



Notice/Agenda of February 2021 BOT Meeting

**The Board of Trustees
College of the Mainland
Administration Boardroom Rm 129
Friday, February 26, 2021
1200 Amburn Road
Texas City, TX 77591**

February 2021 BOT Meeting of the Board of Trustees of College of the Mainland will be held Friday, February 26, 2021, beginning at 1:30 PM in the COM Conference Center, 1200 Amburn Road, Texas City, Texas 77591.

The subjects to be discussed or considered or upon which any formal action may be taken are as listed below. The items listed in this notice may be considered in any order at the discretion of the Chair or Board and items listed for closed session discussion may be discussed and/or approved in open session and vice versa as permitted by law.


Unless removed from the consent agenda, items identified within the consent agenda will be acted on at one time.

1. **Call to Order**
2. **Pledge of Allegiance (American Flag), Texas Pledge & a Moment of Silence**
3. **Roll Call & Determination of Quorum**
4. **Minutes**
 - A. Consideration of and Possible Action to Approve the Full Board Minutes of Monday, January 25, 2021
5. **Comments from the Community**
 - A. Students
 - B. Employees
 - C. Other Citizens
6. **Constituent Leader Activity Reports**
 - A. Professional Council
7. **Consideration of and Possible Approval of the New Associate of Arts English Degree**
8. **Human Resources Items**
 - A. Consideration of and Possible Action on the Appointment Nomination of Ashley Love to the Position of Assistant Professor of Theatre, Fine Arts Department
9. **Policy Items**
 - A. Consideration of and Possible Approval of Revisions to COM Policy CAM(LOCAL) - Appropriations and Revenue Sources Grants, Funds, Donation From Private Sources
10. **Consideration of and Possible Action to Approve an Increase to Contract 20-21 Awarded to PBK, Inc. for Architect and Engineering Services in Support of the New Police Department Building for an Additional \$25,350**

11. **Consideration of and Possible Approval of an Increase to Contract 20-20 Awarded to PBK, Inc. for Architect and Engineering Services in Support of the New Industrial Careers Building for an Additional \$147,857**
12. **Consideration of and Possible Action to Award Contract 21-11 to Purchase Science and Medical Supplies for a Not-to-Exceed Amount of \$417,000 to be Paid from 2018 Bond Funds**
13. **Consideration of and Possible Action to Award Contract 21-12 for Move Services for a Not-to-Exceed Amount of \$150,000 to be Paid from 2018 Bond Funds**
14. **Consideration of and Possible Action to Set the March 2021 Board of Trustees Meeting on Wednesday, March 31st, 1:30 p.m.**
15. **Discussion of Title V Grant - Pathways Accelerating STEM Success (PASS) Presented by Dr. Vicki Stanfield, VP for Student Services and Deborah Fregia, Title V Director**
16. **Update Report on Information Technology Audit**
17. **CARES Act 2 Update**
18. **Consideration of and Possible Approval of the 2021-2022 Property/Casualty Insurance Renewals**
19. **Financial Report(s)**
 - A. Consideration of and Possible Acceptance of the January 2021 Investment and Financial Reports
20. **Board Report**
21. **President's Report**
 - A. Updates
 1. Weather Impact on College Facilities
 - B. Reminders/Announcements
 1. BOT Retreat will be held on Friday, March 5th, 9:00 a.m.
 - C. Resignations and Retirements Report
22. **Adjournment to closed or executive session pursuant to Texas Government Code of the Open Meetings Act.***
23. **Possible Action on Agenda Items, Including Closed Session Matters**
24. **Adjourn**

**If, during the course of the meeting, discussion of any item on the agenda should be held in a closed meeting, the Board reserves the right to conduct a closed meeting in accordance with the Texas Open Meetings Act, Texas Government Code, Chapter 551, Subchapters D and E, including but not limited to the following provisions; 1)Section 551.071-consultation with attorney, 2)Section 551.072-deliberation regarding real property, 3) Section 551.073-deliberation regarding prospective gifts, 4)Section 551.074-deliberation regarding personnel matters, and/or complaints against school personnel, 5)Section 551.082-deliberation regarding student disciplinary matters and/or complaints against personnel. 6)Section 551.087-deliberation regarding economic development negotiations, and/or 7)Section 551.089 – deliberation regarding security devices or security audits. Before any closed meeting is convened, the presiding officer will publicly identify the section or sections of the Act authorizing the closed meeting. All final votes, actions, or decisions will be taken in open meeting.*

The notice for this meeting was posted in compliance with the Texas Open Meeting Act on, The notice for this meeting was posted in compliance with the Texas Open Meeting Act on, The notice for this meeting was posted in compliance with the Texas Open Meeting Act on Tuesday, February 22, 2021 5:00 P.M..


 Rosie E. Rojas

Administration

President Warren Nichols Ed.D.

Vice President Jerry Fliger, Ph.D.

Vice President Clen Burton, Ph.D.

Vice President Vicki Stanfield, Ed.D.

Board Clerk



PRESIDENT'S OFFICE

Call to Order

Call to Order on (insert date)
at (insert time)



PRESIDENT'S OFFICE

Pledge of Allegiance to the American Flag
Texas Pledge
Moment of Silence

The Texas State Flag Pledge
"Honor the Texas flag; I pledge
allegiance to thee, Texas, one state under
God, one and indivisible."



College of the Mainland
Board of Trustees
May 2019

Mr. Kyle L. Dickson, Board Chair
2514 Pilgrim Estate Dr.
Texas City, TX 77590
281-488-0630
kdickson@murray-lobb.com

Mr. Alan L. Waters, Board
Vice-Chair
#1 South Pintail Street
La Marque, TX 77568
409-655-5055
awaters1@com.edu

Mrs. Dawn King, Trustee
P.O. Box 1105
Dickinson, TX 77539
832-860-0663
dking4@com.edu

Dr. Verna J. Henson
7306 Heron Ln.
Texas City, TX 77591
409-995-0948
vhenson@com.edu

Dr. Bill McGarvey, Trustee
808 Buttonwood Dr.
Texas City, TX 77591
409-770-3537
wmcgarvey@gmail.com

Mr. Don Gartman, Trustee
2538 Quaker Dr.
Texas City, 77590
409-739-2618
dgartman@com.edu

Mrs. Melissa Skipworth, Trustee
1061 Misty Cliff
Dickinson, TX 77539
281-684-9146
mskipworth@com.edu



MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: February 26, 2021
Subject: Full Board Minutes

Presented for recommended acceptance to Board of Trustees on the same date.

MINUTE ORDER

Motion to be acted upon: "I move the Board of Trustees approve the Full Board Minutes of January 25, 2021."

PURPOSE

To ensure accuracy of the monthly minutes.

BACKGROUND

Minutes are brought forward every month for approval.

IMPLICATIONS

Financial: N/A

Strategic Goal #1: Strategic Goal #5: College of the Mainland will provide services/processes that enhance the integrity/safety/quality of the institution (including physical facilities) and that enhance the quality of the faculty and staff.

Human Resources: N/A

Attachments

1. Minutes of 1/25/21

**College of the Mainland
Board of Trustees
Minutes of Monday, January 25, 2021
1:30 p.m., COM Conference Center**

Call to Order – Kyle Dickson called the meeting to order at 1:30 p.m.

Pledge of Allegiance (American Flag), Texas Pledge & a Moment of Silence

Roll Call & Determination of Quorum

Roll call indicated that all Trustees were present.

Minutes

Consideration of and Possible Action to Approve the Full Board Minutes of Tuesday, December 8, 2020

Don Gartman moved for approval of the Full Board Minutes of Tuesday, December 8, 2020. Alan Waters seconded the motion; all voted in approval.

Comments from the Community

There were no comments from the community this month.

Constituent Leader Activity Reports

Faculty Senate – Dr. R. E. Davis updated the Board on faculty activity.

Human Resources Items

Consideration of and Possible Action to Approve the Appointment Nomination of Destiny Andrews to the Position of Financial Advisor/Literacy Educator, Student Financial Services Department

Don Gartman moved the Board of Trustees approve the appointment of Destiny Andrews to the position of Financial Advisor/Literacy Educator, Student Financial Services Department. Melissa Skipworth seconded the motion; all voted in approval.

Consideration of and Possible Action to Accept the Non-Contractual Hiring Report

Alan Waters moved the Board of trustees accept the non-contractual positions hiring report as presented. Bill McGarvey seconded the motion; all voted in approval.

Nursing Items

Consideration of and Possible Approval to Award Contract 21-09 to Purchase Medical Mannequins from Laerdal Not-to-Exceed \$236,000 to be Paid from 2018 Bond Funds

Melissa Skipworth moved the Board of Trustees approve award of contract 21-09 to purchase medical mannequins from Laerdal not-to-exceed \$236,000.00 to be paid from 2018 Bond Funds. Verna Henson seconded the motion; all voted in approval.

Consideration of and Possible Action to Award Contract 21-08 to Purchase Medical Mannequins from Gaumard Not-to-Exceed \$293,000 to be Paid from 2018 Bond Funds

Alan Waters moved the Board of Trustees approve award of Contract 21-08 to purchase medical mannequins from Gaumard not-to-exceed \$293,000 to be paid from 2018 Bond Funds. Verna Henson seconded the motion; all voted in approval.

Consideration of and Possible Action to Approve Contract 21-10 to CDW-G for the Purchase of Apple Computers and Monitors for an Amount Not-to-Exceed \$134,000 to be Paid from 2018 Bond Funds

Melissa Skipworth moved the Board of Trustees approve award of contract 21-10 to CDW-G for the purchase of Apple computers and monitors for an amount not-to-exceed \$134,000 to be paid from 2018 Bond funds. Don Gartman seconded the motion; all voted in approval.

Election Items

Consideration of and Possible Action to Approve the Order and Resolution Calling the Community College Board of Trustees Election to be held on May 1, 2021

Don Gartman moved the Board of Trustees approve the Order and Resolution Calling the Community College Board of Trustees Election to be held on May 1, 2021. Melissa Skipworth seconded the motion; all voted in approval.

Consideration of and Possible Action to Approve the Contract for Election Services for the College of the Mainland General Election to be held on May 1, 2021

Don Gartman moved the Board of Trustees approve the Contract for Election Services for the College of the Mainland General Election to be held on May 1, 2021. Melissa Skipworth seconded the motion; all voted in approval.

Consideration of and Possible Action to Approve the Order Calling Bond Election

Don Gartman moved the Board of Trustees approve the Order Calling Bond Election. Alan Waters seconded the motion; all voted in approval.

Policy Items

Consideration of and Possible Adoption of COM Policy FLD(LOCAL) Students Rights and Responsibilities; Student Complaints

Alan Waters moved the Board of Trustees approve the adoption of COM Policy FLD (Local). Don Gartman seconded the motion; all voted in approval.

TASB Update 40 - Legal Policy Packet

This packet was provided for informational purposes.

Update Report on Financial Aid Audit

Dr. Vicki Stanfield provided an update on the Financial Aid Audit.

Financial Report(s)

Consideration of and Possible Acceptance of the November and December 2020 Investment and Financial Reports

Don Gartman moved the Board of Trustees accept the November and December 2020 Investment Report and the November and December 2020 Financial Report. Alan Waters seconded the motion; all voted in approval.

Board Report

No Board Report this month.

President's Report

Updates

2020 Census Redistricting

Dr. Nichols updated the Board on the 2020 Census redistricting. This item will be discussed further at the BOT Retreat.

SACSCOC Update (Southern Association of Colleges and Schools Commission on Colleges)

Dr. Jerry Fliger updated the Board on the SACSCOC reports.

BOT Retreat - Friday, March 5, 2021, 9:00 a.m., COM Conference Center

The Board retreat will be held on Friday, March 5, 2021.

Spring 2021 Enrollment Update

Dr. Jerry Fliger reviewed the Spring 2021 Enrollment.

CARES Act

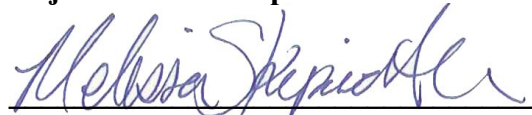
Dr. Lisa Watson updated the Board on the new CARES Act funding.

President's Report - FY19-20

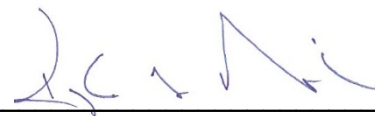
Dr. Nichols presented his FY19-20 report.

Resignations and Retirements Report– report attached in BOT packet.

Adjournment 3:38 p.m.



Melissa Skipworth, Secretary
Board of Trustees



Kyle Dickson, Chair
Board of Trustees

Comments from the Community

A citizen desiring to appear before the Board of Trustees shall complete a Public Comment Request Form indicating the topic about which they wish to speak which shall be filed with the Board Clerk ten (10) minutes prior to the start of the meeting. Time allotted each citizen or organization shall be limited to five minutes. The total time for hearing of citizens shall be no more than 60 minutes at any one meeting. Presentation of matters concerning a complaint or charge against a College District employee or officer will be heard in closed session unless the individual who is the subject of the change or complaint requests a public hearing.

We appreciate your concerns. If the matter(s) you raise are not included on the board agenda, state law, specifically the Texas Open Meetings Act, prohibits the Board from discussing, commenting on or taking action on these issues at this board meeting. Thank you.



PRESIDENT'S OFFICE

Constituents Leader Activity Reports

A. Professional Council – Christina Bergvall



MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: February 22, 2021
Subject: Approval of New Credit Program

Presented for recommended approval to the Board of Trustees on February 22, 2021

MINUTE ORDER

Motion to be acted upon: "I move the Board of Trustees approve the new Associate of Arts English Degree."

PURPOSE

COM is seeking to establish a new Associate of Arts (A.A.) in English program. This will be a transfer degree to a four-year institution where students can complete a bachelor's degree in English.

BACKGROUND

Students earning an A.A. in English may continue bachelor's level studies in English or another field within the humanities or liberal arts, leading to possible careers in education, publishing, communication, the arts, and other fields requiring broad knowledge and excellent written, oral, and interpersonal communication skills. Additionally, a bachelor's degree in English can be excellent preparation for additional graduate studies in the law, library science, or education.

Although an A.A. in English is primarily intended to prepare students for transfer, a graduate holding an associate degree may find increased employability in general office work, educational support work, and other jobs requiring writing and proofreading skills.

Program Demand

English faculty at COM have identified a significant number of students in recent years who identify as "English majors" and who want to continue to study English at the upper-division level and beyond.

Many English majors may end up working as high school teachers. As of 2019, the median pay for high-school teachers is \$61,660 and more than a million people are employed in the United States as high-school teachers. The employment outlook for high-school teachers is steady, with average job growth of 4%. (Job outlook information from Bureau of Labor Statistics.)

IMPLICATIONS

COM's Humanities Department currently has ample faculty that are appropriately credentialed to offer this program. COM currently has the resources to offer this program with no additional or new equipment needed.

Strategic Goal: **Student Success**

Attachments:

AA English New Program Proposal

College of the Mainland

New Program Proposal

This form is required for all new programs (including field of study). New workforce programs should refer to the Guidelines for Instructional Programs in Workforce Education (GIPWE), Chapter 5 for details needed under each of these sections.

Proposed Award(s):

(Certificate and/or degree, credit and/or non-credit)

A.A. in English, incorporating the state Field of Study in English

Curriculum Quality

Program Objectives:

(Identify the occupation or degree for which this program will prepare the student)

Students earning an A.A. in English may continue bachelor's level studies in English or another field within the humanities or liberal arts, leading to possible careers in education, publishing, communication, the arts, and other fields requiring broad knowledge and excellent written, oral, and interpersonal skills. Additionally, a bachelor's degree in English can be excellent preparation for additional graduate studies in the law, library science, or education. Those who go on to earn a master's or terminal degree may be qualified to teach English at the college level.

Although an A.A. in English is primarily intended to prepare students for transfer, a graduate holding an associate degree may find increased employability in general office work, educational support work, and other jobs requiring writing and proofreading skills.

Curriculum:

(Explain the emphasis of the program curriculum, including both general education and technical courses.)

The major course selections in English are based on the Texas English Field of Study. The basic FOS includes English 1301, English 1302, and two lower-division literature courses. Our working committee decided to require students to take one course in American literature (ENGL 2327 or 2328) and one course in British literature (2322 or 2323). We feel this will give them the best foundation for further study and broad exposure to the main areas of literary study and teaching in the United States. These two literature-survey courses are also regularly taught in both modalities and rarely cancelled due to low enrollment. Students majoring in English should have no problem enrolling in needed classes, and the program could be completed entirely online if desired.

Students will also complete the core curriculum as currently defined by the College of the Mainland, with core selections (when needed) recommended by a working committee of English faculty at COM.

College of the Mainland

New Program Proposal

Students will also have the opportunity to take additional English electives, as well as other elective choices selected by the working committee. Suggested electives were chosen based on the need for English majors to have a broad-based liberal education.

A separate degree-plan form will be submitted to the committee.

Program Demand

(Workforce programs must clearly demonstrate an occupational demand for any new programs before it can be approved by the Curriculum Committee or the Texas Higher Education Coordinating Board. Some items below will not pertain to some general education new programs.)

Occupational Need:

Many English majors may end up working as high-school teachers. As of 2019, the median pay for high-school teachers is \$61,660, and more than a million people are employed in the United States as high-school teachers. The employment outlook for high-school teachers is steady, with average job growth of 4%. (Job outlook information from Bureau of Labor Statistics.)

Existing Programs in the area:

N/A

Program Linkages:

(Other programs at COM that this new program will interact with or affect)

N/A

Estimated Expected Enrollment:

Although enrollment in a new academic-transfer program is difficult to predict, English faculty have identified a significant number of students in recent years who identify as “English majors” and who want to continue to study English at the upper-division level and beyond. That these students already self-identify as English majors when the major does not yet exist at COM speaks to an unmet need, and creating the major officially will allow students to strengthen that identity and work with English faculty more closely. Having the major in place will also increase the possibility of cooperating with English departments at regional universities, which will potentially help facilitate the transfer process for students.

College of the Mainland

New Program Proposal

General pathways research shows that having students on a more specific curriculum plan will increase the likelihood of successful transfer for those students. Currently, COM has a significant number of its population enrolled in General Studies (~40 percent), and while many of those students are dual-credit students who may or may not finish an A.A., it seems clear that there is an existing demand for an English major. Moreover, the *Princeton Review* recently identified English as the sixth most popular undergraduate major in the country, making it the top liberal-arts choice for students.

Program Support

Include existing resources that will be used as well as additional resources that will be required for this program.

Faculty:

The Humanities Department currently has 11 full-time English faculty and a strong roster of qualified adjuncts. All faculty are appropriately credentialed, and several of our faculty hold terminal degrees. We currently have the resources to offer this program with no changes or additions to faculty.

Resources needed (i.e. classrooms, offices, LRC resources, equipment, etc.)

No new equipment will be needed.

Other New Costs:

No new costs will be associated with this program.

Signatures:

D. Brian Anderson 2/3/21
Person requesting change Date

D. Brian Anderson 2/3/21
Department Chair/Coordinator Date

Dr. Rocky Barney 01/25/2021
Dean Date

College of the Mainland

New Program Proposal

To be completed by Curriculum Committee

Date change discussed:

January 25, 2021

Curriculum Change: Approved Disapproved

Curriculum Committee Comments:

(If disapproved, provide detailed reasons for disapproval including what actions need to be taken for approval.)

Steven Kinell
Curriculum Committee Representative

2-2-21
Date

Signed copy sent to department and Vice President of Instruction

J. R. F.

2-9-2021

Vice President of Instruction

Date



DEGREE PLAN CHANGE FORM

Award: Associate of Arts (A.A.)

