



Notice/Agenda of March 2021 BOT Meeting

**The Board of Trustees
College of the Mainland
Administration Boardroom Rm 129
Wednesday, March 31, 2021
1200 Amburn Road
Texas City, TX 77591**

March 2021 BOT Meeting of the Board of Trustees of College of the Mainland will be held Wednesday, March 31, 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 Friday, February 26, 2021
5. **Acknowledgment of Donations**
6. **Comments from the Community**
 - A. Students
 - B. Employees
 - C. Other Citizens
7. **Constituent Leader Activity Reports**
 - A. Faculty Senate
 - B. Students - Leslie Leyva, SGA VP
8. **PTK Officer Update**
9. **Consideration of and Possible Acceptance on the Non-Contractual Hiring Report**
10. **Consideration of and Possible Action to Approve the New Associate of Applied Science in Accounting**
11. **Consideration of and Possible Action to Award Contract 21-13 to Ace Mart for a Not-to-Exceed Amount of \$108,123.12 to be Paid from 2018 Bond Funds**
12. **Consideration of and Possible Action to Approve the Lease Agreement between College of the Mainland and JMKT5 Texas City, Ltd.**
13. **Update Report on Admission/Registrar Audit**
14. **Financial Report(s)**

- A. Consideration of and Possible Acceptance of the February 2021 Investment and Financial Reports
 - B. Consideration of and Possible Acceptance of the November 2020 and February 2021 Quarterly Investment Report(s)
15. **Board Report**
16. **President's Report**
- A. Updates
 - 1. Board Self Evaluations
 - B. Reminders/Announcements
 - C. Miscellaneous
17. **Adjournment to closed or executive session pursuant to Texas Government Code of the Open Meetings Act.***
18. **Possible Action on Agenda Items, Including Closed Session Matters**
19. **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, The notice for this meeting was posted in compliance with the Texas Open Meeting Act on Thursday, March 25, 2021 5:00 P.M..



Rosie E. Rojas

Board Clerk

Administration

President Warren Nichols Ed.D.
Vice President Jerry Fliger, Ph.D.
Vice President Clen Burton, Ph.D.
Vice President Vicki Stanfield, Ed.D.



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: March 31, 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 February 26, 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 2/26/21

**College of the Mainland
Board of Trustees
Minutes of Friday, February 26, 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 Monday, January 25, 2021

Alan Waters moved for approval of the Full Board Minutes of Monday, January 25, 2021. Don Gartman seconded the motion; all voted in approval.

Comments from the Community

Magdaline Salazar spoke to the Board regarding Title V documents availability in Spanish.

Constituent Leader Activity Reports

Professional Council – Christina Bergvall updated the Board on professional employees' activity.

Classified Council – Laura Horacefield updated the Board on classified employees' activity.

Consideration of and Possible Approval of the New Associate of Arts English Degree

Don Gartman moved the Board of Trustees approve the new Associate of Arts English degree. Verna Henson seconded the motion; all voted in approval.

Human Resources Items

Consideration of and Possible Action to Approve the Appointment Nomination of Ashley Love to the Position of Assistant Professor of Theatre, Fine Arts Department

Don Gartman moved the Board of Trustees approve the appointment of Ashley Love to the position of Assistant Professor of Theatre, Fine Arts Department. Alan Waters the motion; all voted in approval.

Consideration of and Possible Approval of Revisions to COM Policy

CAM(LOCAL) - Appropriations and Revenue Sources Grants, Funds, Donation From Private Sources

Don Gartman moved the Board of Trustees approve the adoption of COM Policy CAM (Local) with the recommended changes (redefine and reorganize). Bill McGarvey seconded the motion; all voted in approval.

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

Bill McGarvey moved 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. Alan Waters seconded the motion; all voted in approval.

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

Don Gartman moved 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. Alan Waters seconded the motion; all voted in approval.

Consideration of and Possible Action to Award Contract 21-11 to Purchase Science and Medical Supplies for a Not-to-Exceed Amount of \$829,100 to be Paid from 2018 Bond Funds

Alan Waters moved the Board of Trustees award Contract 21-11 to purchase science and medical supplies for a not-to-exceed amount of \$829,100 to be paid from 2018 Bond Funds. Don Gartman seconded the motion; all voted in approval.

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

Don Gartman moved 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. Verna Henson seconded the motion; all voted in approval.

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

Verna Henson moved the Board of Trustees set the March 2021 Board of Trustees meeting on Wednesday, March 31st, 1:30 p.m. Dawn King seconded the motion; all voted in approval.

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

Dr. Stanfield introduced Deborah Fregia, Title V Director, who updated the Board on the Title V Grant.

Update Report on Information Technology Audit

Ron LeVick updated the Board on the Information Technology Audit.

CARES Act 2 Update

Lisa Watson provided an update on the CARES Act 2.

Consideration of and Possible Approval of the 2021-2022 Property/Casualty Insurance Renewals

Don Gartman moved 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 to be paid from FY20-21 operating budget. Alan Waters seconded the motion; all voted in approval.

Financial Report(s)

Consideration of and Possible Acceptance of the January 2021 Investment and Financial Reports

Alan Waters moved the Board of Trustees accept the January 2021 Investment Report and the November and December 2020 Financial Report. Dawn King seconded the motion; all voted in approval.

Board Report

Dawn King thanked Drs. Nichols & Watson for speaking in Dickinson to encourage the City to support the Promise Program.

President's Report

Updates

Weather Impact on College Facilities – Dr. Nichols reviewed the damage to the various satellite locations and the main campus.

Reminders/Announcements

BOT Retreat will be held on Friday, March 5th, 9:00 a.m., COM Conference Center, 135 A & B

Resignations and Retirements Report– report attached in BOT packet.

Adjournment 3:14 p.m.



Melissa Skipworth, Secretary
Board of Trustees



Kyle Dickson, Chair
Board of Trustees



PRESIDENT'S OFFICE

To: Board of Trustees

From: Dr. Warren Nichols, President

Date: March 31, 2021

Subject: Acknowledgment of Donations

- A. The Dickinson Management District No. 1
- B. Santa Fe Texas Education Foundation

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. Faculty Senate – Dr. R.E. Davis
- B. SGA – Leslie Leyva



PRESIDENT'S OFFICE

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: March 31, 2021
Subject: PTK Officer Update

PTK Officers will update the Board on their activities, including receiving the 5-Star Chapter Award.



MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: March 31, 2021
Subject: Recommendation – Acceptance of Non-Contractual Positions Hiring Report

Presented for recommended acceptance to Board of Trustees on March 31, 2021.

MINUTE ORDER

Motion to be acted upon: “I move the Board of Trustees accept the *Non-Contractual Positions Hiring Report* as written.”

PURPOSE

The *Non-Contractual Positions Hiring Report* is being presented to the Board of Trustees for review and acceptance.

BACKGROUND

Notwithstanding Board policy DC (Local) which states that the Board delegates to the College President final authority to employ and dismiss non-contractual classified employees on an at-will basis, based on recommendations from the staff the persons listed on the attached Non-Contractual Positions Hiring Report is recommended for employment.

IMPLICATIONS

Financial:

Administrative Assistant III - \$39,123 from budget 11-0-0000-1315-5160

Financial Aid Assistant - \$41,512 from budget code 11-0-0000-4113-5160

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

Non-contractual Positions Hiring Report

	POSITION	DEPARTMENT	CLASS SUMMARY	POSITION STATUS	SELECTED CANDIDATE	SALARY	SALARY RANGE
1	Administrative Assistant III	Health Information Management/Allied Health	Provides varied secretarial and office administrative assistance to the Allied Health department and associated professional staff. In addition to providing secretarial and office administrative services for a designated unit or section and related supervisory and/or professional staff, incumbents also have responsibility for the work of additional office support personnel.	Replacement; prior employee moved to another position at COM.	Lindsey Sheridan	\$39,123	\$34,853 - \$43,566 - \$52,280
2	Financial Aid Assistant	Student Financial Services	Under the direction of the Director of Student Financial Services, perform a variety of complex and technical clerical support duties and assist in providing student services in an assigned area such as financial aid.	Replacement; prior employee moved to another position at COM.	Kalie Garza	\$41,512	\$38,338 - \$47,923 - \$57,508
3							
4							
5							
6							



MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: March 31, 2021
Subject: Approval of New Credit Program

Presented for recommended approval to the Board of Trustees on March 31, 2021

MINUTE ORDER

Motion to be acted upon: "I move the Board of Trustees approve the new Associate of Applied Science in Accounting."

PURPOSE

COM is seeking to establish a new Associate of Applied Science (A.A.S.) in Accounting.

BACKGROUND

COM currently has an Associate in Applied Science - Business Administration, Emphasis in Accounting. During a recent review of the Business Administration program and its offering, it was decided that Accounting needed to be removed as an emphasis area and instead be offered as its own, separate Associate of Applied Science Program. This, in effect, creates an entirely new program. General Education courses have been revised to provide the most ideal options from the core for the workforce degree. A capstone course has been added that allows students in the final semester to apply broad knowledge of the accounting profession through discipline specific projects involving the integration of individuals and teams performing activities to simulate workplace situations.

Program Demand

The Texas Workforce Commission projects a 16.13% growth in job openings for Accountants and Auditors for 2018-2028, with entry level wages of \$51,639 and median annual wages of \$83,225. O*Net Online has indicated the accounting field as a "Bright Outlook" occupation, one expected to grow rapidly in the next several years.

Enrollment in the Accounting program is estimated to be 50 students, with plans to grow the program in the future. Revenue will be based upon tuition and state funding.

IMPLICATIONS

No additional faculty will be needed as existing full-time and adjunct faculty will teach the courses.

Strategic Goal: **Student Success**

Attachments: Curriculum Committee Summary Form – AAS Accounting

CURRICULAR CHANGE SUMMARY FORM

Program/Discipline Accounting AAS

Requestor: Selina Rahman

Department Chair/Program Coordinator: Selina Rahman

Effective Semester for Change : _____
Note: Except for compelling reasons as approved by the VPI, curriculum changes should be implemented in fall semesters; therefore, changes should be submitted in time to be included in the next year's academic catalog (deadline typically the February Curriculum Committee meeting).

Signatures from Department Chair, Dean and Vice President required before sending to curriculum committee.

*(If this is a new degree to an existing program or a new program, please use the New Degree/Certificate Form.)
(If making multiple changes for a degree or certificate, please include all changes on the Degree Change Form.)*

Helpful links:

ACGM (Academic Course Guide Manual) Use the ACGM to access academic transfer courses and learning outcomes:

<http://www.thecb.state.tx.us/AAR/UndergraduateEd/WorkforceEd/acgm.htm>

GIPWE (Guidelines for Instructional Programs in Workforce Education): The GIPWE provides the guidelines for developing degrees/certificates. It also provides guides for determining lecture/lab/external hours for courses.

<http://www.thecb.state.tx.us/reports/pdf/3378.pdf?CFID=22492757&CFTOKEN=11583987>

WECM (Workforce Education Course Manual): Use the WECM to access workforce education courses.

<http://www.thecb.state.tx.us/AAR/UndergraduateEd/WorkforceEd/wecm/>

What changes are being proposed:

- Change existing certificate
- Change existing degree
- Change existing course
- Change existing Marketable Skills Achievement Award
- Change prerequisite/co-requisite
- Expire existing certificate
- Expire course (course to be removed from catalog)
- Expire existing degree
- Expire Marketable Skills Achievement Award
- New certificate
- New Marketable Skills Achievement Award
- New course
- Remove Course from program degree/certificate
- Other

CURRICULAR CHANGE SUMMARY FORM

Rationale: (Note box will expand while you type)

The Business AAS with Emphasis in Accounting is changing to Accounting AAS reopening the CIP Code 52.0302. It was decided after a curricula review that Business and Accounting programs should have separate CIP Code that is more descriptive of the program. After the review the general education courses also needed to be updated to meet the SACSCOS and THECB GIPWE requirements to "have a minimum of 15 semester hours of general education courses. Courses must be selected from the following areas and must include at least 3 SCH in each area: Humanities/Fine Arts, Social/Behavioral Sciences, and Natural Sciences/Mathematics. Table 3.3 maps the Texas Core Curriculum component areas to these SACSSOC categories. Generally, courses should be selected from the institution's core curriculum..." (GIPWE, pg. 18-19). The degree plan has been updated to provide the most ideal options for core for this workforce degree.

A new capstone class was added, ACNT 2302 – Accounting capstone, that allows students in the final semester to apply broad knowledge of the accounting profession through discipline specific projects involving the integration of individuals and teams performing activities to simulate workplace situations. COSC 1301 was removed because BCIS 1305 was more suited for this degree. Subsequent changes include the OSA/Marketable Skills Award for Bookkeeping being removed. The Bookkeeper Certificate remains the same except for the removal of an OR option between COSC 1301 & BCIS 1305, BCIS 1305 now being the required course. Updates/changes to the Accounting AAS will include removal of two courses (BMGT 1341 & ITSC 1309)

If adding a new course or making changes to a course, show changes on the New Course or Course Change Form. If changes to degree-certificate plans, please make these changes on the Degree Plan Change Form.

The forms are found on the I drive. I/Committees/Institutional Committees/Curriculum Committee/Forms. Include this chart with the submission of this form.

Capstone Course: (All workforce certificates/degrees must include a capstone course. List course and explain what qualifies this to be a capstone course.)

ACNT 2302 - Accounting Capstone

Change to Existing Course:

Course Rubric & Number:

Course Name:

Explanation of change:

New courses to be added to degree/certificate (rubric/number/name): (Courses not currently in the offered at COM)

ACNT 2302 - Accounting Capstone

Existing courses to be added to degree/certificate (rubric/number/name):

MATH 1324 - Math for Business & Social Science, PHIL 2306 - Introduction to Ethics, PSYC 2301 - General Psychology

Courses to be removed from degree/certificate (rubric/number/name):

CURRICULAR CHANGE SUMMARY FORM

MATH 1332 - Contemporary Math (Quantitative Reasoning), ARTS 2313 - Graphic Design, ITSC 1309 - Integrated Software Applications I, BMGT 1341 - Business Ethics

Course to be expired and removed from catalog (rubric/number/name): *(Per department that this course falls under)*

ITSC 1309 - Integrated Software Applications I, BMGT 1341 - Business Ethics

List of degree/certificates that will or currently require this course:

Accounting AAS, Management AAS, Entrepreneurship AAS, Marketing AAS

Type of delivery proposed (Internet, face-to-face, hybrid, etc.):

Internet, face-to-face

PROGRAM LEVEL ASSESSMENT CHART

Program: Accounting AAS	Award, Certificate, or Degree?: Degree
CIP Number: 52.0302	Assessment Year:
Submitted by:	

1. Student Learner Outcome (SLO)	2. Criteria For Success	3. Means of Assessment	4. Summary of Data Collected	5. Use of Results
Outcome 1: Students will demonstrate the ability to prepare all four (4) financial statements independently	75% of the students will receive a grade of 75% or higher	Quiz-3- Prepare 3 Financial Statement - ACCT 2301 - Financial Accounting Quiz 2 - Prepare Statement of Cashflow - ACCT 2302 Managerial Accounting	t	
Outcome 2: Students will	75% of the students will	Project - ACNT 1313 - Computer		

CURRICULAR CHANGE SUMMARY FORM

Independently design a computerized accounting manual using Accounting software	receive a grade of 75% or higher	Accounting Applications		
Outcome 3: Students will demonstrate broad knowledge of the accounting profession to simulate workplace situations.	75% of the students will receive a grade of 75% or higher	Final Project - ACNT 2302- Accounting Capstone		

CURRICULAR CHANGE SUMMARY FORM

Substantive Change Check-list

Initiates coursework or programs at a more advanced level than currently approved <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, please explain:
Offers a new degree or certificate program that is significantly different from any other we currently offer <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, please explain:
Initiates a new branch campus <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, please explain:
Initiates joint degrees with another institution <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, please explain:
Initiates a certificate program at a new off-campus site <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, please explain:
Initiates a program at an off-campus site (including Early College High School programs offered at the high school) where students can earn at least 25% of credits towards a degree or certificate <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, please explain:
Expands program offerings at previously approved off-campus sites, that are significantly different from current programs <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, please explain:
Significantly alters the educational mission of the institution <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, please explain:
Offers more than 25% of a degree or certificate program online <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, please explain:
Initiates a program or courses offered through contractual agreement or consortium <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, please explain:

CURRICULAR CHANGE SUMMARY FORM

Initiates a merger with another institution <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, please explain:
Relocates a main or branch campus <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, please explain:
Changes ownership or control of the institution <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, please explain:
Changes clock hours to credit hours <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, please explain:
Significantly changes the length of a program (adding a semester or more) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, please explain:
Initiates a degree completion program <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, please explain:
Closes a program or institution <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, please explain:

Selina K. Rahman

Department Chair (signature)

2-24-21

Date

Carla Boons

Instructional Dean (signature)

2.24.21

Date

CURRICULAR CHANGE SUMMARY FORM

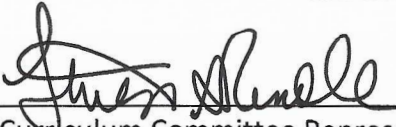
To be completed by Curriculum Committee


Date change discussed: March 1, 2021

Curriculum Change: Approved Disapproved

Curriculum Committee Comments:

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

 3/23/21
Curriculum Committee Representative Date


Vice President for Instruction (signature)

3/23/2021
Date

DEGREE PLAN CHANGE FORM

Award: Associate of Applied Science

Name: Accounting - AAS

The bold cells in the following table automatically calculate

Detail for CIP Code 52.0302

Title: Accounting Technology/Technician and Bookkeeping.

Definition: A program that prepares individuals to provide technical administrative support to professional accountants and other financial management personnel. Includes instruction in posting transactions to accounts, record-keeping systems, accounting software operation, and general accounting principles and practices.

