this policy at which the substance of the employee's complaint is discussed. The employee shall notify all attendees present that an audio recording is taking place.

Grievance Process

Level One

The Level One supervisor shall be the lowest level supervisor or designee in the employee's chain of command with the authority to remedy the alleged problem. If that supervisor is the vice president in the employee's chain of command or the College President, the grievance procedure shall begin at Level Two or Level Three, as appropriate.

The Level One procedure is as follows:

1. Upon receipt of the grievance, the OHR shall review the submission and may request clarification from the employee, if necessary. Once the OHR has completed its review, the grievance shall be forwarded to the immediate supervisor, who shall ~~investigate as needed and~~ schedule a conference with the employee within 15 business days of receiving the grievance from the OHR.
2. The supervisor may set reasonable time limits for the conference. The supervisor may issue a decision on the basis of the written complaint in instances where an employee is unwilling to conference with the Level One supervisor.
3. Absent extenuating circumstances, the supervisor shall provide the employee a written response within 20 business days following the conference stating whether the grievance is being granted or not. If the grievance is being granted, the supervisor will inform the employee whether the relief requested is being granted either in whole or in part or whether an alternate form of relief is being offered. In reaching a decision, the supervisor may consider information provided at the grievance conference and any other relevant documents or information the supervisor believes will help resolve the grievance.
4. The supervisor shall forward to the OHR or designee:
 - a. All documents submitted by the employee at Level One, if applicable;
 - b. The written response issued at Level One, if any, and any attachments; and
 - c. All other documents relied upon by the Level One supervisor in reaching the Level One decision.

Level Two

If the employee did not receive the relief requested at Level One or if the time for a response from the Level One supervisor has expired, the employee may request a conference with the vice president or designee to appeal the Level One decision.

The appeal notice must be filed in writing, on a form provided by the College District, within 10 business days of the date of the written Level One response or, if no response was received, within 15 business days of the Level One response deadline.

After receiving notice of the appeal, the Level One supervisor shall forward to the Level Two administrator:

1. The original complaint form and any attachments;
2. All other documents submitted by the employee at Level One;

3. The written response issued at Level One, if any, and any attachments; and
4. All other documents relied upon by the Level One administrator in reaching the Level One decision.

The Level Two administrator may schedule a conference within 15 business days after the appeal notice is filed. The conference shall be limited to the issues and documents ~~presented by the employee~~ considered at Level One and identified in the Level Two appeal notice. At the conference, the employee may provide information concerning any documents or information made part of the Level One conference. The Level Two administrator may set reasonable time limits for the conference.

The Level Two administrator shall provide the employee a written response within 20 business days following the conference or 20 business days after the appeal notice is received. In reaching a decision, the Level Two administrator may consider information provided at the Level One conference, information provided at the Level Two conference, and any other relevant documents or information the Level Two administrator believes will help resolve the complaint. ~~The employee complaint decision of the vice president is final and not appealable under this policy.~~

Level Three

~~A complaint concerning the proposed termination of an at-will employee may be presented to the College President if the employee has alleged retaliation, harassment, or discrimination in the complaint.~~

If the complaint is not resolved to the employee's satisfaction at Level Two, and ~~or~~ if the employee's supervisor is a vice president or the employee's respective department does not have a vice president ~~and the complaint is not resolved to the employee's satisfaction at Level One~~, the employee may present the complaint to the College President.

The complaint shall be submitted to the College President not later than 10 business days from the date of the decision at Level Two. The employee shall provide a clear and concise statement detailing the reason(s) why the Level Two decision was not acceptable to the employee.

The College President may consult with the executive director of human resources or designee and shall, not later than 20 business days following receipt of the complaint, issue a written decision, which shall be mailed and/or emailed to the employee. The decision of the College President may grant or deny the remedy being

requested by the employee, or offer an alternative resolution. ~~The employee complaint decision of the College President is final and not appealable under this policy.~~

Public Comment to the Board

~~Nothing in this policy precludes an~~ If the employee who did not receive the relief requested at Level Three or if the time for a response has exhausted the procedures in this policy from addressing expired, the employee may appeal the decision to the Board ~~of Trustees~~ at the next regular public meeting in accordance with the provision for hearing citizens. The Board is not required to take any action concerning a grievance but will listen to the employee's concerns. [See BDB]

Proposed Termination of an At-Will Employee

~~An at-will employee who is proposed for termination may file a complaint concerning the proposed termination directly with the College President, bypassing Level One and Level Two (vice president), if the employee's complaint alleges that the proposed termination constitutes retaliation, harassment, or discrimination. A complaint concerning the proposed termination of an at-will employee may be presented to the College President within three working days from the date the employee was informed of the proposed termination. The decision of the College President is final and not appealable under this policy.~~

Retaliation

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

~~The College District prohibits retaliation against an employee who files a complaint or grievance under this policy, serves as a witness, or otherwise participates in an investigation. The provisions of the policy do not extend into a due process procedure.~~

~~The policy is an internal procedure designed to provide employees with the opportunity to address complaints.~~

Other Grievance Provisions

~~The process described in this policy shall not be construed to create new or additional rights beyond those granted by law or Board policy, nor is it intended to create constitutional due process rights or to require a full evidentiary hearing or "mini trial" at any level.~~

~~Employees who have identical grievances and who seek the same remedy may jointly file a group grievance. A group grievance must be signed by all of the employees in a group and be presented by a representative of the group. The grievance must identify the person acting as the representative of the group. The group representative may be one of the employees in the group or some other person or entity chosen by the group. Any communications regarding the grievance between the College District and the employee~~

~~group and any decision regarding disposition of the grievance shall be made through the group representative only.~~

~~Nothing in this policy shall be construed to prevent the College District from addressing employee conduct that violates College District policies, procedures, or standards of conduct.~~

~~Malicious, false, or frivolous complaints are a violation of the College District's standards of conduct and may be cause for corrective action.~~

~~Any supervisor or management official with responsibility for hearing a grievance at Level One, Level Two, or Level Three who knowingly fails to conduct a conference with the grievant within the time period prescribed by this policy may be subject to disciplinary action up to and including termination.~~

Markup

**Employee
Grievances**

College District employees have the right to present grievances concerning their wages, hours of employment, or conditions of work, either individually or through a representative. Employees can seek to redress a grievance by filing a complaint in accordance with this policy.

Guiding Principles
Informal Process

The Board encourages employees to discuss their concerns with the employees' chain of command, starting with the employees' immediate supervisor, who has the authority to address the concerns. Chain of command is defined as an employee's immediate supervisor and each successive level of leadership up the administrative hierarchy (e.g., manager, director, chair, dean, vice president).

Concerns should be expressed as soon as possible to allow for open dialogue and early resolution at the lowest possible supervisory level.

Even after initiating the formal grievance process, the College District encourages employees to seek informal resolution of concerns. An employee whose concerns are resolved may withdraw a formal grievance at any time. Informal resolution should not extend any deadlines in this policy, except by mutual written consent.

Informal resolution does not require the completion of an employee complaint form nor submission to human resources (HR).

Definition

A complaint or grievance is defined as an unresolved issue concerning an employee's wages, hours of employment, unlawful dismissal/contract termination, or conditions of work.

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

Notification of Rights

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

The processes described in this policy shall not create new or additional rights beyond those granted by law or other Board policies.

**Whistleblower
Complaints**

Employees shall file whistleblower complaints within the time specified by law. Such complaints shall first be filed in accordance with initiating grievances at Level Two, below. Timelines for the employee and the College District set out in this policy may be shortened to allow the College President to make a final decision within 60 days of the initiation of the complaint. [See DG(LEGAL)]

**Complaints Against
College President or
Board Member**

Complaints alleging a violation of law or policy by the College President or a Board member may be made to the Board Chair, or to the vice chair if the complaint is against the Board Chair.

The Chair or vice chair will undertake a process to resolve the complaint and share the complaint with the rest of the Board within 72 hours. The Chair or vice chair may use College District attorneys to share the complaint with the rest of the Board and determine whether or not a special meeting needs to be called.

The Chair or vice chair may initiate an independent investigation of a written complaint after receiving approval from a majority of the Board. Upon approval, the Chair or vice chair shall consult with Board counsel and then name an independent third party approved by the Board to investigate the complaint within the parameters set by the Board. Further, the Chair or vice chair shall provide regular updates to the Board through the named investigator.

If the investigation finds that a Board member has violated a law or College District policy, the Board can reprimand or censure the Board member or apply any other sanction available under Texas law. If the investigation finds that the College President has violated a law or College District policy, the Board can take appropriate disciplinary action, up to and including termination of employment.

