



Notice/Agenda of April 2022 Regular BOT Meeting

**The Board of Trustees
College of the Mainland
Doyle Family Administration Boardroom (A129)
Monday, April 25, 2022
1200 Amburn Road
Texas City, TX 77591**

April 2022 Regular BOT Meeting of the Board of Trustees of College of the Mainland will be held Monday, April 25, 2022, beginning at 1:30 PM in the Doyle Family Administration Boardroom (A129), 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. **Check Presentation(s)**
 - A. Consideration of and Possible Acceptance of the \$350,000 Grant from Texas Workforce Commission
 - B. Consideration of and Possible Acceptance of the Donation of \$125,000 from Del Papa Distributing Company
5. **Construction Manager-At-Risk Results of Procedures**
 - **Representatives from Whitley Penn will provide an update on the audit performed on the construction manager-at-risk for 2018 Bond Projects, phase one.**
6. **Minutes**
 - A. Consideration of and Possible Action to Approve the Full Board Minutes of Wednesday, March 30, 2022
7. **Comments from the Community**
 - A. Students
 - B. Employees
 - C. Other Citizens
8. **Constituent Leader Activity Reports**
 - A. Student Government Association (SGA) - Emily Escobar, SGA President
 - B. Faculty Senate - Dr. Elaine Childs
9. **Phi Theta Kappa Honor Society - Update on Activities**
10. **Report on the GCIC Symposium - Shinya Wakao**
11. **Human Resources Items**

- A. Appointment Nominations
 1. Consideration of and Possible Action to Approve the Appointment Nomination of Destiny Andrews to the Position of Development Coordinator - Special Events & Stewardship, COM Foundation & Resource Development Department
 2. Consideration of and Possible Action to Approve the Appointment Nomination of Emily Falls to the Position of Dental Hygiene Program Coordinator, Academic Planning & Innovation Department
 3. Consideration of and Possible Action to Approve the Appointment Nomination of Stephanie Hardy to the Position of Enrollment Coach, Strategic Enrollment Management Department
- B. Non-Contractual Hiring Report
- C. Consideration of and Possible Action to Approve Mark Greenwalt's Request for Development Leave and Grant Permission for Related Outside Employment
- D. Re-Appointment and Non-Renewal List(s)
 1. *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.
 - Section 551.074-deliberation regarding personnel
 2. Open Session
Consideration of and Possible Action on Any Items Discussed in Closed Session
 3. Consideration of and Possible Approval of the 2022-2023 Faculty Non-Renewal List
 4. Consideration of and Possible Action to Approve the 2022-223 Faculty Re-Appointment List
12. **Consideration of and Possible Action to Approve an Increase to Contract 22-04 to AAR Incorporated for the Abatement and Demolition of the Existing Math/Science Building for an Additional \$88,016.50 Revising the Contract Total from \$235,925 to \$327,941.50**
13. **Consideration of and Action to Approve Award of Contract 22-14 to CMove Corporate Relocation Consultants for the Coordination and Labor of All Move Services Associated with the Bond Program for a Contract Amount Not-to-Exceed \$411,000 to be Paid with 2018 Bond Funds**
14. **Sale of Appomattox Unit(s)**
15. **Financial Report(s)**
 - A. Consideration of and Possible Acceptance of the March 2022 Investment and the March 2022 Financial Reports

16. **Board Report**
17. **President's Report**
 - A. Updates
 1. Gulfway Plaza Lease
 - B. Reminders/Announcements
 1. Board Meetings
 - May 2022 - Monday, May 23rd, 1:30 p.m.
 - June 2022 - Monday, June 27th, 1:30 p.m.
 2. Spring 2022 Graduation - Saturday, May 14th, Abundant Life Center
 - C. Resignations and Retirement Report
 - D. Miscellaneous
18. **Adjournment to closed or executive session pursuant to Texas Government Code of the Open Meetings Act**
Reference Section 551.072 - deliberation regarding real property
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, Wednesday, April 20, 2022, 3:00 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 Helen Brewer, Ph.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
2021-2023

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

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

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

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

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

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

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



PRESIDENT'S OFFICE

MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: April 25, 2022
Subject: Recommendation - Acceptance & Recognition of the Texas Workforce Commission's Jobs and Education for Texans grant.

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 accept the \$350,000 grant from Texas Workforce Commission."

PURPOSE

The purpose of accepting the donation is to remove financial barriers for students, which will support student success and completion.

BACKGROUND

The Texas Workforce Commission's JET grant, awarded to the College, provides College of the Mainland students hands-on experience. This grant provides support for the new Glycol Separation Unit (GSU) incorporated in the new Industrial Careers Building. The GSU replicates the removal of water from natural gas, tasks that are primary educational goals for students in the Process Technology program.

IMPLICATIONS

Financial: N/A

Strategic Goal #1: Student Success

Human Resources: N/A

Attachments

1. None



PRESIDENT'S OFFICE

MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: April 25, 2022
Subject: Recommendation - Acceptance & Recognition of Donation from Del Papa Distributing Company

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 accept the donation of \$125,000 from Del Papa Distributing Company."

PURPOSE

The purpose of accepting the donation is to remove financial barriers for students, which will support student success and completion.

BACKGROUND

The \$125,000 matching, lead grant will be donated over two years and sponsor the Opening Doors Promise Scholarship in Hitchcock, La Marque, and Santa Fe. Because of Del Papa Distributing Company's generosity, the matched funds will mean a total of \$250,000 towards a permanent endowment for the Promise Program. The Opening Doors Promise Scholarship provides free tuition and fees for students in those three cities in our service area.

IMPLICATIONS

Financial: N/A

Strategic Goal #1: Student Success

Human Resources: N/A

Attachments

1. None



PRESIDENT'S OFFICE

Construction Manager At-Risk Results of Procedures

Representatives from Whitley Penn will provide an update on the audit performed on the construction manager at risk for 2018 Bond Projects, phase one.