Name: A.A. in English

The bold cells in the following table automatically calculate

Current Semester #1							Proposed Semester #1							
Course	Name	Lec Hours	Lab Hours	External Hours	Cont	SCH	Course	Name	Lec Hours	Lab Hours	Ext Hours	Cont	SCH	
					0		PSYC 1300	Psychology for Success	3			48	3	
					0		ENGL 1301 (FOS)	Composition I	3			48	3	
					0		MATH 1332	Quantitative Reasoning	3			48	3	
					0		HIST 1301	U.S. History I	3			48	3	
					0		SPCH 1315 or 1318	Public Speaking or Interpersonal Comm.	3			48	3	
					0							0		
					0							0		
					0							0		
Semester Total						0	Semester Total						240	15

Semester #2							Semester #2							
Course	Name	Lec Hours	Lab Hours	External Hours	Cont	SCH	Course	Name	Lec Hours	Lab Hours	Ext Hours	Cont	SCH	
					0		ENGL 1302 (FOS)	Composition II	3			48	3	
					0		ARTS 1301, DRAM 1310, or MUSI 1306	Art Appreciation, Theater Appreciation, or Music Appreciation	3			48	3	
					0		HIST 1302	U.S. History II	3			48	3	
					0		PHIL 1301, HUMA 1301, or ENGL 2341	Intro. to Philosophy, Intro. to Humanities, or Forms of Literature	3			48	3	
					0		BIOL 1408	Biology I for Non-Science Majors	3	3		96	4	
					0							0		
					0							0		
					0							0		
Semester Total						0	Semester Total						288	16

Semester #3							Semester #3							
Course	Name	Lec Hours	Lab Hours	External Hours	Cont	SCH	Course	Name	Lec Hours	Lab Hours	Ext Hours	Cont	SCH	
					0		GOVT 2305	Federal Government	3			48	3	
					0		ENGL 2322 or 2323 (FOS)	British Literature I or II	3			48	3	
					0		ARTS 1304, MUSIC 1310, or ENGL 2332	Art History II, American Music, or World Lit. I	3			48	3	
					0		BIOL 1409	Biology for Non-Sci. Majors	3	3		96	4	
					0		PHED 1164	Intro. to Physical Fitness	1	2		48	1	
					0							0		
					0							0		
					0							0		
Semester Total						0	Semester Total						288	14

Semester #4							Semester #4						
Course	Name	Lec Hours	Lab Hours	External Hours	Cont	SCH	Course	Name	Lec Hours	Lab Hours	Ext Hours	Cont	SCH

					0	GOVT 2306	Texas Government	3		48	3
					0	PSYC 2301 or	General Psychology				
					0	SOCI 1301	or Intro. to Sociology	3		48	3
					0	ENGL 2327 or	American Literature I				
					0	2328 (FOS)	or II	3		48	3
					0	ENGL 2307,	Creative Writing,				
					0	ENGL 2351, or	Mexican-Amer. Lit, or				
					0	DRAM 2366	Film Appreciation	3		48	3
					0	PHIL 1301,	Intro. to Philosophy,				
					0	HUMA 1301, or	Intro. to Humanities,				
					0	ENGL 2341	or Forms of Lit.	3		48	3
					0					0	
					0					0	
					0					0	

Semester Total

0 0

Semester Total

240 15

Degree total

0 0

Degree total

1056 60

This box is for certificates that do not lead to an AAS degree for Financial Aid. The number in this box should equal the total credit hours.

0.00

This box is for certificates that do not lead to an AAS degree for Financial Aid. The number in this box should equal the total credit hours.

28.16



New Academic Associate Degree Program Certification Form

Directions: Texas public community, state, and technical colleges use this form to request a new academic associate degree program if the criteria for approval are met, per [Texas Administrative Code \(TAC\), Chapter 9, Subchapter J, Section 9.184](#). The criteria are listed as items A-H on the form's signature page.

This form requires the signatures of: (1) the Chief Executive Officer, certifying adherence to the Texas Administrative Code (TAC), Chapter 9, Subchapter J, Section 9.184 criteria, adequacy of funding for the new program, the notification of other Texas public institutions of higher education, and adherence to the [Standards for Academic Associate Degree Programs](#); and (2) a member of the institution's Governing Board (or designee) certifying Board approval.

Contact: Division of Academic Quality and Workforce, 512-427-6200.

Program Information

- 1. Institution Name:** College of the Mainland
- 2. Proposed Program Name:** Associate of Arts - English
 Field of Study Voluntary Transfer Compact Statewide Articulation Agreement
- 3. Proposed CIP Code:** 23.0101
List of CIP Codes may be accessed online at www.txhighereddata.org/Interactive/CIP/.
- 4. Number of Required Semester Credit Hours (SCH):** 60
Note: If the number of semester hours required to complete a proposed associate's program exceeds 60, the institution must provide detailed written documentation describing the compelling academic reason for the number of required hours, such as, but not limited to, programmatic accreditation requirements, statutory requirements, or licensure/certification requirements that cannot be met without exceeding the 60-hour limit.
- 5. Location and Delivery of the Proposed Program:** The program will be delivered by online, face-to-face and hybrid methods. The face-to-face and hybrid sections will be offered at the COM Main Campus and League City site.

Provide the location(s) of instruction (campuses, centers) and how the proposed program will be delivered to students (face-to-face, online, hybrid).
- 6. Implementation Date:** 9/1/2021
Provide the date that students would enter the proposed program (MM/DD/YYYY).
- 7. Contact Person:**
Provide contact information for the person who can answer specific questions about the program.

Name: Dr. Rocky Barney
Title: Dean of Instruction
E-mail: rbarney@com.edu
Phone: 409-93-8727

**Texas Higher Education Coordinating Board
Texas Public Community, State, and Technical Colleges**

1. Chief Executive Officer Certification – The Chief Executive Officer shall sign the following statements:

I hereby certify that all of the following criteria have been met in accordance with the procedures outlined in Texas Administrative Code (TAC), Title 19, Chapter 9, Subchapter J, Section 9.184:

- (A) The program has institution and governing board approval.
- (B) There is recent evidence of both short-term and long-term student demand for the program.
- (C) Enrollment projections reflect student demand estimates to ensure the financial self-sufficiency of the program.
- (D) The institution has an enrollment management plan for the program.
- (E) If the program does not follow a Board-approved field of study curriculum or a Board-approved statewide articulation transfer curriculum, the institution has or will initiate a process to establish transfer of credit articulation agreements for the program with senior-level institutions.
- (F) The program is designed to be consistent with the standards of the Southern Association of Colleges and Schools (Commission on Colleges), other applicable accrediting agencies, and is in compliance with applicable licensing authority requirements.
- (G) Adequate funding is available to cover all new costs to the institution over the first five years after the implementation of the program.
- (H) The program complies with all applicable provisions contained in Coordinating Board Rules, Chapter 9, Subchapter J and adheres to the [Standards for Academic Associate Degree Programs](#) approved by the Board.

I certify that my institution has notified all public institutions within 50 miles of the teaching site of our intention to offer the program at least 30 days prior to submitting this request. I also certify that if any objections were received, those objections were resolved prior to the submission of this request.

Chief Executive Officer

Date

2. Governing Board or Designee Approval – A member of the Governing Board or designee shall sign the following statement:

On behalf of the Governing Board, I hereby certify that the proposed program is appropriate for the mission of this institution, and the Governing Board has approved the proposed program.

Date of Governing Board approval: _____

Governing Board (Designee)

Date



PRESIDENT'S OFFICE

MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: February 22, 2021
Subject: Recommendation – Assistant Professor of Theatre (New)

Presented for recommended approval to the Board of Trustees on February 22, 2021 and forwarded for recommended approval to Board of Trustees on the same date.

MINUTE ORDER

Motion to be acted upon: “I move the Board of Trustees approve the appointment of Ashley Love to the position of Assistant Professor of Theatre, Fine Arts Department.”

PURPOSE

Responsible for providing instruction within the appropriate department/program. Develop and revise curriculum and course work. Provide scheduled office hours for student consultation. Serves on College committees as needed and assigned. Participate in student oriented instructional and advisement activities as needed and assigned.

BACKGROUND

New position approved in the 2020-2021 budget.

IMPLICATIONS

Financial: \$50,350 from budget 11-0-0000-1117-5100.
Strategic Goal 5: College of the Mainland will provide services/processes that enhance the integrity/safety/quality of the institution (including physical facilities) and that enhance the quality of the faculty and staff.

ATTACHMENTS

1. Appointment Nomination



FEBRUARY 2021 POLICY UPDATE

LOCAL POLICY CHANGES

CAM (LOCAL) *Appropriations and Revenue Sources; Grants, Funds, Donations from Private Sources.* As College of the Mainland continues the construction and renovation of its facilities, the need to adopt a policy which guides the naming of buildings, facilities, and other units of the College is essential.

COM has updated this policy consistent with long-standing traditions of higher education institutions. The policy establishes over-arching principles for naming opportunities and outlines specific criteria to guide the College's decision-making process. Further changes include clarifying the respective roles of the Board of Trustees and the President in specific naming opportunities.



PRESIDENT'S OFFICE

MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: February 22, 2021
Subject: Recommendation – Approval of COM Local Policy update

Discussion and possible action on the proposed revisions to COM Policy: CAM (Local).
Presented and recommended for approval to the Board of Trustees on February 22, 2021.

MINUTE ORDER

Motion to be acted upon: “I move the Board of Trustees approve the adoption of COM Policy CAM (Local).

ATTACHMENTS

- 1) COM Policy CAM (Local)- Draft/Final

APPROPRIATIONS AND REVENUE SOURCES
GRANTS, FUNDS, DONATIONS FROM PRIVATE SOURCES

CAM
(LOCAL)

Fundraising strategies and solicitations by the College on behalf of the Board shall be the responsibility of the College President.

Unsolicited Gifts

The Board delegates authority to the College President to accept unsolicited gifts on behalf of the College.

Conditional Gift
Exception

Any gift that the potential donor has expressly made conditional upon the College's use for a specified purpose, or any gift of real property, shall require Board approval. The College President shall make recommendations to the Board regarding the acceptance of the gift.

Criteria for
Acceptance

The College shall not accept any gift that would violate or conflict with policies of or actions by the Board or with federal or state law. The College shall not accept gifts that discriminate against any person on the grounds of sex, gender, race, color, religion, national origin, age, ~~or~~ disability or any other basis prohibited by law and/or College policy.

Before the College President accepts a gift or recommends acceptance of a gift to the Board, as applicable, the College President shall consider whether the gift:

1. Has a purpose consistent with the College's educational philosophy, goals, and objectives;
2. Places any restrictions on a campus or College program;
3. Would support a program that the Board may be unable or unwilling to continue when the donation of funds is exhausted;
4. Would result in ancillary or ongoing costs for the College;
5. Requires employment of additional personnel;
6. Requires or implies the endorsement of a specific business or product [see GE for advertising opportunities];
7. Would result in inequitable funding, equipment, or resources among College programs;
8. Obligates the College to engage in specific actions; or
9. Affects the physical structure of a building or would require extensive maintenance on the part of the College.

~~Upon Acceptance~~

~~Once accepted, a gift becomes the sole property of the College District.~~

Solicitations

An employee who solicits gifts on behalf of the College or to use in the fulfillment of his or her professional responsibilities shall comply with relevant state and federal law and College policy and

regulations, including those addressing the use of names or images of the College, campuses, employees, or students.

The Board shall have the authority to reject any gift, including real property or financial donation, for any reason as a matter of absolute discretion.

~~All donations solicited on behalf of the College District, including solicitations in the name of the College District or a campus, or donations solicited using College District or campus resources, become the sole property of the College District for use consistent with the terms of the solicitation.~~

Certificate of Recognition

~~Any bequests, gifts, or donations made by a donor totaling at least \$10,000 within the calendar year shall be acknowledged with a certificate of recognition.~~

Grant Solicitations and Grant Awards

Solicitation and acceptance of grant awards shall be the administrative responsibility of the deans in consultation with the College President. [See CAB(LEGAL) for information regarding federal grants]

Grant Budgeting and Grant Accounting

All grant funds shall be budgeted and accounted for in accordance with the financial policies of the College and the provisions of the funding agency. No expenditures shall be made without an approved budget on file in the comptroller's office.

Naming Tributes

Naming of Buildings and Facilities

The naming of buildings, facilities, grounds, and organizational units of the College for individuals, groups, or organizations who have made significant contributions to society is an honored tradition of higher education.

Recognizing the importance of community and corporate involvement in education, the Board encourages donations to support the construction, renovation, or acquisition of College property and other non-tangible items to further the mission of the College. The Board, at its discretion, may consider naming new or existing property or facilities after honorees or major donors, provided such naming is not in conflict with the College's mission.

1. The prerogative and privilege of such namings are vested in the Board.
2. Authority to name identifiable sub-units or components of buildings and facilities, however, is delegated to the College

President, subject to the criteria set forth below and consistent with the procedures outlined in CAM (Regulation).

3. This policy applies to all buildings of the College governed by the Board.
4. It also applies to other facilities, grounds, organizational units, programs, endowments, and scholarships which the College wishes to dedicate in the name of an individual or group.
5. Buildings designated by their general purpose or function are not subject to this policy.

Criteria

1. In general, individuals, groups, or organizations for whom buildings are named must have made a significant contribution to the field of education, government, the community, or human betterment.
2. To preserve the integrity of all buildings, this honor must be reserved for individuals, groups, or organizations of recognized accomplishment and character; no building may bear the name of an individual convicted of a felony.
3. In general, buildings should not be named for current employees of the College.
4. With respect to the naming of buildings, special consideration shall be given to:
 - a. The historical significance of the contribution of the individual, group, or organization to the College;
 - b. The association of the individual, group, or organization with the building to be named;
 - c. Any financial contribution of the individual, group or organization to the College; and
 - d. Local, state, regional, national, or international recognition of the individual, group, or organization's contributions and achievements.
5. A given surname may be assigned to only one building on a specific campus or site.

6. In all cases, naming rights are in effect for the duration of the effective and typical useful life of the physical building, space or object, and not in perpetuity.
7. The Board reserves the right to remove a name associated with buildings, facilities, grounds, and organizational units of the College at any time if the naming gift pledge remains unfulfilled or it is otherwise in the best interests of the College.
8. The College President is vested with the authority to remove a name associated sub-units or components of buildings and facilities at any time if the naming gift pledge remains unfulfilled or it is otherwise in the best interests of the College, consistent with the criteria set forth below and consistent with the procedures outlined in CAM (Regulation).
9. The Board shall not be bound by representations, promises, or guarantees by individual College Board members, foundation board members, or employees of the College or foundation regarding naming rights and opportunities. To the extent permitted by law and out of respect for the individuals, corporations, or organizations who may be recommended for naming rights or who may be proposing to invest in a particular naming opportunity, the nominating process and related deliberations shall be held in confidence until such time as the College President presents a recommendation to the Board. The decision of the Board shall be final.

**Naming of Other
Facilities and
Programs**

Naming of Other Facilities and Programs may be approved by the President. Other Facilities and Programs may include property, scholarships, fellowships, endowments, wings and other major components of academic, arts facilities, large auditoria, concert halls, atria, prominent outdoor spaces, academic and health programs, centers, and institutes. The President will make final determinations concerning what types of Facilities and Programs will be considered Other.

Definitions

“Building, facilities, grounds, and organizational units” means a college, campus, wing of a building, major component of a building, auditorium, theater, performing spaces, atrium, prominent outdoor space, academic departments, non-academic departments, major academic centers, and institutes. This definition also includes a classroom, laboratory, exhibition space, small performance space, library room or space, administrative

APPROPRIATIONS AND REVENUE SOURCES
GRANTS, FUNDS, DONATIONS FROM PRIVATE SOURCES

CAM
(LOCAL)

room or space, non-academic room or space, conference room, career placement room or space, small athletic room or space or facility, and collections of art or books. Such property may include but is not limited to pavers, benches, planters, fountains, gardens, equipment, musical instruments, artwork, and outdoor plazas. The above designations are not exhaustive, but are for illustration purposes only.

“Other College property” means programs, scholarships, fellowships and endowments and other such intangible property.

APPROPRIATIONS AND REVENUE SOURCES
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3. Would support a program that the Board may be unable or unwilling to continue when the donation of funds is exhausted;
4. Would result in ancillary or ongoing costs for the College;
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APPROPRIATIONS AND REVENUE SOURCES
GRANTS, FUNDS, DONATIONS FROM PRIVATE SOURCES

CAM
(LOCAL)

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PRESIDENT'S OFFICE

MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: February 22, 2021
Subject: Agenda Item for COM Board of Trustees

AGENDA ITEM DESCRIPTION:

Increase to Contract 20-21 for Architect & Engineering Services:
New Police Department Building

FUNDING SOURCE:

2018 Bond Funds

PURPOSE:

Provide contract funding for Building Envelope Testing necessary for the construction of the new Police Department Building.

MINUTE ORDER

Motion to be acted upon: "I move the Board of Trustees approve an increase to contract 20-21 awarded to PBK, Inc. for Architect and Engineering Services in support of the new Police Department Building for an additional \$25,350.00".

BACKGROUND

On October 28, 2019 the Board of Trustees approved a contract with PBK as the selected Architect and Engineering firm for the construction of the new Industrial Careers building. Testing services are required prior to the commencement of construction services. PBK provided similar testing services for the construction projects under previous Maintenance Tax Note renovations and 2018 Bond construction projects. Therefore, it is the recommendation of the project manager to include these services under the architect of record. These testing services are a pass through without markup as permitted in accordance with Government Code 2254. The increase to the subject contract revises the original contract value of \$102,725.00 to a new not-to-exceed value of \$128,075.00

ATTACHMENTS

1. PBK Proposal: New Police Department Building – Additional Services, January 25, 2021

10200 Grogans Mill Road, Suite 230
The Woodlands, Texas 77380
Phone: 281-528-1697
Fax: 281-882-3285
PBK.com

February 12, 2021



Ms. Sonja Blinka
Director of Purchasing
College of the Mainland
1200 Amburn Road
Texas City, TX 77591

**RE: College of the Mainland – New Police Department Building
Additional Services for Building Envelope Testing**

Dear Ms. Blinka,

Thank you for the opportunity to submit this fee proposal to provide additional reimbursable services for the building envelope testing for the above referenced project. The following is a description of how the PBK team can offer services on this project.

ADDITIONAL SERVICE REIMBURSABLES

Per the college's direction, we have obtained a quote for the building envelope testing for the New Police Department Building to be added to the reimbursables. These services would be passed through PBK without any markup. Estimated amount is as follows:

Building Envelope Testing	\$25,350.00
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ADDITIONAL SERVICE FEES

There would be no additional services without prior written authorization of the Owner.

We thank you for this incredible opportunity to serve the College of the Mainland on this important project. Please let us know if the terms of this proposal are acceptable. Should you have any questions or additional requests, please do not hesitate to contact me at 281-528-1697 or on my cell at 502-439-8653.

Sincerely,

A handwritten signature in blue ink that reads 'Alan Stilts'.

Alan Stilts, AIA, NCARB, LEED AP BD+C
Partner \ Higher Education Regional Manager

Cc: Cliff Whittingstall, PBK
Betty Chapman, PBK
File 1A

Agreed to and Accepted this _____ day of February 2021.

College of the Mainland

PBK Architects, Inc.



Signature

Signature

Printed Name and Title

**Alan Stilts, Partner **
Higher Education Regional Manager

Printed Name and Title

Date

02/12/2021

Date



PRESIDENT'S OFFICE

MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: February 22, 2021
Subject: Agenda Item for COM Board of Trustees

AGENDA ITEM DESCRIPTION:

Increase to Contract 20-20 for Architect & Engineering Services:
New Industrial Careers Building

FUNDING SOURCE:

2018 Bond Funds

PURPOSE:

Provide contract funding for Materials and Building Envelope Testing necessary for the construction of the new Industrial Careers Building.