Other Complaint Processes

Employees shall file complaints according to the procedures established by the College President, in accordance with Board policies, except as required by law. For complaints protected by law within this policy, employees shall file according to the policies listed below. Some of these policies require appeals to be submitted in accordance with DGBA(LOCAL) after the relevant complaint process:

1. Complaints alleging discrimination, including violations of Title IX (gender), Title VII (sex, race, color, religion, national origin), ADEA (age), or Section 504 (disability). [See DIAA and DIAB]
2. Complaints alleging certain forms of harassment, including harassment by a supervisor and violations of Title VII. [See DIAA and DIAB]
3. Complaints concerning retaliation relating to discrimination and harassment. [See DIAA and DIAB]
4. Complaints concerning a commissioned peace officer who is an employee of the College District. [See CGF]
5. Complaints concerning an employment preference for former foster children. [See DC]
6. Complaints arising from the dismissal of term contract faculty members. [See DMAA]

7. Complaints concerning the nonrenewal or termination of term contract faculty members. [See DMAB]

General Provisions

Filing

Employees shall file grievances and appeals in writing with the office of human resources (OHR). While the College District provides an appropriate form in electronic format, employees may also submit written documents or emails as attachments to support their filing via email or hand deliver the form to the OHR.

The employee complaint form must include the following information:

1. A clear explanation of the employee's specific concern;
2. A description of how the employee's employment has been affected; and
3. A description of the relief the employee is seeking.

An employee shall file a grievance within 10 business days of the date the employee first knew, or with reasonable diligence should have known, of the decision or action giving rise to the grievance.

Employees may file complaints and supporting documentation electronically via the College District's complaint submission webpage. Electronic filings shall be timely if the OHR receives the filing by the close of business on the deadline, as indicated by the date/time shown on the electronic communication.

The employee shall attach copies of any documents that support the grievance to the complaint form. If the employee does not have copies, the employee may present the original documents at the Level One conference. After the Level One conference, the employee may not submit new documents unless the employee did not know the documents existed before the Level One conference.

The College District may dismiss any grievance form that an employee submits as incomplete in any material aspect. The employee may refile the grievance with all the required information if the refiling is within five business days of the dismissal.

Scheduling
Conferences

The College District shall make reasonable attempts, including no fewer than three, to schedule conferences at a mutually agreeable time. If the employee fails to appear at a scheduled conference, the College District may hold the conference and issue a decision in the employee's absence.

Response

At Levels One and Two, "response" shall mean a written communication to the employee. Responses may be hand-delivered, sent by electronic communication to the employee's email address of record, or sent by U.S. Mail to the employee's mailing address of

record. Mailed responses shall be timely if they are postmarked by U.S. Mail on or before the deadline.

Days “Days” shall mean College District business days, unless otherwise noted. In calculating timelines under this policy, the day a document is filed is “day zero.” The following business day is “day one.” A College District business day is defined as a day that the College District at large is open and conducting business.

Representative “Representative” means any person or an organization that is designated by the employee to represent him or her in the complaint process.

The employee may designate a representative through written notice at any level of this process. If the employee provides less than two days’ notice to the College District before a scheduled conference, the College District may reschedule the conference to a later date, if desired, to allow time to consult with its counsel.

The College District may be represented by counsel at any level of the process only in the event the grievant is represented or the grievant themselves is a licensed attorney. In such cases, the College District will provide at least two days’ notice to the employee if it intends to have legal counsel present at a conference.

Consolidating Complaints

Complaints arising out of an event or a series of related events shall be addressed in one complaint. Employees shall not file separate or serial complaints arising from any event or series of events that have been or could have been addressed in a previous complaint.

When two or more complaints are sufficiently similar in nature and remedy sought to permit their resolution through one proceeding, the College District may consolidate the complaints.

Time Limits and Cost

All time limits shall be strictly complied with, unless extended by mutual written consent signed by both parties or by extenuating circumstances that are properly documented with the OHR and shared with both parties.

Each party shall pay its own costs incurred during the course of the grievance, including attorney fees.

Grievance Process

Level One

The Level One supervisor shall be the lowest level supervisor or designee in the employee’s chain of command with the authority to remedy the alleged problem. If that supervisor is the vice president in the employee’s chain of command or the College President, the grievance procedure shall begin at Level Two or Level Three, as appropriate.

The Level One procedure is as follows:

1. Upon receipt of the grievance, the OHR shall review the submission and may request clarification from the employee, if necessary. Once the OHR has completed its review, the grievance shall be forwarded to the immediate supervisor, who shall investigate as needed and schedule a conference with the employee within 15 business days of receiving the grievance from the OHR.
2. The supervisor may set reasonable time limits for the conference. The supervisor may issue a decision on the basis of the written complaint in instances where an employee is unwilling to conference with the Level One supervisor.
3. Absent extenuating circumstances, the supervisor shall provide the employee a written response within 20 business days following the conference stating whether the grievance is being granted or not. If the grievance is being granted, the supervisor will inform the employee whether the relief requested is being granted either in whole or in part or whether an alternate form of relief is being offered. In reaching a decision, the supervisor may consider information provided at the grievance conference and any other relevant documents or information the supervisor believes will help resolve the grievance.
4. The supervisor shall forward to the OHR or designee:
 - a. All documents submitted by the employee at Level One, if applicable;
 - b. The written response issued at Level One, if any, and any attachments; and
 - c. All other documents relied upon by the Level One supervisor in reaching the Level One decision.

Level Two

If the employee did not receive the relief requested at Level One or if the time for a response from the Level One supervisor has expired, the employee may request a conference with the vice president or designee to appeal the Level One decision.

The appeal notice must be filed in writing, on a form provided by the College District, within 10 business days of the date of the written Level One response or, if no response was received, within 15 business days of the Level One response deadline.

After receiving notice of the appeal, the Level One supervisor shall forward to the Level Two administrator:

1. The original complaint form and any attachments;

2. All other documents submitted by the employee at Level One;
3. The written response issued at Level One, if any, and any attachments; and
4. All other documents relied upon by the Level One administrator in reaching the Level One decision.

The Level Two administrator may schedule a conference within 15 business days after the appeal notice is filed. The conference shall be limited to the issues and documents presented by the employee at Level One and identified in the Level Two appeal notice. At the conference, the employee may provide information concerning any documents or information made part of the Level One conference. The Level Two administrator may set reasonable time limits for the conference.

The Level Two administrator shall provide the employee a written response within 20 business days following the conference or 20 business days after the appeal notice is received. In reaching a decision, the Level Two administrator may consider information provided at the Level One conference, information provided at the Level Two conference, and any other relevant documents or information the Level Two administrator believes will help resolve the complaint. The employee complaint decision of the vice president is final and not appealable under this policy.

Level Three

A complaint concerning the proposed termination of an at-will employee may be presented to the College President if the employee has alleged retaliation, harassment, or discrimination in the complaint.

If the complaint is not resolved to the employee's satisfaction at Level Two, and if the employee's supervisor is a vice president or the employee's respective department does not have a vice president, the employee may present the complaint to the College President.

The complaint shall be submitted to the College President not later than 10 business days from the date of the decision at Level Two. The employee shall provide a clear and concise statement detailing the reason(s) why the Level Two decision was not acceptable to the employee.

The College President may consult with the executive director of human resources or designee and shall, not later than 20 business days following receipt of the complaint, issue a written decision, which shall be mailed and/or emailed to the employee. The decision of the College President may grant or deny the remedy being requested by the employee, or offer an alternative resolution. The

employee complaint decision of the College President is final and not appealable under this policy.

Public Comment to the Board

Nothing in this policy precludes an employee who has exhausted the procedures in this policy from addressing the Board of Trustees at the next regular public meeting in accordance with the provision for hearing citizens. The Board is not required to take any action concerning a grievance but will listen to the employee's concerns. [See BDB]

Proposed Termination of an At-Will Employee

An at-will employee who is proposed for termination may file a complaint concerning the proposed termination directly with the College President, bypassing Level One and Level Two (vice president), if the employee's complaint alleges that the proposed termination constitutes retaliation, harassment, or discrimination. A complaint concerning the proposed termination of an at-will employee may be presented to the College President within three working days from the date the employee was informed of the proposed termination. The decision of the College President is final and not appealable under this policy.

Retaliation

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

The College District prohibits retaliation against an employee who files a complaint or grievance under this policy, serves as a witness, or otherwise participates in an investigation. The provisions of the policy do not extend into a due process procedure.

The policy is an internal procedure designed to provide employees with the opportunity to address complaints.

Other Grievance Provisions

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

Employees who have identical grievances and who seek the same remedy may jointly file a group grievance. A group grievance must be signed by all of the employees in a group and be presented by a representative of the group. The grievance must identify the person acting as the representative of the group. The group representative may be one of the employees in the group or some other person or entity chosen by the group. Any communications regarding the grievance between the College District and the employee group and any decision regarding disposition of the grievance shall be made through the group representative only.

Nothing in this policy shall be construed to prevent the College District from addressing employee conduct that violates College District policies, procedures, or standards of conduct.

Malicious, false, or frivolous complaints are a violation of the College District's standards of conduct and may be cause for corrective action.