Current Semester #1							Proposed Semester #1						
Course	Name	Lec Hrs	Lab Hrs	Ext Hrs	Cont	SCH	Course	Name	Lec Hrs	Lab Hrs	Ext Hrs	Cont	SCH
ACNT 1303	Introduction to Accounting I	3	0		48	3	ACNT 1303	Introduction to Accounting I	3	0		48	3
BUSI 1301	Business Principles	3	0		48	3	BUSI 1301	Business Principles	3	0		48	3
BCIS 1305 OR COSC 1301	Business Computer Applications OR Introduction to Computing	3	1		64	3	BCIS 1305	Business Computer Applications	3	1		64	3
BMGT 1327	Principles of Management	3	0		48	3	ENGL 1301	Composition I	3	0		48	3
HRPO 1311	Human Relations	3	0		48	3	POFT 1321	Business Math	3	0		48	3
Semester Total							Semester Total						
256 15							256 15						

Semester #2							Semester #2						
Course	Name	Lec Hrs	Lab Hrs	Ext Hrs	Cont	SCH	Course	Name	Lec Hrs	Lab Hrs	Ext Hrs	Cont	SCH
ACCT 2301	Principles of Financial Accounting	3	1		64	3	ACCT 2301	Principles of Financial Accounting	3	1		64	3
BUSG 2309	Small Business Mgmt/Entrepr	3	0		48	3	BUSI 2304	Business Report Writing and Correspondence	3	0		48	3
BUSI 2304 OR ENGL 1301	Business Report Writing and Correspondence OR Composition I	3	0		48	3	MATH 1324	Math for Business or Social Science	3	0		48	3
ECON 2301 OR ECON 2302	Principles of Macroeconomics OR Principles of Microeconomics	3	0		48	3	ACNT 1313	Computer Accounting Applications	3	1		64	3
POFT 1321	Business Math	3	0		48	3	BMGT 1327	Principles of Management	3	0		48	3
Semester Total							Semester Total						
256 15							272 15						

Semester #3							Semester #3						
Course	Name	Lec Hrs	Lab Hrs	Ext Hrs	Cont	SCH	Course	Name	Lec Hrs	Lab Hrs	Ext Hrs	Cont	SCH
ACCT 2302	Principles of Managerial Accounting	3	1		64	3	ACCT 2302	Principles of Managerial Accounting	3	1		64	3
BMGT 1341	Business Ethics	3	0		48	3	PHIL 2306	Introduction to Ethics	3	0		48	3
BUSI 2301	Business Law	3	0		48	3	BUSI 2301	Business Law	3	0		48	3
ACNT 1331	Federal Income Tax: Individual	3	0		48	3	ACNT 1331	Federal Income Tax: Individual	3	0		48	3
MATH 1332	Contemporary Math (Quantitative Reasoning)	3	0		48	3	HRPO 1311	Human Relations	3	0		48	3
Semester Total							Semester Total						
256 15							256 15						

Semester #4							Semester #4						
Course	Name	Lec Hrs	Lab Hrs	Ext Hrs	Cont	SCH	Course	Name	Lec Hrs	Lab Hrs	Ext Hrs	Cont	SCH
ITSC 1309	Applications I	3	1		64	3	PSYC 2301	General Psychology	3	0		48	3
ACNT 1313	Computer Accounting Applications	3	1		64	3	BUSG 2309	Small Business Management and Entrepreneurship	3	0		48	3
POFT 1300 OR ACNT 1382	Career Expt/Planning OR Cooperative Education - Accounting Technician	3	0		48	3	POFT 1300 OR ACNT 1382	Career Expt/Planning OR Cooperative Education - Accounting Technician	3	0		48	3
BMGT 2303	Problem Solving and Decision Making (Capstone)	3	0		48	3	ECON 2301 OR ECON 2302	Principles of Macroeconomics OR Principles of Microeconomics	3	0		48	3
ARTS 2313	Graphic Design	2	4		96	3	ACNT 2302	Accounting Capstone	3	0		48	3
Semester Total							Semester Total						
320 15							240 15						

Degree total	1088 60	Degree total	1024 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 Hrs.	29.01	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 Hrs.	27.31



NEW COURSE OR COURSE CHANGE FORM

Use this form if:

**This is a new course. If new course, please attach or type course description below.*

**There are changes to courses only (lec/lab) - no changes to the degree or certificate. (If the lec/lab creates a change in total contact hours and/or credit hours, put the changes on the Degree Plan Change Form.)*

Include this form with the Curricular Change Summary Form.

Program Accounting AAS

Current										Proposed					
Semester #1					Semester #1					Semester #1					
CIP	Course	Name	Lec Hours	Lab Hours	Ext Hours	Cont SCH	CIP	Course	Name	Prereq	Co-req	Lec Hours	Lab Hours	Ext Hours	Cont SCH
						0	53.0301	ACNT 2302	Accounting Capstone			3	0	0	48
						0									0
						0									0
						0									0
						0									0
						0									0
						0									0

Course Description

Allows students to apply broad knowledge of the accounting profession through discipline specific projects involving the integration of individuals and teams performing activities to simulate workplace situations. Students will complete the accounting cycle for service and merchandising businesses; demonstrate computer skills related to accounting applications in business; prepare financial reports; communicate report findings in written and/or oral form; solve complex accounting issues; and participate in research and discussion on accounting issues, trends, and/or situations.

Course Description



New Associate of Applied Science Degree and Certificate Program Certification Form

Directions: Texas public community, state, and technical colleges use this form to request a new associate of applied science degree or certificate program if the criteria for approval are met, per [Texas Administrative Code \(TAC\), Chapter 9, Subchapter E, Section 9.93](#). The criteria are listed as items A-P on the form's signature page.

If the proposed program does not meet the criteria listed on the signature page, the institution must submit a request electronically using the "New Long Program Application" in the Workforce Education Course Manual [Inventory Access and Update](#) system.

This form requires the signatures of: (1) the Chief Executive Officer, certifying adherence to the Texas Administrative Code (TAC), Chapter 9, Subchapter E, Section 9.93 criteria, adequacy of funding for the new program, the notification of other Texas public institutions of higher education, and adherence to [Guidelines for Instructional Programs in Workforce Education \(GIPWE\)](#); 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: Accounting

Statewide Program of Study TSSB-Recognized

3. Proposed CIP Code: 52.0302

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 can be offered on the Main Campus and the League City site. Offerings could be face-to-face, hybrid and online.

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: 09-01-2021

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. Carla Boone

Title: Dean of Instruction

E-mail: cboone@com.edu

Phone: 409-933-8616

**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 E, Section 9.93:

- (A) The program has institutional and governing board approval;
- (B) The institution has researched and documented current job market need for the program and/or that the program would lead to opportunities for further education;
- (C) There is recent evidence of both short-term and long-term student demand for the program;
- (D) Enrollment projections reflect student demand estimates to ensure the financial self-sufficiency of the program;
- (E) Basic and career technical/workforce skills have been integrated into the curriculum;
- (F) The institution has an enrollment management plan for the program;
- (G) The institution has or will initiate a process to establish articulation agreements for the program with secondary and/or senior level institutions;
- (H) The program is designed to be consistent with the standards of the Southern Association of Colleges and Schools Commission on Colleges of the Southern Association of Colleges and Schools, and with the standards of other applicable accrediting agencies, and is in compliance with appropriate licensing authority requirements;
- (I) The program would not unnecessarily duplicate existing programs at other institutions;
- (J) Representatives from private sector business and industry have been involved in the creation of the program through participation in an advisory committee;
- (K) Adequate funding is available to cover all new costs to the institution over the first five years after the implementation of the program;
- (L) New costs during the first five years of the program would not exceed \$2 million;
- (M) A new associate degree program is not being requested in a program which the institution previously offered an associate degree and has been closed due to low productivity in the last 10 years;
- (N) The institution has an improvement plan in place for all career technical/workforce programs that do not currently meet Board standards for both graduation and placement;
- (O) The appropriate Higher Education Regional Council has been notified in writing of the proposal for a new program, and no unresolved objections to the program have been reported; and
- (P) Skill standards recognized by the Texas Skill Standards Board, if they exist for the discipline, have been reviewed and considered for inclusion in the curriculum for the program.

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



Minute Order

To: Board of Trustees
From: Dr. Warren Nichols, President Date:
March 31, 2021
Subject: Agenda Item for COM Board of Trustees

AGENDA ITEM DESCRIPTION:

Award of Contract 21-13: Commercial Appliances

FUNDING SOURCE:

2018 Bond Funds

PURPOSE

Provide commercial appliances for the new Administration and STEAM buildings

PROPOSED MOTION:

"I move the Board of Trustees award Contract 21-13 to Ace Mart for a not-to-exceed amount of \$108,123.12 to be paid from 2018 Bond Funds".

BACKGROUND

PBK Architects identified a list of equipment for the new Administration and STEAM buildings. Selection of the items was based on collaborative efforts and coordination between PBK, COM Administration, CBRE Heery, and COM Administration. Four (4) suppliers were identified and provided quotes in response to request for quotes from state cooperative contracts.

Ace Mart	Jean's	Trimart	Pasco
\$ 108,123.12	\$ 128,073.62	\$ 113,090.78	\$ 136,696.00

Based on the above, it is the recommendation to award the subject contract to Ace Mart for a not-to-exceed amount of \$108,123.12. Ace Mart is an awarded vendor of the Choice Partners contract which provided the most competitive cooperative pricing in accordance with Texas Education Code 44.031 and Government Code Title 7, Chapter 791

Attachments:
Bid Tabulation
Supplier Proposals

College of the Mainland
 2019 G.O. Bond Program
 Construction Projects Package One (CPP#1)
 Commercial Appliances

Request for Quote (RFQ) 21-12

QUOTES TABULATION

Item	ITEM ID	DESCRIPTION	QTY	ACE MART		JEAN'S RESTAURANT		TRIMART		PASCO	
				UNIT COST	EXT COST	UNIT COST	EXT COST	UNIT COST	EXT COST	UNIT COST	EXT COST
1	EQ-054	Beverage Air, HRIWHC-1G	20	\$ 3,566.34	\$ 71,326.80	\$ 4,132.25	\$ 82,645.00	\$ 3,866.82	\$ 77,336.40	\$ 4,399.00	\$ 87,980.00
2	EQ-092	Beverage Air, HRIWHC-1S	7	\$ 3,078.00	\$ 21,546.00	\$ 3,531.60	\$ 24,721.20	\$ 3,304.80	\$ 23,133.60	\$ 3,877.00	\$ 27,139.00
3	EQ-170	Under counter ice maker, Hoshizaki AM-50BAJ-AD	2	\$ 1,902.89	\$ 3,805.78	\$ 1,938.46	\$ 3,876.92	\$ 1,788.80	\$ 3,577.60	\$ 2,247.00	\$ 4,494.00
4	EQ-211	Scotsman 330lb.ice maker, C0330MA-1 with B330P Bin	2	\$ 3,281.02	\$ 6,562.04	\$ 3,164.87	\$ 6,329.74	\$ 3,204.09	\$ 6,408.18	\$ 3,809.00	\$ 7,618.00
5					\$ -		\$ -		\$ -		\$ -
6		DELIVERY AND SET IN PLACE	1	\$ 4,882.50	\$ 4,882.50	#####	\$ 10,500.76	\$ 2,635.00	\$ 2,635.00	\$ 9,465.00	\$ 9,465.00
7					\$ -		\$ -		\$ -		\$ -
8					\$ -		\$ -		\$ -		\$ -
9					\$ -		\$ -		\$ -		\$ -
10					\$ -		\$ -		\$ -		\$ -
11					\$ -		\$ -		\$ -		\$ -
12					\$ -		\$ -		\$ -		\$ -
13					\$ -		\$ -		\$ -		\$ -
14					\$ -		\$ -		\$ -		\$ -
15					\$ -		\$ -		\$ -		\$ -
16					\$ -		\$ -		\$ -		\$ -
17					\$ -		\$ -		\$ -		\$ -
18					\$ -		\$ -		\$ -		\$ -
19					\$ -		\$ -		\$ -		\$ -
20					\$ -		\$ -		\$ -		\$ -
TOTAL					\$ 108,123.12		\$ 128,073.62		\$ 113,090.78		\$ 136,696.00

To:
 College of the Mainland
 Nunzio Arcidiacono
 1200 N. Amburn Rd.
 Texas City, TX 77591
 4099381211
 4099381211 (Contact)
 Project Code: 1819107

Project:
 College of the Mainland 21-11 A
 1200 North Amburn Road
 Texas City, TX 77591

From:
 Ace Mart Restaurant Supply -
 Contracting
 David Bock
 100 Cypresswood Drive Suite 1200
 Spring, TX 77388-6022
 (281)528-5124 (Contact)

Please include Project Code on all correspondence.

Pricing is for the complete package as quoted.


Any change in quantity may require re-pricing.


Glass door refrigerators are quoted with 5 shelves per unit.

Solid door refrigerators are quoted with the standard 3 shelves per unit.

E-mail all Purchase Orders to Bids@AceMart.com for processing.

Pricing per Choice Partners Co-op #19/039TJ-02 ends 7-31-2021

Item	Qty	Description	Sell	Sell Total
EQ-054	20 ea	REACH-IN REFRIGERATOR	\$3,496.00	\$69,920.00
		Beverage Air Model No. HR1WHC-1G Horizon Series Refrigerator, reach-in, one-wide section, 30.76 cu. ft., (1) wide right-hand hinged glass door, (3) shelves, electronic control, LED interior lighting, digital display, stainless steel front, gray painted sides, aluminum interior, top-mounted self-contained refrigeration, 1/4 HP, cULus, UL EPH Classified, UL-Sanitation, Made in USA		
	20 ea	3 years parts & labor warranty (excludes maintenance items)		
	20 ea	Self-Contained refrigeration		
	20 ea	Additional 4 years compressor warranty (part only), standard		
	20 ea	115v/60/1-ph, 2.7 amps, cord with NEMA 5-15P		
	20 ea	Door(s) hinged on right, standard		
	40 ea	403-888D-01 Shelf, epoxy coated wire, for H series 1-door, wide units	\$33.25	\$1,330.00
		*Additional 2 shelves per unit. These units will have 5 shelves total per unit.		
	160 ea	403-168A Shelf clip, zinc	\$0.48	\$76.80
	20 ea	6" Heavy duty casters (2) locking, standard		
EQ-092	7 ea	REACH-IN REFRIGERATOR	\$3,078.00	\$21,546.00

Item	Qty	Description	Sell	Sell Total
		Beverage Air Model No. HR1WHC-1S Horizon Series Refrigerator, reach-in, one-wide section, 30.76 cu. ft., (1) right-hand solid hinged door with locks, (3) shelves, electronic control, LED interior lighting, digital display, stainless steel front, gray painted sides, aluminum interior, top-mounted self-contained refrigeration, 1/4 HP, cULus, UL EPH Classified, UL-Sanitation, Made in USA		
	7 ea	3 years parts & labor warranty (excludes maintenance items)		
	7 ea	Self-Contained refrigeration		
	7 ea	Additional 4 years compressor warranty (part only), standard		
	7 ea	115v/60/1-ph, 2.7 amps, cord with NEMA 5-15P		
	7 ea	Door(s) hinged on right, standard		
	7 ea	6" Heavy duty casters (2) locking, standard		

INSL	1 ea	INSTALLATION CORE MECHANICAL Delivery and Set-In-Place of Beverage Air Refrigeration.	\$4,410.00	\$4,410.00
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This quotation is good for 90 days, with the following provisions:

- 1) CORE Mechanical will be provided a signed quote, and PO, current project schedule if applicable, and minimum of two weeks lead time prior to commencing work at the site, unless agreed upon beforehand.
- 2) Access to site 5 days prior to install date is required. If prior access is not possible, additional charges may be incurred due to unforeseen occurrences.
- 3) All work will be scheduled a minimum of 7 days prior to desired date, no exceptions unless agreed upon beforehand.
- 4) Any trip where work cannot be performed as scheduled due to reasons beyond our control, or at the fault of another trade, will be charged at a rate of \$600 per tech, per day.
- 5) Any trips beyond the initially quoted amount will be charged at \$150 per tech per day within the Greater Houston Area, and \$1.41 per mile beyond a 45 mile radius measured from Downtown Houston.
- 6) We exclude weekend, Holiday or after hour work schedules from this quote, unless noted otherwise. Any work performed during non-business hours not specified in this quote will incur additional charges.


EQ-170	2 ea	ICE MAKER WITH BIN, CUBE-STYLE	\$1,902.89	\$3,805.78
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Hoshizaki Model No. AM-50BAJ-AD
Ice Maker With Bin, Cube-Style, air-cooled, self-contained condenser, production capacity up to 55 lb/24 hours at 70°/50° (34 lb AHRI certified at 90°/70°), 22 lb. storage capacity, full-length stainless steel handle, Top Hat style full cube, 115v/60/1-ph, 3.8 amps, NSF, UL, ADA Compliant

2 ea Warranty: 2-Year parts & labor on entire machine

EQ-211	2 ea	ICE MAKER, CUBE-STYLE	\$2,418.27	\$4,836.54
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Item	Qty	Description	Sell	Sell Total
		Scotsman Model No. C0330MA-1 Prodigy Plus® Ice Maker, cube style, air-cooled, self-contained condenser, production capacity up to 400 lb/24 hours at 70°/50° (288 lb AHRI certified at 90°/70°), medium cube size, AutoAlert™ indicating lights, WaterSense adjustable purge control, one-touch cleaning, harvest assist, front facing removable air filter, unit specific QR code, stainless steel finish, AgION™ antimicrobial protection, 115v/60/1-ph, 14.3 amps, cULus, NSF, CE, engineered and assembled in USA		
	2 ea	NOTE: Sale of this product must comply with Scotsman's MSRP Policy; contact your Scotsman representative for details		
	2 ea	3 year parts & labor warranties		
	2 ea	5 year parts & labor warranties on Evaporator		
	2 ea	5 year parts on compressor & condenser		
	2 ea	B330P Ice Bin, top-hinged front-opening door, 344 lb application capacity, for top-mounted ice maker, 30" width, rotocast plastic construction, toolless removable baffle, polyurethane insulation, polyethylene liner, includes 6" legs, NSF, engineered and assembled in USA	\$862.75	\$1,725.50
	2 ea	3 year parts & labor warranties		
DEL	1 ea	INSTALLATION Custom Delivery and Set-In-Place of Ice Machines. Does Not Include Installation.	\$472.50	\$472.50

Total **\$108,123.12**

Prices Good Until: 05/28/2021

Standard Terms and Conditions

Terms: Payment in full is required on all special orders. Stock equipment requires a 50% deposit. Balance due prior to delivery. The prices contained in this quote are based on payment by cash, check, or bank wire transfer, any other means of payment must be negotiated prior to the acceptance of this quote.

Pricing is good for thirty (30) days unless otherwise noted. Prices contained on this quote are subject to Ace Mart being awarded the entire quoted package. If individual line(s) are chosen, pricing is subject to change.

TERMS: Purchase Orders are accepted with net 30 day terms from date of invoice. Prices FOB your dock. Pricing is good for 30 days from date of bid, unless otherwise stipulated. Prices contained on this quote are subject to Ace Mart being awarded the entire quoted package. If individual line(s) are chosen, pricing is subject to change.

Non-stock/special order items are not eligible for return.

Please allow 60 days after receipt of order for delivery on all merchandise unless otherwise specified. Ace Mart will make all efforts to make one complete shipment. Ace Mart will not be responsible for freight delays.