College of the Mainland

Construction Manager At-Risk Results of Procedures



Guaranteed Maximum Price and Contract

- Construction Manager At-Risk (CMAR) is a delivery method used by many governmental entities in Texas and around the United States. Unlike other delivery methods, the CMAR contracts include a right-to-audit clause that allows many entities to go through the process and ensure that all savings have been returned to the Owner.
- Contractor: Austin Commercial
- Project: STEAM/Allied Health Building and Physical Plant Expansion and Student Success Building
- \$80,409,000 Guaranteed Maximum Price (GMP)

Guaranteed Maximum Price

Cost of Work (COW)	<ul style="list-style-type: none">• Construction costs, excluding general conditions.
General Conditions	<ul style="list-style-type: none">• Items needed for the project but not directly related to the physical construction activities. Can be stated as a % of cost of work or a not-to-exceed amount.
Construction Manager (CM) Fee	<ul style="list-style-type: none">• Overhead and Profit.
Total GMP	<ul style="list-style-type: none">• Not-to-Exceed Amount Approved by the Board.

Three Critical Documents

GMP and Contract

Pay Application

Austin
Commercial's Job
Cost Ledger

Procedures

- Review of Contract
- Review Reconciliation Between the Job Cost Ledgers and the Pay Application
- Contractor's Procedures for Charging Costs to the Job and Reports Used for Tracking Project Costs
- Payroll and Nonpayroll Transactions
- Self-Performed Work
- General Conditions
- Recalculation of the Guaranteed Maximum Price

Results

	<u>Amounts Billed</u>	<u>Adjusted Amounts</u>	<u>Variance</u>
Cost of Work			
Original Amounts	\$ 72,436,479	\$ 72,429,626	\$ 6,853
Total - Cost of Work	<u>72,436,479</u>	<u>72,429,626</u>	<u>6,853</u>
General Conditions:			
Original Amounts (Lump Sum)	3,112,787	3,161,953	(49,166)
Adjustments to General Conditions	-	(57,370)	57,370
Total - General Conditions	<u>3,112,787</u>	<u>3,104,583</u>	<u>8,204</u>
CM Fee:			
Original Amounts (Lump Sum)	1,807,827	1,807,827	-
Adjustments to Construction Manager Fee	-	-	-
Total - CM Fee	<u>1,807,827</u>	<u>1,807,827</u>	<u>-</u>
Variance	<u><u>\$ 77,357,093</u></u>	<u><u>\$ 77,342,036</u></u>	<u><u>\$ 15,057</u></u>

Results (continued)

Analysis between GMP and Total Incurred

Guaranteed Maximum Price	\$	80,409,000
Total Stored and Completed as of October 31, 2021		77,357,093
Less excess cost of work		(6,853)
Less excess general conditions		(8,204)
Less CM fee in excess of percentage allowed		-
Savings to Owner	\$	<u>3,066,964</u>



MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: April 25, 2022
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 March 30, 2022.

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 3/30/22

College of the Mainland Board of Trustees
Minutes of Wednesday, March 30, 2022
1:30 p.m., COM Doyle Family Administration Boardroom

Call to Order

Bill McGarvey called the meeting to order at 1:33 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, except Melissa Skipworth.

Minutes

Consideration of and Possible Action to Approve the Full Board Minutes of Monday, February 28, 2022

Don Gartman moved for approval of the Full Board Minutes of Monday, February 28, 2022. Alan Waters seconded the motion; all voted in approval.

Comments from the Community

There were no comments this month.

Constituent Leader Activity Reports

Student Government Association (SGA) – Elizabeth Urban updated the Board on student activities.

Faculty Senate – Dr. Elaine Childs, Faculty Senate President, updated the Board on faculty activities.

Consideration of and Possible Action to Approve the 2023-2024 and 2024-2025 Academic Calendars and the Updated 2022-2023 Academic Calendar

Kyle Dickson moved the Board of Trustees approve the 2023-2024 and 2024-2025 Academic Calendars and the updated 2022-2023 Academic Calendar. Don Gartman seconded the motion; all voted in approval.

Policy

Consideration of and Possible Action to Approve the Revisions of COM Policy DIAA

Alan Waters moved the Board of Trustees approve the revisions of COM Policy DIAA. Don Gartman seconded the motion; all voted in approval.

Human Resources Items

Appointment Nominations

Consideration of and Possible Action to Approve the Appointment Nomination of Connor Jennings to the Position of Academic Advisor, Student Success Center

Alan Waters moved the Board of Trustees approve the appointment of Connor Jennings to the position of Academic Advisor, Student Success Center. Kyle Dickson seconded the motion; all voted in approval.

Non-Contractual Hiring Report

Don Gartman moved the Board of Trustees accept the Non-Contractual Positions Hiring Report as written. Verna Henson seconded the motion; all voted in approval.

Consideration of and Possible Action to Approve an Amendment to Contract 20-22 (TAB Technologies) for a Contract Increase Not-to-Exceed \$15,150 to Perform the Commission Testing of the New Glycol Separation Unit

NOTE: This item was pulled from the agenda.

Consideration of and Possible Action to Approve the Renewal of the Interlocal Participation Agreement with the TASB Management Fund

Dawn King moved the Board of Trustees approve the renewal of the Interlocal Participation Agreement with the TASB Risk Management Fund. Alan Waters seconded the motion; all voted in approval.

Financial Report(s)

Consideration of and Possible Acceptance of the February 2022 Investment and the February 2022 Financial Reports

Alan Waters moved the Board of Trustees accept the February 2022 Investment and Financial Reports. Don Gartman seconded the motion; all voted in approval.

Consideration of and Possible Acceptance of the February 2022 Quarterly Investment Report

Don Gartman moved the Board of Trustees accept the February 2022 Quarterly Investment Report. Kyle Dickson seconded the motion; all voted in approval.

Board Report

No Board Report this month.

President's Report

Updates

Reminders/Announcements

Board Meetings

April 2022 – Monday, April 25th, 1:30 p.m.

May 2022 – Monday, May 23rd, 1:30 p.m.

Save the Date: Employee Recognition Dinner – Friday, April 1st, 5:00 p.m. (Social Hour), 6:00 p.m. (Recognition Dinner)

Spring 2022 Graduation – Saturday, May 14th, Abundant Life Center

Resignations and Retirement Report – included in the board packet.

Executive Session 1:58 p.m.

Bill McGarvey read the paragraph allowing the Board to move into executive session.