Any supervisor or management official with responsibility for hearing a grievance at Level One, Level Two, or Level Three who knowingly fails to conduct a conference with the grievant within the time period prescribed by this policy may be subject to disciplinary action up to and including termination.

Current

**Employee
Grievances**

College District employees have the right to present grievances concerning their wages, hours of employment, or conditions of work, either individually or through a representative. Employees can seek to redress a grievance by filing a complaint in accordance with this policy.

Definition

A complaint or grievance is defined as an unresolved issue concerning an employee's wages, hours of employment, unlawful dismissal/contract termination, or conditions of work.

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

**Other Complaint
Processes**

Employees shall file complaints according to the procedures established by the College President, in accordance with Board policies, except as required by law. For complaints protected by law within this policy, employees shall file according to the policies listed below. Some of these policies require appeals to be submitted in accordance with DGBA(LOCAL) after the relevant complaint process:

1. Complaints alleging discrimination, including violations of Title IX (gender), Title VII (sex, race, color, religion, national origin), ADEA (age), or Section 504 (disability). [See DIAA and DIAB]
2. Complaints alleging certain forms of harassment, including harassment by a supervisor and violations of Title VII. [See DIAA and DIAB]
3. Complaints concerning retaliation relating to discrimination and harassment. [See DIAA and DIAB]
4. Complaints concerning a commissioned peace officer who is an employee of the College District. [See CGF]
5. Complaints concerning an employment preference for former foster children. [See DC]
6. Complaints arising from the dismissal of term contract faculty members. [See DMAA]
7. Complaints concerning the nonrenewal or termination of term contract faculty members. [See DMAB]

Notification of Rights

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

Informal Process

The Board encourages employees to discuss their concerns with the employee's chain of command, starting with the employee's immediate supervisor, who has the authority to address the concerns.

Chain of command is defined as an employee's immediate supervisor, and each successive level of leadership up the administrative hierarchy (e.g. manager, director, chair, dean, vice president).

Concerns should be expressed as soon as possible to allow for open dialogue and early resolution at the lowest possible supervisory level.

Informal resolution should not extend any deadlines in this policy, except by mutual written consent.

Informal resolution does not require the completion of an employee complaint form, nor submission to HR.

Formal Process

An employee may initiate the formal process described below by filing a written complaint form within 30 business days of the date the employee first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance.

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

Option to Continue Informal Process

Even after initiating the formal grievance process, the College District encourages employees to seek informal resolution of concerns. An employee whose concerns are resolved may withdraw a formal grievance at any time.

Retaliation

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

The College District prohibits retaliation against an employee who files a complaint or grievance under this policy, serves as a witness, or otherwise participates in an investigation. The provisions of the policy do not extend into a due process procedure.

The policy is an internal procedure designed to provide employees with the opportunity to address complaints.

Whistleblower Complaints

Employees shall file whistleblower complaints within the time specified by law. Such complaints shall first be filed in accordance with initiating grievances at Level Two, below. Timelines for the employee and the College District set out in this policy may be shortened to allow the College President to make a final decision within 60 days of the initiation of the complaint. [See DG(LEGAL)]

Complaints Against Supervisors

Complaints alleging a violation of law by a supervisor may be made through the employee's chain of command with the authority to remedy the alleged problem

**Complaints Against
College President or
Board Member**

If the subject matter of the complaint requires a Board decision, is a complaint about a Board member, or is a complaint about the College President, the complaint shall be initiated at the Board level. A preliminary review of the grievance may be conducted by an appropriate administrator.

Complaints alleging a violation of law or policy by the College President or a Board member may be made to the Board Chair, or to the Vice Chair if the complaint is against the Board Chair.

The Chair or Vice Chair will undertake a process to resolve the complaint and share the complaint with the rest of the Board within 72 hours. The Chair or Vice Chair may use college attorneys to share the complaint with the rest of the Board and determine whether or not a special meeting needs to be called.

The Chair or Vice Chair may initiate an independent investigation of a written complaint after receiving approval from a majority of the Board. Upon approval, the Chair or Vice Chair may consult with Board counsel, and then name an independent third party approved by the Board to investigate the complaint within the parameters set by the Board. Further, the Chair or Vice Chair shall provide regular updates to the Board through the named investigator.

If the investigation finds that a Board member has violated a law or College District policy, the Board can reprimand or censure the Board member, or apply any other sanction available under Texas law. If the investigation finds that the College President has violated a law or College District policy, the Board can take appropriate disciplinary action, up to and including termination of employment.

**Proposed
Termination of an At-
Will Employee**

An at-will employee who is proposed for termination may file a complaint concerning the proposed termination directly with the College President, bypassing Level One and Level Two (vice president), if the employee's complaint alleges that the proposed termination constitutes retaliation, harassment, or discrimination. A complaint concerning the proposed termination of an at-will employee may be presented to the College President within three working days from the date the employee was informed of the proposed termination.

General Provisions

Filing

Employees shall file grievances and appeals in writing with the Office of Human Resources (OHR). While the College District provides an appropriate form in electronic format, employees may also submit written documents or emails as attachments to support their filing via email or hand deliver the form to the OHR.

PERSONNEL-MANAGEMENT RELATIONS
EMPLOYEE GRIEVANCES

DGBA
(LOCAL)

Complaint and
Appeal Forms

The employee complaint form must include the following information:

1. A clear explanation of the employee's specific concern;
2. A description of how the employee's employment has been affected; and
3. A description of the relief the employee is seeking.

Employees may file complaints and supporting documentation electronically via the College District's complaint submission webpage. Electronic filings shall be timely if the OHR receives the filing by the close of business on the deadline, as indicated by the date/time shown on the electronic communication.

The employee shall attach copies of any documents that support the grievance to the complaint form. If the employee does not have copies, the employee may present the original documents at the Level One conference. After the Level One conference, the employee may not submit new documents unless the employee did not know the documents existed before the Level One conference.

The College District may dismiss any grievance form that an employee submits as incomplete in any material aspect. The employee may refile the grievance with all the required information if the refiling is within five business days of the dismissal.

Scheduling
Conferences

The College District shall make reasonable attempts, including no fewer than three, to schedule conferences at a mutually agreeable time. If the employee fails to appear at a scheduled conference, the College District may hold the conference and issue a decision in the employee's absence.

Response

At Levels One and Two, "response" shall mean a written communication to the employee. Responses may be hand-delivered, sent by electronic communication to the employee's email address of record, or sent by U.S. Mail to the employee's mailing address of record. Mailed responses shall be timely if they are postmarked by U.S. Mail on or before the deadline.

Days

"Days" shall mean College District business days, unless otherwise noted. In calculating timelines under this policy, the day a document is filed is "day zero." The following business day is "day one." A College District business day is defined as a day that the College District at large is open and conducting business.

Representative

"Representative" shall mean any person or an organization that is designated by the employee to represent the employee in the complaint process.

PERSONNEL-MANAGEMENT RELATIONS
EMPLOYEE GRIEVANCES

DGBA
(LOCAL)

The employee may designate a representative through written notice at any level of this process. If the employee provides less than two days' notice to the College District before a scheduled conference, the College District may reschedule the conference to a later date, if desired, to allow time to consult with its counsel.

The College District may be represented by counsel at any level of the process only in the event the grievant is represented or the grievant themselves is a licensed attorney. In such cases, the College District will provide at least two days' notice to the employee if it intends to have legal counsel present at a conference.

Consolidating
Complaints

Complaints arising out of an event or a series of related events shall be addressed in one complaint. Employees shall not file separate or serial complaints arising from any event or series of events that have been or could have been addressed in a previous complaint.

When two or more complaints are sufficiently similar in nature and remedy sought to permit their resolution through one proceeding, the College District may consolidate the complaints.

Time Limits

All time limits shall be strictly complied with, unless extended by mutual written consent signed by both parties or by extenuating circumstances that are properly documented with the OHR and shared with both parties.

Costs Incurred

Each party shall pay its own costs incurred during the course of the grievance, including attorney fees.

Record

A record of each complaint hearing shall be created and retained in accordance with this policy. The record shall include documents submitted by the employee who filed the complaint, documents determined relevant by College District personnel, and the decision.

Remand

A complaint or appeal form that is incomplete in any material aspect shall be refiled, if at Level One, and remanded at all other levels in order to develop an adequate record of the complaint.

If an adequate record has not been developed, the appropriate administrator may remand the complaint to a lower level. The Board or Board committee may remand a complaint to a lower level if at the Board level of review an adequate record has not been developed.

Other Grievance
Provisions

Employees who have identical grievances and who seek the same remedy may jointly file a group grievance. A group grievance must be signed by all of the employees in a group and be presented by a representative of the group. The grievance must identify the per-

son acting as the representative of the group. The group representative may be one of the employees in the group or some other person or entity chosen by the group. Any communications regarding the grievance between the College District and the employee group and any decision regarding disposition of the grievance shall be made through the group representative only.