- Installation charges not included unless otherwise specified on the quote
- Acceptance of this proposal is subject to the final approval of the Ace Mart Restaurant Supply Co
- All electrical, mechanical, plumbing interconnections and final connections to be installed by others

Ace Mart Restaurant Supply - Contracting

03/17/2021

- All contractors, motor starters, disconnects, plugs and pigtails not provided as standard by the manufacturer are to be provided by the electrical contractor
- Customer will verify and sign acceptance that their facility meets electrical and plumbing requirements to install and operate the equipment on this purchase order. Ace Mart will not be responsible for incorrect specifications provided or accepted by the customer
- Warranties are standard as offered by the manufacturer
- Ace Mart Restaurant Supply is not responsible for damaged items accepted and signed for at the time of delivery.

Acceptance: _____ Date: _____

Printed Name: _____

Project Grand Total: \$108,123.12


For:
College of the Mainland
NUNZIO ARCIDIACONO
409-354-6938 (Contact)



Project:
College of the Mainland - RFQ 21-
11 Appliances


From:
Jean's Restaurant Supply
Elvia (Bibi) Castro
426 S Staples St
Corpus Christi, TX 78401
361-360-7557 Direct Line
361-888-7602 Fax Line
1-800-840-3610 x139 Toll free

Project Code: EC12707

Job Reference Number: EC12707

Item	Qty	Description	Sell	Sell Total
	1 ea	COOP CHOICE PARTNERS Model No. 2687 Please reference CHOICE PARTNERS COOP CONTRACT #19/039TJ-11 EXPIRES 07/31/2021 on your purchase order and email the purchase order to CHOICE PARTNERS. ALL purchase orders MUST be processed through the CHOICE PARTNERS in order to comply.		
				
E-54	20 ea	REACH-IN REFRIGERATOR Beverage Air Model No. HR1WHC-1G Horizon Series Refrigerator, reach-in, one-wide section, 30.76 cu. ft., (1) wide right-hand hinged glass door, (3) shelves, electronic control, LED interior lighting, digital display, stainless steel front, gray painted sides, aluminum interior, top-mounted self-contained refrigeration, 1/4 HP, cULus, UL EPH Classified, UL-Sanitation, Made in USA Dimensions 85(h) x 35(w) x 33.75(d)	\$4,011.20	\$80,224.00
	20 ea	3 years parts & labor warranty (excludes maintenance items)		
	20 ea	Self-Contained refrigeration		
	20 ea	Additional 4 years compressor warranty (part only), standard		
	20 ea	115v/60/1-ph, 2.7 amps, cord with NEMA 5-15P		
	20 ea	Door(s) hinged on right, standard		
	60 ea	403-888D-01 Shelf, epoxy coated wire, for H series 1-door, wide units	\$38.15	\$2,289.00
	240 ea	403-168A Shelf clip, zinc	\$0.55	\$132.00
	20 ea	6" Heavy duty casters (2) locking, standard		
		ORDERS WILL HAVE TO BE RECEIVED IN OUR OFFICES FOR PROCESSING MARCH 3, 2021 TO MEET THE DELIVERY DEADLINE*		
	20 ea	JRS 987461 JRS will DELIVER, UNCRATE and SET IN PLACE	\$325.00	\$6,500.00
	1 ea	JRS 82781 Shipping and Handling	\$51.00	\$51.00
Class 150		Weight: 8580 lbs total		
			ITEM TOTAL:	\$89,196.00

Item	Qty	Description	Sell	Sell Total
E-92	7 ea	REACH-IN REFRIGERATOR	\$3,531.60	\$24,721.20
		Beverage Air Model No. HR1WHC-1S Horizon Series Refrigerator, reach-in, one-wide section, 30.76 cu. ft., (1) right-hand solid hinged door with locks, (3) shelves, electronic control, LED interior lighting, digital display, stainless steel front, gray painted sides, aluminum interior, top-mounted self-contained refrigeration, 1/4 HP, cULus, UL EPH Classified, UL-Sanitation, Made in USA Dimensions 85(h) x 35(w) x 33.75(d)		
	7 ea	3 years parts & labor warranty (excludes maintenance items)		
	7 ea	Self-Contained refrigeration		
	7 ea	Additional 4 years compressor warranty (part only), standard		
	7 ea	115v/60/1-ph, 2.7 amps, cord with NEMA 5-15P		
	7 ea	Door(s) hinged on right, standard		
	7 ea	6" Heavy duty casters (2) locking, standard		
		ORDERS WILL HAVE TO BE RECEIVED IN OUR OFFICES FOR PROCESSING MARCH 3, 2021 TO MEET THE DELIVERY DEADLINE*		
	7 ea	JRS 987461 JRS will DELIVER, UNCRATE and SET IN PLACE	\$325.00	\$2,275.00
	1 ea	JRS 82781 Shipping and Handling	\$51.00	\$51.00
Class 150		Weight: 2926 lbs total		
			ITEM TOTAL:	\$27,047.20
EQ-170	2 ea	ICE MAKER WITH BIN, CUBE-STYLE	\$1,938.46	\$3,876.92
		Hoshizaki Model No. AM-50BAJ-AD Ice Maker With Bin, Cube-Style, air-cooled, self-contained condenser, production capacity up to 55 lb/24 hours at 70°/50° (34 lb AHRI certified at 90°/70°), 22 lb. storage capacity, full-length stainless steel handle, Top Hat style full cube, 115v/60/1-ph, 3.8 amps, NSF, UL, ADA Compliant Dimensions 31.5(h) x 14.88(w) x 22.63(d)		
	2 ea	Warranty: 2-Year parts & labor on entire machine		
	1 ea	JRS 82781 Shipping and Handling	\$180.00	\$180.00
		IN STOCK		
	2 ea	JRS 987461 JRS will DELIVER, UNCRATE and SET IN PLACE	\$325.00	\$650.00
Class 150		Weight: 220 lbs total		
			ITEM TOTAL:	\$4,706.92

Item	Qty	Description	Sell	Sell Total
<u>EQ-171</u>	2 ea	ICE MAKER, CUBE-STYLE	\$2,332.66	\$4,665.32
		Scotsman Model No. C0330MA-1 Prodigy Plus® Ice Maker, cube style, air-cooled, self-contained condenser, production capacity up to 400 lb/24 hours at 70°/50° (288 lb AHRI certified at 90°/70°), medium cube size, AutoAlert™ indicating lights, WaterSense adjustable purge control, one-touch cleaning, harvest assist, front facing removable air filter, unit specific QR code, stainless steel finish, AgION™ antimicrobial protection, 115v/60/1-ph, 14.3 amps, cULus, NSF, CE, engineered and assembled in USA Dimensions 23(h) x 30(w) x 24(d)		
	2 ea	NOTE: Sale of this product must comply with Scotsman's MSRP Policy; contact your Scotsman representative for details		
	2 ea	3 year parts & labor warranties		
	2 ea	5 year parts & labor warranties on Evaporator		
	2 ea	5 year parts on compressor & condenser		
	2 ea	B330P Ice Bin, top-hinged front-opening door, 344 lb application capacity, for top-mounted ice maker, 30" width, rotocast plastic construction, toolless removable baffle, polyurethane insulation, polyethylene liner, includes 6" legs, NSF, engineered and assembled in USA	\$832.21	\$1,664.42
	2 ea	3 year parts & labor warranties		
	2 ea	AP1-P AquaPatrol™ Plus Water Filtration System, single system, 2.1 gallons per minute max flow, designed for cubers up to 650 lb, and for flakers, nuggets & nugget dispensers up to 1,200 lb, cULus, NSF	\$172.85	<Optional>
	1 ea	JRS 82781 Shipping and Handling	\$143.76	\$143.76
		IN STOCK		
	2 ea	JRS 987461 JRS will DELIVER, UNCRATE and SET IN PLACE	\$325.00	\$650.00
Class 92.5		Weight: 504 lbs total Cube: 80.383		
			ITEM TOTAL:	\$7,123.50
			Merchandise	\$128,073.62
			Freight	
			Total	\$128,073.62

Standard Contract Terms & Conditions

All quotations are subject to approval by the company. The above listed prices shall be firm for 30 days. Prices shown in this quotation are for specific items, quantities, and lead times indicated. Prices are subject to change if all of the items are not ordered, if quantities ordered differ, or if adequate lead-time is not allowed.

The prices shown in this quotation DO/DO NOT include freight charges which will be added to our invoice. This quotation does not include any fees for local permits or licenses that may be required by your municipality or state.

The prices shown in this quotation DO/DO NOT include applicable taxes, which will be added to our invoice unless a valid certificate of exemption is provided by you. Please be advised that, under state law, some items may still be taxable. In states where Tari Inc. dba Jean's Restaurant Supply is not registered to collect Sales Tax, it is the buyer's responsibility to pay any applicable Use Tax due to the state.

Payment terms are 50% due at time of order and 50% due prior to delivery. We do not accept credit card payments on projects. Please be advised that a 1.5% per month SERVICE CHARGE will begin to accrue upon expiration of the above payment terms. NO REFUNDS, RETURNS, OR EXCHANGE for any parts, plumbing, perishable, special order, used, damaged, or cleaning products. Or if original receipt/packaging not provided by purchaser at time of return/exchange. All returns & claims are subject to a 20%-35% restocking fee & must be returned within 30 days from date of purchase. No cash refunds! No exceptions!

It is our understanding that you are requesting delivery of the items on this order during the week of _____ if this date is not correct or is missing, please provide us with a scheduled delivery date _____. If an alternative date is not provided, the date specified above is considered confirmed. In the event that the delivery date is delayed by you, or any party other than Tari Inc dba Jean's Restaurant Supply, for more than two (2) weeks from the agreed upon date, you hereby agree that Tari Inc dba Jean's Restaurant Supply will bill you for "stored materials".

You also agree that any payments originally due "upon delivery" will become immediately due and payable. For valuable consideration, receipt of which is hereby acknowledged, you hereby grant to Tari Inc dba Jean's Restaurant Supply a security interest in the equipment described herein and any and all additions and accessories thereto, to secure payment of the total debt and any and all other obligations to Tari Inc dba Jean's Restaurant Supply under this agreement. The security interest created hereby shall terminate when obligations have been paid in full.

You hereby authorize Tari Inc dba Jean's Restaurant Supply to file any UCC financing statement that it deems necessary to perfect its security interest.

On capital purchases, we require a perfected security interest in the goods until they have been paid for in full.

Tari Inc dba Jean's Restaurant Supply will handle all of the necessary U.C.C. filings and pay for any costs associated with these filings. Upon failure of you to promptly pay or perform any of the obligations or any covenants contained or referred to herein, Tari Inc dba Jean's Restaurant Supply may, at its option, declare all of the obligations immediately due and payable and then shall have all of the remedies of a secured party under the Uniform Commercial Code of the state where the equipment is located.

Such remedies shall include, but are not limited to, the right to take possession of the equipment. Expenses related to repossessing, holding, repairing, or reselling the equipment, including any collection costs, reasonable attorney's fees and legal expenses, shall be the responsibility of the buyer.

No warranty of merchantability or fitness for a particular purpose, or other warranty, express, implied or statutory, nor any affirmation of fact or promise is made by Seller with respect to the goods which are sold pursuant hereto.

TARI INC dba JEAN'S RESTAURANT SUPPLY SHALL NOT BE LIABLE FOR INCIDENTAL OR CONSEQUENTIAL LOSSES, DAMAGES OR EXPENSES, DIRECTLY OR INDIRECTLY ARISING FROM THE SALE, HANDLING OR USE OF THE GOODS, OR FROM ANY OTHER CAUSE RELATING THERETO. Tari Inc dba Jean's Restaurant Supply's liability hereunder and Buyer's exclusive remedy hereunder is expressly limited to the replacement (in the form originally shipped) of goods not complying with this Agreement or, at Jean's Restaurant Supply's election, to credit Buyer with an amount equal to the purchase price of such goods, whether claims are for breach of warranty, negligence or otherwise. If you are in agreement with the aforementioned

terms, prices, specifications and conditions, please sign a copy of this contract and return it to the undersigned at our offices, accompanied by any required advance payment.

Thank you for the opportunity to offer our quotation. We look forward to receiving your valued order.

Jean's Restaurant Supply

Contract Category: Food Equipment and Small Wares

Contract Number: 19/039TJ-11

Contract Terms:

Initial Award Date: August 1, 2019

1st Renewal Start Date: August 1, 2020

2nd Renewal Start Date: August 1, 2021

Current Expiration Date: July 31, 2021

Renewals Remaining: 2

CP Contract Manager:

Trisha Prestigiacomio

trisha@choicepartners.org

713-696-0742

Contract Partner: Jean's Restaurant Supply



Contract Partner Web Site:

<http://www.JeansRestaurantSupply.com>

Approved Market Area: National

APPROVED PRODUCT OR SERVICE:

Food Equipment and COVID-19 supplies

MWBE/HUB Status: Not Certified

ABOUT THIS PARTNER:

Our experienced, passionate and dedicated bid department will ensure that you are provided high quality customer service, that goes above and beyond your expectations, by strongly listening to and identifying your needs. We will provide solutions based on our product knowledge and your needs, maintain an ongoing reorder pad, to create a positive shopping experience with our company, at all times. Requests for quotes will be met in a timely and effective manner. We look forward to building a long-term relationship with you. Thank you for the opportunity to quote.



BEVERAGE-AIR

Project: _____	AIA#
Item: _____	
Location: _____	SIS#
Approved: _____	

HORIZON TOP MOUNT REACH-IN

MODEL:
HR1WHC-1G

HR1HC Wide Glass Door Reach-in Refrigerator
Hydrocarbon Series



3 Year Parts/Labor Warranty
Additional 4 Year Compressor Warranty

CABINET CONSTRUCTION

- Exterior is stainless steel front and gray painted sides
- Interior liner is made of corrosion resistant aluminum
- Full electronic control
- One piece grille
- LED interior light
- Self-closing door with 120° stay-open feature, on cam-lift hinges
- Snap-In magnetic gaskets for positive door seal
- Heavy-duty epoxy coated wire shelves
- 6" Heavy-duty casters, two (2) with brakes
- 8' Cord and plug (see electrical data for details)

OPTIONS & ACCESSORIES

- Tray slide pair, 1 tray slide set for (1) 18" x 26" or (2) 14" x 18" pans (A)
- Stainless steel universal tray slide pair, 1 tray slide set for (1) 18" x 26" or (2) 14" x 18" pans (AC)
- Tray slide kit #4 (19 sets per half section)
- Additional shelves
- Shelf clips
- Door locks
- Stainless steel breaker
- 6" Legs seismic/flanged
- 3" Casters
- Remote option* (see note on back page)

FINISH OPTION

- **HR Standard**
(S/S front, continuous coil coated sides, aluminum interior)
- **HRP**
(S/S front, S/S sides, aluminum interior)
- **HRS**
(S/S front, continuous coil coated sides, S/S interior)
- **HRPS**
(Complete S/S exterior & interior)

REFRIGERATION SYSTEM

- Uses environmentally friendly, energy efficient R290 refrigerant, and meets all regulatory requirements for CARB, SNAP, DOE & more
- Hot gas condensate evaporator
- Adaptive defrost
- Epoxy coated evaporator coil
- Maintains product temperatures between 36°F and 38°F

HR1HC TOP MOUNT REACH-IN REFRIGERATOR




Please verify qualifying units by visiting:
www.energystar.gov/cfs

3779 Champion Blvd., Winston-Salem, NC 27105
1-888-845-9800 Fax: 1-336-245-6453
Beverage-Air.com Sales@bevair.com



BEVERAGE-AIR.

MODEL	HR1WHC-1G
EXTERNAL DIMENSIONAL DATA	
Width Overall	35"
Depth Overall with Handle	33 3/4"
Height Overall	85"
Number of Doors	1
Depth with Door Open 90°	64 1/8"
Door Opening (in)	30 5/8" x 61 5/8"
INTERNAL DIMENSIONAL DATA	
NET Capacity (cubic ft.)	30.76
Internal Width Overall (in)	31"
Internal Depth Overall (in)	26 1/8"
Internal Height Overall (in)	62"
Number of Shelves	3
ELECTRICAL DATA	
Full Load Amperes 115/60/1	2.7
REFRIGERATION DATA	
Horsepower*	1/4
Capacity (BTU/Hr)*	1702
SHIPPING DATA	
Gross Weight (crated lbs)	429 lbs
Height - Crated	88"
Width - Crated	41"
Depth - Crated	33"

*NOTE: Remote units are field wired and come with 6" legs.
Refrigerant must be specified at time of order.

Top Mount Reach-In Refrigerator Model: HR1WHC-1G

Model Views

Required Clearance: Top 12", Rear 3"

PLAN VIEW

ELEVATION VIEW

SIDE VIEW

*ELECTRICAL CONNECTION



115/60/1
NEMA 5-15P

Unit pre-wired at factory and include 8' long cord and plug set.





BEVERAGE-AIR

Project: _____	AIA#
Item: _____	
Location: _____	SIS#
Approved: _____	

HORIZON TOP MOUNT REACH-IN

MODEL:
HR1WHC-1S

HR1HC Wide Reach-in Refrigerator
Hydrocarbon Series



OPTIONS & ACCESSORIES

- Tray slide pair, 1 tray slide set for (1) 18" x 26" or (2) 14" x 18" pans (A)
- Stainless steel universal tray slide pair, 1 tray slide set for (1) 18" x 26" or (2) 14" x 18" pans (AC)
- Tray slide kit #4 (19 sets per half section)
- Additional shelves
- Shelf clips
- Stainless steel breaker
- 6" Legs seismic/flanged
- 3" Casters
- Remote option* (see note on back page)

3 Year Parts/Labor Warranty
Additional 4 Year Compressor Warranty

CABINET CONSTRUCTION

- Exterior is stainless steel front and gray painted sides
- Interior liner is made of corrosion resistant aluminum
- Full electronic control
- One piece grille
- LED interior light
- Self-closing door with 120° stay-open feature, on cam-lift hinges
- Field reversible doors
- Door locks
- Snap-In magnetic gaskets for positive door seal
- Heavy-duty epoxy coated wire shelves
- 6" Heavy-duty casters, two (2) with brakes
- 8' Cord and plug (see electrical data for details)

FINISH OPTION

- **HR Standard**
(S/S front, continuous coil coated sides, aluminum interior)
- **HRP**
(S/S front, S/S sides, aluminum interior)
- **HRS**
(S/S front, continuous coil coated sides, S/S interior)
- **HRPS**
(Complete S/S exterior & interior)

REFRIGERATION SYSTEM

- Uses environmentally friendly, energy efficient R290 refrigerant, and meets all regulatory requirements for CARB, SNAP, DOE & more
- Hot gas condensate evaporator
- Adaptive defrost
- Epoxy coated evaporator coil
- Maintains product temperatures between 36°F and 38°F

HR1HC TOP MOUNT REACH-IN REFRIGERATOR




Please verify qualifying units by visiting:
www.energystar.gov/cfs

3779 Champion Blvd., Winston-Salem, NC 27105
1-888-845-9800 Fax: 1-336-245-6453
Beverage-Air.com Sales@bevair.com



BEVERAGE-AIR

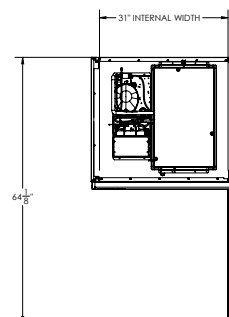
MODEL	HR1WHC-1S
EXTERNAL DIMENSIONAL DATA	
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Depth Overall with Handle	33 3/4"
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NET Capacity (cubic ft.)	30.76
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Number of Shelves	3
ELECTRICAL DATA	
Full Load Amperes 115/60/1	2.7
REFRIGERATION DATA	
Horsepower*	1/4
Capacity (BTU/Hr)*	1702
SHIPPING DATA	
Gross Weight (crated lbs)	418 lbs
Height - Crated	88"
Width - Crated	41"
Depth - Crated	33"

*NOTE: Remote units are field wired and comes with 6" legs.
Refrigerant must be specified at time of order.