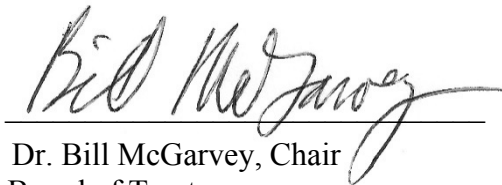
Open Session 3:30 p.m.

The Trustees reconvened without discussion and adjourned.

Adjournment at 3:30 p.m.



Melissa Skipworth, Secretary
Board of Trustees



Dr. Bill McGarvey, Chair
Board of Trustees

Comments from the Community

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

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



PRESIDENT'S OFFICE

Constituents Leader Activity Reports

- A. Student Government Association (SGA) –
Emily Escobar, SGA President

- B. Faculty Senate – Dr. Elaine Childs



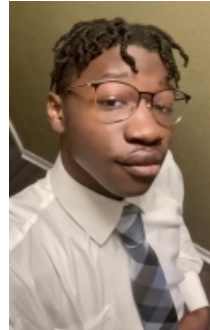
PHI THETA KAPPA
HONOR SOCIETY

Sigma Delta Chapter
at
College of the Mainland

2021-2022 Officers



Callie Patterson
President
cpatterson12@com.edu



Tavagoh Cockrell
VP of Service
tcockrell1@com.edu



Maddy Bond
VP of Leadership
mbond4@com.edu



Amy Coffin
Treasurer
acoffin@com.edu



Samaya Contee
VP of Public Relations
scontee1@com.edu



Elissa Rivas
VP of Fellowship
erivas4@com.edu



Dulce McClure
Secretary
dmcclure1@com.edu



2022 All-Texas Academic Team

- 400 community college students
- From the 50 community colleges in Texas
- Honored as members of the 2022 All-Texas Academic Team
- Virtual Ceremony held on April 1st

- 4 College of the Mainland Students Named Recipients
 - **Muyiwa Adeyemi**
 - **Madalyn Bond**
 - **Callie Patterson**
 - **Crystal Reyes**

Congratulations!!!! These recipients represent the best and brightest students who excel in academics, leadership, and service!



College Project

ΦΘΚ
PHI THETA KAPPA'S
*ALLIED WITH
NATURE'S
BEAUTY*

Come volunteer with PTK to beautify
our campus with a gardening
workshop!

College of the Mainland Gazebo
November 2nd
College hour (12:30)



Honors In Action

Upcoming PTK Events!

ΦΘΚ
PHI THETA KAPPA'S



BASHING TRASH FOR GENERATIONAL ENJOYMENT

Join us for a park cleanup and bench installation.

- Dates: 8-11am on Oct. 16th
4-6pm on Oct. 22nd
- Location: Rainbow Park at Texas City Dike

Snacks provided!

For more information please contact kjantz@com.edu Project Chairs: Sera Rivero and Madalyn Bond



HIA Workshop

How Was Your Experience?

We are committed to providing you with the best experience possible, so we welcome your comments. Please fill out this questionnaire. Thank You!

Why did you decide to attend this workshop?

To help educate students about the importance of our local wetlands and environmental stewardship

What one piece of information did you find the most impactful or helpful?

I was surprised to learn that Texas City has no curbside recycling

On a scale of 1-10, how likely are you to initiate and get others involved in recycling?

- 1 2 3 4 5
 6 7 8 9 10

On a scale of 1-10, how much did this workshop help you to understand how and know where you can recycle locally?

- 1 2 3 4 5
 6 7 8 9 10

Are interested in our HIA "Bashing Trash" event on 10/16 and 10/22? If so, please put your COM email down below to receive more information:



PHI THETA KAPPA
HONOR SOCIETY

Cooperation Leads to Success

The final score



Sigma Delta
College of the Mainland

Five Star Chapter Awards- Five Stars

Texas
ΦΘΚ
Regional Convention



PHI THETA KAPPA
HONOR SOCIETY

Spring 2022 Induction Ceremony

Inductees:

- 68 new members since October 2021
- 17 elected to be formally inducted

Phi Theta Kappa

Spring Induction
Ceremony



Scan this QR code
to fill out the
Spring Induction
Ceremony survey

Thursday, April 21, 2022
at 6:30pm in the
COM Conference Center
Open to all new PTK member as of November



PHI THETA KAPPA
HONOR SOCIETY

Sigma Delta Chapter

Chartered April 3, 1968



PHI THETA KAPPA
HONOR SOCIETY

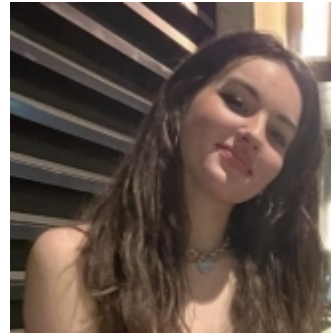
2022-2023 Officers



Serenity Reeves
President
sreeves1@com.edu



Sebastian Martinez
VP of Scholarship
smartinez4@com.edu



Lily Jamial
VP of Service
ljamail@com.edu



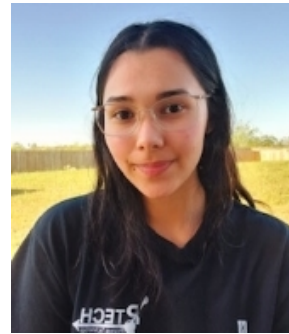
Paloma Ayala
Secretary
payala@com.edu



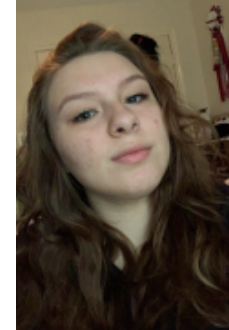
Amy Coffin
Treasurer
acoffin@com.edu



Carrie Cobb
VP of Leadership
ccobb@com.edu



Catherine Bryan
VP of Fellowship
cbryan7@com.edu



Breanna Emerson
Public Relations
bemerson@com.edu



Thank you!!!!



PHI THETA KAPPA
HONOR SOCIETY



PRESIDENT'S OFFICE

Report on the GCIC Symposium - Shinya Wakao



PRESIDENT'S OFFICE

MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: April 25, 2022
Subject: Recommendation – Development Coordinator – Special Events & Stewardship (Replacement)

Presented for recommended approval to the Board of Trustees on April 25, 2022 and forwarded for recommended approval to the Board of Trustees on the same date.