Nothing in this policy shall be construed to prevent the College District from addressing employee conduct that violates College District policies, procedures, or standards of conduct.

Malicious, false, or frivolous complaints are a violation of the College District's standards of conduct and may be cause for corrective action.

Any supervisor or management official with responsibility for hearing a grievance at Level One, Level Two, or Level Three who knowingly fails to conduct a conference with the grievant within the time period prescribed by this policy may be subject to disciplinary action up to and including termination.

Investigation

The College District may conduct an investigation at any level in the complaint process. If the College District and the employee mutually agree, all deadlines shall be suspended during an investigation.

Audio Recording

As provided by law, an employee shall be permitted to make an audio recording of a hearing under this policy at which the substance of the employee's complaint is discussed. The employee shall notify all attendees present that an audio recording is taking place.

Grievance Process

Level One

The Level One supervisor shall be the lowest level supervisor or designee in the employee's chain of command with the authority to remedy the alleged problem. If that supervisor is the vice president in the employee's chain of command or the College President, the grievance procedure shall begin at Level Two or Level Three, as appropriate.

The Level One procedure is as follows:

1. Upon receipt of the grievance, the OHR shall review the submission and may request clarification from the employee, if necessary. Once the OHR has completed its review, the grievance shall be forwarded to the immediate supervisor, who shall schedule a conference with the employee within 15 business days of receiving the grievance from the OHR.
2. The supervisor may set reasonable time limits for the conference. The supervisor may issue a decision on the basis of the

written complaint in instances where an employee is unwilling to conference with the Level One supervisor.

3. Absent extenuating circumstances, the supervisor shall provide the employee a written response within 20 business days following the conference stating whether the grievance is being granted or not. If the grievance is being granted, the supervisor will inform the employee whether the relief requested is being granted either in whole or in part or whether an alternate form of relief is being offered. In reaching a decision, the supervisor may consider information provided at the grievance conference and any other relevant documents or information the supervisor believes will help resolve the grievance.
4. The supervisor shall forward to the OHR or designee:
 - a. All documents submitted by the employee at Level One, if applicable;
 - b. The written response issued at Level One, if any, and any attachments; and
 - c. All other documents relied upon by the Level One supervisor in reaching the Level One decision.

Level Two

If the employee did not receive the relief requested at Level One or if the time for a response from the Level One supervisor has expired, the employee may request a conference with the vice president or designee to appeal the Level One decision.

The appeal notice must be filed in writing, on a form provided by the College District, within 10 business days of the date of the written Level One response or, if no response was received, within 15 business days of the Level One response deadline.

After receiving notice of the appeal, the Level One supervisor shall forward to the Level Two administrator:

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

The Level Two administrator may schedule a conference within 15 business days after the appeal notice is filed. The conference shall be limited to the issues and documents considered at Level One and identified in the Level Two appeal notice. At the conference,

the employee may provide information concerning any documents or information made part of the Level One conference. The Level Two administrator may set reasonable time limits for the conference.

The Level Two administrator shall provide the employee a written response within 20 business days following the conference or 20 business days after the appeal notice is received. In reaching a decision, the Level Two administrator may consider information provided at the Level One conference, information provided at the Level Two conference, and any other relevant documents or information the Level Two administrator believes will help resolve the complaint.

Level Three

If the complaint is not resolved to the employee's satisfaction at Level Two, and if the employee's supervisor is a vice president or the employee's respective department does not have a vice president, the employee may present the complaint to the College President.

The complaint shall be submitted to the College President not later than 10 business days from the date of the decision at Level Two. The employee shall provide a clear and concise statement detailing the reason(s) why the Level Two decision was not acceptable to the employee.

The College President may consult with the executive director of human resources or designee and shall, not later than 20 business days following receipt of the complaint, issue a written decision, which shall be mailed and/or emailed to the employee. The decision of the College President may grant or deny the remedy being requested by the employee, or offer an alternative resolution.

**Public Comment to
the Board**

If the employee did not receive the relief requested at Level Three or if the time for a response has expired, the employee may appeal the decision to the Board at a regular public meeting in accordance with the provision for hearing citizens. The Board is not required to take any action concerning a grievance but will listen to the employee's concerns. [See BDB]

Core Curriculum	The College District is responsible for the development of its core curriculum, subject to the approval of the College President and the Board.
General Education Curriculum Review	“General education curriculum” means a core curriculum and any other curriculum or competency all undergraduate students of the College District are required to complete before receiving an undergraduate degree.
Comprehensive Review	<p>The Board shall comprehensively review the College District’s general education curriculum every five years but may review it more frequently at the Board’s discretion. The Board shall consider the potential costs the curriculum may impose on students and ensure courses in the curriculum:</p> <ol style="list-style-type: none">1. Are foundational and fundamental to a sound postsecondary education;2. Are necessary to prepare students for civic and professional life;3. Equip students for participation in the workforce and in the betterment of society;4. Ensure a breadth of knowledge in compliance with applicable accreditation standards; and5. Meet any other relevant criteria, as determined by the Board.
Review of Curriculum Changes	The College President or designee shall annually submit an update regarding any changes to the College District’s general education curriculum to the Board 45 days before submitting changes to the Coordinating Board, or July 15, whichever is earlier. The Board may overturn any decision regarding changes to the general education curriculum.
Advisory Committee	The Board may appoint a committee to assist in its review of the general education curriculum. Members of the committee may include full-time faculty, College District administrators, community leaders, industry representatives, and other individuals selected by the Board.



Supporting Documentation

Award of Proposal and Approval of Purchases, Renewals, and Interlocal Agreement

TABLE OF CONTENTS

Items	Attached Documents
Award of Proposals	
1) Audio Video Production Services – Other Events	1) Summary – Price
Purchases	
2) Computers, Laptops, Tablets, and Monitors	2) Summary – Price
3) Event Scheduling Software Subscription	3) Summary – Price
4) Faculty Workload Manager Application for Workday Student Implementation	4) Summary – Price
5) Furniture	5) Summary – Price
6) Network Equipment, Licenses, and Accessories	6) Summary – Price
7) Servers	7) Summary – Price
8) Solar/Wind Energy Training Systems	8) Summary – Price
Renewals	
9) Bond Counsel Services a. Ricardo Perez Law Firm, PLLC	9) N/A
10) Campus Dining and Food Truck Services – Nursing and Allied Health Campus a. All Affairs and Occasions	10) N/A
11) Cosmetology Supplies and Equipment a. The Burmax Co., Inc. b. Hinojosa Beauty Supplies, LLC c. Kaemark d. Marianna Industries, Inc. e. SalonEquipment.com, LLC f. STB USA, LLC g. Universal Companies, Inc.	11) N/A
12) Geotechnical Engineering and Materials Testing Services a. B2Z Engineering, LLC b. Intertek PSI c. L&G Consulting Engineers, Inc. d. Millennium Engineers Group, Inc. e. Raba Kistner, Inc. f. Terracon Consultants, Inc.	12) N/A

TABLE OF CONTENTS
(continued)

Items	Attached Documents
Renewals (continued)	
13) Medical Office Skills Training a. Assistex, Inc./ dba Practice Management Institute	13) N/A
14) Nursing and Allied Health Lab Equipment and Supplies a. Bound Tree Medical, LLC b. Henry Schein, Inc. c. J&B Medical Supply Company, Inc. d. McKesson Medical-Surgical Government Solutions, LLC e. Medical Shipment, LLC f. Performance Health Supply, LLC/dba Medco Supply, Co. g. Pocket Nurse Enterprises, LLC	14) N/A
15) Security Cameras and Accessories a. DAC b. Digi Security Systems c. Halifax Security, Inc. d. Superior Alarms	15) N/A
16) Telephone Services a. Smartcom Telephone, LLC	16) N/A
17) Temporary Personnel Services a. Express Employment Professionals b. Fewell Professional Services/ dba FPS Staffing c. Five Star Staffing, LLC/ dba Spherion Staffing d. Infojini, Inc. e. Manpower Group US, Inc. f. Onin Staffing, LLC g. PeopleReady, Inc. h. Texas Staffing Pros, LLC	17) N/A
Interlocal Agreement	
18) Industry Training Agreement a. McAllen Independent School District	18) N/A