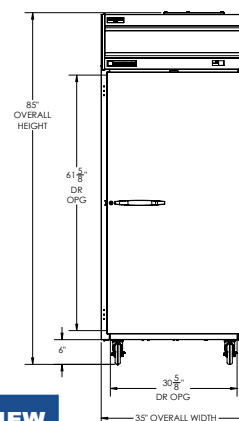
Top Mount Reach-In Refrigerator Model: HR1WHC-1S

Model Views

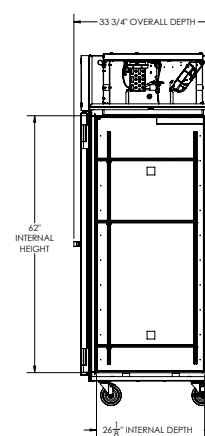
Required Clearance: Top 12", Rear 3"



PLAN VIEW



ELEVATION VIEW



SIDE VIEW

*ELECTRICAL CONNECTION



115/60/1
NEMA 5-15P

Unit pre-wired at factory and include 8' long cord and plug set.



3779 Champion Blvd., Winston-Salem, NC 27105 1-888-845-9800 Fax: 1-336-245-6453 Beverage-Air.com Sales@bevair.com

an Ali Group Company



The Spirit of Excellence



AM-50BAJ-(AD)DS

SELF-CONTAINED CUBER WITH BUILT-IN STORAGE BIN



Item #: _____
Project: _____
Qty: _____
AIA#: _____

W x D x H
AM-50BAJ / AM-50BAJ-DS
14⁷/₈" x 22⁵/₈"* x 33¹/₂"
Shipping Dimensions 20³/₄" x 30¹/₂" x 40"

(-AD) - ADA Compliant

(-DS) - Customized Cabinet Door System

AM-50BAJ-AD / AM-50BAJ-ADDS
14⁷/₈" x 22⁵/₈"* x 31¹/₂"
Shipping Dimensions 20³/₄" x 30¹/₂" x 38"

* not including handle



AM-50BAJ
Air-Cooled
(Shown)
AM-50BAJ-AD
Air-Cooled
ADA Compliant Unit



AM-50BAJ-DS*
(Shown)
with Custom Cabinetry
AM-50BAJ-ADDS*
Air-Cooled
ADA Compliant Unit

*Customer responsible for providing cabinetry



Features

- ▶ **UL approved for outdoor use**
- ▶ **Undercounter design**
- ▶ **Drain pump option available**

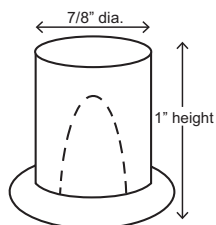
- Up to 55 lbs. of ice production per 24 hours
- Fewer moving parts for longer life
- Power switch accessible without panel removal
- Less than 34 inches tall (AM-50BAJ, AM-50BAJ-DS)
- Less than 32 inches tall; ADA Compliant (AM-50BAJ-AD, AM-50BAJ-ADDS)
- Up to 22 lbs. of built-in storage capacity
- Easily disassembled water circuit for easy cleaning
- Front in and out airflow
- Equipped with 6 ft. Cord with NEMA 5-15 Plug
- R-134a Refrigerant

Warranty:

2 Year Parts & Labor on entire machine.
1 Year Parts & Labor on HS-5061 Drain Pump Assembly.
Valid in United States, Canada, Puerto Rico and U.S. Territories. Contact factory for warranty in other countries.

Condenser	Model	ICE PRODUCTION		WATER USAGE		ELECTRICAL						
		Air / Water Temp Lbs. per 24 hours 70°/50°F 90°/70°F		Potable Gal. per 100 lbs. 90°/70°F	Condenser Gal. per 100 lbs. 90°/70°F	kWh Used per 100 lbs. 90°/70°F	Max. Fuse Sz or HACR Circuit Bkr	Amperage	Voltage	Heat Rejection BTU/hr.	Refrigerant Charge Amount	Net / Ship Weight (lbs.)
Air	AM-50BAJ(-DS)	51	35	71.0	N/A	17.0	15A	3.8A	115V/60/1	1,900	4.2oz	88 / 97
Air	AM-50BAJ-AD(-DS)	55	34	63.9	N/A	16.8	15A	3.8A	115V/60/1	1,900	4.2oz	88 / 99

AM Cube Dimensions*



* approximate size in inches, image not to scale

Operating Limits

- Ambient Temp Range 45 - 100°F
- Water Temp Range 45 - 95°F
- Water Pressure 7 - 113 PSIG
- Voltage Range 104-127V

Location

- Allow 15" (38 cm) at front and enough space at rear for water supply and drain connections.
- Location must provide a firm and level foundation.
- Do not place near ovens, grills or other high heat producing equipment.

Parts

- -DS Door Reversal Part - HS-0229
Optional Kit required for (-DS) models
- Side trim kit available
- Accessory - HS-5061 Drain Pump Assembly
- Water filter - H9320-51

Plumbing

- Icemaker Water Supply Line: Minimum 1/4" Nominal ID Copper Water Tubing or Equivalent
- Icemaker Drain Line: Minimum 1/2" Nominal ID Hard Pipe or Equivalent

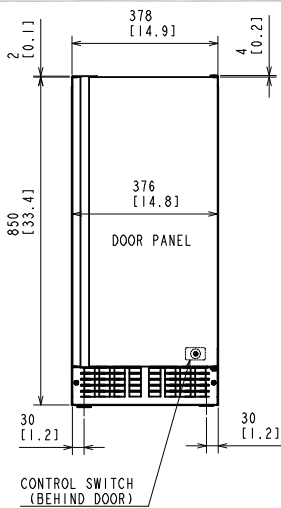


AM-50BAJ-(AD)DS

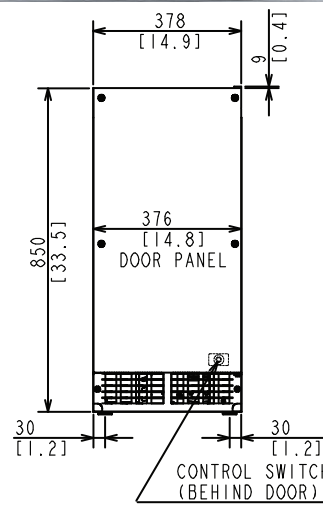
SELF-CONTAINED CUBER WITH BUILT-IN STORAGE BIN



FRONT VIEW



AM-50BAJ*

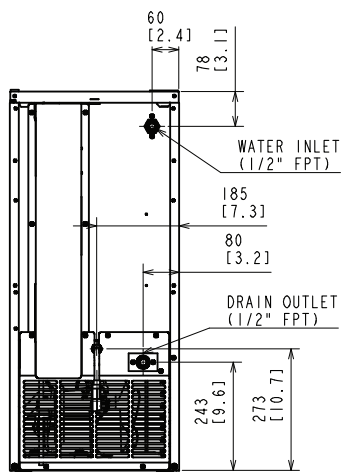


AM-50BAJ-DS*

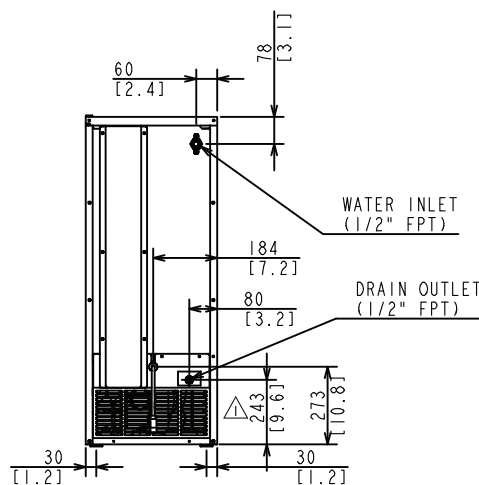
mm
[inch]

* -AD models have height of 31.5"

REAR VIEW



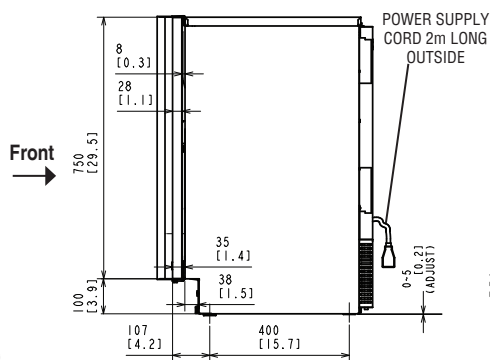
AM-50BAJ*



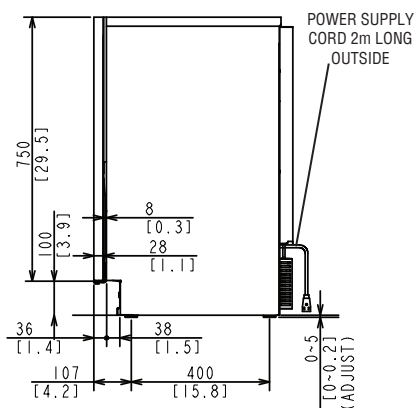
AM-50BAJ-DS*

* -AD models have height of 31.5"

SIDE VIEW



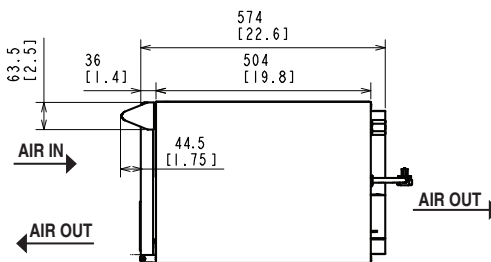
AM-50BAJ*



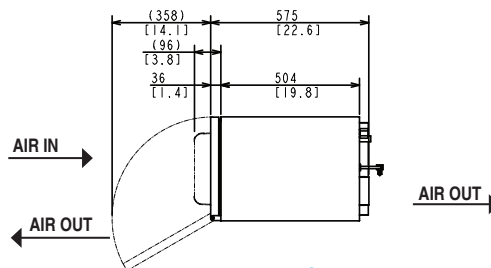
AM-50BAJ-DS*

* -AD models have height of 31.5"

TOP VIEW



AM-50BAJ*



AM-50BAJ-DS*



C0330 - 300lb Cube Ice Machine

Prodigy Plus® Modular Cube Ice Machine

The world's smartest cuber.

As the world's only self-monitoring cuber, the new Scotsman Prodigy Plus® cube ice machines make it easier than ever to maintain your equipment and save money. Whether it's the advanced ice level control or an optional feature board for quick diagnostics, this is ice-making re-imagined. And with intuitive technology like AutoAlert™ indicator lights, a reduced operational footprint and easy-access service from the front panel, Prodigy Plus® cubers are simply the smartest, most reliable way to create fresh-tasting ice — every time.



The Prodigy Plus® difference.

- AutoAlert™ indicator lights for better visibility
- Operational footprint among the industry's smallest
- Industry-exclusive QR code instantly connects users to service information and warranty history
- One-touch cleaning reduces labor costs and saves time
- Front-located air filter for more efficient operation
- Self-aligning front panel for easy access to key components
- Patented WaterSense purge control automatically reduces scale buildup
- Patented Harvest Assist efficiently moves cube ice to the bin
- Smart-Board™ advanced feature module available for additional diagnostic capabilities
- Optional Vari-Smart™ ice level control allows operators to customize ice levels
- Antimicrobial protection guards internal surfaces between cleanings
- A full range of water- and energy-saving features

C0330 - 300lb Cube Ice Machine



24 Hour Volume Production

Air Cooled			Water Cooled		
70°F/21°C 50°F/10°C	Air Water	90°F/32°C 70°F/21°C	70°F/21°C 50°F/10°C	Air Water	90°F/32°C 70°F/21°C
400/182 lb/kg		288/131 lb/kg	420/191 lb/kg		326/148 lb/kg



Modular Bin Options

Model Number*	Dimensions W" x D" x H"	Bin Application		Ship Weight lb/kg
		Capacity lb/kg	Finish	
B330P	30 x 34 x 30**	344/156	Poly	130/59
B530S or P	30 x 34 x 44**	536/244	Metallic or Poly	132/60

* Contact Scotsman for bin top requirements. ** Add 6" Height for bin legs.



B330P

B530P



Cube Ice

Common ice form, ideal for mixed drinks.



Small Cube
7/8" x 7/8" x 3/8"
(2.22 x 2.22 x .95 cm)



Medium Cube
7/8" x 7/8" x 7/8"
(2.22 x 2.22 x 2.22 cm)



Certification



Warranty

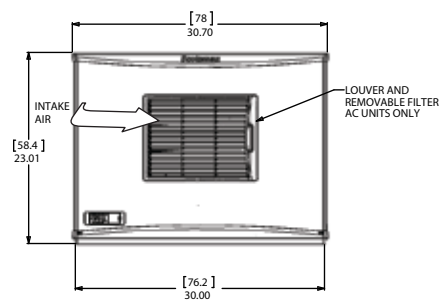
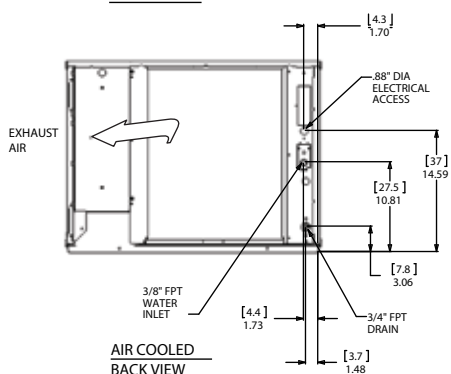
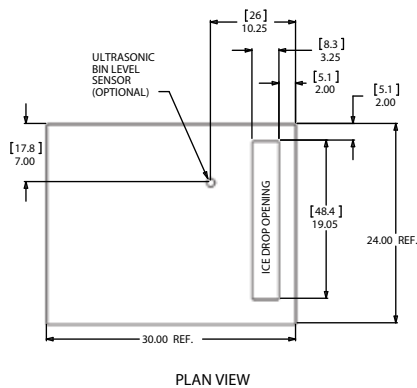
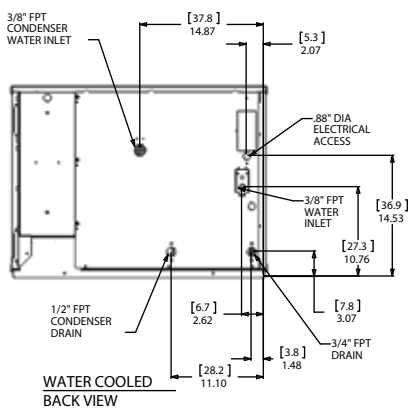
- 3 years parts and labor on all components.
- 5 years parts and labor on the evaporator.
- 5 years parts on the compressor and condenser.
- Warranty valid in North, South & Central America for commercial installations.
- Contact factory for warranty in other regions.
- Residential Applications: 1 year parts and labor



C0330 - 300lb Cube Ice Machine

Prodigy Plus® Modular Cube Ice Machine

C0330 - 300lb Cube Ice Machine



Specifications

Model Number	Condenser Unit	Basic Electrical Volts/Hz/Phase	Max. Fuse Size or HACR Circuit Breaker (amps)	Circuit Wires	Min. Circuit Ampacity	Energy Consumption kWh/100 lb (45.4 kg) 90°F(32°C)/70°F(21°C)	Water Usage Gallons/100 lb (liters/45.4 kg)	
							Potable 90°F(32°C)/70°F(21°C)	Condenser 90°F(32°C)/70°F(21°C)
Cube Size: medium or small								
med. C0330MA-1	Air	115/60/1	15	2	14.3	6.23	18.0/68.1	-
C0330MW-1	Water	115/60/1	15	2	13.5	4.97	18.0/68.1	139.0/526.2
C0330MA-32	Air	208-230/60/1	15	2	7.1	6.23	18.0/68.1	-
sm. C0330SA-1	Air	115/60/1	15	2	14.3	6.23	18.0/68.1	-
C0330SW-1	Water	115/60/1	15	2	13.5	4.97	18.0/68.1	139.0/526.2



All Models

Dimensions (W x D x H):

Unit: 30" x 24" x 23"
(76.2 x 61.0 x 58.4 cm)

Shipping Carton: 33.5" x 27.5" x 28"
(85.1 x 69.9 x 71.1 cm)

Shipping Weight: 155 lb / 70 kg BTUs per hour: 5,200

Refrigerant: R-404A



Accessories

Model Number	Description
KVS	Vari-Smart™ Ice Level Control - Program ice bin levels to match ice needs.
KSBU	Smart-Board™ Advanced Control - Use additional operational data for fast diagnosis.
KSBU-N	Smart-Board™ Advanced Control with Network - Network capable.
KPAS	Prodigy Advanced Sustainability Kit - Includes KVS and KSBU - N
KPPSA323	Prodigy Plus® Side Air Flow Kit for C0330, C0530 and C0630

Scotsman recommends all ice machines have water filtration. See Scotsman water filter specification sheet for details.



Operating Requirements

	Minimum	Maximum
Air Temperatures	50°F (10°C)	100°F (38°C)
Water Temperatures	40°F (4.4°C)	100°F (38°C)
Remote Cond. Temps	-20°F (-29°C)	120°F (49°C)
Water Pressures	20 PSIG (1.4 bar)	80 PSIG (5.5 bar)
Electrical Voltage	-5%	+10%

Specifications and design are subject to change without notice.