MINUTE ORDER

Motion to be acted upon: “I move the Board of Trustees approve the appointment of Destiny Andrews to the position of Development Coordinator – Special Events & Stewardship, COM Foundation & Resource Development Department.”

PURPOSE

The Development Coordinator will take responsibility for outreach and stewardship of donors, volunteers, and prospective donors. This includes using technology and media to provide positive interactions with the public. This person will implement strategies that grow and retain donors and strengthen donor relationships with alumni, employees, individuals, corporations and private foundations. This position has oversight of special events, website and social media platform communications, and activities that improve stewardship for donors. As a part of stewardship, this position processes gifts and provides annual reports for donors.

BACKGROUND

This is a replacement position for Anita Garcia who changed roles. There is no increase in salary as it is a lateral move.

IMPLICATIONS

Financial: \$51,708 from budget 11-0-0000-5142-5140.

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

ATTACHMENTS

1. Appointment Nomination



PRESIDENT'S OFFICE

MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: April 25, 2022
Subject: Recommendation – Dental Hygiene Program Coordinator (Replacement)

Presented for recommended approval to the Board of Trustees on April 25, 2022 and forwarded for recommended approval to Board of Trustees on the same date.

MINUTE ORDER

Motion to be acted upon: “I move the Board of Trustees approve the appointment of Emily Falls to the position of Dental Hygiene Program Coordinator, Academic Planning & Innovation Department.”

PURPOSE

Responsible for developing curricula and coursework aligned with accreditation standards for our new Dental Hygiene Degree program and once active, possibly providing quality instruction within the Dental Hygiene and allied (Dental Assistant) programs as qualified. In addition, the coordinator will be responsible for providing scheduled office hours for student consultation, serve on College committees as needed and assigned, and participating in student orientated instructional and advisement activities as needed and assigned.

BACKGROUND

This is a replacement position for Diane Wilson who resigned October 2021.

IMPLICATIONS

Financial: \$70,570 from budget 11-0-0000-1307-5100.

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

ATTACHMENTS

1. Appointment Nomination



PRESIDENT'S OFFICE

MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: April 25, 2022
Subject: Recommendation – Enrollment Coach (Replacement)

Presented for recommended approval to the Board of Trustees on April 25, 2022 and forwarded for recommended approval to the Board of Trustees on the same date.

MINUTE ORDER

Motion to be acted upon: “I move the Board of Trustees approve the appointment of Stephanie Hardy to the position of Enrollment Coach, Strategic Enrollment Management Department.”

PURPOSE

Performs moderately complex work advising students from connection to entry. Responsible for implementing recruitment and enrollment strategies and utilizing a caseload management approach to support students throughout the enrollment process. May provide services for special populations.

BACKGROUND

This is a replacement position for Doreen Bridges who resigned October 2021.

IMPLICATIONS

Financial: \$54,430 from budget 11-0-0000-4131-5140.

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

ATTACHMENTS

1. Appointment Nomination



MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: April 25, 2022
Subject: Recommendation – Acceptance of Non-Contractual Positions Hiring Report

Presented for recommended acceptance to Board of Trustees on April 25, 2022.

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 IV - \$43,656 from budget 11-0-0000-3401-5160

Police Dispatcher - \$52,715 from budget 11-0-0000-5151-5160

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 IV	Continuing Education	Performs general administrative support to the Associate Dean to ensure efficient operation of the Continuing Education department and act as a point of contact for internal and external stakeholders and constituents within assigned area of responsibility.	Replacement for Cindy Gallaway, who retired.	Nicole Butler	\$43,656	\$38,338 - \$47,923 - \$57,508
2	Police Dispatcher	Campus Police	Provides TCOLE certified TLETS operations, police/emergency radio dispatching, TAC responsibilities, phone call routing, maintenance of daily logs, Omnigo reporting operations, state audits management, data entry duties, crime statistics management, emergency mass notification system operations, operation of the dispatch office, administrative assistant duties required for the operation of the department, and the completion of assignments issued by supervisors.	New Position	Charelen Schmitt	\$52,715	\$42,172 - \$52,715 - \$63,258
3							
4							
5							
6							



MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: April 13, 2022
Subject: Request for Development Leave for Mark Greenwalt, Fine Arts Faculty

Presented for recommended acceptance to the Board of Trustees on April 25, 2022.

MINUTE ORDER

Motion to be acted upon: "I move the Board of Trustees approve Mark Greenwalt's request for Development Leave and grant permission for related outside employment".

PURPOSE

To improve anatomical knowledge, compositional design strategies, and efficient modes of expression.

BACKGROUND

A faculty member [see definition at DEC(LEGAL) Development Leaves of Absence] may be granted faculty development leave for study, research, writing, field observations, or other suitable purpose.

Eligibility - To qualify for development leave, a faculty member must serve at least three consecutive academic years performing full-time academic duty as an instructor or as an assistant, associate, or full professor, or an equivalent rank. The work need not include teaching.

Alternatively, the faculty member may qualify for development leave as an administrator if the faculty member has had significant administrative duties relating to the operation of the College District for more than four years. To be granted development leave for the subsequent academic year, a faculty member must apply to the College President by March 1 on a signed and dated form created by the administration.

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. Sabbatical Proposal
2. Policy DEC (Local)
3. Policy DEC (Legal)

Sabbatical Proposal: Fall 2022 Semester: Mark Greenwalt

<https://en.wikipedia.org/wiki/Sabbatical>

A **sabbatical** (from the Hebrew: שַׁבַּת *Šabat* (i.e., *Sabbath*); in Latin *sabbaticus*; Greek: *sabbatikos* σαββατικός) is a rest or break from work.

Introduction:

Mark Greenwalt has been Professor of Art at COM, FT since 2000. If approved, this will be his first sabbatical.

Mark regularly teaches Drawing 1 & 2, Design 1 (2D design), Painting 1 & 2, and Life Drawing studio courses, for College of the Mainland.

In addition to these studio courses, Mark has been developing and teaching Art History 1 & 2 as an overload ever since studio courses were first prohibited in the TCC several years ago.

COM's collaborative studio learning environment integrates students with diverse goals, backgrounds, interests, and competencies including credit and non-credit; art majors and gen eds; CHS students and retired professionals; students with special needs and high achievers.