MINUTE ORDER

Motion to be acted upon: "I move the Board of Trustees approve an increase to contract 20-20 awarded to PBK, Inc. for Architect and Engineering Services in support of the new Industrial Careers Building for an additional \$147,857.00".

BACKGROUND

On October 28, 2019 the Board of Trustees approved a contract with PBK as the selected Architect and Engineering firm for the construction of the new Industrial Careers building. Testing services are required prior to the commencement of construction services. PBK provided similar testing services for the construction projects under previous Maintenance Tax Note renovations and 2018 Bond construction projects. Therefore, it is the recommendation of the project manager to include these services under the architect of record. These testing services are a pass through without markup as permitted in accordance with Government Code 2254. The increase to the subject contract revises the original contract value of \$2,080,360.00 to a new not-to-exceed value of \$2,228,217.00

ATTACHMENTS

1. PBK Proposal: New Industrial Careers Building – Additional Services, January 25, 2021

10200 Grogans Mill Road, Suite 230
The Woodlands, Texas 77380
Phone: 281-528-1697
Fax: 281-882-3285
PBK.com

February 12, 2021



Ms. Sonja Blinka
Director of Purchasing
College of the Mainland
1200 Amburn Road
Texas City, TX 77591

**RE: College of the Mainland – New Industrial Careers Building
Additional Services for Material and Building Envelope Testing**

Dear Ms. Blinka,

Thank you for the opportunity to submit this fee proposal to provide additional reimbursable services for the materials testing and building envelope testing for the above referenced project. The following is a description of how the PBK team can offer services on this project.

ADDITIONAL SERVICE REIMBURSABLES

Per the college's direction, we have obtained quotes for the materials testing and building envelope testing for the Industrial Careers Building to be added to the reimbursables. The materials testing quote is inclusive of the New Police Department Building as well. These services would be passed through PBK without any markup. Estimated amounts are as follows:

Materials Testing	\$98,873.00
Building Envelope Testing	\$48,984.00
Total Additional Service Reimbursables	\$147,857.00

ADDITIONAL SERVICE FEES

There would be no additional services without prior written authorization of the Owner.

We thank you for this incredible opportunity to serve the College of the Mainland on this important project. Please let us know if the terms of this proposal are acceptable. Should you have any questions or additional requests, please do not hesitate to contact me at 281-528-1697 or on my cell at 502-439-8653.

Sincerely,

A handwritten signature in blue ink that reads 'Alan Stilts'.

Alan Stilts, AIA, NCARB, LEED AP BD+C
Partner \ Higher Education Regional Manager

Cc: Cliff Whittingstall, PBK
Betty Chapman, PBK
File 1A

Agreed to and Accepted this _____ day of February 2021.

College of the Mainland

PBK Architects, Inc.



Signature

Signature

Printed Name and Title

**Alan Stilts, Partner **
Higher Education Regional Manager

Printed Name and Title

Date

02/12/2021

Date



Minute Order

To: Board of Trustees
From: Dr. Warren Nichols, President Date: February 22, 2021
Subject: Agenda item for COM Board of Trustees

AGENDA ITEM DESCRIPTION: Award of Contract 21-11: Medical and Science Equipment – STEAM Building

FUNDING SOURCE: 2018 Bond Funds

PURPOSE: Provide medical and science equipment to support various instruction and expanded programs identified in the new STEAM building.

PROPOSED MOTION: "I move the Board of Trustees award Contract 21-11 to purchase science and medical supplies for a not-to-exceed amount of \$417,000.00 to be paid from 2018 Bond Funds".

BACKGROUND

Based on the programs identified for instruction and occupancy in the new STEAM building, PBK Architects identified a list of equipment required to support the various programs. Selection of the items was based on collaborative efforts and coordination between PBK, COM Administration, CBRE Heery, and COM Administration. Several suppliers were identified and provided quotes in response to request for quotes. Based on those results, the following vendors are recommended for contract award to proceed with the procurement process supporting the STEAM programs:

Table with 4 columns: RFQ, Vendor, Order Value, Contract. Rows include items 21-02 through 21-10 and a Total row showing \$416,811.10.

The cooperative contract with Omnia per contract C15-JL-12 and Buyboard contract 573-18 were used to obtain competitive pricing for the Fisher Science Ed and Carolina items in accordance with Texas Education Code 44.031 and Government Code Title 7, Chapter 791. King's is a Sole Source provider in the Southeast Texas Region for the microscopes. Individual quotes were received for the remainder of the items not available from state cooperative purchasing contracts and valued under \$50,000.00.

Attachments: Equipment Summary

EQUIPMENT LIST

2/11/2021

FILTER: CAT = EQ

ITEM ID	DESCRIPTION	Subtotal QTY(1&2)	Anticipated Final Cost (AFC)	AFC Source	Company	No.	RFQ
EQ-016	Microwave	2	\$ 798.00	Quote	Fischer Science Ed	1041-1648-82	21-02
EQ-020	MEDSTATION	1	\$ 36,998.00	Quote	Pyxis	S94890	21-10
EQ-025	BIOHAZARD 08-QT	23	\$ 71.99	Quote	Fischer Science Ed	1041-1648-82	21-02
EQ-051	CART - ANATOMY	4	\$ 2,356.08	Quote	Fischer Science Ed	1041-1648-82	21-02
EQ-053	MEDICAL WASTE SROAGE BIN	7	\$ 691.25	Quote	Ward Scientific	8031493073	21-05
EQ-060	SENSOR, CHARGING STATION	4	\$ 487.32	Quote	Fischer Science Ed	1041-1648-82	21-02
EQ-061	CONVECTION OVEN LABORATORY	1	\$ 5,116.58	Quote	Fischer Science Ed	1041-1648-82	21-02
EQ-062	MICROSCOPES (Compound) 4x, 10x, 40X, 100x	149	\$ 132,610.00	Quote	King's	2001BK1901	21-06
EQ-063	BALANCE, ANALYTICAL -220 G X 0.1 MG	3	\$ 4,610.82	Quote	Fischer Science Ed	1041-1648-82	21-02
EQ-064	BALANCE, TOP LOADING -820 G/4200 G CAP	7	\$ 4,568.69	Quote	Fischer Science Ed	1041-1648-82	21-02
EQ-064A	BALANCE, TOP LOADING	1	\$ 1,141.34	Quote	Fischer Science Ed	1041-1648-82	21-02
EQ-066	HOT PLATE/ STIRRER COMBO	30	\$ 17,928.00	Quote	Carolina	4729895Q	21-04
EQ-069	MULTIMETER	1	\$ 248.82	Quote	Fischer Science Ed	1041-1648-82	21-02
EQ-070	PIPET PUMP, FAST RELEASE, 10-ML	3	\$ 149.97	Quote	Fischer Science Ed	1041-1648-82	21-02
EQ-071	SENSOR, COLORIMETER	14	\$ 1,575.00	Quote	Fischer Science Ed	1041-1648-82	21-02
EQ-072	SENSOR, CONDUCTIVITY PROBE	14	\$ 1,310.96	Quote	Fischer Science Ed	1041-1648-82	21-02
EQ-073	SENCOR, CURRENT	14	\$ 1,108.52	Quote	Fischer Science Ed	1041-1648-82	21-02
EQ-074	SENSOR, GAS PRESSURE	14	\$ 1,217.16	Quote	Fischer Science Ed	1041-1648-82	21-02
EQ-075	SENSOR, LABQUEST MINI	14	\$ 2,782.36	Quote	Fischer Science Ed	1041-1648-82	21-02
EQ-076	SENSOR, TEMPERATURE PROBE	28	\$ 981.68	Quote	Fischer Science Ed	1041-1648-82	21-02
EQ-077	SPECTROVIS PLUS	14	\$ 5,525.24	Quote	Fischer Science Ed	1041-1648-82	21-02
EQ-085	INCUBATOR - TABLE TOP	12	\$ 27,835.32	Quote	Fischer Science Ed	1041-1648-82	21-02
EQ-088	EXPLOSION PROOF REFRIGERATOR	1	\$ 4,920.11	Quote	Fischer Science Ed	1041-1648-82	21-02
EQ-091	INCUBATOR - WATER BATH	1	\$ 1,957.00	Quote	Fischer Science Ed	1041-1648-82	21-02
EQ-093	BUNSEN BURNER	50	\$ 1,309.50	Quote	Carolina	4729895Q	21-04
EQ-100	SAFETY GLASSES STORAGE	11	\$ 5,057.69	Quote	Fischer Science Ed	1041-1648-82	21-02
EQ-103	BALANCE/SCALE	8	\$ 12,295.52	Quote	Fischer Science Ed	1041-1648-82	21-02
EQ-106B	SLIDE CABINET 2	1	\$ 3,018.05	Quote	Ward Scientific	8031493073	21-05
EQ-107	LAB QUEST	26	\$ 8,483.02	Quote	Fischer Science Ed	1041-1648-82	21-02
EQ-108	SPIROMETER	6	\$ 1,254.78	Quote	Fischer Science Ed	1041-1648-82	21-02
EQ-109	EKG SENSOR	18	\$ 2,848.32	Quote	Fischer Science Ed	1041-1648-82	21-02
EQ-111	HALF -SIZE TORSO MODEL	24	\$ 5,507.28	Quote	Ward Scientific	8031493073	21-05
EQ-112	DUAL SEX MUSCLE TORSO MODEL	1	\$ 2,813.73	Quote	Ward Scientific	8031493073	21-05
EQ-114	BRAIN MODEL	6	\$ 988.20	Quote	Carolina	4729895Q	21-04
EQ-115	CELL MODEL	1	\$ 437.75	Quote	Ward Scientific	8031493073	21-05

EQUIPMENT LIST

2/11/2021

FILTER: CAT = EQ

ITEM ID	DESCRIPTION	Subtotal QTY(1&2)	Anticipated Final Cost (AFC)	AFC Source	Company	No.	RFQ
EQ-117	COLORED BRAIN MODEL	2	\$ 401.40	Quote	Carolina	472989SQ	21-04
EQ-119	CRANIAL NERVE MODEL	1	\$ 411.30	Quote	Carolina	472989SQ	21-04
EQ-121	DISARTICULATED SKELETON	6	\$ 3,558.60	Quote	Carolina	472989SQ	21-04
EQ-123	EAR MODEL	3	\$ 550.80	Quote	Carolina	472989SQ	21-04
EQ-124	EYE IN ORBIT MODEL	6	\$ 5,535.00	Quote	Carolina	472989SQ	21-04
EQ-125	FULL SIZE SKELETON	2	\$ 2,014.56	Quote	Ward Scientific	8031493073	21-05
EQ-127	HALF SIZE SKELETON	6	\$ 416.58	Quote	Ward Scientific	8031493073	21-05
EQ-129	KNEE JOINT MODEL	6	\$ 539.70	Quote	Carolina	472989SQ	21-04
EQ-132	PHYSIOLOGY OF NERVE MODEL	6	\$ 5,566.20	Quote	Ward Scientific	8031493073	21-05
EQ-133	REFLEX MODEL	1	\$ 154.80	Quote	Carolina	472989SQ	21-04
EQ-134	RESPIRATORY SYSTEM MODEL	12	\$ 2,376.00	Quote	Carolina	472989SQ	21-04
EQ-135	SKIN MODEL	2	\$ 1,528.06	Quote	Ward Scientific	8031493073	21-05
EQ-136	SKULL MODEL	6	\$ 971.70	Quote	Carolina	472989SQ	21-04
EQ-138	HEART MODEL	8	\$ 3,744.00	Quote	Carolina	472989SQ	21-04
EQ-140	WHO OWNS THESE BONES KIT	6	\$ 970.08	Quote	Carolina	472989SQ	21-04
EQ-141	ANEROID BLOOD PRESSURE SET	12	\$ 463.80	Quote	Carolina	472989SQ	21-04
EQ-142	AUTOMATIC BLOOD PRESSURE SET	8	\$ 301.68	Quote	Fischer Science Ed	1041-1648-82	21-02
EQ-143	DIGESTIVE SYSTEM HISTOLOGY MODEL	6	\$ 2,133.00	Quote	Carolina	472989SQ	21-04
EQ-144	DIGESTIVE SYSTEM MODEL	6	\$ 2,014.20	Quote	Carolina	472989SQ	21-04
EQ-145	DISSECTING PAN LARGE	12	\$ 660.96	Quote	Carolina	472989SQ	21-04
EQ-146	DISSECTING PAN SMALL	24	\$ 426.48	Quote	Carolina	472989SQ	21-04
EQ-148	FEMALE REPRODUCTIVE MODEL	6	\$ 504.90	Quote	Ward Scientific	8031493073	21-05
EQ-149	KIDNEY 3 VIEW MODEL	6	\$ 456.54	Quote	Fischer Science Ed	1041-1648-82	21-02
EQ-150	KIDNEY MODEL	6	\$ 371.70	Quote	Fischer Science Ed	1041-1648-82	21-02
EQ-151	MALE REPRODUCTIVE MODEL	6	\$ 548.64	Quote	Ward Scientific	8031493073	21-05
EQ-152	URINARY SYSTEM MODEL	6	\$ 481.50	Quote	Ward Scientific	8031493073	21-05
EQ-153	STETHOSCOPE	12	\$ 236.76	Quote	Fischer Science Ed	1041-1648-82	21-02
EQ-154	AUTOCLAVE 2	1	\$ 6,096.96	Quote	Fischer Science Ed	1041-1648-82	21-02
EQ-155	BLENDER	1	\$ 946.84	Quote	Fischer Science Ed	1041-1648-82	21-02
EQ-157	ELECTROPHORESIS CHAMBER	3	\$ 2,207.52	Quote	Carolina	472989SQ	21-04
EQ-158	MITOSIS/MEIOSIS MODEL	1	\$ 815.20	Quote	Ward Scientific	8031493073	21-05
EQ-159	PH PROBE	6	\$ 515.46	Quote	Fischer Science Ed	1041-1648-82	21-02
EQ-160	PLANT RACK	1	\$ 817.20	Quote	Carolina	472989SQ	21-04
EQ-161	PLANT/ANIMAL CELL MODEL	1	\$ 556.07	Quote	Ward Scientific	8031493073	21-05
EQ-162	UNDERCOUNTER GLASS WASHER	2	\$ 21,545.76	Quote	Ward Scientific	8031493073	21-05

EQUIPMENT LIST

2/11/2021

FILTER: CAT = EQ

ITEM ID	DESCRIPTION	Subtotal QTY(1&2)	Anticipated Final Cost (AFC)	AFC Source	Company	No.	RFQ
EQ-163	WEATHER SENSOR	1	\$ 2,409.94	Quote	Fischer Science Ed	1041-1648-82	21-02
EQ-165	VENTRICLE MODEL	1	\$ 146.25	Quote	Carolina	472989SQ	21-04
EQ-179	LAB QUEST MINI	4	\$ 653.92	Quote	Fischer Science Ed	1041-1648-82	21-02
EQ-180	ROTARY MOTION SENSOR	4	\$ 660.96	Quote	Fischer Science Ed	1041-1648-82	21-02
EQ-181	DUAL-RANGE FORCE SENSOR	4	\$ 436.64	Quote	Fischer Science Ed	1041-1648-82	21-02
EQ-182	GAS PRESSURE SENSOR	4	\$ 344.20	Quote	Fischer Science Ed	1041-1648-82	21-02
EQ-183	MOTION SENSOR	4	\$ 344.12	Quote	Fischer Science Ed	1041-1648-82	21-02
EQ-184	LIGHT SENSOR	4	\$ 227.96	Quote	Fischer Science Ed	1041-1648-82	21-02
EQ-185	DIFFERENTIAL VOLTAGE PROBE	4	\$ 150.68	Quote	Fischer Science Ed	1041-1648-82	21-02
EQ-187	TEMPERATURE PROBE	8	\$ 278.56	Quote	Fischer Science Ed	1041-1648-82	21-02
EQ-188	CURRENT PROBE	4	\$ 151.68	Quote	Fischer Science Ed	1041-1648-82	21-02
EQ-189	MOTION CART & TRACK	4	\$ 1,721.88	Quote	Fischer Science Ed	1041-1648-82	21-02
EQ-199	MICROSCOPE	1	\$ 275.00	Quote	King's	2001BK1901	21-06
EQ-204	STERIOSCOPE	13	\$ 7,215.00	Quote	King's	2001BK1901	21-06
EQ-206	ROCK SAW	1	\$ 3,082.31	Quote	MK Diamond	11135	21-08
EQ-318	DOCUMENT CAMERA-DESKTOP MICROSCOPE	12	\$ 25,920.00	Quote	King's	2001BK1901	21-06
EQ-332	LINEN CART	4	\$ 948.00	Quote	Direct Supply	14113399-C	21-09
87	Items	790	\$ 416,811.10				

EQUIPMENT LIST

2/11/2021

FILTER: CAT = EQ

ITEM ID	DESCRIPTION	Subtotal QTY(1&2)	Anticipated Final Cost (AFC)	AFC Source	Company	No.	RFQ
EQ-016	Microwave	2	\$ 798.00	Quote	Fischer Science Ed	1041-1648-82	21-02
EQ-025	BIOHAZARD 08-QT	23	\$ 71.99	Quote	Fischer Science Ed	1041-1648-82	21-02
EQ-051	CART - ANATOMY	4	\$ 2,356.08	Quote	Fischer Science Ed	1041-1648-82	21-02
EQ-060	SENSOR, CHARGING STATION	4	\$ 487.32	Quote	Fischer Science Ed	1041-1648-82	21-02
EQ-061	CONVECTION OVEN LABORATORY	1	\$ 5,116.58	Quote	Fischer Science Ed	1041-1648-82	21-02
EQ-063	BALANCE, ANALYTICAL -220 G X 0.1 MG	3	\$ 4,610.82	Quote	Fischer Science Ed	1041-1648-82	21-02
EQ-064	BALANCE, TOP LOADING -820 G/4200 G CAP	7	\$ 4,568.69	Quote	Fischer Science Ed	1041-1648-82	21-02
EQ-064A	BALANCE, TOP LOADING	1	\$ 1,141.34	Quote	Fischer Science Ed	1041-1648-82	21-02
EQ-069	MULTIMETER	1	\$ 248.82	Quote	Fischer Science Ed	1041-1648-82	21-02
EQ-070	PIPET PUMP, FAST RELEASE, 10-ML	3	\$ 149.97	Quote	Fischer Science Ed	1041-1648-82	21-02
EQ-071	SENSOR, COLORIMETER	14	\$ 1,575.00	Quote	Fischer Science Ed	1041-1648-82	21-02
EQ-072	SENSOR, CONDUCTIVITY PROBE	14	\$ 1,310.96	Quote	Fischer Science Ed	1041-1648-82	21-02
EQ-073	SENCOR, CURRENT	14	\$ 1,108.52	Quote	Fischer Science Ed	1041-1648-82	21-02
EQ-074	SENSOR, GAS PRESSURE	14	\$ 1,217.16	Quote	Fischer Science Ed	1041-1648-82	21-02
EQ-075	SENSOR, LABQUEST MINI	14	\$ 2,782.36	Quote	Fischer Science Ed	1041-1648-82	21-02
EQ-076	SENSOR, TEMPERATURE PROBE	28	\$ 981.68	Quote	Fischer Science Ed	1041-1648-82	21-02
EQ-077	SPECTROVIS PLUS	14	\$ 5,525.24	Quote	Fischer Science Ed	1041-1648-82	21-02
EQ-085	INCUBATOR - TABLE TOP	12	\$ 27,835.32	Quote	Fischer Science Ed	1041-1648-82	21-02
EQ-088	EXPLOSION PROOF REFRIGERATOR	1	\$ 4,920.11	Quote	Fischer Science Ed	1041-1648-82	21-02
EQ-091	INCUBATOR - WATER BATH	1	\$ 1,957.00	Quote	Fischer Science Ed	1041-1648-82	21-02
EQ-100	SAFETY GLASSES STORAGE	11	\$ 5,057.69	Quote	Fischer Science Ed	1041-1648-82	21-02
EQ-103	BALANCE/SCALE	8	\$ 12,295.52	Quote	Fischer Science Ed	1041-1648-82	21-02
EQ-107	LAB QUEST	26	\$ 8,483.02	Quote	Fischer Science Ed	1041-1648-82	21-02
EQ-108	SPIROMETER	6	\$ 1,254.78	Quote	Fischer Science Ed	1041-1648-82	21-02
EQ-109	EKG SENSOR	18	\$ 2,848.32	Quote	Fischer Science Ed	1041-1648-82	21-02
EQ-142	AUTOMATIC BLOOD PRESSURE SET	8	\$ 301.68	Quote	Fischer Science Ed	1041-1648-82	21-02
EQ-149	KIDNEY 3 VIEW MODEL	6	\$ 456.54	Quote	Fischer Science Ed	1041-1648-82	21-02
EQ-150	KIDNEY MODEL	6	\$ 371.70	Quote	Fischer Science Ed	1041-1648-82	21-02
EQ-153	STETHOSCOPE	12	\$ 236.76	Quote	Fischer Science Ed	1041-1648-82	21-02
EQ-154	AUTOCLAVE 2	1	\$ 6,096.96	Quote	Fischer Science Ed	1041-1648-82	21-02
EQ-155	BLENDER	1	\$ 946.84	Quote	Fischer Science Ed	1041-1648-82	21-02
EQ-159	PH PROBE	6	\$ 515.46	Quote	Fischer Science Ed	1041-1648-82	21-02
EQ-163	WEATHER SENSOR	1	\$ 2,409.94	Quote	Fischer Science Ed	1041-1648-82	21-02
EQ-179	LAB QUEST MINI	4	\$ 653.92	Quote	Fischer Science Ed	1041-1648-82	21-02
EQ-180	ROTARY MOTION SENSOR	4	\$ 660.96	Quote	Fischer Science Ed	1041-1648-82	21-02