Scotsman®

B322S, B330P, B530P/S, B842S, B948S - Storage Bins

Modular Storage Bins



B530S show with optional KLP8S legs.

Features

- New sleek, contemporary styling. A perfect match to Prodigy Plus cube ice machines and other Scotsman ice machines.
- Convenient, built-in scoop holder.
- Easily removable baffle, no tools required for cleaning.
- Lightweight.
- Unique recessed drain fitting for maximum installation flexibility.
- Corrosion resistant.
- Spring loaded door with hidden hinges for easy opening and closing (except for B230P).
- Available in metallic finish or durable rotocast plastic.
- Ice scoop included.



Certification



Storage Capacity

B322S	B330P	B530P/S	B842S	B948S
Application Capacity	Application Capacity	Application Capacity	Application Capacity	Application Capacity
370/168 lb/kg	344/156 lb/kg	536/244 lb/kg	778/353 lb/kg	893/406 lb/kg

Application capacity is based on 90% of total volume in cubic feet x 34 lb/ft³



Polyurethane Insulation

Foam insulation is forced between the wall and liner under heat and pressure to form a perfect wall to wall bond, preserving ice supply for long periods.



Bin Interior

The polyethylene bin interior is sanitary and easy to clean. Resists scratches and scuffs from ice scoops.



Warranty

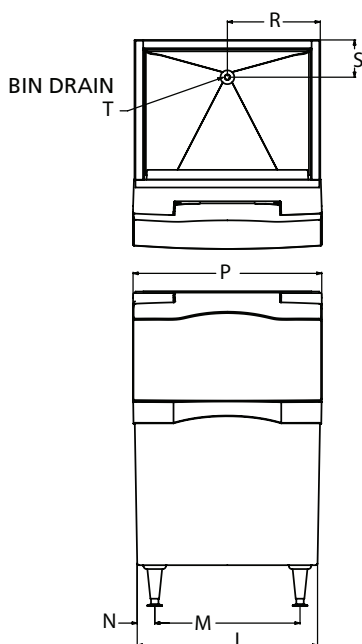
- 3 years parts and labor on all components.
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- Contact factory for warranty in other regions.
- Residential Applications: 1 year parts and labor

B322S, B330P, B530P/S, B842S, B948S - Storage Bins

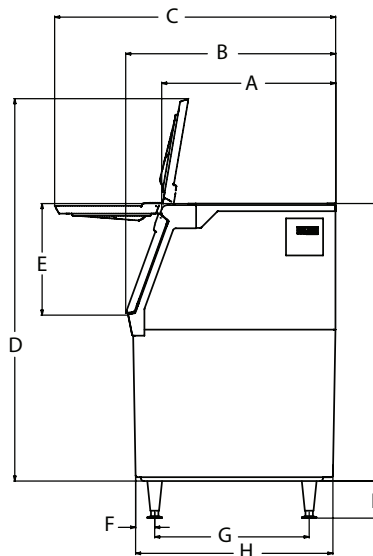
Scotsman®

B322S, B330P, B530P/S, B842S, B948S - Storage Bins

Modular Storage Bins



Installation Note: Allow 6" space at back for utility connections.



Dimensions

Model #	A	B	C	D	E	F	G	H	J	K	L	M	N	P	R	S	T
B322S	28.23	34	45.5	61.24	18	3.88	25	32.75	44	6	22	15.5	3.25	22.5	11	6	.75 NPT
B330P	28.15	34	45.5	47.24	18	3.33	25	32.42	31	6	30	23.5	3.08	30.5	15	6	.75 NPT
B530P/S	28.15	34	45.5	61.24	18	3.09	25	31.93	44	6	30	23.5	2.83	30.5	15	6	.75 NPT
B842S	28.07	34	45.5	61.87	18	3.88	25	32.75	44	6	42	35.5	3.25	42.5	21	6	.75 NPT
B948S	28.05	34	45.5	61.24	18	3.88	25	32.75	44	6	48	41.5	3.25	48.5	24	6	.75 NPT



Overall Dimensions

Model #	Carton (W x D x H)*
B322S	22" x 34" x 44"
B330P	30" x 34" x 31"
B530P	30" x 34" x 44"
B530S	30" x 34" x 44"
B842S	42" x 34" x 44"
B948S	48" x 34" x 44"

* Add 6" Height for bin legs.



Accessories*

Model Number	Description
KBC1	Kit, bit casters for B530S, B842S, B948S and SB380.** Not for use with B322S or SB480 when using extensions.
KBC1P	Kit, bin casters for B330P and B530P.**
KLP7	Kit, legs, 6", flanged feet, for B bins, HD dispensers, AFE, CU1/2/3 and NSE.
KLP8S	Kit, legs, 6", stainless steel, for B bins, HD dispensers, AFE, CU1/2/3 and NSE.
BGS10	Bagger, hooks on any bin.
KBAG	Kit, bags, 1000, for BGS10.
KSEALER	Kit, tape sealer, for BGS10.
KTAPE	Kit, tape, 180 ft. roll, for BGS10.
KHOLDER	Kit, scoop holder, stainless steel.

**3.5" Diameter, 2 locking, raises bin 4.5".



Shipping Information

Model #	Carton (W x D x H)	Weight (lb/kg)
B322S	26" x 36" x 49"	140/64
B330P	33" x 36" x 35"	90/41
B530P	33" x 37" x 49"	110/50
B530S	33" x 37" x 49"	150/68
B842S	45" x 36" x 49"	190/86
B948S	51" x 36" x 49"	209/95

B322S, B330P, B530P/S, B842S, B948S - Storage Bins



Water Filters

SSM Plus and Aqua Patrol Plus® Water Filtration Systems

Features

SSM Plus

- Extends the life of your Scotsman machine and provides cleaner, more consistent ice.
- Now with AquaArmor with AgION®, a silver-based anti-microbial compound that reduces the growth of bacteria, microorganisms, algae, mold and slime on ice machine surfaces, preventing premature clogging.
- Ultrafine half-micron filtration, combined with food-grade polyphosphate, assures that chlorine, off-tastes, odors and particles stay out of your ice.
- Filtration can reduce unscheduled water-related maintenance calls by as much as 40%.
- Easy to install and maintain.

AquaPatrol Plus®

- Leaves chlorine in water to keep machine cleaner longer.
- Polyphosphate feed to inhibit scale build up.
- Easy to install and maintain.
- Tighter pore size now eliminates more undesirable compounds.
- New smaller footprint gives operations more flexibility.

NSF International Standards

Standard No. 42: Aesthetic Effects

Chemical Unit

- Chlorine reduction, class 1
- Taste and odor reduction

Mechanical Filtration Unit

- Particle reduction, class 1
- 99.9% reduction of particles
- 1/2 micron and larger sizes

Standard No. 53: Health Effects

Mechanical Filtration Unit

- Turbidity reduction
- Cyst reduction
- Asbestos reduction

The SSM and AquaPatrol Plus filter and replacement cartridge have been tested and listed by NSF only for the functions listed above. Check for compliance with state and local law and regulations. Do not use where the water is micro-biologically unsafe, or with water of unknown quality without adequate disinfection before or after the unit. Can be used on water that may contain filterable cysts.



SSM3-P



AP3-P



Certification



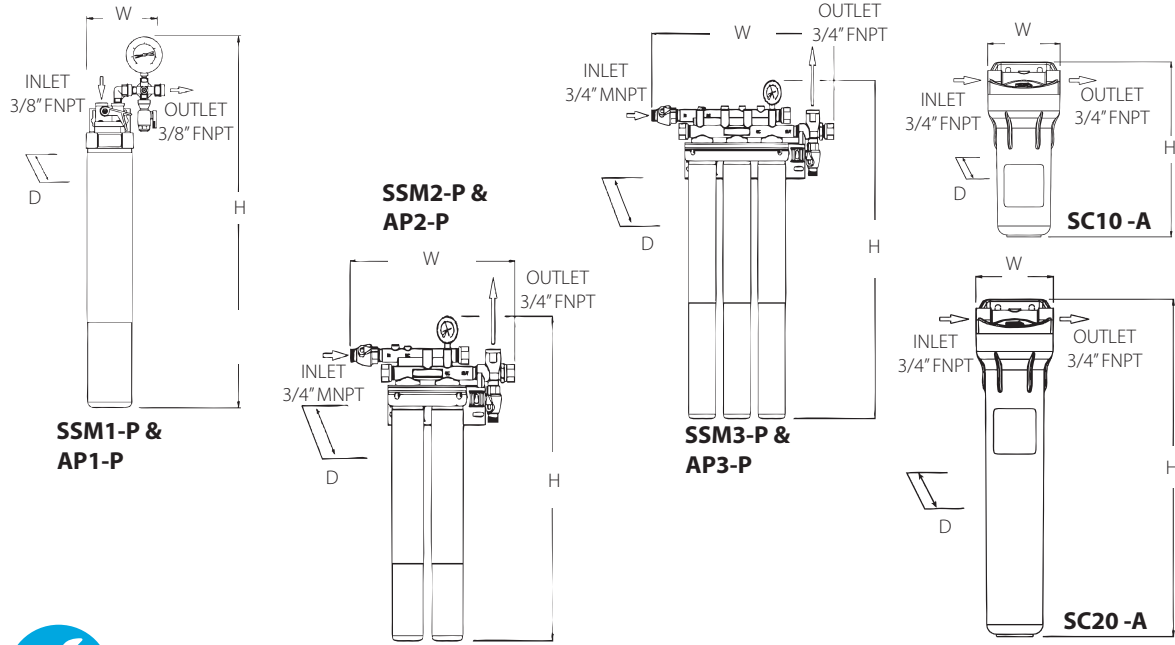
Warranty

- 5 years on manifold parts only
- Warranty valid in North, South & Central America for commercial installations.
- Contact factory for warranty in other regions.
- Residential Applications: 1 year parts and labor

Water Filters

Scotsman®

- 101 Corporate Woods Parkway, Vernon Hills, IL 60061 •
- 1-800-SCOTSMAN • Fax: 847-913-9844 • www.scotsman-ice.com • customer.relations@scotsman-ice.com •



Specifications

Model Number	Dimensions			Description	Maximum Flow (gallons/minute)	
	W	D	H			
SSM Plus	SSM1-P	5.6	4.75	30.5	Single System for Cubers up to 650 lb (295 kg) and flakers, nuggets and nugget dispensers up to 1,200 lb (544 kg).	1.67
	SSM2-P	16.6	5.5	29.26	Double System for Cubers up to 650 lb (295 kg) and flakers, nuggets and nugget dispensers up to 1,200 lb (544 kg).	3.34
	SSM3-P	21	5.5	29.26	Triple System for Cubers over 1,300 lb (544 kg)	5.01
AquaPatrol Plus®	AP1-P	5.6	4.75	21.5	Single System for Cubers up to 650 lb (295 kg) and flakers, nuggets and nugget dispensers up to 1,200 lb (544 kg).	2.1
	AP2-P	16.6	5.5	19.26	Double System for Cubers up to 650 lb (295 kg) and flakers, nuggets and nugget dispensers up to 1,200 lb (544 kg).	4.2
	AP3-P	21	5.5	19.26	Triple System for Cubers over 1,300 lb (544 kg)	6.3
Coarse Pre-Filters	SC10-A	5.16	5.5	12.44	Single System for Cubers up to 650 lb (295 kg) and flakers, nuggets and nugget dispensers up to 1,200 lb (544 kg).	5
	SC20-A	5.16	5.5	22.44	Single System for Cubers up to 650 lb (295 kg) and flakers, nuggets and nugget dispensers up to 1,200 lb (544 kg).	10



Shipping

Model Number	Dimensions	Weight (lb/kg)
SSM1-P:	21" x 10" x 6"	7/3
SSM2-P:	26" x 16" x 13"	11/5
SSM3-P:	26" x 16" x 13"	16/7
AP1-P:	10" x 21" x 6"	7/3
AP2-P:	16" x 26" x 13"	11/5
AP3-P:	16" x 26" x 13"	16/7
SC10-A:	6" x 6" x 17"	5/2
SC20-A:	6" x 6" x 26"	11/5



Accessories

Model Number	Description
SC10RC40	SC10 Replacement Filter (package of 40)
SC20RC20	SC20 Replacement Filter (package of 20)
SSMRC1	Replacement Cartridge for SSM Plus (package of 1)
SSMRC6	Replacement Cartridge for SSM Plus (package of 6)
APRC6-P	Replacement Cartridge for AquaPatrol Plus® (package of 6)
APRC1-P	Replacement Cartridge for AquaPatrol Plus® (package of 1)

Scotsman recommends all ice machines have water filtration.



Operating Requirements

	Minimum	Maximum
Air Temperatures	50°F (10°C)	100°F (38°C)
Water Temperatures	40°F (4.4°C)	100°F (38°C)
Water Pressures	20 PSIG (1.4 bar)	80 PSIG (5.5 bar)

Specifications and design are subject to change without notice.

Water Filters

To:
 College of the Mainland
 Nunzio Arcidiacono
 (409)938-1211 474
 narcidiacono@com.edu



Project:
 TX College of the Mainland -
 Equipment - March 2021

From:
 Pasco Brokerage Inc
 Emily Hart
 6465 Chase Oaks Blvd
 Plano, TX 75023-4621
 (972) 596-3350
 (972) 596-3350 (Contact)
 ehart@pascoinc.net

Pricing per Pasco awarded Choice Partners Contracts.
 18/075KD-11 Custodial Supplies and Services
 19/039TJ-15 Food Equipment and Small Wares
 20/006KD-04 Food Service Supplies and Related Items (2020-2022 Supply Catalog line award)

Pricing includes standard dock delivery to your location.

Item	Qty	Description	Sell	Sell Total
E-54	20 ea	REACH-IN REFRIGERATOR Beverage Air Model No. HR1WHC-1G Horizon Series Refrigerator, reach-in, one-wide section, 30.76 cu. ft., (1) wide right-hand hinged glass door, (3) shelves, electronic control, LED interior lighting, digital display, stainless steel front, gray painted sides, aluminum interior, top-mounted self-contained refrigeration, 1/4 HP, cULus, UL EPH Classified, UL-Sanitation, Made in USA	\$4,399.00	\$87,980.00
	20 ea	3 years parts & labor warranty (excludes maintenance items)		
	20 ea	Self-Contained refrigeration		
	20 ea	Additional 4 years compressor warranty (part only), standard		
	20 ea	115v/60/1-ph, 2.7 amps, cord with NEMA 5-15P		
	20 ea	Door(s) hinged on right, standard		
	20 ea	6" Heavy duty casters (2) locking, standard		
			ITEM TOTAL:	\$87,980.00
E-54.1	20 ea	INSTALLATION Statewide Services Model No. DUS Delivery, Uncrate, Set-in-Place, Make Ready for Final Connections by Others	\$301.00	\$6,020.00
			ITEM TOTAL:	\$6,020.00

Item	Qty	Description	Sell	Sell Total
E-92	7 ea	REACH-IN REFRIGERATOR  Beverage Air Model No. HR1WHC-1S Horizon Series Refrigerator, reach-in, one-wide section, 30.76 cu. ft., (1) right-hand solid hinged door with locks, (3) shelves, electronic control, LED interior lighting, digital display, stainless steel front, gray painted sides, aluminum interior, top-mounted self-contained refrigeration, 1/4 HP, cULus, UL EPH Classified, UL-Sanitation, Made in USA	\$3,877.00	\$27,139.00
	7 ea	3 years parts & labor warranty (excludes maintenance items)		
	7 ea	Self-Contained refrigeration		
	7 ea	Additional 4 years compressor warranty (part only), standard		
	7 ea	115v/60/1-ph, 2.7 amps, cord with NEMA 5-15P		
	7 ea	Door(s) hinged on right, standard		
	7 ea	6" Heavy duty casters (2) locking, standard		
			ITEM TOTAL:	\$27,139.00
E-92.1	7 ea	INSTALLATION Statewide Services Model No. DUS Delivery, Uncrate, Set-in-Place, Make Ready for Final Connections by Others	\$301.00	\$2,107.00
			ITEM TOTAL:	\$2,107.00
E-170	2 ea	ICE MAKER WITH BIN, CUBE-STYLE  Hoshizaki Model No. AM-50BAJ-AD Ice Maker With Bin, Cube-Style, air-cooled, self-contained condenser, production capacity up to 55 lb/24 hours at 70°/50° (34 lb AHRI certified at 90°/70°), 22 lb. storage capacity, full-length stainless steel handle, Top Hat style full cube, 115v/60/1-ph, 3.8 amps, NSF, UL, ADA Compliant	\$2,064.00	\$4,128.00
	2 ea	Warranty: 2-Year parts & labor on entire machine		
	2 ea	HS-5061 Drain pump assembly	\$311.00	<Optional>
	2 ea	Warranty: 1-Year parts & labor on drain pump		<Optional>
	2 ea	H9320-51 Water Filtration System, single configuration, 18.4" H (manifold & cartridge)	\$183.00	\$366.00
	2 ea	Warranty: 1-Year on entire water filtration system & replaceable elements, standard		
			ITEM TOTAL:	\$4,494.00
E-170.1	2 ea	INSTALLATION Statewide Services Model No. DUS Delivery, Uncrate, Set-in-Place, Make Ready for Final Connections by Others	\$241.00	\$482.00
			ITEM TOTAL:	\$482.00

Item	Qty	Description	Sell	Sell Total
E-211	2 ea	ICE MAKER, CUBE-STYLE Scotsman Model No. C0330MA-1 Prodigy Plus® Ice Maker, cube style, air-cooled, self-contained condenser, production capacity up to 400 lb/24 hours at 70°/50° (288 lb AHRI certified at 90°/70°), medium cube size, AutoAlert™ indicating lights, WaterSense adjustable purge control, one-touch cleaning, harvest assist, front facing removable air filter, unit specific QR code, stainless steel finish, AgION™ antimicrobial protection, 115v/60/1-ph, 14.3 amps, cULus, NSF, CE, engineered and assembled in USA	\$2,587.00	\$5,174.00
	2 ea	NOTE: Sale of this product must comply with Scotsman's MSRP Policy; contact your Scotsman representative for details		
	2 ea	3 year parts & labor warranties		
	2 ea	5 year parts & labor warranties on Evaporator		
	2 ea	5 year parts on compressor & condenser		
	2 ea	B530P Ice Bin, top-hinged front-opening door, 536 lb application capacity, for top-mounted ice maker, 30" width, rotocast plastic construction, toolless removable baffle, polyurethane insulation, polyethylene liner, includes 6" legs, NSF, engineered and assembled in USA	\$1,033.00	\$2,066.00
	2 ea	3 year parts & labor warranties		
	2 ea	AP1-P AquaPatrol™ Plus Water Filtration System, single system, 2.1 gallons per minute max flow, designed for cubers up to 650 lb, and for flakers, nuggets & nugget dispensers up to 1,200 lb, cULus, NSF	\$189.00	\$378.00
			ITEM TOTAL:	\$7,618.00
E-54.1	2 ea	INSTALLATION Statewide Services Model No. DUS Delivery, Uncrate, Set-in-Place, Make Ready for Final Connections by Others	\$428.00	\$856.00
			ITEM TOTAL:	\$856.00
			Total	\$136,696.00

Prices Good Until: 03/12/2021

To our valued Customer, please assist us and verify dimensions and utility requirements prior to order.