Mark Greenwalt also serves as ARTCLUB advisor. ARTCLUB was discontinued during Covid-19 but sporadic fieldtrips have resumed. (8 students went this Fall semester to the Menil and to hear the director of Hooks-Epstein Galleries talk about the business of art.)

Multiple other COM Art History and Art Appreciation students have also gone to the MFAH and Menil on their own for extra credit. Seeing the real thing never disappoints.

8 Proposed activities for a 1-semester Fall 2022 Sabbatical:

1: Teach two Friday life-drawing courses at UHCL along with Thursday evening courses at Glassell: These courses will be used as labs for developing corollary assignments and methodologies for integration back into the COM studios and use the MFAH to further art-historical research. The Glassell School of Art is the art program for the University of Saint Thomas. UHCL is the COM's major transfer

institution, and I will have the opportunity to closely examine their methodologies and philosophies.

I will use these courses to Improve my anatomical knowledge, compositional design strategies, and efficient modes of expression.

Figurative Art:

From the beginning of humanity, figurative art has always been part of how we have told our stories and symbolize things like heroism and loss. Renaissance artists/anatomists studied culture (Greek vase paintings and sculptures) but also nature by way of anatomical dissections. This synthesis leads to things like modern surgery and CGI.

In a recent discussion with a UHCL faculty member, students are interested in storyboarding and keyframing. Analysis of film-stills and other photo-based images are important, but to rapidly conceptualize figures doing things, it is imperative to develop a gestural style that is open to modification and critical analyses. Placing figures within the context of a perspective space is also highly relevant. One life-drawing may thus contain knowledge of bony landmarks on larger anatomical masses in addition to knowledge of cinematic-like perspectives with their arcing orthogonals and baroque lighting.

An example of an untested capstone assignment for figure drawing:

Figures in Spaces: Using graphite within a correct aspect-ratio (frame), students will populate an historic cinematic space with 'wireframe' skeleton like armatures showing 3 major masses and boney landmarks: Use perceptual grids to establish proportions. Develop one keyframe per week: Replace the original script with improvised dialog: In class, draw the model within the context of an art studio, using perceptual grids and varied perspectives:

COM Sabbatical Policy states "When teaching at another institution will broaden the faculty members ability, knowledge, and skills."

2: Visit major European Museum(s) for the purpose of research and analyses.

Use external compensations from UHCL and MFAH to fund sabbatical activities, transportation, and materials. Other than the usual TASA membership **No COM funding will be requested.**

3: Develop exhibition-ready drawings that integrate a variety of cultural traditions and academic principles as a way of expressing symbolic notions of endurance.

Arts practice/research is critical to a shared student understanding of creative processes through design, discipline, curiosity, skill development, and effort.

4: Attend the Texas Association of Schools of Art annual conference: TASA is an excellent resource for idea sharing in the visual arts. (COM is annual member).

5: Do demos and talk to HS students and faculty. Some of our courses are at times low enrollment, and HS students interested in art should be better aware of their options, requirements, and commitments.

6: Extend image development from the physical to the ethereal. Develop digital drawing/painting/design techniques for applications as NFT's. Work with a Swiss banker and an American Rhodes Scholar to experiment with creating and marketing NFTs. NFTs are the most logical way to market digital images in global marketplace. NFTs may also be tied to physical parent images.

I will be experimenting with developing imagery from physical to digital media. NFTs have great potential to explore divergent creative processes in ways similar to experimental printmaking processes. (See Rembrandt's Three Crosses series where Rembrandt uses a parent image, a copper plate, which is modified to produce a variety of daughter images) – or any set of competitive prototypes.

Digital imaging may be the next area of inequity in visual art ed; however I expect the costs of tablets may trend downward. More and more students are using digital media along with traditional imaging media.

Several of my students are interested in NFTs and others are soon to follow.

7: Take advantage of other potential learning opportunities.

8: Create presentation(s) sharing research with faculty, students, and interested stakeholders.

Teaching Philosophy and Obligations:

The term “sabbatical” underscores the idea that teaching is a sacred profession.

According to COM’s Sabbatical Leave Policy, “The college recognizes the value to its students of the creative renewal that occurs when faculty members are provided the opportunity to enhance their abilities.”

Creativity embraces not only design, but redesign - and *renewal* is implicit in *innovation*. “Creative renewal” is not only essential for arts educators and other professions but is also a primary objective for our students.

Ideally creative renewal occurs at all stages along a pathway, but for many students, obstacles can interfere with the availability and experience that comes with making creative choices. Creativity thrives most in systems of options and opportunities. For many students, a studio course is their first opportunity to make something of their own design. Art majors especially, must learn to be adaptable and inquisitive about their processes and practices and they may not have much time to do it in.

Thus, my primary obligation as an educator, is to model and nurture this gift of “creative renewal” so that each student can experience their innate, high-performing, critical thinking abilities, and powers of expression, integrating them into their learning journeys.

Creative decision-making transcends the arts, giving advantage to any student who can: analyze structures and systems; synthesize new ideas via innovation and design processes; attach aesthetics to data; and develop powers of expression.

Creative thinking and design skills are critical to excellence in business, education, and organizational planning in STEAM fields, and beyond.

By definition, those leaders, thinkers, and entrepreneurs who generate wealth via *innovation*, operate through creative decision-making processes based on cycles of divergent and convergent thinking, competing designs, models, iterations, collaborations, and prototypes.

Studio learning, whereby ideas are developed and mediated through a variety of materials and processes, are the perfect lab environments for teaching intellectual risk-taking, where experiment and failure are critical learning tools toward refinement.

Teachers who are fluent in creative literacy, with an ethical obligation to nurture student interests and potentials, are an asset to the “creative renewal” of our community.