SOUTH TEXAS COLLEGE
1. AUDIO VIDEO PRODUCTION SERVICES - OTHER EVENTS
PROJECT NO. 25-26-1047

VENDOR		Jim Melhart Piano & Organ Co., Inc./ dba Melhart Music	Satori Exhibits, LLC	TX AV Productions LLC	Wellness Center
ADDRESS		3325 N 10th St	1200 W Polk Ave Ste B	10415 Landsburg Dr 210	2205 W Jackson Ave
CITY/STATE/ZIP		McAllen, TX 78501	Pharr, TX 78577	Houston, TX 77099	McAllen, TX 78501
PHONE		956-682-6147	956-601-0161	281-241-7520	505-675-5733
CONTACT		Betty Melhart	Ana Tobias	Tosin Makinde	Sam Benson
#	Description	Proposed	Proposed	Proposed	Proposed
Speakers					
1	Main Line Array Speakers	\$185.00	\$200.00	\$145.00	\$800.00 Per Use, Per Day
2	Line Array Speaker Mains	\$185.00	\$200.00	\$145.00	\$667.00 Per Use, Per Day
3	Line Array Delay Speakers	\$185.00	\$125.00	\$135.00	\$667.00 Per Use, Per Day
4	Floor Monitors	\$80.00	\$150.00	\$100.00	\$135.00 Per Use, Per Day
5	Dual 18'S Subs	\$100.00	\$200.00	\$125.00	\$335.00 Per Use, Per Day
6	Outfill Speakers	\$100.00	\$125.00	\$125.00	\$202.00 Per Use, Per Day
LED Displays					
7	3m X 5m LED Video Screens	\$50.00	\$3,900.00	\$1,650.00	\$5,987.00 Per Use, Per Day
8	LED Video Center Screen 4M Height X 7M Width	\$50.00	\$7,280.00	\$1,950.00	\$5,987.00 Per Use, Per Day
9	LED Video Side Screens 4 Height x 3 Width	\$50.00	\$3,120.00	\$1,550.00	\$3,327.00 Per Use, Per Day
10	Side Screens Hanging Midway Hall	\$50.00	\$3,120.00	\$3,100.00	\$1,997.00 Per Use, Per Day
11	LED Video Screens: 1 Center 2 Side Screens	\$50.00	\$13,280.00	\$5,050.00	\$13,302.00 Per Use, Per Day
Lighting					
12	Lighting Console	\$350.00	\$250.00	\$750.00	\$402.00 Per Use, Per Day
13	Front Lightning Truss	\$100.00	\$100.00	\$100.00	\$202.00 Per Use, Per Day
14	Led Wash Facial Lights	\$125.00	\$125.00	\$100.00	\$135.00 Per Use, Per Day
15	Mega Led Wash Lights on Front Truss	\$100.00	\$125.00	\$125.00	\$162.00 Per Use, Per Day
Special Effects					
16	Rental of 100lb CO2 Tanks		\$250.00	\$160.00	\$402.00 Per Use, Per Day
17	(4) lbs of Navy Confetti		\$180.00	\$78.00	\$202.00 Per Use, Per Day
18	(4) lbs of Gold Confetti		\$180.00	\$78.00	\$202.00 Per Use, Per Day
19	CO2 Jets		\$250.00	\$25.00	\$500.00 Per Use, Per Day
20	CO2 Confetti		\$200.00	\$18.00	\$500.00 Per Use, Per Day
21	CO2 Jet Machines with Arena Hoses		\$200.00	\$35.00	\$800.00 Per Use, Per Day
22	100lb CO2 Rental Tanks with Delivery		\$400.00	\$250.00	\$468.00 Per Use, Per Day
Audio Video Consoles & Processing					
23	Digital Mixer	\$175.00	\$300.00	\$450.00	\$800.00 Per Use, Per Day
24	Arena Video Processor Pack	\$200.00	\$300.00	\$150.00	\$3,327.00 Per Use, Per Day
25	Audio Digital Console	\$175.00	\$350.00	\$450.00	\$1,598.00 Per Use, Per Day
26	Processor and Switcher Package	\$200.00	\$200.00	\$450.00	\$2,662.00 Per Use, Per Day
Rigging & Power Distribution					
27	220V Power Distros With Feeder Cable	\$100.00	\$250.00	\$250.00	\$1,066.00 Per Use, Per Day
28	80ft Chain Motor Hoist	\$100.00	\$120.00 Per Day	\$85.00	\$468.00 Per Use, Per Day

SOUTH TEXAS COLLEGE
1. AUDIO VIDEO PRODUCTION SERVICES - OTHER EVENTS
PROJECT NO. 25-26-1047

VENDOR		Jim Melhart Piano & Organ Co., Inc./ dba Melhart Music	Satori Exhibits, LLC	TX AV Productions LLC	Wellness Center
#	Description	Proposed	Proposed	Proposed	Proposed
29	Motor Controller	\$75.00	\$150.00	\$65.00	\$534.00 Per Use, Per Day
30	10ft Box Trusses	\$100.00	\$100.00	\$20.00	\$202.00 Per Use, Per Day
31	100ft Socapex with Fan Outs	\$50.00	\$200.00	\$85.00	\$335.00 Per Use, Per Day
Drapery					
32	Black Stage Curtain Backdrop	\$350.00	\$800.00	\$65.00	\$1,332.00 Per Use, Per Day
33	Black Curtain Behind LED Wall	\$350.00	\$600.00	\$65.00	\$1,066.00 Per Use, Per Day
Technicians					
34	Special Effect Technician		\$350.00 Daily Rate	\$65.00 Per Hour	\$70.00 Per Hour
35	Audio, Video, Lighting Technicians	\$25.00 Per Hour / Depends on Hours	\$450.00 Daily Rate	\$65.00 Per Hour	\$96.00 Per Hour
36	Stage Hands/Loaders	\$18.00 Per Hour / Depends on Hours	\$65.00 Per Hour	\$32.00 Per Hour	\$60.00 Per Hour
37	Riggers		\$80.00 Per Hour	\$65.00 Per Hour	\$60.00 Per Hour
Escalation					
2nd Year		0%	5%	3%	11%
3rd Year		0%	5%	3%	11%
Vendor Note					
		Melhart typically structures event pricing as a comprehensive package rather than on a item-by-item basis. Based on our experience working with STC, our event quotes generally include bundled pricing that encompasses all necessary equipment and services. As such, when a formal quote is requested, a discounted package rate will be provided, which is typically more cost effective than the total of individually listed items.			

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

SOUTH TEXAS COLLEGE
2. DISTRICT-WIDE TECHNOLOGY REQUEST
May 26, 2026

#	Qty	Description	Unit Price	Extension	Requesting Department
COMPUTERS					
1	1	Dell Pro Micro Plus QBM1250, Intel Core Ultra 7 265, 16GB Memory, 512GB Hard Drive, VESA Mount, Warranty	\$ 1,458.54	\$ 1,458.54	Dr. Yolanda Martinez - Technology Projects Replacement of out-of-warranty system for classroom faculty
2	2	Dell Pro Tower QCT1250, Intel Core i5-14500, 32GB Memory, 512GB Hard Drive, (3) 22" Monitors, Warranty	\$ 1,488.94	\$ 2,977.88	Dr. Yolanda Martinez - Technology Projects Replacement of out-of-warranty systems for classroom faculty
3	1	Dell Pro Micro Plus QBM1250, Intel Core Ultra 7 265, 16GB Memory, 512GB Hard Drive, VESA Mount, Warranty	\$ 1,458.54	\$ 1,458.54	Dr. Yolanda Martinez - Technology Projects Replacement of damaged system for classroom faculty
4	2	Dell Pro Tower QCT1250, Intel Core i5-14500, 32GB Memory, 512GB Hard Drive, (3) 22" Monitors, Warranty	\$ 1,488.94	\$ 2,977.88	Dr. Yolanda Martinez - Technology Projects Replacement of damaged systems for classroom faculty
5	10	Dell Pro Micro Plus QBM1250, Intel Core Ultra 7 265, 16GB Memory, 512GB Hard Drive, 22" Monitor, All-In-One-Stand, Warranty	\$ 1,640.05	\$ 16,400.50	Arturo Solano - Learning Commons and Open Labs Replacement of out-of-warranty systems for student lab
6	1	Dell Pro Micro Plus QBM1250, Intel Core Ultra 7 265, 16GB Memory, 512GB Hard Drive, VESA Mount, Warranty	\$ 1,477.82	\$ 1,477.82	Santa Peña - Counseling and Student Access Services New system for student conference room
7	4	Dell Pro Micro Plus QBM1250, Intel Core Ultra 7 265, 16GB Memory, 512GB Hard Drive, 22" Monitor, All-In-One-Stand, Warranty	\$ 1,640.05	\$ 6,560.20	Arturo Solano - Learning Commons and Open Labs New systems for student lab
8	25	Dell Pro Max Tower T2 FCT2250 CTO Base, 64GB Memory, 1TB Hard Drive, 22" Monitor, Warranty	\$ 3,216.59	\$ 80,414.75	Francisco Salinas - Cybersecurity Program Replacement of out-of-warranty systems for student lab
9	17	Apple Mac mini, M4 Chip with 10-core CPU, 16GB Memory, 512GB Storage 3-Year AppleCare	\$ 778.00	\$ 13,226.00	Carlos Limas - Art Program Replacement of out-of-warranty systems for student lab
10	1	Apple 24" iMac with Retina 4.5K Display, 16GB Memory, 512GB Storage 3-Year AppleCare	\$ 1,535.00	\$ 1,535.00	Carlos Limas - Art Program Replacement of out-of-warranty system for department faculty
11	3	Dell Pro Max Tower T2 FCT2250 CTO Base, 64GB Memory, 1TB Hard Drive, Warranty	\$ 2,347.50	\$ 7,042.50	Francisco Salinas - Cybersecurity Program Replacement of out-of-warranty systems for student lab
12	10	Apple 24" iMac with Retina 4.5K Display, 16GB Memory, 512GB Storage 3-Year AppleCare	\$ 1,535.00	\$ 15,350.00	Michele Mendoza - Communication Program Replacement of out-of-warranty systems for student lab
Computers Total:				\$150,879.61	
LAPTOPS					
13	1	Dell Pro Max Laptop 14" XCTO Base, Intel Core Ultra 7 265H, 16GB Memory, 512GB Hard Drive, Docking Station, Warranty	\$ 1,687.96	\$ 1,687.96	Celina Casas - Occupational Therapy Program Replacement system for department faculty