Please be certain to complete a thorough inspection of your shipment upon arrival, and prior to signing any documents from the carrier. If damage is visible, we recommend you refuse the shipment. And, if uncertain about possible damage, **REFUSE THE SHIPMENT** and, please contact Pasco - phone 972-596-3350. Pasco will not be liable for replacement on orders that are signed for free and clear. If you decide to accept the shipment, please note on the delivery paperwork any visible damage. **When receiving, please note "subject to further inspection" (failure to do so will limit your ability to file a claim for concealed damages)** Please report all concerns or damages to Pasco within 24 hours of receiving your product - Phone 972-596-3350.

SHIPMENT INFORMATION:

Please assist us - Pasco must report freight claims to the carrier within 48 hours of delivery. To minimize the possibility of freight claims, please review the following:

1. If you notice ANY signs of damage at delivery, Pasco advises you to **REFUSE** the shipment; If uncertain about possible damage, refuse the shipment.

2. Whenever signing for freight (whether you suspect damage or not), always write "**SUBJECT TO INSPECTION**"
3. Whenever possible, inspect the freight before you sign. If there are any signs of damage, please refuse the shipment.
4. Note on the freight bill any obvious damage at the time of delivery (i.e. box corners crushed, tears, rips, slices, marks etc.); be specific.
5. If you suspect internal damage, open immediately.
6. Even if no damage is suspected, open the carton(s) within 24 hours and make a thorough inspection.
7. After noting the freight damage on the bill of lading, notify us of a damaged shipment. We ask you to phone Pasco and also fax or email us a copy of the bill of lading that notes the freight damage.

Hold all damaged goods and their packaging materials, in the original location, for inspection by the carrier.

If your product comes with a warranty, please be sure to register your product either online at the manufacturer's website or on the warranty card that may be packed in with the equipment. This will allow service agencies to complete warranty requests in a more timely manner. If you need assistance in determining how to register your product, please contact us at info@pascoinc.net

Invoicing: If there are multiple manufacturers on your order, please note that you may receive multiple invoices as we invoice as each manufacturer ships their items.

We thank you for the opportunity to provide you with this quote. Please let us know if there is any additional information that you need. Thank you!

Strategic Equipment, LLC
 dba TriMark Strategic
 dba TriMark Foodcraft
 dba ISI Commercial Refrigeration

To:
 College of The Mainland
 Nunzio Arcidiacono
 1200 Amburn Rd.
 Texas City, TX 77591
 409-938-1211


Project:
 College of the Mainland/
 Appliances RFQ.21-11

From:
 Strategic Equipment, LLC
 Chris Wiggins
 9010 West Little York Rd., Suite
 100
 Suite 200
 Houston, TX 77040
 713-861-4455 ext 5508
 (346) 237-4223 (Contact)


Project Code: COMLE2

Choice Partners Cooperative Pricing 19/039TJ-10

Payment Terms: Net 30, with approved credit.

Item	Qty	Description	Sell	Sell Total
E-54	20 ea	REACH-IN REFRIGERATOR	\$3,866.82	\$77,336.40
		 Beverage Air Model No. HR1WHC-1G Horizon Series Refrigerator, reach-in, one-wide section, 30.76 cu. ft., (1) wide right-hand hinged glass door, (3) shelves, electronic control, LED interior lighting, digital display, stainless steel front, gray painted sides, aluminum interior, top-mounted self-contained refrigeration, 1/4 HP, cULus, UL EPH Classified, UL-Sanitation, Made in USA		
	20 ea	3 years parts & labor warranty (excludes maintenance items)		
	20 ea	Self-Contained refrigeration		
	20 ea	Additional 4 years compressor warranty (part only), standard		
	20 ea	115v/60/1-ph, 2.7 amps, cord with NEMA 5-15P		
	20 ea	Door(s) hinged on right, standard		
	60 ea	403-888D-01 Shelf, epoxy coated wire, for H series 1-door, wide units		
	240 ea	403-168A Shelf clip, zinc		
	20 ea	6" Heavy duty casters (2) locking, standard		
			ITEM TOTAL:	\$77,336.40

Item	Qty	Description	Sell	Sell Total
E-54.1	20 ea	DELIVER & SET PROJECTS ISI Commercial Refrigeration Model No. DELIVER AND SET PROJECTS Service to include: deliver, uncrate, set in place, install accessories, and make ready for final connections to be done by others (unless connection is specifically quoted in this proposal). All custom fabricated items will be set in place, leveled, and sealed with silicone as necessary. If additional trip is required to level and seal because plumbing and electrical connections were not completed, additional charges will apply. Does not include fork lifts, cranes, hoist, trash dumpster rental or trash hauling.	\$85.00	\$1,700.00
			ITEM TOTAL:	\$1,700.00
E-92	7 ea	REACH-IN REFRIGERATOR Beverage Air Model No. HR1WHC-1S Horizon Series Refrigerator, reach-in, one-wide section, 30.76 cu. ft., (1) right-hand solid hinged door with locks, (3) shelves, electronic control, LED interior lighting, digital display, stainless steel front, gray painted sides, aluminum interior, top-mounted self-contained refrigeration, 1/4 HP, cULus, UL EPH Classified, UL-Sanitation, Made in USA 7 ea 3 years parts & labor warranty (excludes maintenance items) 7 ea Self-Contained refrigeration 7 ea Additional 4 years compressor warranty (part only), standard 7 ea 115v/60/1-ph, 2.7 amps, cord with NEMA 5-15P 7 ea Door(s) hinged on right, standard 7 ea 6" Heavy duty casters (2) locking, standard	\$3,304.80	\$23,133.60
			ITEM TOTAL:	\$23,133.60
E-92.1	7 ea	DELIVER & SET PROJECTS ISI Commercial Refrigeration Model No. DELIVER AND SET PROJECTS Service to include: deliver, uncrate, set in place, install accessories, and make ready for final connections to be done by others (unless connection is specifically quoted in this proposal). All custom fabricated items will be set in place, leveled, and sealed with silicone as necessary. If additional trip is required to level and seal because plumbing and electrical connections were not completed, additional charges will apply. Does not include fork lifts, cranes, hoist, trash dumpster rental or trash hauling.	\$85.00	\$595.00
			ITEM TOTAL:	\$595.00
E-170	2 ea	ICE MAKER WITH BIN, CUBE-STYLE Hoshizaki Model No. AM-50BAJ-AD Ice Maker With Bin, Cube-Style, air-cooled, self-contained condenser, production capacity up to 55 lb/24 hours at 70°/50° (34 lb AHRI certified at 90°/70°), 22 lb. storage capacity, full-length stainless steel handle, Top Hat style full cube, 115v/60/1-ph, 3.8 amps, NSF, UL, ADA Compliant 2 ea Warranty: 2-Year parts & labor on entire machine	\$1,788.80	\$3,577.60
			ITEM TOTAL:	\$3,577.60

Item	Qty	Description	Sell	Sell Total
E-170.1	2 ea	DELIVER & SET PROJECTS ISI Commercial Refrigeration Model No. DELIVER AND SET PROJECTS Service to include: deliver, uncrate, set in place, install accessories, and make ready for final connections to be done by others (unless connection is specifically quoted in this proposal). All custom fabricated items will be set in place, leveled, and sealed with silicone as necessary. If additional trip is required to level and seal because plumbing and electrical connections were not completed, additional charges will apply. Does not include fork lifts, cranes, hoist, trash dumpster rental or trash hauling.	\$85.00	\$170.00
			ITEM TOTAL:	\$170.00
E-211	2 ea	ICE MAKER, CUBE-STYLE  Scotsman Model No. C0330MA-1 Prodigy Plus® Ice Maker, cube style, air-cooled, self-contained condenser, production capacity up to 400 lb/24 hours at 70°/50° (288 lb AHRI certified at 90°/70°), medium cube size, AutoAlert™ indicating lights, WaterSense adjustable purge control, one-touch cleaning, harvest assist, front facing removable air filter, unit specific QR code, stainless steel finish, AgION™ antimicrobial protection, 115v/60/1-ph, 14.3 amps, cULus, NSF, CE, engineered and assembled in USA 2 ea NOTE: Sale of this product must comply with Scotsman's MSRP Policy; contact your Scotsman representative for details 2 ea 3 year parts & labor warranties 2 ea 5 year parts & labor warranties on Evaporator 2 ea 5 year parts on compressor & condenser 2 ea B330P Ice Bin, top-hinged front-opening door, 344 lb application capacity, for top-mounted ice maker, 30" width, rotocast plastic construction, toolless removable baffle, polyurethane insulation, polyethylene liner, includes 6" legs, NSF, engineered and assembled in USA 2 ea 3 year parts & labor warranties	\$3,204.09	\$6,408.18
			ITEM TOTAL:	\$6,408.18
E-211.1	2 ea	DELIVER & SET PROJECTS ISI Commercial Refrigeration Model No. DELIVER AND SET PROJECTS Service to include: deliver, uncrate, set in place, install accessories, and make ready for final connections to be done by others (unless connection is specifically quoted in this proposal). All custom fabricated items will be set in place, leveled, and sealed with silicone as necessary. If additional trip is required to level and seal because plumbing and electrical connections were not completed, additional charges will apply. Does not include fork lifts, cranes, hoist, trash dumpster rental or trash hauling.	\$85.00	\$170.00
			ITEM TOTAL:	\$170.00
Total				\$113,090.78

This Quote shall be subject to TriMark's Terms of Sale <http://www.trimarkusa.com/SiteMedia/SiteResources/Terms/TriMark-Terms-and-Conditions-of-Sale.pdf> , which are incorporated herein by reference and shall govern. The parties specifically agree that no signature shall be required in order for this Quote or its applicable terms and conditions to be deemed legally binding and enforceable on Customer where the intent to be so bound can be inferred (including by acceptance or retention of products or services), notwithstanding contrary requirements under any law.

Regulated by The Texas Department of Licensing and Regulation, P.O. Box 12157, Austin, Texas 78711 1-800-803-9202, 512-463-6599, www.tdlr.texas.gov
AUSTIN: TACLB52729R / BEAUMONT: TACLA35912C / DALLAS: TALCB16860C
HOUSTON: TACLB27580R

I understand, agree to and accept the above terms and conditions.

Acceptance: _____ Date: _____

Printed Name: _____

Project Grand Total: \$113,090.78



PRESIDENT'S OFFICE

MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nicholas, President
Date: March 31, 2021
Subject: College of the Mainland and JMK5 Texas City, Ltd. Lease Agreement

Discussion and possible action on the Lease Agreement between College of the Mainland and JMK5 Texas City, Ltd.

Presented to the Board of Trustees and recommended for approval on March 31, 2021.

Motion to be acted upon: *"I move the Board of Trustees approve the Lease Agreement between College of the Mainland and JMK5 Texas City, Ltd."*

PURPOSE

To lease property for an enhanced educational facility located at 10000 Emmett F. Lowry Expressway, Texas City, TX 77591 for the term of ten years commencing on August 15, 2021 and ending on August 14, 2031. This facility will enable the College to expand current programs and to develop new workforce training programs. In addition, students will be offered enriched learning and working opportunities such as paid internships along with free or low-cost facilities to start up their own business.

ATTACHMENTS:

Lease Agreement between College of the Mainland and JMK5 Texas City, Ltd.

LEASE AGREEMENT
COLLEGE OF THE MAINLAND AND JMK5 TEXAS CITY, LLC
COUNTY OF GALVESTON

This Lease Agreement is made this _____ day of _____, 2021 by and between **JMK5 Texas City, LLC**, 308 W. Parkwood Suite 104A, Friendswood, Texas, hereinafter referred to as "LESSOR," and **College of the Mainland**, 1200 Amburn Rd., Texas City, Texas, hereinafter referred to as "LESSEE", collectively referred to herein as the "Parties" who have mutually covenanted and agreed as follows:

1. DESCRIPTION OF LEASED PREMISES: The LESSOR hereby agrees to lease to the LESSEE, and the LESSEE does hereby lease from the LESSOR with full right, title and enjoyment thereto, the following described premises: approximately 35,288 sq. ft. of classroom space located at 10000 Emmett F. Lowry Expressway, Texas City, TX 77591.

2. USE OF LEASED PREMISES: LESSEE shall use the leased premises for an educational facility and related activities and shall not conduct any activity which would be considered hazardous or create any nuisance. Further, LESSEE shall not use the premises for any unlawful or illegal activity. The violation of this provision hereof by LESSEE shall be a justifiable cause for cancellation of this lease by LESSOR, at LESSOR'S option. In the event the LESSOR seeks to cancel the lease under this clause, LESSEE shall be entitled to written notice of any default and shall have thirty (30) days from receipt of such notice to cure such default prior to the exercise of any remedy provided herein. LESSOR agrees to cooperate with LESSEE in any and all attempts by LESSEE to cure any default within the default cure period.

3. TERM OF LEASE: The term of this Lease shall be for a period of ten years commencing on August 15, 2021 and ending on August 14, 2031 ("Initial Term").

Provided no event of Default exists and LESSEE is occupying the Premises at the time of such election, upon expiration of the Initial Term, LESSEE shall have the option to extend this Lease for two (2) additional periods of five (5) years each, by delivering written notice of the exercise thereof to Lessor not later than six (6) months before the expiration of the then current Term. On or before the commencement date of the extended Term in question, LESSOR and LESSEE shall execute an amendment to this Lease extending the Term on the same terms as provided in this Lease and in the then-current condition, except as provided with respect to the monthly rent. The monthly rent for the first extended Term (1st option period) shall be adjusted to \$15.50 per squarefoot. The monthly rent for the second extended Term (2nd option period) shall be adjusted to \$16.00 per square foot.

4. RENT: The monthly rent is \$12.25 per square foot, with 1% annual increases, and shall be as follows:

i.	August 2021 - August 2022	\$	36,023.17
ii.	September 2022 - August 2023	\$	36,383.40
iii.	September 2023 - August 2024	\$	36,747.23
iv.	September 2024 - August 2025	\$	37,114.70

v.	September 2025 - August 2026	\$	37,485.85
vi.	September 2026 - August 2027	\$	37,860.71
vii	September 2027 - August 2028	\$	38,239.32
viii	September 2028 - August 2029	\$	38,621.71
ix	September 2029 - August 2030	\$	39,007.93
x	September 2030 - August 2031	\$	39,398.01

Rent is payable monthly with the first and final payments prorated. The first payment is due on August 15, 2021 in the prorated amount of \$18,011.59. The final payment of \$19,699.00 is due on August 1, 2031. Beginning September 1, 2021, each monthly installment shall be payable on the first day of each month. Any payments received after the 5th day of the month due shall be subject to a late fee in the amount of ONE HUNDRED DOLLARS PER DAY. Further, LESSEE shall pay to LESSOR a fee of TWENTY-FIVE AND NO/100 (\$25.00) DOLLARS for any checks returned to LESSOR because of insufficient funds. Rent for any period during the term hereof, which is for less than one month shall be a pro-rata portion of the monthly rent.

5. TAXES. LESSEE shall reimburse LESSOR for payment of ad valorem taxes assessed on the building and land comprising the leased premises beginning August 2021 not to exceed \$2,500.00 per month. LESSOR shall be responsible for any amount above \$2,500.00 per month. LESSOR agrees to present the LESSEE with an invoice and copy of a receipt from the Tax Assessor evidencing payment of said taxes. LESSEE will reimburse LESSOR up to \$2,500.00 no later than thirty (30) days after receipt of said invoice and receipt of payment.

6. UTILITIES: LESSEE agrees to punctually pay all charges for gas, electricity, water, or any other basic utilities used or consumed at the leased premises during the term of this lease.

7. REPAIRS AND MAINTENANCE – LESSOR: LESSOR shall make, or cause to be made, all necessary repairs to the structure and exterior of the Building and parking lots, as well as to the mechanical, HVAC, electrical and plumbing systems servicing Building (excluding LESSEE's leasehold improvements).

LESSOR agrees that in the event of the damage to or malfunction of the structures and systems described above, LESSOR shall proceed to repair, restore, or replace the damaged or malfunctioning systems no later than forty-eight (48) hours after notice of such damage. The LESSOR thereafter shall diligently prosecute said work to completion without delay or interruption except for events beyond the reasonable control of LESSOR. In the event that the LESSOR fails to proceed to repair, restore, or replace the damaged or malfunctioning systems as described herein within twenty-four (24) hours after the receipt of the notice from LESSEE, the LESSEE shall have the right to repair, restore or replace the damaged or malfunctioning systems at its own expense. LESSEE shall be entitled thereafter to reimbursement of such costs by the LESSOR due no later than thirty (30) days after receipt of invoice. Failure by LESSOR to fully reimburse LESSEE as described herein shall entitle LESSEE to deduct costs of repairs from future rental payments.

In the event the premises shall be destroyed or damaged as a result of any fire or other casualty which is not the result of the intentional acts of LESSEE and which precludes or adversely affects the LESSEE's occupancy of the leased premises, then in every such case, the rent herein set forth shall be abated or adjusted according to the extent to which the leased premises have been rendered unfit for use and

occupation by the LESSEE and until the demised premises have been put in a condition at the expense of the LESSOR, at least to the extent of the value and as nearly as possible to the condition of the premises existing immediately prior to such damage. It is understood, however, in the event of total or substantial destruction to the premises that substantially interferes with LESSEE's use of the premises for a period of forty-five (45) days or more, then the LESSEE shall be entitled to terminate this lease effective on the date of the substantial destruction. In no event shall the LESSOR's obligation to restore, replace or rebuild exceed an amount equal to the sum of the insurance proceeds available for reconstruction with respect to said damage.

8. REPAIRS AND MAINTENANCE – LESSEE: LESSEE shall repair any damage caused by LESSEE's fault or that of persons who, with LESSEE'S consent, are on the premises or who are using the premises. LESSEE shall be responsible for all repairs and maintenance except for which LESSOR is responsible under Paragraph 7.