Current Professional Development Activities:

This sabbatical proposal is based on Mark’s current professional development activities and research:

- + Teaching corollary Thursday night life-drawing courses at the Glassell school of the Museum of Fine Arts Houston: These courses are used for developing assignments relevant to life-drawing which is then integrated back into the COM studios. In addition, I have access to the MFAH collections and occasionally use the weekend life drawing lab to test assignments. Glassell is the visual art program for the University of Saint Thomas.
- + Recent museum visits to New York, Houston, and Beaumont (The MET, MOMA, Guggenheim, Whitney, MFAH, CAMH, Menil, Dishman, and the Museum of Southeast Texas). Along with readings about their collections and interpretive analyses of form via drawing.
- + TASA member and conference attendee.
- + Exploring new digital drawing software, applying painting techniques like glazes and scumbles, and investigating NFT development and marketing
- + Building a series of exhibitable physical drawings developing figures as highly evolved, yet fragmented symbols of endurance.
- + Building OER (mostly art history) via research, Power Points, demonstrations, writing, and photography.
- + Development of COM Design courses for the Texas Core Curriculum (TCC).

Maintaining “Quality of Instruction”:

I have spoken to two art professors potentially able to teach the COM classes in my absence. These may also be useful as future adjuncts and applicants.

I am in close communication with my Visual Art colleagues about this proposal, working collaboratively to advance student opportunities.

I understand that we must have instructors who can fill COM’s obligations. I will teach if no qualified adjuncts are available to cover Fall 2022 courses.

Mark Greenwalt
2/28/22

Note: For additional provisions addressing the Family and Medical Leave Act (FMLA), see DECA(LEGAL).

Leave Administration

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

Definitions

The term “immediate family” is defined as:

Immediate Family

1. Spouse.
2. Son or daughter, including a biological, adopted, or foster child, a son- or daughter-in-law, a stepchild, a legal ward, or a child for whom the employee stands *in loco parentis*.
3. Parent, stepparent, parent-in-law, or other individual who stands *in loco parentis* to the employee.
4. Sibling, stepsibling, and sibling-in-law.
5. Grandparent and grandchild.
6. Any person residing in the employee’s household at the time of illness or death.

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

Fiscal Year

“Fiscal year” is defined as September 1 through August 31.

Family Emergency

The term “family emergency” shall be limited to disasters and life-threatening situations involving the employee or a member of the employee’s immediate family.

Leave Day

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

Academic Year

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

Catastrophic Illness or Injury

A catastrophic illness or injury is a severe condition or combination of conditions affecting the mental or physical health of the employee or a member of the employee’s immediate family that requires the services of a licensed practitioner for a prolonged period of time and that forces the employee to exhaust all leave time earned by that employee and to lose compensation from the Col-

COMPENSATION AND BENEFITS
LEAVES AND ABSENCES

DEC
(LOCAL)

lege District. Such conditions typically require prolonged hospitalization or recovery or are expected to result in disability or death. Conditions relating to pregnancy or childbirth shall be considered catastrophic if they meet the requirements of this paragraph.

Availability

The College District shall make state personal leave for the current year available for use at the beginning of the academic year. Sick leave shall be made available as earned.

Earning Leave

An employee shall not earn any form of paid leave when the employee is in unpaid status. An employee using full or proportionate paid leave shall be considered to be in paid status.

Deductions

Leave Without Pay

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

Leave Proration

*Employed for
Less Than Full
Year*

If an employee separates from employment with the College District before the employee's last scheduled workday, or begins employment after the first scheduled workday, paid leave shall be prorated based on the actual time employed.

If an employee separates from employment before the last scheduled workday of the academic year, the employee's final paycheck shall be reduced for paid leave the employee used, but had not earned, as of the date of separation.

*Employed for Full
Year*

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

Medical Certification

An employee shall submit medical certification of the need for leave if:

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

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

Sick Leave

Each full-time employee shall earn paid sick leave in accordance with administrative regulations and based on the date of hire. In general, the following shall apply:

- Employees in positions normally requiring nine months of service shall earn 72 hours per academic year.
- Employees in positions normally requiring ten and one-half months of service shall earn 84 hours per academic year.
- Employees in positions normally requiring 12 months of service shall earn 96 hours per academic year.

Sick leave shall accumulate to a maximum of 960 hours.

Sick leave shall only be used after any applicable compensatory time has been exhausted for the following:

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

Sick Leave Bank

The College District shall establish a sick leave bank that employees may join through contribution of local leave.

Leave contributed to the bank shall be solely for the use of participating employees. An employee who is a member of the bank may request leave from the bank if the employee or a member of the employee's immediate family experiences a catastrophic illness or injury and the employee has exhausted all paid leave and any applicable compensatory time.

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

1. Membership in the sick leave bank, including the number of days an employee must donate to become a member;
2. Procedures to request leave from the sick leave bank;
3. The maximum number of days per academic year a member employee may receive from the sick leave bank;

COMPENSATION AND BENEFITS
LEAVES AND ABSENCES

DEC
(LOCAL)

4. The committee or administrator authorized to consider requests for leave from the sick leave bank and criteria for granting requests; and
5. Other procedures deemed necessary for the operation of the sick leave bank.

Appeal

An employee may appeal a decision regarding the sick leave bank in accordance with DGBA(LOCAL), beginning with the College President or appropriate administrator.

Mental Health Leave for Peace Officers

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

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

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

Quarantine Leave for Peace Officers and Emergency Medical Technicians

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

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

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

COMPENSATION AND BENEFITS
LEAVES AND ABSENCES

DEC
(LOCAL)

Family and Medical Leave	FMLA leave shall run concurrently with applicable paid leave or compensatory time, as applicable.
Twelve-Month Period	For purposes of an employee's entitlement to FMLA leave, the 12-month period shall be measured forward from the date an individual employee's first FMLA leave begins.
Combined Leave for Spouses	When both spouses are employed by the College District, the College District shall limit FMLA leave for the birth, adoption, or placement of a child, or to care for a parent with a serious health condition, to a combined total of 12 weeks. The College District shall limit military caregiver leave to a combined total of 26 weeks.
Intermittent or Reduced Schedule Leave	The College District shall permit use of intermittent or reduced schedule FMLA leave for the care of a newborn child or for the adoption or placement of a child with the employee.
Certification of Leave	When an employee requests leave, the employee shall provide certification, in accordance with FMLA regulations, of the need for leave.
Fitness-for-Duty Certification	In accordance with administrative regulations, when an employee takes FMLA leave due to the employee's own serious health condition, the employee shall provide, before resuming work, a fitness-for-duty certification.
Personal Leave	Each full-time employee shall earn 24 hours of paid leave per fiscal year to conduct personal business in accordance with administrative regulations. Personal leave shall be noncumulative.
Request for Personal Leave	The employee shall submit a written request for use of personal leave to the employee's immediate supervisor or designee in advance in accordance with administrative regulations. In deciding whether to approve or deny personal leave, the supervisor or designee shall not seek or consider the reasons for which an employee requests to use leave. The supervisor or designee shall, however, consider the effect of the employee's absence on the educational program or College District operations. Earned compensatory time shall be used before any available personal leave.
Vacation	Each full-time employee in a position normally requiring 12 months of service and employed after June 30, 2012, shall earn vacation leave at the rate of eight hours per calendar month. After completing seven years of continuous service with the College District, each eligible employee shall earn vacation leave at the rate of ten hours per calendar month.