SOUTH TEXAS COLLEGE
2. DISTRICT-WIDE TECHNOLOGY REQUEST
May 26, 2026

#	Qty	Description	Unit Price	Extension	Requesting Department
14	1	Dell Pro Max Laptop 16" XCTO Base, Intel Core Ultra 7 265HX, 32GB Memory, 512GB Hard Drive, NVIDIA 8GB Video Card, Docking Station, Warranty	\$ 3,455.70	\$ 3,455.70	Dr. Jesus Campos - Office of Strategic Initiatives Program Replacement system for department staff
15	1	Dell Pro Max Laptop 14" XCTO Base, Intel Core Ultra 7 265H, 16GB Memory, 512GB Hard Drive, Docking Station, Warranty	\$ 1,687.96	\$ 1,687.96	Rogelio Camarillo - Diesel Technology Program Replacement of out-of-warranty system for department staff
16	1	Dell Pro Max Laptop 16" XCTO Base, Intel Core Ultra 7 265HX, 32GB Memory, 512GB Hard Drive, Docking Station, Warranty	\$ 2,210.90	\$ 2,210.90	Dr. Rebecca De Leon - Dual Credit Programs New system for new department staff
17	2	Dell Pro Max Laptop 16" Premium MA16250 XCTO Base, Intel Core Ultra 7 265H, 32GB Memory, 512GB Hard Drive, Docking Station, Warranty	\$ 3,971.79	\$ 7,943.58	Margo-Vargas Ayala - Division of Health Science Professions Replacement of out-of-warranty systems for department faculty
18	1	Dell Pro Max Laptop 16" Plus MB16250 XCTO Base, Intel Core Ultra 7 265HX, 32GB Memory, 512GB Hard Drive, Docking Station, Warranty	\$ 3,233.70	\$ 3,233.70	Rick De La Garza - Facilities Planning and Construction Replacement of out-of-warranty system for department staff
19	6	Dell Pro Laptop 14" Plus BTX Base, Intel Core Ultra 5 235U, 16GB Memory, 256GB Hard Drive, Docking Station, Warranty	\$ 1,687.96	\$ 10,127.76	Pablo Hernandez - Student Affairs Replacement of out-of-warranty systems for department staff
20	2	Dell Pro Max Laptop 14" XCTO Base, Intel Core Ultra 7 265H, 16GB Memory, 512GB Hard Drive, Keyboard and Mouse, Docking Station, Warranty	\$ 1,711.96	\$ 3,423.92	Jose Jasso - Heating, Ventilation, Air Conditioning, and Refrigeration Program Replacement systems for department faculty
21	10	Dell Pro 14" Plus XCTO Base, Intel Core Ultra 5 235U, 16GB Memory, 256GB Hard Drive, Warranty + Extended Warranty	\$ 1,691.70	\$ 16,917.00	Dr. Jesus Campos - Library Services Replacement of out-of-warranty systems for student checkout
22	22	Dell Pro 14" Plus XCTO Base, Intel Core Ultra 5 235U, 16GB Memory, 256GB Hard Drive, Warranty + Extended Warranty	\$ 1,691.70	\$ 37,217.40	Dr. Jesus Campos - Technology Resource Fund Program Replacement of out-of-warranty systems for student checkout
23	18	Dell Pro 14" Plus XCTO Base, Intel Core Ultra 5 235U, 16GB Memory, 256GB Hard Drive, Warranty + Extended Warranty	\$ 1,691.70	\$ 30,450.60	Dr. Jesus Campos - Technology Renewal Fund Program Replacement of out-of-warranty systems for student checkout
24	1	Dell Pro Laptop 14" Plus BTX Base, Intel Core Ultra 5 235U, 16GB Memory, 256GB Hard Drive, Docking Station, Warranty	\$ 1,687.96	\$ 1,687.96	Jerry Quintanilla - Central Receiving Replacement system for department staff
25	1	Dell Pro Laptop 14" Plus BTX Base, Intel Core Ultra 5 235U, 16GB Memory, 256GB Hard Drive, Docking Station, Warranty	\$ 1,687.96	\$ 1,687.96	Jerry Quintanilla - Central Receiving Replacement system for department staff
26	1	Dell Pro Max Laptop 14" XCTO Base, Intel Core Ultra 7 265H, 32GB Memory, 512GB Hard Drive, (4) Portable Monitors, Docking Station, Warranty	\$ 3,470.52	\$ 3,470.52	Brett Millan - Digital Learning Software Program Replacement of out-of-warranty system for department staff
27	4	Dell Pro Max Laptop 14" XCTO Base, Intel Core Ultra 7 265H, 16GB Memory, 512GB Hard Drive, Keyboard and Mouse, Docking Station, Warranty	\$ 1,711.96	\$ 6,847.84	Myriam Lopez - Employee Talent Development Program New systems for new department staff

SOUTH TEXAS COLLEGE
2. DISTRICT-WIDE TECHNOLOGY REQUEST
May 26, 2026

#	Qty	Description	Unit Price	Extension	Requesting Department
28	4	Dell Pro Max Laptop 14" XCTO Base, Intel Core Ultra 7 265H, 16GB Memory, 512GB Hard Drive, Keyboard and Mouse, Docking Station, Warranty	\$ 1,711.96	\$ 6,847.84	Jose Jasso - Electrician Assistant Program New systems for department faculty
29	2	Dell XPS 13 9350 Laptop, Intel Core Ultra 9, 32GB Memory, 1TB Hard Drive, Warranty	\$ 1,792.73	\$ 3,585.46	Gardenia Perez - Office of President New systems for department staff
30	3	Dell Pro Max Laptop 16" Premium MA16250 XCTO Base, Intel Core Ultra 7 265H, 32GB Hard Drive, 512GB Hard Drive, Docking Station, Warranty	\$ 4,257.33	\$ 12,771.99	Elizabeth Hollenbeck - Library Public Services Replacement of out-of-warranty systems for department staff
31	1	Dell Pro Max Laptop 16" Premium MA16250 XCTO Base, Intel Core Ultra 7 265H, 32GB Hard Drive, 512GB Hard Drive, Warranty	\$ 3,581.17	\$ 3,581.17	Dr. Ravindra Nandigam - Physics Program Replacement of non-working system for department faculty
32	1	Dell Pro Max Laptop 16" Premium MA16250 XCTO Base, Intel Core Ultra 7 265H, 32GB Hard Drive, 512GB Hard Drive, Docking Station, Soundbar, Warranty	\$ 4,011.72	\$ 4,011.72	Monica Perez - New Faculty and Programs Furniture and Equipment New system for new department staff
33	1	Dell Pro Max Laptop 14" XCTO Base, Intel Core Ultra 7 265H, 16GB Memory, 512GB Hard Drive, Keyboard and Mouse, Docking Station, Warranty	\$ 1,711.96	\$ 1,711.96	Ruben Garza - Public Administration Program Replacement system for department faculty
34	1	Dell Pro Max Laptop 14" XCTO Base, Intel Core Ultra 7 265H, 16GB Memory, 512GB Hard Drive, Keyboard and Mouse, Docking Station, Warranty	\$ 1,711.96	\$ 1,711.96	Dr. Hilaire Saint Pierre - Medical and Health Services Management Bachelor Program Replacement system for department faculty
35	11	Dell Pro Max Laptop 16" Plus MB16250 XCTO Base, Intel Core Ultra 7 265HX, 32GB Hard Drive, 512GB Hard Drive, Docking Station, Warranty	\$ 3,264.32	\$ 35,907.52	Lucio Gonzalez - Applications Development Program Replacement of out-of-warranty systems for department staff
36	4	Dell Pro Max Laptop 16" Plus MB16250 XCTO Base, Intel Core Ultra 7 265HX, 64GB Hard Drive, 1TB Hard Drive, Docking Station, Warranty	\$ 4,218.92	\$ 16,875.68	Lucio Gonzalez - Applications Development Program Replacement of out-of-warranty systems for department staff
37	1	Dell Pro 14" Laptop Plus 2-in-1 (PB14250) XCTO Base, 16GB Memory, 256GB Hard Drive, Warranty	\$ 1,685.36	\$ 1,685.36	Fernando Chapa - Institutional Research and Effectiveness New system for new department staff
38	1	Dell Pro Laptop 14" Plus BTX Base, Intel Core Ultra 5 235U, 16GB Memory, 256GB Hard Drive, Docking Station, Warranty	\$ 1,687.96	\$ 1,687.96	Cindy Zavala - Safety and Security New system for new department staff
Laptops Total:			\$ 222,429.38		
TABLETS					
39	1	Apple iPad Wi-Fi 128GB - Silver, Apple Pencil, 3-Year Apple Care Warranty	\$ 477.00	\$ 477.00	Diana Hernandez - Physical Therapy Program New system for department faculty
40	1	Apple 11" iPad Pro Wi-Fi 512GB, Standard Glass -Silver, Logitech Combo Touch Keyboard Case, 3-Year Apple Warranty	\$ 1,497.95	\$ 1,497.95	Gardenia Perez - Office of President New system for department staff