EQUIPMENT LIST

2/11/2021

FILTER: CAT = EQ

ITEM ID	DESCRIPTION	Subtotal QTY(1&2)	Anticipated Final Cost (AFC)	AFC Source	Company	No.	RFQ
EQ-181	DUAL-RANGE FORCE SENSOR	4	\$ 436.64	Quote	Fischer Science Ed	1041-1648-82	21-02
EQ-182	GAS PRESSURE SENSOR	4	\$ 344.20	Quote	Fischer Science Ed	1041-1648-82	21-02
EQ-183	MOTION SENSOR	4	\$ 344.12	Quote	Fischer Science Ed	1041-1648-82	21-02
EQ-184	LIGHT SENSOR	4	\$ 227.96	Quote	Fischer Science Ed	1041-1648-82	21-02
EQ-185	DIFFERENTIAL VOLTAGE PROBE	4	\$ 150.68	Quote	Fischer Science Ed	1041-1648-82	21-02
EQ-187	TEMPERATURE PROBE	8	\$ 278.56	Quote	Fischer Science Ed	1041-1648-82	21-02
EQ-188	CURRENT PROBE	4	\$ 151.68	Quote	Fischer Science Ed	1041-1648-82	21-02
EQ-189	MOTION CART & TRACK	4	\$ 1,721.88	Quote	Fischer Science Ed	1041-1648-82	21-02
43	Items	329	\$ 115,008.77				

EQUIPMENT LIST

2/11/2021

FILTER: CAT = EQ

ITEM ID	DESCRIPTION	Subtotal QTY(1&2)	Anticipated Final Cost (AFC)	AFC Source	Company	No.	RFQ
EQ-066	HOT PLATE/ STIRRER COMBO	30	\$ 17,928.00	Quote	Carolina	472989SQ	21-04
EQ-093	BUNSEN BURNER	50	\$ 1,309.50	Quote	Carolina	472989SQ	21-04
EQ-114	BRAIN MODEL	6	\$ 988.20	Quote	Carolina	472989SQ	21-04
EQ-117	COLORED BRAIN MODEL	2	\$ 401.40	Quote	Carolina	472989SQ	21-04
EQ-119	CRANIAL NERVE MODEL	1	\$ 411.30	Quote	Carolina	472989SQ	21-04
EQ-121	DISARTICULATED SKELETON	6	\$ 3,558.60	Quote	Carolina	472989SQ	21-04
EQ-123	EAR MODEL	3	\$ 550.80	Quote	Carolina	472989SQ	21-04
EQ-124	EYE IN ORBIT MODEL	6	\$ 5,535.00	Quote	Carolina	472989SQ	21-04
EQ-129	KNEE JOINT MODEL	6	\$ 539.70	Quote	Carolina	472989SQ	21-04
EQ-133	REFLEX MODEL	1	\$ 154.80	Quote	Carolina	472989SQ	21-04
EQ-134	RESPIRATORY SYSTEM MODEL	12	\$ 2,376.00	Quote	Carolina	472989SQ	21-04
EQ-136	SKULL MODEL	6	\$ 971.70	Quote	Carolina	472989SQ	21-04
EQ-138	HEART MODEL	8	\$ 3,744.00	Quote	Carolina	472989SQ	21-04
EQ-140	WHO OWNS THESE BONES KIT	6	\$ 970.08	Quote	Carolina	472989SQ	21-04
EQ-141	ANEROID BLOOD PRESSURE SET	12	\$ 463.80	Quote	Carolina	472989SQ	21-04
EQ-143	DIGESTIVE SYSTEM HISTOLOGY MODEL	6	\$ 2,133.00	Quote	Carolina	472989SQ	21-04
EQ-144	DIGESTIVE SYSTEM MODEL	6	\$ 2,014.20	Quote	Carolina	472989SQ	21-04
EQ-145	DISSECTING PAN LARGE	12	\$ 660.96	Quote	Carolina	472989SQ	21-04
EQ-146	DISSECTING PAN SMALL	24	\$ 426.48	Quote	Carolina	472989SQ	21-04
EQ-157	ELECTROPHORESIS CHAMBER	3	\$ 2,207.52	Quote	Carolina	472989SQ	21-04
EQ-160	PLANT RACK	1	\$ 817.20	Quote	Carolina	472989SQ	21-04
EQ-165	VENTRICLE MODEL	1	\$ 146.25	Quote	Carolina	472989SQ	21-04
22	Items	208	\$ 48,308.49				

EQUIPMENT LIST

2/11/2021

FILTER: CAT = EQ

ITEM ID	DESCRIPTION	Subtotal QTY(1&2)	Anticipated Final Cost (AFC)	AFC Source	Company	No.	RFQ
EQ-053	MEDICAL WASTE SROAGE BIN	7	\$ 691.25	Quote	Ward Scientific	8031493073	21-05
EQ-106B	SLIDE CABINET 2	1	\$ 3,018.05	Quote	Ward Scientific	8031493073	21-05
EQ-111	HALF -SIZE TORSO MODEL	24	\$ 5,507.28	Quote	Ward Scientific	8031493073	21-05
EQ-112	DUAL SEX MUSCLE TORSO MODEL	1	\$ 2,813.73	Quote	Ward Scientific	8031493073	21-05
EQ-115	CELL MODEL	1	\$ 437.75	Quote	Ward Scientific	8031493073	21-05
EQ-125	FULL SIZE SKELETON	2	\$ 2,014.56	Quote	Ward Scientific	8031493073	21-05
EQ-127	HALF SIZE SKELETON	6	\$ 416.58	Quote	Ward Scientific	8031493073	21-05
EQ-132	PHYSIOLOGY OF NERVE MODEL	6	\$ 5,566.20	Quote	Ward Scientific	8031493073	21-05
EQ-135	SKIN MODEL	2	\$ 1,528.06	Quote	Ward Scientific	8031493073	21-05
EQ-148	FEMALE REPRODUCTIVE MODEL	6	\$ 504.90	Quote	Ward Scientific	8031493073	21-05
EQ-151	MALE REPRODUCTIVE MODEL	6	\$ 548.64	Quote	Ward Scientific	8031493073	21-05
EQ-152	URINARY SYSTEM MODEL	6	\$ 481.50	Quote	Ward Scientific	8031493073	21-05
EQ-158	MITOSIS/MEIOSIS MODEL	1	\$ 815.20	Quote	Ward Scientific	8031493073	21-05
EQ-161	PLANT/ANIMAL CELL MODEL	1	\$ 556.07	Quote	Ward Scientific	8031493073	21-05
EQ-162	UNDERCOUNTER GLASS WASHER	2	\$ 21,545.76	Quote	Ward Scientific	8031493073	21-05
15	Items	72	\$ 46,445.53				

EQUIPMENT LIST

2/11/2021

FILTER: CAT = EQ

ITEM ID	DESCRIPTION	Subtotal QTY(1&2)	Anticipated Final Cost (AFC)	AFC Source	Company	No.	RFQ
EQ-062	MICROSCOPES (Compound) 4x, 10x, 40X, 100x	149	\$ 132,610.00	Quote	King's	2001BK1901	21-06
EQ-199	MICROSCOPE	1	\$ 275.00	Quote	King's	2001BK1901	21-06
EQ-204	STERIOSCOPE	13	\$ 7,215.00	Quote	King's	2001BK1901	21-06
EQ-318	DOCUMENT CAMERA-DESKTOP MICROSCOPE	12	\$ 25,920.00	Quote	King's	2001BK1901	21-06
4	Items	175	\$ 166,020.00				

EQUIPMENT LIST

2/11/2021

FILTER: CAT = EQ

ITEM ID	DESCRIPTION	Subtotal QTY(1&2)	Anticipated Final Cost (AFC)	AFC Source	Company	No.	RFQ
EQ-206	ROCK SAW	1	\$ 3,082.31	Quote	MK Diamond	11135	21-08
1	Items	1	\$ 3,082.31				

EQUIPMENT LIST

2/11/2021

FILTER: CAT = EQ

ITEM ID	DESCRIPTION	Subtotal QTY(1&2)	Anticipated Final Cost (AFC)	AFC Source	Company	No.	RFQ
EQ-332	LINEN CART	4	\$ 948.00	Quote	Direct Supply	14113399-C	21-09
1	Items	4	\$ 948.00				

EQUIPMENT LIST

2/11/2021

FILTER: CAT = EQ

ITEM ID	DESCRIPTION	Subtotal QTY(1&2)	Anticipated Final Cost (AFC)	AFC Source	Company	No.	RFQ
EQ-020	MEDSTATION	1	\$ 36,998.00	Quote	Pyxis	S94890	21-10
1	Items	1	\$ 36,998.00				



Minute Order

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: February 26, 2021
Subject: Agenda item for COM Board of Trustees

AGENDA ITEM DESCRIPTION:
Award of Contract 21-12: Move Services

FUNDING SOURCE:
2018 Bond Funds

PURPOSE
Provide move services to support relocation of staff from various temporary office locations to permanent locations identified in the new Administration building.

PROPOSED MOTION:
"I move the Board of Trustees award Contract 21-12 for move services for a not-to-exceed amount of \$150,000.00 to be paid from 2018 Bond Funds".

BACKGROUND
Based on temporary relocations of Administrative staff during the demo of the old Administration building, move services is needed to support the coordination and facilitation of the move of staff into office spaces that have been identified in the new Administration building. COM has experience with Pioneer as a current vendor for similar services supporting the Facilities organization whereby Pioneer provided excellent customer service and performance. To date, COM has spent \$8,873.00. While the proposal for the Administration Building move does not exceed \$100,000, the sum of previous and anticipated expenditures will exceed the amount for approval by the Board of Trustees as follows:

Previous Expenditures:	\$8,872.40
Business Office Cubicles:	\$24,871.00
Administration Bldg. Move:	\$72,894.76
Trio Move:	\$1,432.00
Cosmetology Move:	\$363.70
<u>Math Science Contingency:</u>	<u>\$50,000.00</u>
Total	\$158,433.86

Pioneer is an awarded vendor under Buyboard Contract 559-18. Therefore, the proposals meet all competitive proposal requirements in accordance with Texas Education Code 44.031 and Government Code Title 7, Chapter 791. Based on the above, it is the recommendation to award a contract to Pioneer, less the previous expenditures, for a not-to-exceed amount of \$150,000.00. The move services necessary to complete relocations to the STEAM building will be brought forward once a scope of work and proposal is ready for review.

Attachments:
Business Office Workstations Proposal

Administration Building Proposal

Trio Proposal

Cosmetology Proposal



Proposal

Pioneer Contract Services, Inc
 8090 Kempwood
 Houston, TX 77055-1003
 Phone: 713-464-8200
 Fax: 713-464-7100

Order Number	4340
Date	01/27/2021
Customer PO No	
Customer Acct	COLCOM
Sales Executive	Jeff Cooksey
Project Number	2531
Terms	NET 30 DAYS
Page	1 of 8

T COLLEGE OF THE MAINLAND
 O 1200 AMBURN RD
 TEXAS CITY, TX 77591

 ATTN: ACCTS PAYABLE

I COLLEGE OF THE MAINLAND BUSINESS DEPT
 N 1200 N. AMBURN RD
 S HOUSTON, TX 77055
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Admin - Business Office +6 Workstations
 2021 Pricing: Omnia Contract Quote
 Revised Workstation Layout for (6) 7x7.5 Workstations With 65H Panel Ht

Quantity	Description	Unit Price	Extended Amount
6.00 Each	HON HWSR30--\$(P2)-.T1 WORKSURFACE-TO-WING PANEL BRACKET 30W \$(P2):P2 Paint Opt .T1:Platinum Metallic	21.95	131.70
8.00 Each	HON HRVF6524P--\$(P2)-.T1 PANEL FRAME 65H X 24W \$(P2):P2 Paint Opt .T1:Platinum Metallic	107.70	861.60
16.00 Each	HON HRVT6024T--\$(A)-.REF-29 ABOUND FABRIC TILE 60H X 24W \$(A):Gr A Fabric .REF:FABRIC- Reflection--Galvanized 29:SubOption 01	55.91	894.56
6.00 Each	HON HRVF6530P--\$(P2)-.T1 PANEL FRAME 65H X 30W \$(P2):P2 Paint Opt .T1:Platinum Metallic	109.76	658.56
12.00 Each	HON HRVT6030T--\$(A)-.REF-29 ABOUND FABRIC TILE 60H X 30W \$(A):Gr A Fabric .REF:FABRIC- Reflection--Galvanized 29:SubOption 01	63.80	765.60
2.00 Each	HON HRVF6536P--\$(P2)-.T1 PANEL FRAME 65H X 36W \$(P2):P2 Paint Opt .T1:Platinum Metallic	111.48	222.96
4.00 Each	HON HRVT6036T--\$(A)-.REF-29 ABOUND FABRIC TILE 60H X 36W \$(A):Gr A Fabric	72.37	289.48



Proposal

Pioneer Contract Services, Inc
8090 Kempwood
Houston, TX 77055-1003
Phone: 713-464-8200
Fax: 713-464-7100

Order Number	4340
Date	01/27/2021
Customer PO No	
Customer Acct	COLCOM
Sales Executive	Jeff Cooksey
Project Number	2531
Terms	NET 30 DAYS
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	.REF:FABRIC- Reflection--Galvanized 29:SubOption 01		
11.00 Each	HON HRVF6542P--\$(P2)-.T1 PANEL FRAME 65H X 42W \$(P2):P2 Paint Opts .T1:Platinum Metallic	115.25	1,267.75
22.00 Each	HON HRVT6042T--\$(A)-.REF-29 ABOUND FABRIC TILE 60H X 42W \$(A):Gr A Fabric .REF:FABRIC- Reflection--Galvanized 29:SubOption 01	78.89	1,735.58
5.00 Each	HON HRVF6548P--\$(P2)-.T1 PANEL FRAME 65H X 48W \$(P2):P2 Paint Opts .T1:Platinum Metallic	121.42	607.10
10.00 Each	HON HRVT6048T--\$(A)-.REF-29 ABOUND FABRIC TILE 60H X 48W \$(A):Gr A Fabric .REF:FABRIC- Reflection--Galvanized 29:SubOption 01	87.47	874.70
2.00 Each	HON HRVF6560P--\$(P2)-.T1 PANEL FRAME 65H X 60W \$(P2):P2 Paint Opts .T1:Platinum Metallic	131.03	262.06
4.00 Each	HON HRVT6060T--\$(A)-.REF-29 ABOUND FABRIC TILE 60H X 60W \$(A):Gr A Fabric .REF:FABRIC- Reflection--Galvanized 29:SubOption 01	94.33	377.32
12.00 Each	HON HCTL242--\$(P2)-.T1 24D CANTILEVER ONE PAIR \$(P2):P2 Paint Opts .T1:Platinum Metallic	31.90	382.80
2.00 Each	HON HH871048 ELECTRICAL PASS-THRU W/O POWER BLOCK48IN3-1&2-2	42.53	85.06
1.00 Each	HON HH871236 ELECTRICAL POWER HARNESS 36W 3-1 & 2-2 SYSTEMS	70.66	70.66
3.00 Each	HON HH871242 ELECTRICAL POWER HARNESS 42W 3-1 & 2-2 SYSTEMS	74.09	222.27



Proposal

Pioneer Contract Services, Inc
8090 Kempwood
Houston, TX 77055-1003
Phone: 713-464-8200
Fax: 713-464-7100

Order Number	4340
Date	01/27/2021
Customer PO No	
Customer Acct	COLCOM
Sales Executive	Jeff Cooksey
Project Number	2531
Terms	NET 30 DAYS
Page	3 of 8

2.00 Each	HON HH871248 ELECTRICAL POWER HARNESS 48W 3-1 & 2-2 SYSTEMS	74.09	148.18
6.00 Each	HON HH873501--.T1 CIRCUIT 1 .T1:Color- Titanium	14.41	86.46
6.00 Each	HON HH873504--.T1 CIRCUIT 4 .T1:Color- Titanium	14.41	86.46
1.00 Each	HON HH879072 BASE IN-FEED CABLE BASE 3-1 & 2-2 SYSTEMS	78.55	78.55
12.00 Each	HON HRVC65PF--\$(P2)-.T1 ABOUND FINISHED END PAINTED 65IN \$(P2):P2 Paint Opts .T1:Platinum Metallic	39.79	477.48
4.00 Each	HON HRVC65PL--\$(P2)-.T1 ABOUND L CONNECTOR PAINTED 65IN \$(P2):P2 Paint Opts .T1:Platinum Metallic	61.40	245.60
6.00 Each	HON HRVC65PT--\$(P2)-.T1 ABOUND CONNECTOR T - PAINTED 65IN \$(P2):P2 Paint Opts .T1:Platinum Metallic	61.40	368.40
2.00 Each	HON HRVC65PX--\$(P2)-.T1 ABOUND X CONNECTOR PAINTED 65IN \$(P2):P2 Paint Opts .T1:Platinum Metallic	55.91	111.82
6.00 Each	HON HRVTC24--\$(P2)-.T1 ABOUND TOP CAP TRIM 24W \$(P2):P2 Paint Opts .T1:Platinum Metallic	18.87	113.22
6.00 Each	HON HRVTC30--\$(P2)-.T1 ABOUND TOP CAP TRIM 30W \$(P2):P2 Paint Opts .T1:Platinum Metallic	22.30	133.80
8.00 Each	HON HRVTC84--\$(P2)-.T1 ABOUND TOP CAP TRIM 84W \$(P2):P2 Paint Opts .T1:Platinum Metallic	46.31	370.48



Proposal

Pioneer Contract Services, Inc
8090 Kempwood
Houston, TX 77055-1003
Phone: 713-464-8200
Fax: 713-464-7100