9. SIGNAGE: Section 1. Exterior Signs. LESSEE shall have the right, at its sole risk and expense and in conformity with applicable laws and ordinances, to erect and thereafter, to repair or replace, if it shall so elect, signs on any portion of the Premises, providing that LESSEE shall remove any such signs upon termination of this lease, and place the property affected to its original condition.

Section 2. Interior Signs. LESSEE shall have the right, at its sole risk and expense and in conformity with applicable laws and ordinances, to erect, maintain, place and install its usual and customary signs and fixtures in the interior of the Premises.

10. LESSEE'S IMPROVEMENTS. All improvements including personal property, furnishings and equipment and all trade fixtures installed in or hereafter by or at the expense of LESSEE and susceptible of being removed from the Leased Premises without damage, unless such damage be repaired by LESSEE, shall remain the property of LESSEE. LESSEE may, but shall not be obligated to, remove the same during the term hereof, provided that LESSEE, at its sole cost and expense, shall make any repairs occasioned by such removal.

11. PARKING. During the term of this Lease, LESSEE shall have the exclusive use of the automobile parking areas, driveways, and footways LESSOR's property upon which the Premises are situated, including, but not limited to, those included in Paragraph 13 below.

12. INSURANCE. LESSOR shall be responsible for fire/wind/property insurance on the building comprising the leased premises. LESSEE shall be responsible for insuring all property owned by LESSEE on the leased premises, including but not limited to inventory, furniture, and fixtures. Further, LESSEE shall maintain liability insurance in a minimum amount of ONE HUNDRED THOUSAND AND NO/100 (\$100,000.00) DOLLARS for injury to persons or damage to property. LESSOR shall be named as an additional insured on this liability policy, and LESSEE shall furnish, upon LESSOR'S request, a certificate of insurance evidencing such coverage.

13. ALTERATIONS AND BUILDOUT: LESSOR agrees to provide a school and office-quality buildout substantially in conformance with Exhibit A. Buildout will be done as agreed upon by the parties and shall be complete and ready for occupancy on August 15, 2021.

Failure by LESSOR to substantially conform to the provisions enumerated in this clause, including, but not limited to the dates identified for completion and occupancy and conformance with the agreed upon standards, the LESSEE shall proceed with notice of default under Paragraph 15 by giving notice and an opportunity to cure. In addition to the remedies described in Paragraph 15, if the alterations and buildout result in either a delay of occupancy beyond the dates provided for, or if the alterations and buildout do not substantially conform to the standards described, the LESSEE may terminate the Lease without further notice.

Neither LESSOR nor LESSEE shall make any alterations, additions or improvements to the leased premises without prior written consent of the other party. See **Exhibit A**; Architect Renderings and Floor Plan of the Premises.

14. SUBLET/ASSIGNMENT: The LESSEE may not transfer or assign this Lease, or any right or interest hereunder or sublet said leased premises or any part thereof without first obtaining the prior written consent and approval of the LESSOR.

15. DEFAULT BY LESSEE: In the event that the LESSEE shall fail to pay said rent, and expenses as set forth herein, or any part thereof, when the same are due and payable, or shall otherwise be in default of any other terms of said Lease for a period of more than 15 days, after receiving notice of said default, then the parties hereto expressly agree and covenant that the LESSOR may declare the Lease terminated and may immediately re-enter said premises and take possession of the same.

16. DEFAULT BY LESSOR: Except as otherwise provided herein, if LESSOR shall default in the performance or observance of any agreement or condition in this Lease contained on its part to be performed or observed, and if LESSOR shall not cure such default within fifteen (15) days after notice from LESSEE specifying the default (or, if such default shall reasonably take more than fifteen (15) days to cure, and LESSOR shall not have commenced the same within the fifteen (15) days and diligently prosecuted the same to completion), LESSEE may, at its option, without waiving any claim for damages for breach of agreement, at any time thereafter, cure such default and any amount paid or any contractual liability incurred by LESSEE in so doing shall be reimbursed to LESSEE and LESSOR shall hold LESSEE harmless therefrom. Provided, however, that LESSEE may cure any such default as aforesaid prior to the expiration of said waiting period, without notice to LESSOR if an emergency situation exists, or after notice to LESSOR, if the curing of such default prior to the expiration of said waiting period is reasonably necessary to protect the premises or LESSEE's interest therein or to prevent injury or damage to persons or property. If LESSOR shall fail to reimburse LESSEE upon demand for any amount paid or liability incurred under this clause, said amount or liability may be deducted by LESSEE from the next or any succeeding payments of rent due hereunder.

17. INDEMNIFICATION: To the extent allowed by law, LESSEE shall indemnify and hold LESSOR, its agents, officers, employees, and contractors harmless against and from any and all injuries, costs, expenses, liabilities, losses, damages, injunctions, suits, actions, fines, penalties, and demands of any kind or nature to the extent caused by any negligent or intentional act or omission of LESSEE or LESSEE's agents, officers, employees, and contractors; any breach or default by LESSEE in the performance of its obligations under this Lease; or the failure of any representation or warranty made by LESSEE in this Lease to be true when made. Under no circumstances shall LESSEE be obligated to indemnify LESSOR to the extent that the injury, loss, or damage was caused by the negligence or willful

misconduct of the LESSOR. In the event of joint, concurrent, or comparative negligence or fault on the part of the party to be indemnified, LESSEE's liability with respect to such indemnity obligation shall be limited to its relative degree of fault.

LESSOR shall indemnify and hold LESSEE, its agents, officers, employees, and contractors harmless against and from any and all injuries, costs, expenses, liabilities, losses, damages, injunctions, suits, actions, fines, penalties, and demands of any kind or nature (including reasonable attorneys' fees) to the extent caused by any negligent or intentional act or omission of LESSOR'S or LESSOR's agents, officers, employees, and contractors; any breach or default by LESSOR in the performance of its obligations under this Lease; or the failure of any representation or warranty made by LESSOR in this Lease to be true when made. Under no circumstances shall LESSOR be obligated to indemnify LESSEE to the extent that the injury, loss, or damage was caused by the negligence or willful misconduct of the LESSEE. In the event of joint, concurrent, or comparative negligence or fault on the part of the party to be indemnified, LESSOR's liability with respect to such indemnity obligation shall be limited to its relative degree of fault.

18. USAGE BY LESSEE: LESSEE shall comply with all rules, regulations and laws of any governmental authority with respect to use and occupancy. LESSEE shall not conduct or permit to be conducted upon the premises any business or permit any act which is contrary to or in violation of any law, rules or regulations and requirements that may be imposed by any authority or any insurance company with which the premises is insured, nor will the LESSEE allow the premises to be used in any way which will invalidate or be in conflict with any insurance policies applicable to the building.

19. RIGHT OF ENTRY: It is agreed and understood that the LESSOR and its agents shall have right of entry to the premises at such times as agreed upon by the parties and that in no such case shall any entry by the LESSOR interfere with the LESSEE's activities on the premises.

20. OPTION TO RENEW: If LESSEE is not in default at the time of the giving of notice of the exercise of the option to renew, and at the commencement date of the renewed term, LESSEE shall have two (2) options to renew the Lease, each for an additional period of five (5) years, by giving written notice thereof to LESSOR not less than sixty (60) days prior to the expiration date of the initial term of the Lease or the current renewal term of the Lease, whichever is applicable. Each renewed term shall be upon the identical terms and conditions contained in the Lease for the initial term.

21. HOLDOVER: Should LESSEE remain in possession of the premises after the cancellation, expiration or sooner termination of the Lease, or any renewal thereof, without the execution of a new Lease or addendum, such holding over in the absence of a written agreement to the contrary shall be deemed to have created and be construed to be a tenancy from month to month, terminable upon thirty (30) days' notice by either party.

22. SECURITY DEPOSIT: LESSEE will not/did not pay LESSOR a security deposit.

23. WAIVER: Waiver by either party of a default under this Lease shall not constitute a waiver of a subsequent default of any nature.

24. GOVERNING LAW and DISPUTE RESOLUTION: This Lease shall be governed by the laws of the State of Texas and any claims brought in a court of competent jurisdiction in Galveston County, Texas. To the extent that Chapter 2260, Texas Government Code, is applicable to this Lease and is not preempted by other applicable law, the dispute resolution process provided for in Chapter 2260 and the related rules adopted by the Texas Attorney General pursuant to Chapter 2260, shall be used by LESSEE and LESSOR to attempt to resolve any claim for breach of contract made by LESSOR that cannot be resolved in the ordinary course of business.

25. NOTICES: Payments and notices shall be addressed to the following:

If to the LESSOR:
JMK5 Texas City, LLC
308 W. Parkwood, Suite 104A
Friendswood, TX 77546

If to the LESSEE:
College of the Mainland
Attention: Vice President of Fiscal Affairs
1200 Amburn Rd.
Texas City, Texas 77591

26. BINDING EFFECT: This Lease and any amendments thereto shall be binding upon the LESSOR and the LESSEEs and/or their respective successors, heirs, assigns, executors and administrators.

27. TIME OF THE ESSENCE: Time is of the essence with respect to each time period or date herein provided.

THE REMAINDER OF PAGE IS INTENTIONALLY LEFT BLANK

LESSOR: JMK5 TEXAS CITY, LLC

Jerome Karam
Owner

Date

LESSEE: COLLEGE OF THE MAINLAND

Warren Nichols
President

Date

ACKNOWLEDGMENT OF NOTARY PUBLIC

STATE OF TEXAS COUNTY OF GALVESTON

On this _____ day of _____, 2021, before me appeared _____, as **LESSOR** of this Commercial Lease Agreement who proved to me through government issued photo identification to be the above-named person, in my presence executed foregoing instrument and acknowledged that they executed the same as their free act and deed.

Notary Public: _____

My Commission Expires: _____

ACKNOWLEDGMENT OF NOTARY PUBLIC

STATE OF TEXAS COUNTY OF GALVESTON

On this _____ day of _____, 2021, before me appeared _____, as **LESSEE** of this Commercial Lease Agreement who proved to me through government issued photo identification to be the above-named person, in my presence executed foregoing instrument and acknowledged that they executed the same as their free act and deed.

Notary Public: _____

My Commission Expires: _____



Update Report on Admissions/Registrar Audit

Dr. Vicki Stanfield, VP for Student Services

Dr. Kris Kimbark, Dean of Students

Tomas Garcia, Director of Admissions/Registrar

Update Report on Admissions & Records

Dr. Vicki Stanfield, VP Student Services

Dr. Kris Kimbark, Dean of Students

Tomas Garcia, Registrar & Director, Admissions &
Records

Objectives – Evaluate design and effectiveness of COM's Registrar & Admissions Processes

- A. Evaluate the design of internal controls – Satisfactory
- B. Evaluate the effectiveness of internal controls- Satisfactory
- C. Evaluate user access restricted to appropriate personnel – Unsatisfactory

Auditors concluded that ...

While controls are in place designed to mitigate risks, liabilities, and fraud, improvements were recommended to address:

- Review of student application information manually entered
- Review & approve changes of student information in Colleague
- Implement procedures to require IT to perform registration rights & statuses
- Monitor processing of transcript requests
- Remove inappropriate access in Colleague & implement user access review
- Enhance tracking of third-party information requests for student data

Objective A: Design of Internal Controls

Finding 1: Review of Application Information– **Completed**

- Spreadsheet is housed in the G: Drive.
- 10% of application list is checked daily by an Admissions/Records Generalist and errors are corrected by the Specialist who made the error.
- Process has been written and placed in the Admissions and Records Process Manual on Microsoft Teams.

Objective A: Design of Internal Controls

Finding 2—Review and Approval of Changes to Student Information in Colleague- **Completed**

- All information changes are submitted through our Change of Information Dynamic Form.
- After the changes are made by an Admissions Specialist, an email is generated to an Admissions Generalist to verify the change.
- Errors are corrected by the Admissions Specialist that made them when necessary.

Objective A: Design of Internal Controls

Finding 3—Procedures for Processing & Communicating Registration Rule & Status Changes in Colleague- **Completed**

- Any changes for registration rules or registration access are submitted using IT helpdesk ticketing system.
- Changes are made through IT, and the help desk ticket is closed once the changes are made.

Objective A: Design of Internal Controls

Finding 4 –Processing Transcript Requests– **Completed**

- Transcript processing report is viewed on a live excel.
- Report gives Admissions a break down of both mailed and e-transcript.
- Sheet has request date, print date, processing time.
- Starting at the end of March, Transcript fulfillment will be processed through the National Student Clearinghouse.

Objective A & C: Design of Internal Controls

Finding 5 –Inappropriate User Access– **Completed**

- A Network Access Request is sent to the appropriate person through IT.
- The roles and Colleague Access are signed off by the appropriate person for employees to who need access to Financial or Student information through Colleague .
- These roles are assigned to employees. The roles are reviewed systematically by IT.

Objective A: Design of Internal Controls

Finding 6 –Tracking & Monitoring Third Party Information Requests for Student Data– **Completed**

- This process pertains to Public Information Requests and has been implemented in OPEAR.
- Public Information Requests are input into the TrackIt system used by OPEAR. An Analyst pulls the request and gathers the data.
- A second analyst reviews the information for accuracy. The request is finalized and sent to requestor.

Objective B: Effectiveness of Internal Controls

Finding 7 –Review of Refunds– **Completed**

- IT created an informer report for the Bursar to use that eliminates financial aid students from the refund list (because they are verified separately).
- Refunds are verified by an A/R staff member for accuracy before processing.

Objective B: Effectiveness of Internal Controls

Finding 8–Timely Drops from Certified Rolls– **Completed**

- Census day roster is completed online through WebAdvisor by the instructor.
- Notifications are emailed to Admissions/Records Generalist for students who are not attending.
- Students who are marked as “Not Attending” are dropped from the class.
- An informer Report is run for delinquent Census day rosters from instructors, and instructors are contacted for any missing rosters.

Objective B: Effectiveness of Internal Controls

Finding 9– Timely Grade Submission – **Completed**

- Grades are entered by the instructor and an automated process posts the grades every hour.
- After the grade submission deadline, a Missing grades informer report is reviewed by Admissions/Records Generalist and the VPI's Admin Officer for review.
- Communication between both groups is continued until all missing grades are posted.

Objective B: Effectiveness of Internal Controls

Finding 10– Incoming Transcript Evaluation requests– **Completed**

- A Spreadsheet is kept of 10 incoming transcripts to be evaluated (2 per day of the week) and reviewed by an Admissions/Records generalist.
- Errors are corrected by the Admissions Specialist entering the data when necessary.



MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: March 11, 2021
Subject: Monthly Financial & Investment Reports

AGENDA ITEM DESCRIPTION:

Consideration of and possible acceptance of the February 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 February 2021 Investment Report and the February 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. February 2021 Investment Discussion & Report
2. February 2021 Revenue & Expense Summary
3. February 2021 Expense by Division Report



INVESTMENT REPORT
For the Month Ended February 2021

Investment discussion:

College of the Mainland earned \$7,107 for the month of February on its short-term investments in TexPool & Logic for a total of \$83,828 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 \$83,829 interest for the fiscal year to date period ending February: TexPool - \$6,216, Logic 19 - \$15,926, Logic 20 - \$61,686, 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 February 2021.

Investment	COM Fund	Balance Beginning of Month	Increases	Decreases	Interest Earned	Balance End of Month	Average Balance	Annualized Average Interest Rate
Operating	11	\$ 19,622,502	\$ 9,550,000	\$ -	854	29,173,356	26,786,679	0.038%
Moody	41	26,597	-	-	1	26,598	26,597	0.040%
Totals		\$ 19,649,100	\$ 9,550,000	\$ -	\$ 855	\$ 29,199,954	\$ 26,813,277	

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

Logic (Hilltop Securities) Investments for February 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	\$ 7,909,529	\$ -	\$ 4,300,280	486	3,609,734	6,286,516	1.000%
COM Bond 2020	46	\$ 75,669,333	\$ -	\$ 1,404,800	5,766	74,270,299	74,665,905	1.000%
Totals		\$ 83,578,862	\$ -	\$ 5,705,080	\$ 6,252	\$ 77,880,034	\$ 80,952,420	

Totals **\$ 103,227,961** **\$ 9,550,000** **\$ 5,705,080** **\$ 7,107** **\$ 107,079,988** **\$ 107,765,697**

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	(4,342,351)	(5,201,169)	(858,818)	83%	(4,701,943)	359,591
Tuition-non-credit	(289,914)	(1,288,889)	(998,975)	22%	(468,130)	178,216
Exemptions and waivers	1,386,742	1,368,240	(18,502)	101%	1,423,110	(36,368)
Registration fees	(2,051,539)	(2,209,200)	(157,661)	93%	(2,135,420)	83,881
Other fees	(94,603)	(168,982)	(74,379)	56%	(87,876)	(6,728)
Grant revenue	(56,709)	(81,568)	(24,859)	70%	(59,460)	2,751
Sales and service revenue	(4,147)	(533,800)	(529,653)	1%	(26,332)	22,184
Miscellaneous revenue	(103,547)	(134,632)	(31,085)	77%	(73,366)	(30,182)
TPEG transfer in/out	0	250,000	250,000	0%	0	0
<u>Totals for Operating revenue</u>	<u>(5,556,070)</u>	<u>(8,000,000)</u>	<u>(2,443,930)</u>	<u>69%</u>	<u>(6,129,416)</u>	<u>573,346</u>
Non-operating revenue						
State appropriation-Academic	(2,810,119)	(6,533,000)	(3,722,881)	43%	(2,810,170)	51
Property tax revenue	(22,385,480)	(23,450,000)	(1,064,520)	95%	(22,594,674)	209,194
Interest revenue	(6,204)	(350,000)	(343,796)	2%	(114,607)	108,403
FTZ reimbursement	0	(350,000)	(350,000)	0%	(483,127)	483,127
Renew & replace transfer out	0	1,783,000	1,783,000	0%	0	0
<u>Totals for Non-operating revenue</u>	<u>(25,201,802)</u>	<u>(28,900,000)</u>	<u>(3,698,198)</u>	<u>87%</u>	<u>(26,002,577)</u>	<u>800,775</u>
<u>Total Revenue</u>	<u>(30,757,872)</u>	<u>(36,900,000)</u>	<u>(6,142,128)</u>	<u>83%</u>	<u>(32,131,994)</u>	<u>1,374,122</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	3,873,902	7,748,736	3,874,834	50%	3,832,451	41,451
Admin full-time	816,156	1,524,001	707,845	54%	771,321	44,835
Professional full-time	3,560,950	7,156,023	3,595,073	50%	3,672,621	(111,671)
Classified full-time	2,017,249	4,102,272	2,085,023	49%	2,012,159	5,091
Part-time	993,498	3,847,946	2,854,448	26%	1,561,940	(568,442)
Salary increase	0	282,223	282,223	0%	0	0
Vacancy savings	0	(970,000)	(970,000)	0%	0	0
Totals for Salary and wages	<u>11,261,756</u>	<u>23,691,201</u>	<u>12,429,445</u>	<u>48%</u>	<u>11,850,492</u>	<u>(588,736)</u>
Benefits						
Benefits	2,507,534	4,156,934	1,649,400	60%	2,374,730	132,804
Totals for Benefits	<u>2,507,534</u>	<u>4,156,934</u>	<u>1,649,400</u>	<u>60%</u>	<u>2,374,730</u>	<u>132,804</u>
Operating expenses						
Contract services	1,665,800	2,792,220	1,126,420	60%	1,713,290	(47,489)
Legal	903	12,485	11,583	7%	1,505	(602)
Operations	211,105	771,795	560,690	27%	301,674	(90,569)
Utilities and Rent	693,974	1,511,223	817,249	46%	730,082	(36,108)
Postage, printing, and supplies	242,171	1,340,070	1,097,899	18%	437,072	(194,901)
Bank fees	36,070	84,000	47,930	43%	37,089	(1,020)
Capital outlay & leases	24,782	56,503	31,721	44%	35,374	(10,592)
Insurance	239,147	852,013	612,866	28%	86,426	152,721
Public relations and advertising	28,489	245,346	216,857	12%	45,271	(16,783)
Misc.	224,639	334,800	110,161	67%	260,513	(35,874)
Reimbursement from Others	0	(148,590)	(148,590)	0%	0	0
MTN Payment	337,500	1,200,000	862,500	28%	345,075	(7,575)