SOUTH TEXAS COLLEGE
2. DISTRICT-WIDE TECHNOLOGY REQUEST
May 26, 2026

#	Qty	Description	Unit Price	Extension	Requesting Department
41	2	Apple 11" iPad Pro Wi-Fi 512GB, Standard Glass -Silver,	\$ 1,068.00	\$ 2,136.00	Elizabeth Hollenbeck - Library Services
		3-Year Apple Warranty			New systems for student selfie stations
Tablets Total:			\$	4,110.95	
MONITORS					
42	17	Dell 24" P2425 Monitor	\$ 212.00	\$ 3,604.00	Carlos Limas - Art Program
		3-Year Warranty			Replacement of out-of-warranty monitors for student lab
43	34	Dell 27" P2725H Monitor	\$ 176.00	\$ 5,984.00	Deyadira Leal - Purchasing
		3-Year Warranty			Replacement of out-of-warranty monitors for department staff
44	20	Dell Pro 27" Adjustable Monitor E2726HS	\$ 154.06	\$ 3,081.20	Guadalupe Lozano - Student Assessment Center
		3-Year Warranty			Replacement of out-of-warranty monitors for department staff
45	14	Dell 27" P2725H Monitor	\$ 176.00	\$ 2,464.00	Rick De La Garza - Facilities Planning and Construction
		3-Year Warranty			Replacement of out-of-warranty monitors for department staff
46	30	Dell 14" Portable USB-C Monitors	\$ 244.00	\$ 7,320.00	Melissa Pena - South Texas College Promise Program
		3-Year Warranty			Otoniel Matamoros - Student Affairs and Enrollment Management
					Replacement of out-of-warranty monitors for department staff
47	6	Dell 24" P2425 Monitor	\$ 212.00	\$ 1,272.00	Monica Perez - New Faculty and Programs Furniture and Equipment Program
		3-Year Warranty			New monitors for department staff
Monitors Total			\$	23,725.20	
Computers, Laptops, Tablets, and Monitors Total Amount:			\$	401,145.14	

SOUTH TEXAS COLLEGE
3. EVENT SCHEDULING SOFTWARE SUBSCRIPTION

VENDOR			Amazon Web Services, Inc.	
ADDRESS			P. O. Box 81207	
CITY/STATE/ZIP			Seattle, WA 98108	
CONTACT			Yari Rios	
#	Qty	Description	Unit Price	Extension
Term 1 Period: 06/01/2026 - 05/31/2027				
1	1	Implementation - SIS Integration	\$ 5,665.00	\$ 5,665.00
2	1	Implementation - Events (Only)	\$ 11,330.00	\$ 11,330.00
3	1	Subscription - Event Scheduling	\$ 24,810.09	\$ 24,810.09
4	1	Subscription - Workday Integration Support & Maintenance	\$ 3,244.50	\$ 3,244.50
Term 1 Total Amount:				\$ 45,049.59
Term 2 Period: 06/01/2027 - 05/31/2028				
5	1	Subscription - Event Scheduling	\$ 25,802.50	\$ 25,802.50
6	1	Subscription - Workday Integration Support & Maintenance	\$ 3,374.28	\$ 3,374.28
Term 2 Total Amount:				\$ 29,176.78
Term 3 Period: 06/01/2028 - 05/31/2029				
7	1	Subscription - Event Scheduling	\$ 26,834.60	\$ 26,834.60
8	1	Subscription - Workday Integration Support & Maintenance	\$ 3,509.25	\$ 3,509.25
Term 3 Total Amount:				\$ 30,343.85
TOTAL AMOUNT			\$	104,570.22

SOUTH TEXAS COLLEGE
4. FACULTY WORKLOAD MANAGER APPLICATION FOR WORKDAY STUDENT
IMPLEMENTATION

VENDOR			Incline Alchemy, Inc.	
ADDRESS			PO Box 28356	
CITY/STATE/ZIP			Bellingham, WA 98228	
CONTACT			Natalie Jefferies	
#	Qty	Description	Unit Price	Extension
Term 1 Period: 09/01/2026 - 08/31/2027				
1	1	Faculty Workload Manager	\$ 35,525.00	\$ 35,525.00
Term 1 Total Amount:				\$ 35,525.00
Term 2 Period: 09/01/2027 - 08/31/2028				
2	1	Faculty Workload Manager	\$ 35,525.00	\$ 35,525.00
Term 2 Total Amount:				\$ 35,525.00
Term 3 Period: 09/01/2028 - 08/31/2029				
3	1	Faculty Workload Manager	\$ 35,525.00	\$ 35,525.00
Term 3 Total Amount:				\$ 35,525.00
Term 4 Period: 09/01/2029 - 08/31/2030				
4	1	Faculty Workload Manager	\$ 35,525.00	\$ 35,525.00
Term 4 Total Amount:				\$ 35,525.00
Term 5 Period: 09/01/2030 - 08/31/2031				
5	1	Faculty Workload Manager	\$ 35,525.00	\$ 35,525.00
Term 5 Total Amount:				\$ 35,525.00
TOTAL AMOUNT			\$	177,625.00

SOUTH TEXAS COLLEGE
5. DISTRICT-WIDE FURNITURE REQUEST
May 26, 2026

#	Qty	Description	Unit Price	Extension	Requesting Department
Computer Comforts, Inc. (The Interlocal Purchasing System)					
1	3	Power-Lift Tables with Electronics Bay 60"Wx30"D	\$2,222.08	\$ 6,666.24	Educational Technologies - Yolanda Martinez
	3	Cable Cutout with Grommets (2") Left corner location	\$22.32	\$ 66.96	Instructor podiums for 3 classrooms.
	3	Cable Cutout with Grommets (2") Rear center location	\$22.32	\$ 66.96	
	3	Cable Cutout with Grommets (2") Right corner location	\$22.32	\$ 66.96	
	3	Cable Cutout with Grommets (2") Centered half-of-half on the right	\$22.32	\$ 66.96	
	3	Cable Cutout with Grommets (2") Centered half-of-half on the left	\$22.32	\$ 66.96	
	4	Caster Set M10 x 1/2"H	\$88.04	\$ 352.16	
	3	Assembly	\$25.00	\$75.00	
	3	AS/BX Box Pallet	\$30.00	\$ 90.00	
	1	Shipping and Handling	\$1,250.00	\$ 1,250.00	
2	8	Power-Lift Tables with Electronics Bay 48"Wx30"D	\$2,241.92	\$ 17,935.36	Facilities Planning & Construction - Rick De La Garza
	8	Cable Cutout with Grommets (2") Left corner location	\$22.32	\$ 178.56	Instructor podiums for Kinesiology Department
	8	Cable Cutout with Grommets (2") Rear center location	\$22.32	\$ 178.56	
	8	Cable Cutout with Grommets (2") Right corner location	\$22.32	\$ 178.56	
	8	Cable Cutout with Grommets (2") Centered half-of-half on the right	\$22.32	\$ 178.56	
	8	Cable Cutout with Grommets (2") Centered half-of-half on the left	\$22.32	\$ 178.56	
	8	Assembly	\$25.00	\$ 200.00	
	8	Rack Box Cabinet 24"Wx30"Dx30.125"H	\$566.06	\$ 4,528.48	
	8	Assembly	\$10.00	\$ 80.00	
	2	Power-Lift Tables with Electronics Bay 42"Wx32"D	\$2,514.72	\$ 5,029.44	
	2	Cable Cutout with Grommets (2") Left corner location	\$22.32	\$ 44.64	
	2	Cable Cutout with Grommets (2") Right corner location	\$22.32	\$ 44.64	
	2	Cable Cutout with Grommets (2") Centered half-of-half on the right	\$22.32	\$ 44.64	
	2	Cable Cutout with Grommets (2") Centered half-of-half on the left	\$22.32	\$ 44.64	
	2	Assembly	\$25.00	\$ 50.00	
	18	AS/BX Box Pallet	\$30.00	\$ 540.00	
	1	Shipping and Handling	\$875.00	\$ 875.00	
3	5	Power-Lift Tables with Electronics Bay 42"Wx32"D	\$2,514.72	\$ 12,573.60	Facilities Planning & Construction - Rick De La Garza
	5	Cable Cutout with Grommets (2") Left corner location	\$22.32	\$ 111.60	Instructor Podiums for the Pecan West Continuing Education
	5	Cable Cutout with Grommets (2") Right corner location	\$22.32	\$ 111.60	
	5	Cable Cutout with Grommets (2") Centered half-of-half on the right	\$22.32	\$ 111.60	
	5	Cable Cutout with Grommets (2") Centered half-of-half on the left	\$22.32	\$ 111.60	
	5	Assembly	\$25.00	\$ 125.00	
	5	AS/BX Box Pallet	\$30.00	\$ 150.00	
	1	Shipping and Handling	\$875.00	\$ 875.00	
Computer Comforts, Inc. Total:				\$ 53,247.84	