Order Number	4340
Date	01/27/2021
Customer PO No	
Customer Acct	COLCOM
Sales Executive	Jeff Cooksey
Project Number	2531
Terms	NET 30 DAYS
Page	4 of 8

3.00 Each	HON HRVTC90--\$(P2)-.T1 ABOUND TOP CAP TRIM 90W \$(P2):P2 Paint Opt .T1:Platinum Metallic	48.36	145.08
4.00 Each	HON HWC4224P--\$(L1STD)-.PINC-.PINC-.T1 SYSTEMS CORNER WORKSURFACE 42WX24D EDGEBAND CURVED \$(L1STD):Grd L1 Standard Laminates .PINC:LAM- Pinnacle .PINC:EDGE- Pinnacle .T1:Grommet- Platinum	196.54	786.16
2.00 Each	HON HWC4824P--\$(L1STD)-.PINC-.PINC-.T1 SYSTEMS CORNER WORKSURFACE 48WX24D EDGEBAND CURVED \$(L1STD):Grd L1 Standard Laminates .PINC:LAM- Pinnacle .PINC:EDGE- Pinnacle .T1:Grommet- Platinum	220.89	441.78
2.00 Each	HON HWR2436PN--\$(L1STD)-.PINC-.PINC SYSTEMS RECTANGULAR WKSFC EDGEBAND 24DX 36W NO GROM \$(L1STD):Grd L1 Standard Laminates .PINC:LAM- Pinnacle .PINC:EDGE- Pinnacle	118.68	237.36
6.00 Each	HON HWR2442PN--\$(L1STD)-.PINC-.PINC SYSTEMS RECTANGULAR WKSFC EDGEBAND 24D X 42W NO GROM \$(L1STD):Grd L1 Standard Laminates .PINC:LAM- Pinnacle .PINC:EDGE- Pinnacle	130.34	782.04
4.00 Each	HON HWR2448PN--\$(L1STD)-.PINC-.PINC SYSTEMS RECTANGULAR WKSFC EDGEBAND 24D X 48W NO GROM \$(L1STD):Grd L1 Standard Laminates .PINC:LAM- Pinnacle .PINC:EDGE- Pinnacle	138.57	554.28
5.00 Each	HON HWSB2--\$(P2)-.T1 WORKSURFACE BRACKET KIT \$(P2):P2 Paint Opt .T1:Platinum Metallic	17.15	85.75
6.00 Each	HON H19717A--.X-\$(P2)-.T1 BOX/BOX/FILE 28HX16 7/8DX14 15/16W .X:Omt Core to Order Key Alike \$(P2):P2 Paint Opt .T1:Platinum Metallic	238.39	1,430.34
6.00 Each	HON H9180A--.X-\$(P2)-.T1	483.96	2,903.76



Proposal

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Page	5 of 8

	FLAGSHIP 36W 2-DRW A PULL LATERAL 36W 28H 18D .X:Omt Core to Order Key Alike \$(P2):P2 Paint Opt .T1:Platinum Metallic		
6.00 Each	HON HIWMMKD--.Y2-.A.-H.-IM-\$(1)-.CU-10-.AL-.SB-.T IGNITION 2 TASK MID-BACK ILIRA BACK .Y2:Advanced Synchro-Tilt .A:Arm- Height and Width Adj. Arm .H:Hard Caster .IM:Mesh- Black \$(1):Gr 1 UPH .CU:Centurion--COLOR- Black 10:SubOption 01 .AL:Adjustable Lumbar .SB:Base- Standard Base .T:Frame- Black	306.90	1,841.40
2.00 Each	HON HF22 MASTER KEY (ONE KEY)	11.34	22.68
2.00 Each	HON HF23C--.X151E LOCK CORE REPLACEMENT KIT BRUSHED CHROME .X151E:KEY NUMBER- 151E	19.18	38.36
2.00 Each	HON HF23C--.X152E LOCK CORE REPLACEMENT KIT BRUSHED CHROME .X152E:KEY NUMBER- 152E	19.18	38.36
2.00 Each	HON HF23C--.X153E LOCK CORE REPLACEMENT KIT BRUSHED CHROME .X153E:KEY NUMBER- 153E	19.18	38.36
2.00 Each	HON HF23C--.X154E LOCK CORE REPLACEMENT KIT BRUSHED CHROME .X154E:KEY NUMBER- 154E	19.18	38.36
2.00 Each	HON HF23C--.X155E LOCK CORE REPLACEMENT KIT BRUSHED CHROME .X155E:KEY NUMBER- 155E	19.18	38.36
2.00 Each	HON HF23C--.X156E LOCK CORE REPLACEMENT KIT BRUSHED CHROME .X156E:KEY NUMBER- 156E	19.18	38.36
1.00 Each	Pioneer Services DELIVERY AND INSTALLATION	3,480.00	3,480.00

Order Sub-Total : \$24,871.00
TOTAL ORDER : \$24,871.00



Proposal

Pioneer Contract Services, Inc
8090 Kempwood
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Phone: 713-464-8200
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Order Number	4340
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Sales Executive	Jeff Cooksey
Project Number	2531
Terms	NET 30 DAYS
Page	6 of 8

PLEASE REVIEW THIS QUOTATION AND NOTIFY US PROMPTLY OF ANY CORRECTIONS REQUIRED THANK YOU FOR THE OPPORTUNITY TO BE OF SERVICE

A FINANCE CHARGE OF 1-1/2% PER MONTH WHICH IS AN ANNUAL PERCENTAGE RATE OF 18% WILL BE CHARGED ON ACCOUNTS PAST DUE.



Proposal

Pioneer Contract Services, Inc
8090 Kempwood
Houston, TX 77055-1003
Phone: 713-464-8200
Fax: 713-464-7100

Order Number	4340
Date	01/27/2021
Customer PO No	
Customer Acct	COLCOM
Sales Executive	Jeff Cooksey
Project Number	2531
Terms	NET 30 DAYS
Page	7 of 8

PIONEER CONTRACT SERVICES, INC.

Contract Terms and Conditions (Furniture)

1. All orders and contracts are subject to credit approval by Pioneer Contract Services, hereafter referred to as Seller. Any deposit (**See Terms**) or advance of funds required shall be payable by Buyer at time of order placement. All custom products require payment in full at the time of order and are non-cancellable. All orders placed by Buyer and acknowledged by the manufacturer(s) are non-cancellable.
2. Buyer must authorize Seller to order merchandise by purchase order, signed quotation, signed Customer Agreement or other means acceptable to Seller. Orders will not be placed with the manufacturer(s) until Seller has received the required deposit.
3. All prices quoted are effective for ninety (90) days, unless the manufacturer's list price increases prior to placement of order by Buyer. Prices quoted are based on quantities. Changes in quoted quantities may result in price changes. In the case of errors in extension and additions, unit prices shall govern.
4. Buyer agrees to pay each invoice in accordance with Seller's payment terms. Interest on the past due portion of each invoice shall accrue at 1.5% per month.
5. If Buyer's premises is not available for installation on the agreed installation date and Buyer cannot take delivery of the merchandise, Buyer agrees to pay Seller for storage costs at Seller's normal storage rates until Buyer can take delivery of merchandise. A thirty (30) day grace period for storage of merchandise will apply provided the merchandise was shipped direct to Seller's storage facility. In the event the merchandise is delivered direct to Buyer's facility or any other location designated by Buyer, and the facility or location is not available to receive the merchandise, Buyer agrees to pay Seller for labor, transportation, storage and any other associated costs necessary to receive merchandise at Seller's storage facility and deliver to Buyer's facility or location when available to receive delivery.
6. The merchandise is sold and delivered to Buyer upon Buyer's representations that full payment of the sales price and all other charges will be promptly made, in accordance with the Terms of the Agreement.
7. All electrical labor costs, including permitting, electrical connection hook-ups, fixture installation, wiring, splicing and any other electrical-related tasks shall be the financial responsibility of Buyer.



Proposal

Pioneer Contract Services, Inc
8090 Kempwood
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Page	8 of 8

8. Buyer agrees to ensure reasonable and unrestricted access to all facilities. Buyer will ensure the exclusive use of sufficient elevators, loading dock space, and/or other necessary 'common' multi-tenant or multi-Seller usage areas. Buyer agrees to pay Seller reasonable additional labor and/or storage costs resulting from unexpected delays outside the control of Seller. Seller is not responsible for elevator use fees, standby elevator mechanic(s), after hours lighting or air conditioning/heating when required.
9. Warranties: Seller agrees to act as Buyer's agent in the event of warranty claims concerning defective materials or workmanship of the manufacturer.
10. In the event Buyer breaches this Agreement, Buyer agrees to pay Seller all reasonable court costs, attorney's fees and other expenses incurred by Seller in enforcing this Agreement, obtaining payment of the Buyer's indebtedness and/or recovering the merchandise as well as all other costs, expenses or damages of Seller arising from such breach.
11. The individual signing this Agreement on behalf of the Buyer represents and warrants to Seller that he or she has authority to bind the Buyer. This document represents the entire Agreement between the parties pertaining to all sales transactions and supersedes all prior Agreements or understandings between the parties. In the event of any conflict between the terms of this Agreement and any other document whatsoever, the terms of this Agreement shall control.

PAYMENT TERMS: Unless otherwise agreed to by Seller or a separate Buyer/Seller agreement is in effect, a 50% deposit of the quoted amount is due to Seller at the time the product order is placed with the Manufacturer(s). Upon Seller's receipt of product, Buyer agrees to pay Seller the full invoiced amount for all remaining unpaid product, within 30 days from receipt of invoice. Installation costs and any remaining balance is payable to Seller, net 30 days after completion of product installation.

Accepted by _____ Title _____ Date _____



QUOTATION

8090 Kempwood
Houston, Texas 77055
Tel: (713) 464-8200
Fax: (713) 464-7100

Prepared for: College of the Mainland
1200 Amburn Road
Texas City, TX 77591
Attn: Charles King
Email: cking@com.edu

Date: 02/19/21
Quote No.: Je-210204070549
Job #06593-R1
Job ID: COLCOM
Sales Rep: Jeff Cooksey

RE: Relocation of Contents and PC to new Admin Building
(Pricing based on list provided 162 People)
Buyboard Contract #559-18

I. Distribution of Crates to All Locations											
<u>2</u>	Bobtail	@	<u>11</u>	HRS =	<u>22</u>	Vehicle Hrs	@	<u>\$18.00</u>	HR =	<u>\$396.00</u>	
<u>2</u>	Driver	@	<u>11</u>	HRS =	<u>22</u>	Manhours	@	<u>\$26.00</u>	HR =	<u>\$572.00</u>	
<u>1</u>	Supervisor	@	<u>11</u>	HRS =	<u>11</u>	Manhours	@	<u>\$26.00</u>	HR =	<u>\$286.00</u>	
<u>6</u>	Mover	@	<u>11</u>	HRS =	<u>66</u>	Vehicle Hrs	@	<u>\$21.30</u>	HR =	<u>\$1,405.80</u>	
	Mileage									<u>\$208.80</u>	
										SUBTOTAL:	<u>\$2,868.60</u>
										x	<u>2 days</u>
										SUBTOTAL:	<u>\$5,737.20</u>
II. PC Disconnect/Reconnect											
<u>162</u>	Existing PCs	@					@	<u>\$27.00</u>		<u>\$4,374.00</u>	
<u>149</u>	New PCs	@					@	<u>\$27.00</u>		<u>\$4,023.00</u>	
										SUBTOTAL:	<u>\$8,397.00</u>
III. Crew to assist PC crew with Removal and Disposal of Trash to COM Dumpster											
<u>1</u>	Bobtail	@	<u>10</u>	HRS =	<u>10</u>	Vehicle Hrs	@	<u>\$18.00</u>	HR =	<u>\$180.00</u>	
<u>1</u>	Driver	@	<u>10</u>	HRS =	<u>10</u>	Manhours	@	<u>\$26.00</u>	HR =	<u>\$260.00</u>	
<u>1</u>	Supervisor	@	<u>10</u>	HRS =	<u>10</u>	Manhours	@	<u>\$26.00</u>	HR =	<u>\$260.00</u>	
<u>2</u>	Mover	@	<u>10</u>	HRS =	<u>20</u>	Vehicle Hrs	@	<u>\$21.30</u>	HR =	<u>\$426.00</u>	
	Mileage									<u>\$104.40</u>	
										SUBTOTAL:	<u>\$1,230.40</u>
										x	<u>2 days</u>
										SUBTOTAL:	<u>\$2,460.80</u>
IV. Crew to Install Building Prep											
<u>1</u>	Bobtail	@	<u>11</u>	HRS =	<u>11</u>	Vehicle Hrs	@	<u>\$18.00</u>	HR =	<u>\$198.00</u>	
<u>1</u>	Driver	@	<u>11</u>	HRS =	<u>11</u>	Manhours	@	<u>\$26.00</u>	HR =	<u>\$286.00</u>	
<u>1</u>	Supervisor	@	<u>11</u>	HRS =	<u>11</u>	Manhours	@	<u>\$26.00</u>	HR =	<u>\$286.00</u>	
<u>2</u>	Mover	@	<u>11</u>	HRS =	<u>22</u>	Vehicle Hrs	@	<u>\$21.30</u>	HR =	<u>\$468.60</u>	
	Mileage									<u>\$104.40</u>	
										SUBTOTAL:	<u>\$1,343.00</u>
V. General Relocation of 162 People, Contents, PCs and Requested Furniture											
<u>1</u>	Bobtail	@	<u>11</u>	HRS =	<u>11</u>	Vehicle Hrs	@	<u>\$18.00</u>	HR =	<u>\$198.00</u>	
<u>3</u>	Driver	@	<u>11</u>	HRS =	<u>33</u>	Manhours	@	<u>\$26.00</u>	HR =	<u>\$858.00</u>	



QUOTATION

8090 Kempwood
Houston, Texas 77055
Tel: (713) 464-8200
Fax: (713) 464-7100

Prepared for: College of the Mainland
1200 Amburn Road
Texas City, TX 77591
Attn: Charles King
Email: cking@com.edu

Date: 02/19/21
Quote No.: Je-210204070549
Job #06593-R1
Job ID: COLCOM
Sales Rep: Jeff Cooksey

RE: Relocation of Contents and PC to new Admin Building
(Pricing based on list provided 162 People)
Buyboard Contract #559-18

<u>3</u>	Supervisor	@	<u>11</u>	HRS =	<u>33</u>	Manhours	@	<u>\$26.00</u>	HR =	<u>\$858.00</u>
<u>3</u>	Furn. Tech	@	<u>11</u>	HRS =	<u>33</u>	Vehicle Hrs	@	<u>\$28.00</u>	HR =	<u>\$924.00</u>
<u>22</u>	Mover	@	<u>11</u>	HRS =	<u>242</u>	Vehicle Hrs	@	<u>\$21.30</u>	HR =	<u>\$5,154.60</u>
<u>2</u>	Van	@	<u>11</u>	HRS =	<u>22</u>	Vehicle Hrs	@	<u>\$12.00</u>	HR =	<u>\$264.00</u>
	Mileage									<u>\$313.20</u>
								SUBTOTAL:		<u>\$8,569.80</u>
									x	<u>4 days</u>
								SUBTOTAL:		\$34,279.20

VI. Supplies

<u>946</u>	e-Crate	@	<u>30</u>	DAYS	@	<u>\$0.16</u>	EA =	<u>\$4,540.80</u>
<u>250</u>	e-Crate Dolly	@	<u>30</u>	DAYS	@	<u>\$0.16</u>	EA =	<u>\$1,200.00</u>
<u>200</u>	PC Bags				@	<u>\$1.25</u>	EA =	<u>\$250.00</u>
<u>150</u>	Computer Crate	@	<u>3</u>	DAYS	@	<u>\$1.90</u>	EA =	<u>\$855.00</u>
<u>450</u>	Monitor Bags				@	<u>\$2.00</u>	EA =	<u>\$900.00</u>
<u>15</u>	Tape				@	<u>\$7.00</u>	EA =	<u>\$105.00</u>
<u>15</u>	Gondola Box				@	<u>\$18.25</u>	EA =	<u>\$273.75</u>
<u>10</u>	Bubble Wrap 24"				@	<u>\$29.50</u>	EA =	<u>\$295.00</u>
<u>2</u>	Delivery and Pickup				@	<u>\$1,375.00</u>	EA =	<u>\$2,750.00</u>
						SUBTOTAL:		\$11,169.55

TOTAL:	\$63,386.75
Contingency:	\$9,508.01
TOTAL:	\$72,894.76

Please call with any questions.

Sincerely,
Jeff Cooksey



QUOTATION

8090 Kempwood
Houston, Texas 77055
Tel: (713) 464-8200
Fax: (713) 464-7100

Prepared for: College of the Mainland
1200 Amburn Road
Texas City, TX 77591
Attn: Charles King
Email: cking@com.edu

Date: 02/19/21
Quote No.: Je-210204070549
Job #06593-R1
Job ID: COLCOM
Sales Rep: Jeff Cooksey

**RE: Relocation of Contents and PC to new Admin Building
(Pricing based on list provided 162 People)
Buyboard Contract #559-18**

PIONEER CONTRACT SERVICES, INC.

Terms and Conditions

(Services)

1. Pioneer Contract Services, Inc. (hereafter referred to as SELLER) agrees to move office furniture, furnishings, computers and other items of equipment ("Property") for BUYER as specified in the Statement of Work or other acceptable means of instruction unless prevented by some cause beyond the reasonable control of SELLER, including, without limitation, conditions of war, riot, civil commotion, floods, disaster, or strikes. Handling and movement of items considered to be oversized, one of a kind, artifact, sensitive, fragile, etc. May, at the discretion of the SELLER, be quoted separately from the standard quote and may require additional insurance coverage.
2. All orders are subject to credit approval by SELLER.
3. Deposits may be required and payable to SELLER prior to commencement of services. BUYER shall pay SELLER total invoiced amount within fifteen (15) days of date of receipt of invoice.
4. Commencement of services shall not occur until BUYER provides SELLER with a Purchase Order, signed quotation or other work authorization acceptable to SELLER. All quotations are effective for ninety (90) days.
5. Changes to the Scope of Work occurring prior to or after commencement of services may result in additional charges to BUYER. BUYER may incur additional charges if worksite obstruction outside the control of SELLER impedes SELLER'S work progress.
6. Change Orders shall be used to document site changes and Scope of Work changes, etc.
7. BUYER agrees to pay SELLER for all quoted services and subsequent Change Orders.
8. BUYER agrees to pay invoice in accordance with SELLER's payment terms. Interest on the past due portion of each invoice shall accrue at 1.5% per month.



QUOTATION

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Houston, Texas 77055
Tel: (713) 464-8200
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Date: 02/19/21
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Job ID: COLCOM
Sales Rep: Jeff Cooksey

**RE: Relocation of Contents and PC to new Admin Building
(Pricing based on list provided 162 People)
Buyboard Contract #559-18**

- 9. In the event BUYER cancels any scheduled work assignment without providing SELLER a minimum of twelve (12) hours notice prior to schedules start time, BUYER shall pay SELLER a (4) hour call-out charge for all personnel and equipment assigned to the requirement.
- 10. All electrical labor costs, including permitting, electrical connection hook-ups, fixture installation, wiring, spicing and any other electrical related tasks shall be the financial responsibility of BUYER.
- 11. BUYER'S copier service provider shall prepare all copiers prior to relocation by SELLER. Should there be clear evidence of external damage resulting from SELLER'S handling of copier, SELLER shall be liable for repair within the limits of SELLER'S insurance liability. Should the equipment exhibit only a functional failure, such failure shall constitute "Coincidental Failure" for which BUYER agrees SELLER shall have no liability.
- 12. SELLER will not disconnect water connections to appliances due to liability concerns if water lines were to leak after disconnect and cause damage to the building.
- 13. BUYER agrees to ensure reasonable and unrestricted access to all facilities. BUYER will ensure the exclusive use of sufficient elevators, loading dock space, and/or other necessary 'commons' multi-tenant or multi-Seller usage areas. SELLER is not responsible for elevator use fees, standby elevator mechanic(s), after hours lighting or air conditioning/heating when required. Failure to comply may result in additional costs to BUYER.
- 14. The individual signing these Terms and Conditions on behalf of BUYER represent and warrant to SELLER that he or she has authority to legally bind BUYER. These Terms and Conditions pertain to all sales transactions and supersede all prior agreements or understandings between BUYER and SELLER.