COMPENSATION AND BENEFITS
LEAVES AND ABSENCES

DEC
(LOCAL)

Each employee hired on or before June 30, 2012, shall continue to earn vacation leave in accordance with the following:

1. Each full-time employee in a position normally requiring 12 months of service shall accumulate vacation leave at the rate of one and two-thirds day (13.3 hours) per calendar month of service, which shall equal 20 working days of vacation leave per year.
2. Each other benefits-eligible employee who is not employed on a full-time basis shall earn vacation leave on a prorated basis.

Earned, unused vacation leave may be rolled over from one fiscal year to the next up to a maximum of 240 accrued hours at the end of any fiscal year. All accrued vacation leave over 240 hours shall be forfeited if not used by the end of the fiscal year unless an employee is prevented from taking vacation leave for the convenience of the College District. Exceptions to the forfeiture of vacation leave shall only be granted by the College President upon recommendation by the appropriate vice president. The maximum payout for accrued vacation leave shall be limited to 240 hours. An employee terminated for cause shall not be eligible to receive a payout for accrued vacation leave.

Request for
Vacation Leave

An employee shall submit a written request for use of vacation leave to the employee's immediate supervisor or designee in advance in accordance with administrative regulations. In deciding whether to approve or deny vacation leave, the supervisor or designee shall consider the effect of the employee's absence on the educational program or College District operations.

The College District shall not approve vacation for more leave hours than have been accumulated. Any unapproved use of vacation leave or use beyond accumulated and available paid vacation leave shall result in deductions from the employee's pay.

Earned compensatory time shall be used before any available vacation leave.

Development Leave

A faculty member [see definition at DEC(LEGAL) Development Leaves of Absence] may be granted faculty development leave for study, research, writing, field observations, or other suitable purpose.

Eligibility

To qualify for development leave, a faculty member must serve at least three consecutive academic years performing full-time academic duty as an instructor or as an assistant, associate, or full professor, or an equivalent rank. The work need not include teaching.

COMPENSATION AND BENEFITS
LEAVES AND ABSENCES

DEC
(LOCAL)

Alternatively, the faculty member may qualify for development leave as an administrator if the faculty member has had significant administrative duties relating to the operation of the College District for more than four years.

Application

To be granted development leave for the subsequent academic year, a faculty member must apply to the College President by March 1 on a signed and dated form created by the administration. The application shall contain:

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

Approval Procedure

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

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

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

COMPENSATION AND BENEFITS
LEAVES AND ABSENCES

DEC
(LOCAL)

Duration and Compensation	Development leave shall be for one academic year at one-half of the faculty member's regular salary or for one-half academic year at full regular salary.
<i>Exception</i>	If the faculty member qualifies for development leave as an administrator, the Board may grant development leave at the faculty member's full, regular salary for one year.
Outside Employment	A faculty member granted development leave is prohibited from accepting employment with another employer without permission of the Board.
Return to Work	The faculty member must agree to return to the College District following the conclusion of the development leave to serve for a period equal to the amount of time the faculty member received for development leave and if not, to repay the College District for any benefits paid to or on behalf of the faculty member during the leave period.
Report	Upon returning from development leave, the faculty member must report to the Board in writing regarding whether the purpose of the leave was fulfilled with a description regarding the manner in which it was fulfilled or if it was not fulfilled, the reasons why the leave was not fulfilled.
Bereavement Leave	An employee shall be granted up to 24 hours of paid bereavement leave upon the death of a member of the employee's immediate family. The employee shall provide appropriate documentation. Bereavement leave shall be noncumulative.
Emergency Leave	An employee shall be granted up to five days of paid emergency leave upon the occurrence of a disaster, as declared by a federal or state official or the College President as authorized by the Board, on the employee's primary residence in accordance with administrative regulations. Emergency leave shall be noncumulative.
Request for Emergency Leave	The employee shall submit a written request for use of emergency leave to the employee's immediate supervisor or designee in accordance with administrative regulations.
Workers' Compensation	<hr/> Note: Workers' compensation is not a form of leave. The workers' compensation law does not require the continuation of the College District's contribution to health insurance. <hr/>
	An absence due to a work-related injury or illness shall be designated as FMLA leave.

COMPENSATION AND BENEFITS
LEAVES AND ABSENCES

DEC
(LOCAL)

Paid Leave Offset The College District shall permit the option for paid leave offset in conjunction with workers' compensation income benefits. An eligible employee may elect in writing to use available partial-day increments of paid leave to make up the difference between the employee's income benefits and the pre-injury wage. The employee may choose to discontinue use of the available paid leave in partial-day increments at any time. [See CKE]

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

Note: This policy addresses leaves in general. For provisions regarding the Family and Medical Leave Act (FMLA), including family and medical leave for an employee seeking leave because of a relative's military service, see DECA. For provisions addressing leave for an employee's military service, see DECB.

The governing board of each college or university supported in whole or in part by state funds shall issue regulations concerning the authorized and unauthorized absence from duty of faculty members, as defined by Education Code 51.101(3) [see Development Leaves of Absence, below], including teaching assistants and research assistants.

Each governing board shall file a copy of these regulations concerning employee absences with the Coordinating Board. Each governing board shall file any amendment to its regulations with the Coordinating Board not later than 30 days after the effective date of the amendment.