SOUTH TEXAS COLLEGE
5. DISTRICT-WIDE FURNITURE REQUEST
May 26, 2026

#	Qty	Description	Unit Price	Extension	Requesting Department
Gateway Printing & Office Supply, Inc. (OMNIA Partners and The Interlocal Purchasing System)					
4	1	Scoot Under desk Printer Stand	\$ 107.07	\$ 107.07	Open Labs - Yvette Armas
	1	Table 74P Edge, 23-1/2x46-1/2"	\$ 1,316.25	\$ 1,316.25	Computer setup for student access at Technology Campus.
	1	Tariff	\$ 32.64	\$ 32.64	
	1	Labor to receive, inspect, deliver, install and remove debris	\$ 270.00	\$ 270.00	
5	1	Portico Fixed Leg 74P 30"x30"	\$ 600.99	\$ 600.99	Open Labs - Yvette Armas
	1	Tariff	\$ 14.91	\$ 14.91	Computer table to replace old table.
	1	Labor to receive, inspect, deliver, install and remove debris	\$ 110.00	\$ 110.00	
6	1	Portico Fixed Leg, Table 74P Edge 30x30"	\$ 600.99	\$ 600.99	Open Labs - Yvette Armas
	1	Tariff	\$ 14.91	\$ 14.91	Table to support microwave for student use.
	1	Labor to receive, inspect, deliver, install and remove debris	\$ 110.00	\$ 110.00	
7	1	Portico Fixed Leg, Round Table 74P Edge 30"	\$ 609.87	\$ 609.87	Open Labs - Yvette Armas
	2	Srive Four-Leg Armless Café Stool	\$ 236.84	\$ 473.68	Tables to support microwave for student use and the extra table for
	1	Portico Fixed Leg, Square Table 74P Edge 30x30"	\$ 600.99	\$ 600.99	students to use the space in the extended hours lab.
	1	Tariff	\$ 41.78	\$ 41.78	
	1	Labor to receive, inspect, deliver, install and remove debris	\$ 400.00	\$ 400.00	
8	48	Extended-Heigh Chair Stools	\$ 259.79	\$ 12,469.92	Facilities Planning and Construction - Ricardo De La Garza
	1	Labor to receive, inspect, deliver, install and remove debris	\$ 2,640.00	\$ 2,640.00	Stools for student use for Bldg. G 119 and 125.
9	3	Ergonomic Chairs	\$ 1,655.19	\$ 4,965.57	Facilities Planning and Construction - Ricardo De La Garza
	1	Freight	\$ 335.00	\$ 335.00	Ergonomic chairs for faculty and staff for Human Resources.
	1	Labor to receive, inspect, deliver, install and remove debris	\$ 130.00	\$ 130.00	
Gateway Printing & Office Supply, Inc. Total:				\$ 25,844.57	
Global Equipment Co., Inc. (Buyboard)					
10	12	Adjustable Lab Workbench 72" x 30"	\$ 704.65	\$ 8,455.80	Facilities Planning and Construction - Ricardo De La Garza
	8	96 x 30 Adjustable Height Workbench	\$ 774.90	\$ 6,199.20	Tables for student use for Bldg. G 119 and 125.
	1	Freight	\$ 1,665.00	\$ 1,665.00	
Global Equipment Co., Inc. Total:				\$ 16,320.00	
Indeco Sales, Inc. (Sourcewell)					
11	12	Power Basic Worksurface, 74P Edge, 30x72"W	\$ 1,620.99	\$ 19,451.88	Math, Science, IT and Bachelor Programs - Ghanbar Ali Esmacili
	6	WorkZone Floor Infeed for 29" Tall Table	\$ 321.34	\$ 1,928.04	Tables will be used in new AI Lab for hands-on learning and
	6	WorkZone Table to Table Jumper	\$ 115.61	\$ 693.66	computer placement.
	12	WorkZone Receptacle #1	\$ 24.86	\$ 298.32	
	12	WorkZone Receptacle #2	\$ 24.86	\$ 298.32	
	24	CPU Holder, Track Mount, Heavy Duty	\$ 141.19	\$ 3,388.56	

SOUTH TEXAS COLLEGE
5. DISTRICT-WIDE FURNITURE REQUEST
May 26, 2026

#	Qty	Description	Unit Price	Extension	Requesting Department
	1	Freight	\$ 45.45	\$ 45.45	
	1	KI Surcharge	\$ 578.92	\$ 578.92	
	1	Labor to receive, inspect, deliver, install and remove debris	\$ 1,929.47	\$ 1,929.47	
13	7	HON Adjustable Chairs	\$ 720.00	\$ 5,040.00	Institutional Research and Effectiveness - Fernando Chapa
	2	Training Tables 30x72" 74P Edge	\$ 963.60	\$ 1,927.20	Office conference room furniture.
	1	KI Surcharge	\$ 65.00	\$ 65.00	
	1	HON Surcharge	\$ 88.64	\$ 88.64	
	1	Labor to receive, inspect, deliver, install and remove debris	\$ 765.00	\$ 765.00	
14	2	700 Series Desk Full Modesty Panel, 74P Edge, 30x66"W	\$ 1,044.73	\$ 2,089.46	Fiscal Services- Katarina Bugariu
	2	700 Series Desk Full Modesty Panel, 74P Edge, 24x48"W	\$ 760.14	\$ 1,520.28	New desk for renovated offices in Business Office Bldg. N.
	2	700 Series Files Supporting Ped-File/File-30" Nominal Depth	\$ 757.09	\$ 1,514.18	
	2	700 Series Files Supporting Ped-Box/Box/File-24" Nominal Depth	\$ 657.36	\$ 1,314.72	
	1	KI Surcharge	\$ 227.11	\$ 227.11	
	1	Freight	\$ 333.28	\$ 333.28	
	1	Labor to receive, inspect, deliver, install and remove debris	\$ 764.71	\$ 764.71	
Indeco Sales, Inc. Total:			\$	44,262.20	
Furniture Total			\$	139,674.61	

SOUTH TEXAS COLLEGE
6. NETWORK EQUIPMENT, LICENSES, AND ACCESSORIES

VENDOR		Netsync Network Solutions, Inc.		
ADDRESS		2500 West Loop S Ste 410		
CITY/STATE/ZIP		Houston, TX 77027		
CONTACT		Xavier Trevino		
Period: 09/01/2025 - 08/31/2026				
#	Qty	Description	Unit Price	Extension
1	1	Network Equipment, Licenses, and Accessories	\$ 150,000.00	\$ 150,000.00
TOTAL AMOUNT			\$	150,000.00

**SOUTH TEXAS COLLEGE
7. SERVERS**

VENDOR		Dell Marketing, LP		
ADDRESS		PO Box 676021		
CITY/STATE/ZIP		Dallas, TX 75267		
CONTACT		Richard Weaver		
Period: 09/01/2025 - 08/31/2026				
#	Qty	Description	Unit Price	Extension
1	2	Server: PowerEdge R660	\$ 13,727.58	\$ 27,455.16
2	4	Server: PowerEdge R760	\$ 22,936.68	\$ 91,746.72
TOTAL AMOUNT			\$	119,201.88

SOUTH TEXAS COLLEGE
8. SOLAR/WIND ENERGY TRAINING SYSTEMS

VENDOR			Advanced Technologies Consultants	
ADDRESS			44800 Helm St.	
CITY/STATE/ZIP			Plymouth, MI 48170	
CONTACT			Mark De La Cruz	
#	Qty	Description	Unit Price	Extension
1	7	Solar/Wind Energy Training System	\$ 36,377.00	\$ 254,639.00
2	1	Discount	\$ (4,640.00)	\$ (4,640.00)
TOTAL AMOUNT			\$	249,999.00