Buyer accepted by _____ Title _____ Date _____



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Prepared for: College of the Mainland
1200 Amburn Road
Texas City, TX 77591
Attn: Charlie King
[Email: cking@com.edu](mailto:cking@com.edu)

Date: 02/19/21
Quote No.: Je-210219093509-06593
COLCOM
Sales Rep: Jeff Cooksey

**RE: Takedown 2 Workstations at the School of Cosmetology and Deliver to Storage
Buyboard Contract #559-18**

I. Labor

<u>1</u>	Install Supv.	@	<u>4</u>	HRS =	<u>4</u>	Manhours	@	<u>\$27.00</u>	HR =	<u>\$108.00</u>
<u>1</u>	Install Techs	@	<u>4</u>	HRS =	<u>4</u>	Manhours	@	<u>\$25.00</u>	HR =	<u>\$100.00</u>
<u>1</u>	Bobtail	@	<u>4</u>	HRS =	<u>4</u>	Manhours	@	<u>\$18.00</u>	HR =	<u>\$72.00</u>
<u>1</u>	Fuel/Mileage	@					@	<u>\$83.70</u>	EA =	<u>\$83.70</u>
								TOTAL:		\$363.70

TAX EXEMPT

Please call with any questions.

Sincerely,

Jeff Cooksey
Senior Sales Executive



QUOTATION

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Houston, Texas 77055
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Fax: (713) 464-7100

Prepared for: College of the Mainland
1200 Amburn Road
Texas City, TX 77591
Attn: Charlie King
[Email: cking@com.edu](mailto:cking@com.edu)

Date: 02/19/21
Quote No.: Je-210219093509-
06593
COLCOM
Sales Rep: Jeff Cooksey

**RE: Takedown 2 Workstations at the School of Cosmetology and Deliver to Storage
Buyboard Contract #559-18**

TRACT SERVICES, INC.

and Conditions

Services)

1.

Pioneer Contract Services, Inc. (hereafter referred to as SELLER) agrees to move a variety of office furniture, furnishings, and equipment ("Property") for BUYER as specified in the Statement of Work or other acceptable means of instruction unless prevented by some cause beyond the reasonable control of SELLER, including, without limitation, conditions of war, riot, civil commotion, floods, disaster, or strikes. Packing, handling and transporting of BUYER's property considered to be oversized, one-of-a-kind, sensitive, fragile, artifact, etc., may, at the discretion of the SELLER, be quoted separately from the standard quote. Such items may include, but not limited to, safes, industrial/shop equipment, copiers/plotters, appliances, art work, glass/marble, collectables, lab equipment, antiques, etc. It may also be necessary for BUYER to provide SELLER the declared monetary value of certain items in the event insurance coverage other than SELLER's standard coverage is requested by BUYER.

2.

All orders are subject to credit approval by SELLER.

3.

Deposits may be required and payable to SELLER prior to commencement of services. BUYER shall pay SELLER total invoiced amount within fifteen (15) days of date of receipt of invoice.

4.

Commencement of services shall not occur until BUYER provides SELLER with a Purchase Order, signed quotation or other work authorization acceptable to SELLER. All quotations are effective for ninety (90) days.

5.

Changes to the Scope of Work occurring prior to or after commencement of services may result in additional charges to BUYER. BUYER may incur additional charges if worksite obstruction outside the control of SELLER impedes SELLER'S work progress.

6.



QUOTATION

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Houston, Texas 77055
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Attn: Charlie King
[Email: cking@com.edu](mailto:cking@com.edu)

Date: 02/19/21
Quote No.: Je-210219093509-
06593
COLCOM
Sales Rep: Jeff Cooksey

**RE: Takedown 2 Workstations at the School of Cosmetology and Deliver to Storage
Buyboard Contract #559-18**

Change Orders shall be used to document site changes and Scope of Work changes, etc.

- 7. BUYER agrees to pay SELLER for all quoted services and subsequent Change Orders.
- 8. BUYER agrees to pay invoice in accordance with SELLER's payment terms. Interest on the past due portion of each invoice shall accrue at 1.5% per month.
- 9. In the event BUYER cancels any scheduled work assignment without providing SELLER a minimum of twelve (12) hours notice prior to schedules start time, BUYER shall pay SELLER a (4) hour call-out charge for all personnel and equipment assigned to the requirement.
- 10. All electrical labor costs, including permitting, electrical connection hook-ups, fixture installation, wiring, splicing and any other electrical related tasks shall be the financial responsibility of BUYER.
- 11. BUYER'S copier/printer/MFD service provider shall prepare all copiers/printers/MFD's prior to relocation by SELLER. Should there be clear evidence of external damage resulting from SELLER'S handling of copier/printer/MFD, SELLER shall be liable for repairs within the limits of SELLER's insurance liability. Should the equipment exhibit only a functional failure, such failure shall constitute "Coincidental Failure" for which BUYER agrees SELLER shall have no liability.
- 12. SELLER will not disconnect water connections to appliances due to liability concerns if water lines were to leak after disconnect and cause damage to the building.
- 13. BUYER agrees to ensure reasonable and unrestricted access to all facilities. BUYER will ensure the exclusive use of sufficient elevators, loading dock space, and/or other necessary 'commons' multi-tenant or multi-Seller usage areas. SELLER is not responsible for elevator use fees, standby elevator mechanic(s), after hours lighting or air conditioning/heating when required. Failure to comply may result in additional costs to BUYER.
- 14. The individual signing these Terms and Conditions on behalf of BUYER represent and warrant to SELLER that he or she has authority to legally bind BUYER. These Terms and Conditions pertain to all sales transactions and supersede all prior agreements or understandings between BUYER and SELLER.

Buyer accepted by _____ Title _____ Date _____



QUOTATION

8090 Kempwood
Houston, Texas 77055
Tel: (713) 464-8200
Fax: (713) 464-7100

Prepared for: College of the Mainland
1200 Amburn Road
Texas City, TX 77591
Attn: Charlie King
[Email: cking@com.edu](mailto:cking@com.edu)

Date: 02/19/21
Quote No.: Je-210219093224-
06593
COLCOM
Sales Rep: Jeff Cooksey

**RE: Take apart modular furniture and empty furniture from trio trailer to storage onsite
Buyboard Contract #559-18**

I. Labor

<u>1</u>	Install Supv.	@	<u>9</u>	HRS =	<u>9</u>	Manhours	@	<u>\$27.00</u>	HR =	<u>\$243.00</u>
<u>2</u>	Install Techs	@	<u>9</u>	HRS =	<u>18</u>	Manhours	@	<u>\$25.00</u>	HR =	<u>\$450.00</u>
<u>3</u>	Mover	@	<u>9</u>	HRS =	<u>27</u>	Vehicle Hrs	@	<u>\$18.30</u>	HR =	<u>\$494.10</u>
<u>1</u>	Bobtail	@	<u>9</u>	HRS =	<u>9</u>	Manhours	@	<u>\$18.00</u>	HR =	<u>\$162.00</u>
<u>1</u>	Fuel/Mileage	@					@	<u>\$83.70</u>	EA =	<u>\$83.70</u>
									TOTAL:	\$1,432.80

TAX EXEMPT

Please call with any questions.

Sincerely,

Jeff Cooksey
Senior Sales Executive



QUOTATION

8090 Kempwood
Houston, Texas 77055
Tel: (713) 464-8200
Fax: (713) 464-7100

Prepared for: College of the Mainland
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Attn: Charlie King
[Email: cking@com.edu](mailto:cking@com.edu)

Date: 02/19/21
Quote No.: Je-210219093224-
06593
COLCOM
Sales Rep: Jeff Cooksey

**RE: Take apart modular furniture and empty furniture from trio trailer to storage onsite
Buyboard Contract #559-18**

TRACT SERVICES, INC.
and Conditions
Services)

1. Pioneer Contract Services, Inc. (hereafter referred to as SELLER) agrees to move a variety of office furniture, furnishings, and equipment ("Property") for BUYER as specified in the Statement of Work or other acceptable means of instruction unless prevented by some cause beyond the reasonable control of SELLER, including, without limitation, conditions of war, riot, civil commotion, floods, disaster, or strikes. Packing, handling and transporting of BUYER's property considered to be oversized, one-of-a-kind, sensitive, fragile, artifact, etc., may, at the discretion of the SELLER, be quoted separately from the standard quote. Such items may include, but not limited to, safes, industrial/shop equipment, copiers/plotters, appliances, art work, glass/marble, collectables, lab equipment, antiques, etc. It may also be necessary for BUYER to provide SELLER the declared monetary value of certain items in the event insurance coverage other than SELLER's standard coverage is requested by BUYER.
2. All orders are subject to credit approval by SELLER.
3. Deposits may be required and payable to SELLER prior to commencement of services. BUYER shall pay SELLER total invoiced amount within fifteen (15) days of date of receipt of invoice.
4. Commencement of services shall not occur until BUYER provides SELLER with a Purchase Order, signed quotation or other work authorization acceptable to SELLER. All quotations are effective for ninety (90) days.
5. Changes to the Scope of Work occurring prior to or after commencement of services may result in additional charges to BUYER. BUYER may incur additional charges if worksite obstruction outside the control of SELLER impedes SELLER'S work progress.



QUOTATION

8090 Kempwood
Houston, Texas 77055
Tel: (713) 464-8200
Fax: (713) 464-7100

Prepared for: College of the Mainland
1200 Amburn Road
Texas City, TX 77591
Attn: Charlie King
[Email: cking@com.edu](mailto:cking@com.edu)

Date: 02/19/21
Quote No.: Je-210219093224-
06593
COLCOM
Sales Rep: Jeff Cooksey

**RE: Take apart modular furniture and empty furniture from trio trailer to storage onsite
Buyboard Contract #559-18**

-
6. Change Orders shall be used to document site changes and Scope of Work changes, etc.
 7. BUYER agrees to pay SELLER for all quoted services and subsequent Change Orders.
 8. BUYER agrees to pay invoice in accordance with SELLER's payment terms. Interest on the past due portion of each invoice shall accrue at 1.5% per month.
 9. In the event BUYER cancels any scheduled work assignment without providing SELLER a minimum of twelve (12) hours notice prior to schedules start time, BUYER shall pay SELLER a (4) hour call-out charge for all personnel and equipment assigned to the requirement.
 10. All electrical labor costs, including permitting, electrical connection hook-ups, fixture installation, wiring, splicing and any other electrical related tasks shall be the financial responsibility of BUYER.
 11. BUYER'S copier/printer/MFD service provider shall prepare all copiers/printers/MFD's prior to relocation by SELLER. Should there be clear evidence of external damage resulting from SELLER'S handling of copier/printer/MFD, SELLER shall be liable for repairs within the limits of SELLER's insurance liability. Should the equipment exhibit only a functional failure, such failure shall constitute "Coincidental Failure" for which BUYER agrees SELLER shall have no liability.
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 14. The individual signing these Terms and Conditions on behalf of BUYER represent and warrant to SELLER that he or she has authority to legally bind BUYER. These Terms and Conditions pertain to all sales transactions and supersede all prior agreements or understandings between BUYER and SELLER.

Buyer accepted by _____ Title _____ Date _____



PRESIDENT'S OFFICE

Consideration of and Possible Action to Set
the March 2021 Board of Trustees Meeting
on Wednesday, March 31st, 1:30 p.m.



Discussion of Title V Grant – Pathways Accelerating STEM Success (PASS)

Dr. Vicki Stanfield, VP for Student Services
Deborah Fregia, Title V Director

Title V
Pathways Accelerating
STEM Success (PASS)

2020-2025

Goals and Objectives

Goal 1: College of the Mainland will improve STEM learning experiences

- Objective 1.1 Increase the number of declared Hispanic STEM majors.
- Objective 1.2 Increase full time equivalent (FTE) enrollment

Goal 2: College of the Mainland will strengthen Student Support Services surrounding STEM programs.

- Objective 2.1 Increase fall-to-fall retention rates for Hispanic Students
- Objective 2.2 Increase 3-year graduation rate of FTIC Hispanic students
- Objective 2.3 Increase percentage of students applying for Financial Aid

Research Based Strategies

COM's Title V Program is supported by promising evidence that indicates the following best practices to help improve retention and graduation rates among Hispanic and low-income students:

- 1) Developing new and transferrable STEM programs
- 2) Modernizing and expanding STEM infrastructure with new lab equipment
- 3) Expanding STEM hybrid learning options
- 4) Developing new articulation agreements
- 5) Broadening STEM tutoring services
- 6) Increasing STEM career and experiential learning support
- 7) Offering a STEM contextualized summer bridge program
- 8) Expanding financial literacy program to reach more students

Grant Benefits

- New grant positions
 - Engineering Faculty/Curriculum designer
 - STEM Success Coach
 - STEM Tutors
 - Financial Literacy Peer Educators (2)
- 4 new Engineering degrees, 7 new Engineering courses
- 6 STEM hybrid courses
- Purchase new equipment for STEM laboratories (Bio and Engineering labs in 2021)
- Equity workshops for faculty and staff (years 3-5)
- Financial Literacy program expanded, handouts translated to Spanish

Update Report on Information Technology Services Audit

Presenter: Ron LeVick Jr., Chief Information
Officer

Supporting documentation provided by: Network
Operations, Enterprise Systems, Desktop Support

Objectives – Evaluate the design and effectiveness of COM’s IT Services processes

- A. Determine whether internal controls over Information Technology Services are designed to ensure that consistent processes are implemented and designed effectively to address the risks within the associated sub-procedures to ensure effective operations in managing and supporting key systems at College of the Mainland–
Satisfactory rating
- B. Ensure that controls over the selected critical processes within Information Technology Services are operating efficiently and effectively to ensure that Information Technology Services personnel follow the prescribed procedures and controls, and the computing environmental controls are effective – **Satisfactory rating**

Auditors concluded that ...

Fifteen controls are in place addressing the significant activities and sub-processes within Information Technology Services. Improvements were recommended to address:

- Additional documentation of Information Technology policies and procedures .
- Formal change control policy and process.
- Regular review and verification of appropriate data access.
- Role based access to the enterprise resource planning (ERP) system.

Internal Audit of ITS Findings

Finding 1: Continue to develop IT polices and procedures– **Completed**

- Policies were developed or updated to address security administration, change management, incident management, and Help Desk Operations.
- A central store was established to house the policies and procedures.

Internal Audit of ITS Findings

Finding 2: Access request process - **Completed**

- Enterprise Systems implemented a role-based access policy and associated procedure to grant access to the ERP system.
- Network access request procedure is strictly enforced. Request forms are readily available in multiple locations.
- Systems and physical access policies have been created.

Internal Audit of ITS Findings

Finding 3: Periodic user access reviews for inappropriate access - **Completed**

- Enterprise Systems has performed a user access review for the ERP system. Access review is documented in policy.
- Network Operations has performed a user access review for data. Data owners have been identified. Access review is documented in policy.

Internal Audit of ITS Findings

Finding 4: Non-individual/generic accounts and privileged accounts—**Completed**

- Generic accounts were reviewed and removed in every area except community accessible locations.
- Privileged accounts require additional security measures.

Internal Audit of ITS Findings

Finding 5: Change Management process– **Completed**

- Enterprise Systems has created a change control policy for software development and deployment .
- Network Operations has created a change control policy based on the impact of the change to users and systems.

Internal Audit of ITS Findings

Finding 6: Change management segregation of duties – **Completed**

- Enterprise Systems has increased the number of personnel. It is now possible to segregate duties for development and deployment.

Internal Audit of ITS Findings

Finding 7: Help Desk Operations. - **Completed**

- Desktop Support created a service level agreement to address ticket categorization and resolution. Priority levels are reflected in the submitted ticket.



College of the Mainland Cares Act Awards to Date

Awards to Date

- Awards to Date
 - Cares Act 1.0
 - Institutional Aid \$883,941 Remaining Balance \$-0-
 - Student Aid \$883,942 Remaining Balance \$231,042
 - HSI Aid \$115,298 Remaining Balance \$13,617
 - Cares Act 2.0
 - Institutional Aid \$3,066,358 Remaining Balance \$3,066,358
 - Student Aid \$883,942 Remaining Balance \$883,942

College of the Mainland Cares Act

CARES Act 1.0 Student Aid - Annual Report

Completion Rate for Students who received emergency aid	- 80%
Total # of Students Awarded	- 944
FT Students Awarded with Financial Need*	- 339
PT Students Awarded with Financial Need	- 423
FT Students Awarded without Financial Need	- 72
PT Students Awarded without Financial Need	- 110

*Financial Need as determined by Federal Guidelines.

College of the Mainland Cares Act

CARES Act 1.0 Student Aid - Annual Report

Total Amount Awarded - \$652,900

FT Amount Awarded with Financial Need - \$237,050

PT Amount Awarded with Financial Need - \$298,450

FT Amount Awarded without Financial Need - \$ 44,900

PT Amount Awarded without Financial Need - \$ 72,500

College of the Mainland Cares Act

CARES Act 2.0 Student Aid

Aid is awarded based on credit hours a student is enrolled in

3 credit hours	- \$300
4 credit hours	- \$400
5 credit hours	- \$500
6 credit hours	- \$600
7 credit hours	- \$700
8 credit hours	- \$800
9 credit hours	- \$900
10 credit hours	- \$1,000
11 credit hours	- \$1,100
12 credit hours	- \$1,200
13 credit hours	- \$1,300
14 credit hours	- \$1,400
15 credit hours or more	- \$1,500

College of the Mainland Cares Act

Student Aid

- Students can apply each semester; students can re-apply within the same semester if participating in mini semester.
- Priority is given to students with demonstrated financial need.
- Students are made aware of this program through online and email communication.
- First emergency aid awarded on February 16, 2021.
 - Deadline March 3, 2021 – Award March 9
 - Deadline March 31, 2021 – Award April 6
 - Deadline April 14, 2021 – Award April 20
 - Deadline May 5, 2021 – Award May 11
- Students in certain higher cost programs may be awarded additional aid.
- The Federal government has not made a decision about students in continuing education programs yet. COM will award eligible students emergency aid if able and funds are available.

College of the Mainland Cares Act

Student Aid

- Initial Spring 2021 Applications
 - First disbursement was the week of February 15, 2021.
 - Some had tuition balances due which were applied to their balances with permission
 - More than half had demonstrated financial need
 - The average number of hours enrolled for applicants was 10 credit hours.

College of the Mainland Cares Act

CARES Act 2.0 Institutional Aid

TBD but under consideration:

- Lost Tuition and Fees Revenue
- Indirect Cost Rate
- Information Technology Services and Equipment to improve quality of teaching and learning as affected by COVID-19
- Additional Anatomage Table for academic and continuing education to provide additional clinical experiences from a distance as affected by COVID-19 for allied health programs
- Additional outreach and informational materials to advise students about student support services and new occupational opportunities for people who have been affected by COVID-19 and may not have access to this type of information
- Funding for faculty to improve educational instruction for student success.



PRESIDENT'S OFFICE

MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: February 24, 2021
Subject: 2021-2022 Property/Casualty Insurance Renewals

AGENDA ITEM DESCRIPTION:

Consideration of and possible approval of the 2021-2022 Property/Casualty Insurance Renewals.