Unrestricted Fund (Unaudited)

<u>Totals for Operating expenses</u>	<u>3,704,580</u>	<u>9,051,865</u>	<u>5,347,285</u>	<u>41%</u>	<u>3,993,372</u>	<u>(288,792)</u>
<u>Total Expense</u>	<u>17,473,870</u>	<u>36,900,000</u>	<u>19,426,130</u>	<u>47%</u>	<u>18,218,594</u>	<u>(744,724)</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	338,155	0	(338,155)	0%	129,203	208,952
Operations	0	0	0	0%	35,891	(35,891)
Utilities and Rent	72,106	0	(72,106)	0%	2,415	69,691
Postage, printing, and supplies	681,783	0	(681,783)	0%	325,685	356,098
Capital outlay & leases	352,761	0	(352,761)	0%	413,964	(61,202)
Misc.	5,412	0	(5,412)	0%	0	5,412
<u>Totals for Operating expenses</u>	<u>1,450,217</u>	<u>0</u>	<u>(1,450,217)</u>	<u>0%</u>	<u>907,157</u>	<u>543,060</u>
<u>Total Fund Bal</u>	<u>1,450,217</u>	<u>0</u>	<u>(1,450,217)</u>	<u>0%</u>	<u>907,157</u>	<u>543,060</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	2,905	19,400	16,495	15%	21,333	(18,428)
Campus Police	336,077	808,283	472,205	42%	398,938	(62,860)
Emergency Management	0	0	0	0%	195	(195)
Gen Institution	195,306	308,404	113,098	63%	203,429	(8,124)
Information Technology Serv	1,166,325	1,881,518	715,193	62%	1,113,388	52,937
Internal Audit	102,334	150,000	47,666	68%	44,374	57,960
OPEAR	273,994	433,034	159,040	63%	241,164	32,831
Presidents Office	326,457	540,677	214,220	60%	298,229	28,228
Self Study SACS	500	18,000	17,500	3%	1,541	(1,041)
Staff Attorney	86,839	164,344	77,505	53%	80,157	6,682
<u>Totals for President</u>	<u>2,490,737</u>	<u>4,323,660</u>	<u>1,832,923</u>	<u>58%</u>	<u>2,402,748</u>	<u>87,989</u>
<u>Summary for VP Fiscal Affairs</u>						
Central Mail	55,371	119,554	64,182	46%	61,188	(5,817)
Custodial Services	159,039	345,435	186,396	46%	189,928	(30,889)
Facilities	1,361,104	3,088,983	1,727,878	44%	1,311,360	49,744
Financial Services	497,216	826,976	329,760	60%	446,908	50,309
Grounds	62,070	112,148	50,077	55%	74,309	(12,239)
Human Resources	293,550	513,740	220,190	57%	260,417	33,133
Maintenance Tax Note	337,500	1,200,000	862,500	28%	345,075	(7,575)
Purchasing	141,878	277,066	135,187	51%	138,299	3,579
Records Mgmt	3,277	20,952	17,675	16%	13,313	(10,036)
Reimbursement	0	(148,590)	(148,590)	0%	0	0
Salary Savings	0	(970,000)	(970,000)	0%	0	0
Staff Benefits	581,501	3,639,303	3,057,802	16%	629,063	(47,563)

Unrestricted Fund (Unaudited)

	Current Actual	2020-21 Budget	Budget Remaining	Budget Pct.YTD	Prior Year to Actual	Curr. vs Prior Year to Year
Tax Admin	169,707	232,631	62,924	73%	111,709	57,998
Telecommunications	0	0	0	0%	594	(594)
Utilities	291,724	625,000	333,276	47%	302,397	(10,674)
Vehicle Operations	56,777	100,125	43,348	57%	61,595	(4,818)
VP College & Fin Svcs	106,816	228,109	121,294	47%	131,529	(24,713)
<u>Totals for VP Fiscal Affairs</u>	<u>4,117,531</u>	<u>10,211,431</u>	<u>6,093,900</u>	<u>40%</u>	<u>4,077,686</u>	<u>39,845</u>
<u>Summary for VP Institutional Advancement</u>						
COM Foundation Dept	49,024	104,715	55,691	47%	49,611	(587)
Marketing and Communications	311,370	791,926	480,556	39%	398,617	(87,247)
VP Institutional Advancement	300,737	538,805	238,069	56%	288,362	12,374
<u>Totals for VP Institutional Advancement</u>	<u>661,130</u>	<u>1,435,446</u>	<u>774,316</u>	<u>46%</u>	<u>736,590</u>	<u>(75,460)</u>
<u>Summary for VP Instruction</u>						
Acad Succ Re/Wr	454,676	712,322	257,646	64%	491,354	(36,678)
Accting-Credit	86,002	89,767	3,766	96%	79,331	6,670
Adm-C.I.D.T.	32,574	63,743	31,169	51%	31,306	1,268
Adm-Cont Ed	276,485	343,870	67,385	80%	272,961	3,524
Adm-Ind Tech	0	8,000	8,000	0%	3,529	(3,529)
Adm-Instruct	33,036	72,672	39,636	45%	33,477	(441)
Adm-Perf & Vis Arts	39,654	75,628	35,974	52%	40,157	(503)
Adm-Pub Svc Ed	31,387	96,281	64,895	33%	54,002	(22,616)
Adm-Science	16,831	62,474	45,643	27%	16,893	(62)
Adm-Soc Sci	35,446	74,764	39,319	47%	36,259	(813)
Adult Education	124,177	186,889	62,711	66%	102,220	21,958
Allied Health CE	140,776	228,219	87,443	62%	141,952	(1,175)
Art	125,289	220,614	95,325	57%	128,715	(3,426)
Art Gallery	30,275	55,504	25,229	55%	31,974	(1,699)
Biol & Nutrition	373,978	605,767	231,789	62%	392,059	(18,081)

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	8,322	307	(8,015)	2714%	15,272	(6,950)
C.I.S.	50,079	72,057	21,977	69%	51,273	(1,194)
Chemistry	99,954	157,424	57,470	63%	108,995	(9,041)
Child Dev CE	0	0	0	0%	0	0
Child Develop	40,533	64,684	24,150	63%	41,101	(567)
Child Develop Lab	0	0	0	0%	285,236	(285,236)
Cmnty Theater	186,080	371,749	185,669	50%	185,033	1,047
Collegiate H.S.-CR	81,481	138,182	56,701	59%	78,708	2,774
Cosmetology	330,650	560,911	230,261	59%	324,612	6,038
Criminal Justice	48,365	80,775	32,410	60%	53,878	(5,512)
Dean Cont Ed	323	173,672	173,349	0%	986	(663)
Dean Gen Ed	101,388	184,966	83,578	55%	100,888	500
Distance Ed	266,752	394,310	127,558	68%	254,593	12,159
Drafting	41,026	61,385	20,359	67%	47,641	(6,615)
Dual Credit Dept	84,427	163,138	78,712	52%	88,416	(3,989)
Economics	42,483	69,807	27,324	61%	41,635	848
Emergency Management Credit	0	0	0	0%	10,174	(10,174)
EMS-Credit	152,586	181,922	29,337	84%	140,024	12,562
Fire Tech	164,438	132,690	(31,748)	124%	158,706	5,732
Fire Tech-Basic	0	0	0	0%	0	0
Firearms Acad	7,602	103,407	95,806	7%	43,718	(36,116)
Foreign Lang	37,942	63,816	25,874	59%	37,904	38
Gen Bus-Credit	44,469	75,374	30,905	59%	26,540	17,929
Geology	41,587	59,139	17,552	70%	38,711	2,876
Government	178,888	260,482	81,594	69%	183,662	(4,774)
Graphic Arts	58,492	69,799	11,307	84%	67,604	(9,112)
Health and PE Credit	83,182	124,302	41,120	67%	86,437	(3,255)

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	89,376	149,171	59,795	60%	90,116	(740)
Hist & Geog	156,028	217,209	61,181	72%	162,669	(6,640)
Humanities	115,738	178,208	62,471	65%	116,825	(1,087)
Instr Tech Department	120,741	224,771	104,029	54%	110,545	10,196
Instr Tech Lab Mgrs	79,015	173,001	93,986	46%	162,366	(83,351)
Law Enforcement	45,776	74,992	29,215	61%	42,564	3,213
Law Enforcemnt-NonCR	36,668	3,106	(33,562)	1181%	30,627	6,041
LC Ctr Admin	2,205	23,840	21,635	9%	12,481	(10,276)
Library	366,197	617,629	251,432	59%	333,808	32,389
Management	33,422	58,430	25,008	57%	46,830	(13,408)
Massage Therapy	0	7,400	7,400	0%	759	(759)
Math	401,522	650,607	249,086	62%	456,215	(54,694)
Medical Assistant	40,150	94,081	53,931	43%	48,607	(8,457)
Music	189,256	322,271	133,014	59%	199,176	(9,920)
Networking	48,425	72,328	23,902	67%	53,142	(4,716)
Nursing Administration	191,926	390,324	198,398	49%	200,553	(8,628)
Nursing-AD	691,253	1,378,948	687,695	50%	778,641	(87,388)
Nursing-VN	188,635	320,808	132,172	59%	173,455	15,180
Pharmacy Tech	52,068	87,376	35,308	60%	56,705	(4,637)
Philosophy	23,519	1,041	(22,477)	2258%	29,692	(6,173)
Physics	70,992	77,858	6,867	91%	81,376	(10,385)
Process Tech	364,503	510,293	145,790	71%	380,256	(15,753)
Prof Develop Acad	0	12,000	12,000	0%	24,478	(24,478)
Psychology	201,810	308,901	107,091	65%	207,005	(5,195)
QEP	0	0	0	0%	0	0
Safety-CR	58,392	97,531	39,140	60%	61,526	(3,135)
Senior Adult Dept	114,048	203,587	89,539	56%	188,165	(74,117)
Social Science Non CR	22,520	59,025	36,505	38%	15,360	7,160

Unrestricted Fund (Unaudited)

	Current Actual	2020-21 Budget	Budget Remaining	Budget Pct.YTD	Prior Year to Actual	Curr. vs Prior Year to Year
Sociology	38,333	58,192	19,859	66%	40,887	(2,554)
Speaking,Reading,Writing	249,455	505,314	255,860	49%	261,304	(11,849)
Theater Arts-Credit	34,131	66,606	32,474	51%	29,706	4,425
Thermal Tech-NonCR	16,418	23,149	6,731	71%	53,940	(37,523)
Virtual College TX	1,120	1,120	0	100%	0	1,120
VP Instruction	213,118	3,172,457	2,959,338	7%	135,021	78,097
Welding-Cred	249,947	564,492	314,545	44%	284,647	(34,699)
Totals for VP Instruction	8,458,340	17,166,880	8,708,539	49%	9,197,380	(739,040)
<u>Summary for VP Student Services</u>						
Admissions	188,382	322,979	134,596	58%	196,891	(8,509)
Advise Center	363,700	651,331	287,631	56%	304,331	59,369
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%	40,615	(40,615)
Enrollment Mgmt	53,019	72,437	19,418	73%	42,751	10,268
Facilities & Student Recreat	13,178	119,869	106,691	11%	91,620	(78,442)
Judicial Affairs	102,961	175,099	72,138	59%	112,337	(9,376)
Multicultural Department	2,494	12,500	10,006	20%	7,964	(5,470)
Recruitment	191,817	442,617	250,800	43%	246,562	(54,745)
Stu Financial Svcs	226,189	578,051	351,862	39%	265,806	(39,617)
Stu Organizations	162,535	286,799	124,264	57%	71,719	90,816
Student Graduation	17,382	74,080	56,698	23%	933	16,449
Svcs-Disab Students	25,755	48,827	23,072	53%	40,630	(14,875)
Testing	123,916	358,638	234,723	35%	145,837	(21,921)
Title V Grant	0	0	0	0%	101	(101)
Veteran Affairs	84,867	148,613	63,746	57%	80,187	4,680
VP Student Services	189,937	400,497	210,560	47%	155,683	34,254

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>1,746,132</u>	<u>3,762,584</u>	<u>2,016,452</u>	<u>46%</u>	<u>1,804,190</u>	<u>(58,058)</u>
<u>Totals for Expense</u>	<u>17,473,870</u>	<u>36,900,000</u>	<u>19,426,130</u>	<u>47%</u>	<u>18,218,594</u>	<u>(744,724)</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	543,700	0	(543,700)	0%	509,378	34,322
Fund Balance - Instruction	750,159	0	(750,159)	0%	284,081	466,078
Fund Balance - Oper & Maint	82,192	0	(82,192)	0%	3,210	78,982
Fund Balance - Public Service	0	0	0	0%	3,252	(3,252)
Fund Balance - Student Services	74,166	0	(74,166)	0%	58,944	15,222
<u>Totals for VP Fiscal Affairs</u>	<u>1,450,217</u>	<u>0</u>	<u>(1,450,217)</u>	<u>0%</u>	<u>905,903</u>	<u>544,314</u>
<u>Totals for Fund Bal</u>	<u>1,450,217</u>	<u>0</u>	<u>(1,450,217)</u>	<u>0%</u>	<u>907,157</u>	<u>543,060</u>
<u>Totals for Report</u>	<u>18,924,087</u>	<u>36,900,000</u>	<u>17,975,913</u>		<u>19,125,751</u>	<u>(201,664)</u>



MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: February 12, 2021
Subject: Agenda Item for Board of Trustees Meeting

AGENDA ITEM DESCRIPTION:

Consideration of and possible acceptance of the November 2020 & February 2021 Quarterly Investment Report.

PURPOSE

To report to the Board of Trustees the quarterly investments for the college.

FUNDING SOURCE:

N/A

PROPOSED MOTION:

Suggested motion: *“I move the Board of Trustees accept the November 2020 & February 2021 Quarterly Investment Report.”*

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. November 2020 Quarterly Investment Report
2. February 2021 Quarterly Investment Report



Quarterly Summary of Investments

<u>Quarter Ending</u>	<u>COM Fund</u>	<u>Type</u>	<u>Beginning Book Balance</u>	<u>Beginning Market Value</u>	<u>Deposits</u>	<u>Withdrawals</u>	<u>Ending Book Balance</u>	<u>Ending Market Value</u>
November 2020	11	TexPool-Operating	\$ 13,817,153	\$ 13,817,153	\$ 3,559	\$ 4,800,000	\$ 9,020,712	\$ 9,020,712
	41	TexPool-Moody	26,585	26,585	9	-	26,594	26,594
	45	Logic Bond 2019	29,293,399	29,293,399	12,663	9,453,230	19,852,832	19,852,832
	46	Logic Bond 2020	75,613,413	75,613,413	37,974	-	75,651,387	75,651,387
Total investments all funds for quarter:			<u>\$ 118,750,550</u>	<u>\$ 118,750,550</u>	<u>\$ 54,205</u>	<u>\$ 14,253,230</u>	<u>\$ 104,551,525</u>	<u>\$ 104,551,525</u>

I certify that the attached listing constitutes all investments currently owned by the College of the Mainland District as of the date indicated and all of 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 the College of the Mainland's Investment Policy and Strategy as adopted by the College of the Mainland's Board of Trustees.

Clen Burton
Vice President of Fiscal Affairs

Trudy Trocheset
Controller



Quarterly Summary of Investments

Quarter Ending	COM Fund	Type	Beginning Book Balance	Beginning Market Value	Deposits	Withdrawals	Ending Book Balance	Ending Market Value
February 2021	11	TexPool-Operating	\$ 9,020,712	\$ 9,020,712	\$ 23,002,645	\$ 2,850,000	\$ 29,173,357	\$ 29,173,357
	41	TexPool-Moody	26,594	26,594	5	-	26,599	26,599
	45	Logic Bond 2019	19,852,832	19,852,832	3,262	16,246,360	3,609,734	3,609,734
	46	Logic Bond 2020	75,651,387	75,651,387	23,712	1,404,800	74,270,299	74,270,299
Total investments all funds for quarter:			<u>\$ 104,551,525</u>	<u>\$ 104,551,525</u>	<u>\$ 23,029,624</u>	<u>\$ 20,501,160</u>	<u>\$ 107,079,989</u>	<u>\$ 107,079,989</u>

I certify that the attached listing constitutes all investments currently owned by the College of the Mainland District as of the date indicated and all of 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 the College of the Mainland's Investment Policy and Strategy as adopted by the College of the Mainland's Board of Trustees.

Clen Burton
Vice President of Fiscal Affairs

Trudy Trochesse
Controller



PRESIDENT'S OFFICE

Board Report

Presenter: Board Chair

A. Miscellaneous Updates



PRESIDENT'S OFFICE

President's Report

Presenter: Dr. Warren Nichols

A. Updates

1. Board Self Evaluations

B. Reminders/Announcements

C. Miscellaneous Updates



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.



PRESIDENT'S OFFICE

Possible Action on Agenda Items, Including Closed Session Matters

Consideration of and Possible Action on any items discussed in closed session.