PURPOSE

To provide sufficient property and liability insurance for all appropriate properties and areas of liability.

FUNDING SOURCE:

2020-2021 Budget

PROPOSED MOTION:

Suggested motion: “I move the Board of Trustees approve the 2021-2022 Property and Casualty Insurance Renewals as stated in the 2021-2022 RWL Group Proposal Analysis for an amount not to exceed \$1,570,000.00 to be paid from FY20-21 operating budget.”

BACKGROUND

In February of 2020, the Board approved a contract award to McGriff, TASB, and Texas First Insurance (formerly Rust-Ewing) based on results of a Request for Proposal for property and liability insurance. The College's appointed Risk Manager coordinates with the College's insurance consultant, RWL Group, to obtain, prepare and submit a schedule of annual property and casualty insurance renewals for all appropriate properties and areas of liability. The recommended coverage from McGriff, TASB, and Texas First Insurance is indicated on the attached proposal analyses for the 21-22 renewal period.

ATTACHMENTS

1. 2021-2022 RWL Group Explanation & Recommendation Letter to the College of the Mainland
2. 2021-2022 RWL Group Proposal Analysis for Renewal
3. 2021-2022 RWL Group Supplemental Analysis Letter

Phone: 972-907-9095

Fax: 972-907-9198

E-mail: rwlgroup@rwlgroup.com

Internet: www.rwlgroup.com

February 22, 2021

Ms. Trudy Trochesset
College of the Mainland
1200 Amburn Road
Texas City, TX 77591

Re: Property and Casualty Renewal Analysis – February 28th and March 1st Renewals (2021)

Dear Trudy:

The attached proposal analysis summarizes the expiring versus renewal coverages with respect to each applicable agent. The overall renewal is consistent with current industry market conditions and the underwriting merits of the College of the Mainland. We have the following specific comments:

TEXAS FIRST INSURANCE —

The law enforcement liability renewal has increased by approximately \$500. The reason for the increase is because of customary inflationary factors. The estimated NFIP premium is up by approximately \$1,500, which is consistent with rating trends.

TASB—

The automobile liability, auto physical damage, professional liability, commercial general liability, and cyber liability premiums have been increased by approximately \$4,000. This increase is specifically attributable to the additional premium for cyber coverage, which was included in the past at no cost. The remaining \$1,500 increase is attributable to normal inflationary factors.

MCGRIFF SEIBELS & WILLIAMS—

With respect to all coverage lines, except property, the premium has increased by approximately \$16,000. The increase in premiums is primarily attributable to the terrorism and boiler and machinery lines in view of an 88% increase in insurable values. The remaining increase is in the general liability line because of the higher number of leased locations.

With reference to the property insurance and based on insuring the coverage for full total insured values (TIV) of \$170,000,000, the premium has materially increased from last year by \$997,000. The dramatic increase in premium for the property line is primarily as a result of an 88% increase in TIV and a 33% increase in rate.

It should be borne in mind that the property market has continued to trend upward for rates and premiums due to capacity crunches. The 33% increase in the rate is in line with what are seeing for Tier 1 locations.

Historically, the College of the Mainland has insured its buildings and personal property at a limit consistent with total insured values. RWL Group is recommending that the College continue to insure its property at a limit equal to the total insured values. The reason for making this recommendation is because the buildings and personal property are relatively in close proximity, thus resulting in a concentrated exposure. The concentrated exposure lends to the potential of catastrophic damages resulting from a single loss occurrence; i.e., hurricane, tornado, or miscellaneous perils.

Ms. Trudy Trochesset
Page Two
February 22, 2021

Depending upon the Board's risk-taking propensity, RWL Group has listed various options to lower the total insured value limit amounts in the comments section of the exhibits. These options are included in this report for the consideration of the Board in the event there are budgetary constraints or risk management philosophical differences.

As part of the property renewal process, RWL Group did ask the agent to obtain premium credits for increasing various deductibles. The feedback we received did not make any sense in terms of financial feasibility. Based on the foregoing, it is RWL Group's recommendation that all coverages outlined in the exhibits be approved by the Board for the renewal in amounts shown, with the possible exception of NFIP pending a firm and final premium. (Please refer to the total premium number on page 2 of the exhibits — \$1,704,483 and net premium of \$1,558,246 after removing the Technical Vocational Building from the renewal limit of \$170,000,000.)

RWL Group has requested that McGriff press the insurers for premium relief; however, we were told by McGriff Siebels & Williams that underwriters refused to grant any reduction in rates or premiums.

The administration has raised the question of whether the Technical Vocational Building should continue to be insured effective 3/1/21 in light of demolition scheduled to begin on 5/30/22 and the scheduled substantial completion date for the Industrial Careers building of 4/1/22.

To consider the question of renewing the coverage on the Technical Vocational Building effective 3/1/21, the policy valuation provision needs to be explicitly spelled out, and premiums associated with those valuations also need to be understood. Please refer to the "Comments" section of the McGriff exhibit to view the replacement cost and actual cash value premiums at alternative limits for the Technical Vocational Building.

It is important to understand that replacement cost coverage will not be paid unless the insured building is actually replaced in the event of a total loss; and if not replaced, actual cash valuation will apply. It's my understanding that in the event of a total loss to the Technical Vocational Building it would not be replaced, because construction is presently in progress for the Industrial Careers building. The policy speaks to providing actual cash value coverage when a building is insured for replacement cost but not replaced in the event of a total loss. The replacement cost for the Technical Vocational Building building (as of 3/1/21) would amount to \$17,165,126, and the actual cash value amount (as of 3/1/21) would amount to \$8,878,054. Under these circumstances, we can certainly rule out continuation of replacement cost coverage for the Technical Vocational Building building. The potential savings for removing full replacement cost would be \$146,237.

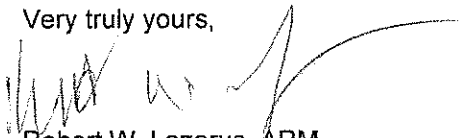
If the College was interested in providing actual cash value coverage for the Technical Vocational Building (effective 3/1/21), the annual premium would \$75,584. It is important to point out that the actual cash value amount of \$8,878,054 would depreciate by 1/12 for each subsequent month over a full period of twelve (12) months, thus reducing the potential recovery for a total loss.

Ms. Trudy Trochesset
Page Three
February 22, 2021

RWL Group and the College Administrative Staff carefully considered the alternatives of continuing full replacement cost coverage, actual cash value coverage, or to discontinue coverage for the Technical Vocational Building. We mutually agree to recommend that insurance coverage on the Technical Vocational Building be discontinued effective March 1, 2021.

Thank you for the opportunity to be of service to the College of the Mainland.

Very truly yours,

A handwritten signature in black ink, appearing to read 'Robert W. Lazarus', with a long, sweeping horizontal line extending to the right.

Robert W. Lazarus, ARM
President/Senior Consultant

Attachments

c: Sonja Blinka
Clen Burton

**COLLEGE OF THE MAINLAND
PROPOSAL ANALYSIS (2021)**

TEXAS FIRST INSURANCE

EXPIRING					RENEWAL				
Insurer	Line	Limits	Deductibles	Premiums	Insurer	Line	Limits	Deductibles	Premiums
Allied World Indian Harbor	LEL	\$2M Per Claim	\$5K Per Claim	\$11,404	Indian Harbor Various	LEL	\$2,000,000	\$5,000	\$11,673
Various	NFIP	Various	Various	\$54,789	Various	NFIP	Various	Various	\$56,019
			PREMIUM TOTALS:	\$66,193				PREMIUM TOTALS:	\$67,692

TASB

EXPIRING					RENEWAL				
Insurer	Line	Limits	Deductibles	Premiums	Insurer	Line	Limits	Deductibles	Premiums
TASB	Auto Liability	\$1M	\$1K	\$11,475	TASB	Auto Liability	\$1,000,000	\$1,000	\$7,998
TASB	Auto Physical Damage	ACV	\$1K	Included	TASB	Auto Physical Damage	ACV	\$1,000	\$4,273
TASB	Professional Liability	\$1M	\$100K	\$55,893	TASB	Professional Liability	\$1,000,000	\$100,000	\$56,790
TASB	CGL	\$1M	\$0	Included in PL	TASB	CGL/EBL	\$1,000,000	\$0	Included in PL
					TASB	Cyber Liability	\$250,000	\$0	\$2,500
			PREMIUM TOTALS:	\$67,368				PREMIUM TOTALS:	\$71,561

MCGRIFF

Insurer	EXPIRING				RENEWAL			
	Line	Limits	Deductibles	Premiums	Limits	Deductibles	Premiums	Comments
Lloyds of London	Terrorism	\$92M	\$10K	\$9,506	\$100,000,000	\$10,000	\$17,963	
CNA	Boiler & Machinery	\$92M	\$10K	\$6,325	\$171,304,310	\$10,000	\$12,363	
Travelers	Crime	\$500K	\$5K	\$6,647	\$500,000	\$5,000	\$6,647	
Burlington	CGL	\$1M	\$1K	\$6,849	\$1,000,000	\$1,000	\$8,000	• Leased locations
			PREMIUM SUB-TOTAL:	\$29,327		PREMIUM SUB-TOTAL:	\$44,973	
Various Insurers	Property	Per Schedule \$91,673,546 \$10M Flood \$10M EQ \$1M Tuition Fees	\$10K AOP \$25K EQ 1% NS \$250K Flood Except— SFHA Max NFIP Limits	\$660,993	Per Schedule \$170,000,000 \$10M Flood \$10M EQ \$1M Tuition Fees	\$10K All Perils Except \$25K EQ 1% NS \$250K Flood SFHA Max NFIP Limits	\$1,659,510	• Reduce limits to: ✓ \$75M = \$302,500 Premium Credit ✓ \$100M = \$262,500 Premium Credit ✓ \$125M = \$157,500 Premium Credit ✓ \$150M = \$87,000 Premium Credit
						PROPERTY PREMIUM TOTAL:	\$1,659,510	
			PREMIUM TOTAL:	\$690,320		PREMIUM TOTAL:	\$1,704,483	
	TOTAL EXPIRING PREMIUM: \$823,881							
					Technical Vocational Building – Comments			
					Limit	RC Premium	ACV Premium	
					\$170,000,000	\$146,237	\$75,584	
					\$150,000,000	\$138,520	\$71,615	
					\$125,000,000	\$133,807	\$69,178	
					\$100,000,000	\$123,015	\$63,599	
					\$75,000,000	\$118,920	\$61,482	
	FINAL RECOMMENDATION WITHOUT TECHNICAL VOCATIONAL BUILDING (PROPERTY)				Property Limit	Less Technical Vocational Building Premium	Revised Annual Property Premium	
					\$152,834,874	\$146,237	\$1,513,273	
	REVISED TOTAL MCGRIFF PREMIUM						\$1,558,246	

Phone: 972-907-9095

Fax: 972-907-9198

E-mail: rwlgroup@rwlgroup.com

Internet: www.rwlgroup.com

February 24, 2021

Ms. Trudy Trochesset
College of the Mainland
1200 Amburn Road
Texas City, TX 77591

Re: Property & Casualty Renewal Analysis – 2/28 and 3/1 Renewals (2021)

Dear Trudy:

RWL Group is pleased to supplement our report dated 2/22/21 to reflect meaningful reductions for the premiums shown in the McGriff exhibit.

RWL Group asked McGriff to verify the property renewal premiums after removal of the Technical Vocational Building from the renewal coverage. McGriff requested that underwriters verify and underwriters agreed to remodel the premiums for the property, terrorism, and boiler & machinery renewal coverages. As a result of remodeling the program, the following changes in premium have been confirmed:

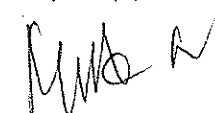
The premiums have been reduced as follows:

- Property from \$1,513,273 to \$1,379,053
- Terrorism from \$17,963 to \$16,239
- Boiler & Machinery from \$12,363 to \$11,095
- Revised total McGriff premium from \$1,558,246 to \$1,420,939

The net additional reduction in premium for removing the Technical Vocational Building is \$137,307. We are confident that everyone will appreciate the further reduction in premium that was jointly transacted by McGriff and underwriters.

We are also pleased to report that the remodeling of the McGriff program resulted in an increase in limit from \$152,834,874 to \$154,139,234.

Very truly yours,



Robert W. Lazarus, ARM
President/Senior Consultant



Monthly Financial Report

Cash Situation

- Cash balance at the end of month was: \$19.6 million
- Minimum required cash : \$7.1 million
- Excess cash above minimum: \$12.5 million

Unaudited Operations Year to Date

- Revenues: Budget: \$36.9 million
Actual: \$ 25.0 million

- Expense: Budget: \$36.9 million
Actual: \$ 14.3 million
(39% Spent at 42% of year)



MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: February 12, 2021
Subject: Monthly Financial & Investment Reports

AGENDA ITEM DESCRIPTION:

Consideration of and possible acceptance of the January 2021 Investment and Financial Reports.

PURPOSE

To report to the Board of Trustees the year-to-date revenues and expenses for the college, comparison of revenues and expenses to budget, and the college's current cash balance.

FUNDING SOURCE:

N/A

PROPOSED MOTION:

Suggested motion: "I move the Board of Trustees accept the January 2021 Investment Report and the January 2021 Financial Reports."

BACKGROUND

The investment officer shall prepare and submit to the Board a written report of investment transactions for all funds covered by the PFIA under Education Code 51.0032 and Government Code 2256.023.

In accordance with COM policy CDA (LOCAL) – Periodic financial reports shall be submitted to the Board outlining the progress of the budget to that date and reporting on the status of all District funds and District accounts.

ATTACHMENTS

1. January 2021 Investment Discussion & Report
2. January 2021 Revenue & Expense Summary
3. January 2021 Expense by Division Report



INVESTMENT REPORT
For the Month Ended January 2021

Investment discussion:

College of the Mainland earned \$10,579 for the month of January on its short-term investments in TexPool & Logic for a total of \$76,721 investment interest earned fiscal year to date. The College earned an additional \$1.00, fiscal year to date, from interest-bearing checking accounts. In total, the College earned \$76,722 interest for the fiscal year to date period ending January: TexPool - \$5,361, Logic 19 - \$15,439, Logic 20 - \$55,920, and TFB - \$1.

Investments in the TexPool & Logic investment pools remain more profitable than fixed rate certificate of deposits purchased at our depository bank. In addition, the investment pool provides more efficient liquidity than certificates of deposit, which are restricted to specific term lengths. Therefore, all investment funds remain in TexPool, Logic and interest earning checking accounts.

Investment Compliance Statement:

We provide reasonable assurance that the attached listing constitutes all investments currently owned by the College of the Mainland District as of the date indicated and that all these investments and investing procedures conform to the "Public Funds Investment Act" as amended by House Bill 2459 of the 74th Texas Legislature.

Furthermore, these same investments are in compliance with College of the Mainland's investment policy and strategy as adopted by the College of the Mainland's Board of Trustees.

A handwritten signature in blue ink, appearing to read 'Clen Burton', written over a horizontal line.

Clen Burton
Vice President of Fiscal Affairs
College of the Mainland

A handwritten signature in blue ink, appearing to read 'Trudy Trochesset', written over a horizontal line.

Trudy Trochesset
Controller
College of the Mainland



TexPool Investments for January 2021.

Investment	COM Fund	Balance Beginning of Month	Increases	Decreases	Interest Earned	Balance End of Month	Average Balance	Annualized Average Interest Rate
Operating	11	\$ 11,621,393	\$ 8,600,000	\$ 600,000	1,110	19,622,502	17,247,306	0.077%
Moody	41	26,596	-	-	2	26,597	26,596	0.080%
Totals		\$ 11,647,988	\$ 8,600,000	\$ 600,000	\$ 1,111	\$ 19,649,100	\$ 17,273,902	

Note: For the above listed investments in TexPool, book value is equivalent to market value.
There was no accrued interest as of January 2021.

Logic (Hilltop Securities) Investments for January 2021.

Investment	COM Fund	Balance Beginning of Month	Increases	Decreases	Interest Earned	Balance End of Month	Average Balance	Annualized Average Interest Rate
COM Bond 2019	45	\$ 11,156,304	\$ -	\$ 3,247,959	1,183	7,909,529	10,737,213	1.000%
COM Bond 2020	46	\$ 75,661,049	\$ -	\$ -	8,285	75,669,333	75,661,048	1.000%
Totals		\$ 86,817,353	\$ -	\$ 3,247,959	\$ 9,468	\$ 83,578,862	\$ 86,398,261	
Totals		\$ 98,465,341	\$ 8,600,000	\$ 3,847,959	\$ 10,579	\$ 103,227,962	\$ 103,672,163	

Unrestricted Fund (Unaudited)

Summary of Revenue

	<u>Current Actual</u>	<u>2020-21 Budget</u>	<u>Budget Remaining</u>	<u>Budget Pct.YTD</u>	<u>Prior Year to Actual</u>	<u>Curr. vs Prior Year to Year</u>
Operating revenue						
Tuition-credit	(4,356,175)	(5,201,169)	(844,994)	84%	(4,715,862)	359,686
Tuition-non-credit	(267,437)	(1,288,889)	(1,021,452)	21%	(446,271)	178,834
Exemptions and waivers	1,383,220	1,368,240	(14,980)	101%	1,342,834	40,387
Registration fees	(2,054,169)	(2,209,200)	(155,031)	93%	(2,139,213)	85,044
Other fees	(91,337)	(168,982)	(77,645)	54%	(83,782)	(7,555)
Grant revenue	(41,395)	(81,568)	(40,173)	51%	(42,909)	1,514
Sales and service revenue	(118)	(533,800)	(533,682)	0%	(20,207)	20,089
Miscellaneous revenue	(86,529)	(134,632)	(48,103)	64%	(61,353)	(25,175)
TPEG transfer in/out	0	250,000	250,000	0%	0	0
<u>Totals for Operating revenue</u>	<u>(5,513,940)</u>	<u>(8,000,000)</u>	<u>(2,486,060)</u>	<u>69%</u>	<u>(6,166,763)</u>	<u>652,823</u>
Non-operating revenue						
State appropriation-Academic	(2,810,119)	(6,533,000)	(3,722,881)	43%	(2,810,170)	51
Property tax revenue	(16,669,634)	(23,450,000)	(6,780,366)	71%	(17,687,480)	1,017,846
Interest revenue	(5,350)	(350,000)	(344,650)	2%	(86,239)	80,890
FTZ reimbursement	0	(350,000)	(350,000)	0%	0	0
Renew & replace transfer out	0	1,783,000	1,783,000	0%	0	0
<u>Totals for Non-operating revenue</u>	<u>(19,485,102)</u>	<u>(28,900,000)</u>	<u>(9,414,898)</u>	<u>67%</u>	<u>(20,583,889)</u>	<u>1,098,787</u>
<u>Total Revenue</u>	<u>(24,999,042)</u>	<u>(36,900,000)</u>	<u>(11,900,958)</u>	<u>68%</u>	<u>(26,750,652)</u>	<u>1,751,609</u>

Unrestricted Fund (Unaudited)

Summary of Expense

	<u>Current Actual</u>	<u>2020-21 Budget</u>	<u>Budget Remaining</u>	<u>Budget Pct.YTD</u>	<u>Prior Year to Actual</u>	<u>Curr. vs Prior Year to Year</u>
Salary and wages						
Faculty full-time	3,254,576	7,748,736	4,494,160	42%	3,225,700	28,876
Admin full-time	685,399	1,524,001	838,602	45%	644,198	41,201
Professional full-time	2,980,635	7,156,023	4,175,388	42%	3,011,779	(31,144)
Classified full-time	1,703,623	4,102,272	2,398,649	42%	1,677,546	26,077
Part-time	826,866	3,847,946	3,021,080	21%	1,315,120	(488,254)
Salary increase	0	282,223	282,223	0%	0	0
Vacancy savings	0	(970,000)	(970,000)	0%	0	0
<u>Totals for Salary and wages</u>	<u>9,451,100</u>	<u>23,691,201</u>	<u>14,240,102</u>	<u>40%</u>	<u>9,874,343</u>	<u>(423,244)</u>
Benefits						
Benefits	2,032,455	4,156,934	2,124,479	49%	1,850,745	181,710
<u>Totals for Benefits</u>	<u>2,032,455</u>	<u>4,156,934</u>	<u>2,124,479</u>	<u>49%</u>	<u>1,850,745</u>	<u>181,710</u>
Operating expenses						
Contract services	1,504,634	2,791,983	1,287,349	54%	1,519,618	(14,985)
Legal	903	12,485	11,583	7%	1,505	(602)
Operations	154,543	772,672	618,129	20%	247,616	(93,073)
Utilities and Rent	611,272	1,511,460	900,188	40%	606,655	4,617
Postage, printing, and supplies	133,578	1,339,193	1,205,615	10%	376,328	(242,750)
Bank fees	12,351	84,000	71,649	15%	22,726	(10,375)
Capital outlay & leases	22,644	56,503	33,859	40%	20,464	2,180
Insurance	166,886	852,013	685,127	20%	6,954	159,932
Public relations and advertising	28,489	245,346	216,857	12%	39,776	(11,287)
Misc.	213,091	334,800	121,710	64%	243,388	(30,297)
Reimbursement from Others	0	(148,590)	(148,590)	0%	0	0
MTN Payment	0	1,200,000	1,200,000	0%	0	0

Unrestricted Fund (Unaudited)

<u>Totals for Operating expenses</u>	<u>2,848,390</u>	<u>9,051,865</u>	<u>6,203,475</u>	<u>31%</u>	<u>3,085,031</u>	<u>(236,641)</u>
<u>Total Expense</u>	<u>14,331,944</u>	<u>36,900,000</u>	<u>22,568,056</u>	<u>39%</u>	<u>14,810,119</u>	<u>(478,174)</u>

Unrestricted Fund (Unaudited)

Summary of Fund Bal

	<u>Current Actual</u>	<u>2020-21 Budget</u>	<u>Budget Remaining</u>	<u>Budget Pct.YTD</u>	<u>Prior Year to Actual</u>	<u>Curr. vs Prior Year to Year</u>
Operating expenses						
Contract services	320,265	0	(320,265)	0%	110,501	209,764
Operations	0	0	0	0%	27,891	(27,891)
Utilities and Rent	62,203	0	(62,203)	0%	2,415	59,788
Postage, printing, and supplies	642,795	0	(642,795)	0%	297,909	344,886
Capital outlay & leases	353,904	0	(353,904)	0%	337,830	16,074
Misc.	5,412	0	(5,412)	0%	0	5,412
<u>Totals for Operating expenses</u>	<u>1,384,579</u>	<u>0</u>	<u>(1,384,579)</u>	<u>0%</u>	<u>776,546</u>	<u>608,033</u>
<u>Total Fund Bal</u>	<u>1,384,579</u>	<u>0</u>	<u>(1,384,579)</u>	<u>0%</u>	<u>776,546</u>	<u>608,033</u>

Unrestricted Fund (Unaudited)

	<u>Current Actual</u>	<u>2020-21 Budget</u>	<u>Budget Remaining</u>	<u>Budget Pct.YTD</u>	<u>Prior Year to Actual</u>	<u>Curr. vs Prior Year to Year</u>
<u>Expense by Division</u>						
<u>Summary for President</u>						
Board of Trustees	2,098	19,400	17,302	11%	20,950	(18,852)
Campus Police	287,738	808,283	520,545	36%	325,504	(37,766)
Emergency Management	0	0	0	0%	195	(195)
Gen Institution	108,129	308,404	200,275	35%	126,553	(18,425)
Information Technology Serv	1,044,016	1,881,518	837,502	55%	1,008,993	35,023
Internal Audit	58,393	150,000	91,608	39%	16,648	41,745
OPEAR	244,142	433,034	188,892	56%	212,833	31,309
Presidents Office	276,065	540,677	264,612	51%	248,186	27,878
Self Study SACS	500	18,000	17,500	3%	1,541	(1,041)
Staff Attorney	72,358	164,344	91,986	44%	61,861	10,497
<u>Totals for President</u>	<u>2,093,439</u>	<u>4,323,660</u>	<u>2,230,221</u>	<u>48%</u>	<u>2,023,265</u>	<u>70,174</u>
<u>Summary for VP Fiscal Affairs</u>						
Central Mail	46,017	119,554	73,537	38%	52,858	(6,841)
Custodial Services	122,661	345,435	222,774	36%	161,662	(39,001)
Facilities	1,191,570	3,088,983	1,897,413	39%	1,084,595	106,975
Financial Services	395,341	826,976	431,635	48%	371,188	24,153
Grounds	56,958	112,148	55,190	51%	49,374	7,583
Human Resources	256,371	513,740	257,369	50%	224,236	32,134
Maintenance Tax Note	0	1,200,000	1,200,000	0%	0	0
Purchasing	117,895	277,066	159,170	43%	114,812	3,083
Records Mgmt	2,717	20,952	18,235	13%	5,140	(2,423)
Reimbursement	0	(148,590)	(148,590)	0%	0	0
Salary Savings	0	(970,000)	(970,000)	0%	0	0
Staff Benefits	476,660	3,639,303	3,162,642	13%	494,601	(17,941)

Unrestricted Fund (Unaudited)

	<u>Current Actual</u>	<u>2020-21 Budget</u>	<u>Budget Remaining</u>	<u>Budget Pct.YTD</u>	<u>Prior Year to Actual</u>	<u>Curr. vs Prior Year to Year</u>
Tax Admin	120,069	232,631	112,562	52%	93,085	26,984
Telecommunications	0	0	0	0%	594	(594)
Utilities	245,805	625,000	379,195	39%	247,226	(1,421)
Vehicle Operations	36,608	100,125	63,516	37%	37,286	(678)
VP College & Fin Svcs	86,362	228,109	141,748	38%	107,962	(21,600)
<u>Totals for VP Fiscal Affairs</u>	<u>3,155,034</u>	<u>10,211,431</u>	<u>7,056,397</u>	<u>31%</u>	<u>3,044,621</u>	<u>110,414</u>
<u>Summary for VP Institutional Advancement</u>						
COM Foundation Dept	43,021	104,715	61,694	41%	43,774	(753)
Marketing and Communications	265,760	791,926	526,166	34%	279,119	(13,358)
VP Institutional Advancement	251,733	538,805	287,072	47%	238,201	13,532
<u>Totals for VP Institutional Advancement</u>	<u>560,515</u>	<u>1,435,446</u>	<u>874,931</u>	<u>39%</u>	<u>561,094</u>	<u>(579)</u>
<u>Summary for VP Instruction</u>						
Acad Succ Re/Wr	383,725	712,322	328,596	54%	414,286	(30,560)
Accting-Credit	67,700	89,767	22,068	75%	65,423	2,277
Adm-C.I.D.T.	26,986	63,743	36,757	42%	25,802	1,184
Adm-Cont Ed	231,121	343,870	112,749	67%	226,828	4,293
Adm-Ind Tech	0	8,000	8,000	0%	3,529	(3,529)
Adm-Instruct	27,305	72,672	45,368	38%	27,595	(290)
Adm-Perf & Vis Arts	32,948	75,628	42,681	44%	33,423	(475)
Adm-Pub Svc Ed	26,253	96,281	70,029	27%	45,665	(19,413)
Adm-Science	14,089	62,474	48,385	23%	14,071	17
Adm-Soc Sci	29,390	74,764	45,375	39%	29,495	(105)
Adult Education	105,307	186,889	81,582	56%	87,279	18,028
Allied Health CE	119,282	228,219	108,937	52%	122,234	(2,952)
Art	103,213	220,614	117,401	47%	108,423	(5,209)
Art Gallery	24,856	55,504	30,649	45%	25,252	(396)
Biol & Nutrition	312,959	605,767	292,808	52%	327,773	(14,814)

Unrestricted Fund (Unaudited)

	<u>Current Actual</u>	<u>2020-21 Budget</u>	<u>Budget Remaining</u>	<u>Budget Pct.YTD</u>	<u>Prior Year to Actual</u>	<u>Curr. vs Prior Year to Year</u>
Bus Ed-NonCR	0	0	0	0%	0	0
Bus Tech	6,208	307	(5,901)	2025%	13,583	(7,375)
C.I.S.	41,063	72,057	30,994	57%	42,328	(1,265)
Chemistry	83,392	157,424	74,032	53%	90,067	(6,675)
Child Dev CE	0	0	0	0%	0	0
Child Develop	33,809	64,684	30,875	52%	34,387	(577)
Child Develop Lab	0	0	0	0%	231,520	(231,520)
Cmnty Theater	155,483	371,749	216,266	42%	155,315	168
Collegiate H.S.-CR	67,649	138,182	70,533	49%	65,284	2,365
Cosmetology	266,445	560,911	294,467	48%	272,212	(5,767)
Criminal Justice	40,506	80,775	40,269	50%	45,183	(4,677)
Dean Cont Ed	323	173,672	173,349	0%	536	(213)
Dean Gen Ed	84,712	184,966	100,253	46%	84,245	467
Distance Ed	232,269	394,310	162,042	59%	220,943	11,325
Drafting	33,833	61,385	27,552	55%	39,802	(5,969)
Dual Credit Dept	70,851	163,138	92,287	43%	74,442	(3,590)
Economics	35,158	69,807	34,649	50%	34,316	841
Emergency Management Credit	0	0	0	0%	9,310	(9,310)
EMS-Credit	123,361	181,922	58,562	68%	116,817	6,544
Fire Tech	143,385	132,690	(10,695)	108%	130,839	12,546
Fire Tech-Basic	0	0	0	0%	0	0
Firearms Acad	6,158	103,407	97,250	6%	42,687	(36,529)
Foreign Lang	31,792	63,816	32,024	50%	31,174	618
Gen Bus-Credit	36,868	75,374	38,506	49%	20,941	15,927
Geology	34,874	59,139	24,265	59%	31,960	2,914
Government	150,487	260,482	109,995	58%	153,545	(3,058)
Graphic Arts	49,525	69,799	20,274	71%	57,032	(7,507)
Health and PE Credit	69,300	124,302	55,002	56%	72,565	(3,264)

Unrestricted Fund (Unaudited)

	<u>Current Actual</u>	<u>2020-21 Budget</u>	<u>Budget Remaining</u>	<u>Budget Pct.YTD</u>	<u>Prior Year to Actual</u>	<u>Curr. vs Prior Year to Year</u>
Health Info Mgmt	73,977	149,171	75,194	50%	74,411	(434)
Hist & Geog	129,809	217,209	87,400	60%	137,906	(8,097)
Humanities	95,268	178,208	82,940	53%	100,848	(5,580)
Instr Tech Department	98,025	224,771	126,746	44%	89,308	8,717
Instr Tech Lab Mgrs	65,053	173,001	107,947	38%	145,077	(80,024)
Law Enforcement	36,259	74,992	38,733	48%	37,465	(1,206)
Law Enforcemnt-NonCR	32,270	3,106	(29,165)	1039%	21,783	10,487
LC Ctr Admin	1,806	23,840	22,034	8%	10,310	(8,504)
Library	321,839	617,629	295,789	52%	277,805	44,035
Management	27,555	58,430	30,875	47%	38,608	(11,053)
Massage Therapy	0	7,400	7,400	0%	759	(759)
Math	337,828	650,607	312,779	52%	384,654	(46,826)
Medical Assistant	33,486	94,081	60,595	36%	41,820	(8,334)
Music	157,766	322,271	164,505	49%	165,020	(7,254)
Networking	41,411	72,328	30,916	57%	45,666	(4,255)
Nursing Administration	162,824	390,324	227,500	42%	171,309	(8,485)
Nursing-AD	556,690	1,378,948	822,259	40%	659,298	(102,608)
Nursing-VN	164,628	320,808	156,180	51%	141,365	23,263
Pharmacy Tech	43,026	87,376	44,350	49%	48,166	(5,140)
Philosophy	19,005	1,041	(17,963)	1825%	24,761	(5,757)
Physics	59,535	77,858	18,323	76%	64,873	(5,338)
Process Tech	305,218	510,293	205,075	60%	316,287	(11,069)
Prof Develop Acad	0	12,000	12,000	0%	19,218	(19,218)
Psychology	169,686	308,901	139,215	55%	173,282	(3,596)
QEP	0	0	0	0%	0	0
Safety-CR	49,118	97,531	48,414	50%	50,740	(1,622)
Senior Adult Dept	91,832	203,587	111,754	45%	152,709	(60,877)
Social Science Non CR	18,906	59,025	40,120	32%	11,739	7,167

Unrestricted Fund (Unaudited)

	<u>Current Actual</u>	<u>2020-21 Budget</u>	<u>Budget Remaining</u>	<u>Budget Pct.YTD</u>	<u>Prior Year to Actual</u>	<u>Curr. vs Prior Year to Year</u>
Sociology	30,948	58,192	27,244	53%	33,926	(2,979)
Speaking,Reading,Writing	210,137	505,314	295,178	42%	222,963	(12,827)
Theater Arts-Credit	26,752	66,606	39,853	40%	23,635	3,117
Thermal Tech-NonCR	11,145	23,149	12,004	48%	46,574	(35,429)
Virtual College TX	1,120	1,120	0	100%	0	1,120
VP Instruction	174,821	3,172,457	2,997,636	6%	113,000	61,821
Welding-Cred	207,525	564,492	356,968	37%	236,351	(28,826)
Totals for VP Instruction	<u>7,057,850</u>	<u>17,166,880</u>	<u>10,109,030</u>	<u>41%</u>	<u>7,709,746</u>	<u>(651,896)</u>
<u>Summary for VP Student Services</u>						
Admissions	156,779	322,979	166,199	49%	163,264	(6,484)
Advise Center	302,729	651,331	348,602	46%	251,989	50,740
Career & Placement	0	68,266	68,266	0%	0	0
Career Svcs	0	1,715	1,715	0%	222	(222)
Counseling	0	265	265	0%	33,758	(33,758)
Enrollment Mgmt	42,830	72,437	29,607	59%	34,604	8,227
Facilities & Student Recreat	9,192	119,869	110,677	8%	77,640	(68,448)
Judicial Affairs	86,011	175,099	89,087	49%	93,387	(7,376)
Multicultural Department	2,494	12,500	10,006	20%	6,235	(3,741)
Recruitment	162,377	442,617	280,240	37%	197,808	(35,431)
Stu Financial Svcs	185,088	578,051	392,963	32%	219,723	(34,635)
Stu Organizations	136,049	286,799	150,751	47%	57,381	78,668
Student Graduation	17,382	74,080	56,698	23%	921	16,461
Svcs-Disab Students	25,755	48,827	23,072	53%	33,759	(8,004)
Testing	108,522	358,638	250,116	30%	116,516	(7,994)
Title V Grant	0	0	0	0%	101	(101)
Veteran Affairs	70,506	148,613	78,107	47%	66,465	4,041
VP Student Services	159,393	400,497	241,104	40%	117,622	41,771

Unrestricted Fund (Unaudited)

	<u>Current Actual</u>	<u>2020-21 Budget</u>	<u>Budget Remaining</u>	<u>Budget Pct.YTD</u>	<u>Prior Year to Actual</u>	<u>Curr. vs Prior Year to Year</u>
<u>Totals for VP Student Services</u>	<u>1,465,107</u>	<u>3,762,584</u>	<u>2,297,477</u>	<u>39%</u>	<u>1,471,393</u>	<u>(6,286)</u>
<u>Totals for Expense</u>	<u>14,331,944</u>	<u>36,900,000</u>	<u>22,568,056</u>	<u>39%</u>	<u>14,810,119</u>	<u>(478,174)</u>
<u>Fund Bal by Division</u>						
<u>Summary for President</u>						
Fund Balance - IT	0	0	0	0%	1,254	(1,254)
<u>Totals for President</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0%</u>	<u>1,254</u>	<u>(1,254)</u>
<u>Summary for VP Fiscal Affairs</u>						
Fund Balance - Academic Support	0	0	0	0%	47,038	(47,038)
Fund Balance - Institutional Support	515,079	0	(515,079)	0%	481,602	33,477
Fund Balance - Instruction	732,852	0	(732,852)	0%	199,948	532,904
Fund Balance - Oper & Maint	80,372	0	(80,372)	0%	3,210	77,162
Fund Balance - Public Service	0	0	0	0%	3,252	(3,252)
Fund Balance - Student Services	56,276	0	(56,276)	0%	40,242	16,033
<u>Totals for VP Fiscal Affairs</u>	<u>1,384,579</u>	<u>0</u>	<u>(1,384,579)</u>	<u>0%</u>	<u>775,292</u>	<u>609,287</u>
<u>Totals for Fund Bal</u>	<u>1,384,579</u>	<u>0</u>	<u>(1,384,579)</u>	<u>0%</u>	<u>776,546</u>	<u>608,033</u>
<u>Totals for Report</u>	<u>15,716,523</u>	<u>36,900,000</u>	<u>21,183,477</u>		<u>15,586,665</u>	<u>129,858</u>



PRESIDENT'S OFFICE

Board Report

Presenter: Board Chair

A. Miscellaneous Updates



PRESIDENT'S OFFICE

President's Report

Presenter: Dr. Warren Nichols

A. Updates

1. Weather Impact on College facilities

B. Reminders/Announcements

1. BOT Retreat will be held on Friday, March 5th, 9:00 a.m.

C. Resignations and Retirements Report - Report attached

D. Miscellaneous Updates



PRESIDENT'S OFFICE

Resignations & Retirements

Last Name	First Name	Position	Hire Date	Last Date of Work	Termination Reason
McConnell	Cynthia	Program Coordinator I	05/01/2010	04/30/2021	Retirement
Gentry	Homer	Faculty - Humanities	08/21/2006	08/31/2021	Retirement
Hubbard	Christopher	Accounting Specialist IV- Lead A/R	11/10/2020	02/12/2021	Resignation



PRESIDENT'S OFFICE

Executive Session

If, during the course of the meeting covered by this Notice, the Board should determine that a closed or executive meeting or session of the Board should be held or is required in relation to any items included in this Notice, then such closed or executive meeting or session as authorized by Section 551.001 et seq. of the Texas Government Code (the Open Meetings Act) will be held by the Board at that date, hour and place given in this Notice or as soon after the commencement of the meeting covered by the Notice as the Board may conveniently meet in such closed or executive meeting or session concerning any and all subjects and for any and all purposes permitted by Sections 551.071, inclusive, of the Open Meetings Act, including, but not limited to:

Section 551.071 – For the purpose of a private consultation with the Board's attorney on any or all subjects or matters authorized by law.

Section 551.072 – For the purpose of discussing the purchase, exchange, lease or value of real property.

Section 551.073 – For the purpose of considering a negotiated contract for a prospective gift or donation.

Section 551.074 – For the purpose of considering the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee or to hear complaints or charges against a public officer or employee.

Section 551.076 – To consider the deployment, or specific occasions for implementation, of security personnel or devices.

Section 551.082 – For the purpose of considering discipline of a student or to hear a complaint by an employee against another employee if the complaint or charge directly results in a need for a hearing.

Section 551.084 – For the purpose of excluding a witness or witnesses from a hearing during examination of another witness.

Should any final action, final decision, or final vote be required in the opinion of the Board with regard to any matter considered in such closed or executive meeting or session, then such final action, final decision, or final vote shall be at either:

- A. The open meeting covered by this Notice upon the reconvening of the public meeting, or
- B. At a subsequent public meeting of the Board upon notice thereof, as the Board shall determine.