Education Code 51.108

Pregnancy

Disabilities caused or contributed to by pregnancy, childbirth, or related medical conditions, for all job-related purposes, shall be treated the same as disabilities caused or contributed to by other medical conditions, under any health or disability insurance or sick leave plan available in connection with employment. *29 C.F.R. 1604.10(b)*

**Religious
Observances**

An employer, including a college district, shall reasonably accommodate an employee's request to be absent from duty in order to participate in religious observances and practices, so long as it does not cause undue hardship on the conduct of the employer's business. An employer has met its obligation when it demonstrates that it has offered a reasonable accommodation to the employee. The employer need not further show that each of the employee's alternative accommodations would result in undue hardship. *42 U.S.C. 2000e(j), 2000e-2(a); 29 C.F.R. 1605.2; Ansonia Bd. of Educ. v. Philbrook, 479 U.S. 60 (1986)*

Religious Holy Days

An institution of higher education, including a college district, may not discriminate against or penalize in any way a faculty member who is absent from work for the observance of a religious holy day and gives proper notice of that absence if the customary and generally applicable educational practices of the institution permit general personal absence by faculty members. If personal absence is customarily penalized, the penalty for absence due to observance

of a religious holy day under this section shall be forfeiture of one day's pay equivalent for each day of absence.

"Proper notice" means that the faculty member shall provide a listing of religious holy days to be observed during the semester to the chairman of the department and shall provide notice of such days in advance to all students whose class would be canceled due to the faculty member's absence. This notice shall be in writing and shall be personally delivered to the chairman of the department, receipt therefore being acknowledged and dated by the chairman, or shall be sent by certified mail return receipt requested, addressed to the chairman.

A "religious holy day" shall be defined as a holy day observed by a religion whose places of worship are exempt from property taxation under Tax Code 11.20.

Education Code 51.925

Mental Health Leave

Each law enforcement agency shall develop and adopt a policy allowing the use of mental health leave by the peace officers employed by the agency who experience a traumatic event in the scope of that employment.

The mental health leave policy adopted under this section must:

1. Provide clear and objective guidelines establishing the circumstances under which a peace officer is granted mental health leave and may use mental health leave;
2. Entitle a peace officer to mental health leave without a deduction in salary or other compensation;
3. Enumerate the number of mental health leave days available to a peace officer; and
4. Detail the level of anonymity for a peace officer who takes mental health leave.

The mental health leave policy adopted under this section may provide a list of mental health services available to peace officers in the area of the law enforcement agency.

Gov't Code 614.015

Paid Quarantine Leave

The governing body of a political subdivision, including a college district, shall develop and implement a paid quarantine leave policy for peace officers and emergency medical technicians who are employed by or appointed by the political subdivision and ordered to quarantine or isolate due to a possible or known exposure to a communicable disease while on duty.

A paid quarantine leave policy must:

1. Provide that a peace officer or emergency medical technician on paid quarantine leave receive:
 - a. All employment benefits and compensation, including leave accrual, pension benefits, and health benefit plan benefits for the duration of the leave; and
 - b. Reimbursement for reasonable costs related to the quarantine, including lodging, medical, and transportation; and
2. Require that the leave be ordered by the person's supervisor or the political subdivision's health authority.

A political subdivision may not reduce a peace officer's or emergency medical technician's sick leave balance, vacation leave balance, holiday leave balance, or other paid leave balance in connection with paid quarantine leave taken in accordance with a policy adopted under this section.

Local Gov't Code 180.008

Leave to Care for Sick Foster Child

An employer, including a college district, commits an unlawful employment practice if the employer administers a leave policy under which an employee is entitled to personal leave to care for or otherwise assist the employee's sick child and the leave policy does not treat in the same manner as an employee's biological or adopted minor child any foster child of the employee who resides in the same household as the employee and is under the conservatorship of the Department of Family and Protective Services. *Labor Code 21.0595*

Compliance with a Subpoena

An employer, including a college district, may not discharge, discipline, or penalize in any manner an employee because the employee complies with a valid subpoena to appear in a civil, criminal, legislative, or administrative proceeding. *Labor Code 52.051(a)*

Jury Duty

An employer, including a college district, may not discharge, threaten to discharge, intimidate, or coerce any permanent employee because the employee serves as a juror, or grand juror, or for the employee's attendance or scheduled attendance in connection with the service, in any court in the United States. *Civil Practice & Remedies Code 122.001(a)*

Attendance at Truancy Hearing

An employer, including a college district, may not terminate the employment of a permanent employee because the employee is required under Family Code 65.062(b) to attend a hearing. Notwithstanding any other law, an employee whose employment is

terminated in violation of this section is entitled to return to the same employment that the employee held when notified of the hearing if the employee, as soon as practical after the hearing, gives the employer actual notice that the employee intends to return. *Family Code 65.063(a)–(b)*

Development Leaves of Absence

For the purposes of this policy on development leaves, “faculty member” shall mean a person who is employed by an institution of higher education, including a college district, on a full-time basis as a member of the faculty or staff and whose duties include teaching, research, administration, including professional librarians, or the performance of professional services. However, the term does not include a person employed in a position that is in the institution’s classified personnel system or a person employed in a similar type of position if the institution does not have a classified personnel system. *Education Code 51.101*

Granting Leaves of Absence

On the application of a faculty member, the governing board of an institution of higher education may grant a faculty development leave of absence for study, research, writing, field observations, or other suitable purpose, if:

1. The faculty member is eligible by reason of service.
2. The purpose for which a faculty development leave is sought is one for which a faculty development leave may be granted.
3. Granting the leave will not place on faculty development leave a greater number of faculty members than that authorized.

The governing board by regulation shall establish a procedure whereby the applications for faculty development leaves of absence are received by a committee elected by the general faculty for evaluation and whereby the faculty committee shall then make recommendations to the chief executive officer of the institution of higher education, who shall then make recommendations to the governing board as to which applications should be granted.

Education Code 51.103

Service Required

A faculty member shall be eligible to be considered for a faculty development leave when the individual has served as a member of the faculty in the same institution of higher education for at least two consecutive academic years. This service may be as an instructor or as an assistant, associate, or full professor, or an equivalent rank, and must be full-time academic duty but need not include teaching. *Education Code 51.104*

COMPENSATION AND BENEFITS
LEAVES AND ABSENCES

DEC
(LEGAL)

Duration and
Compensation
Additional
Employment

The governing board may grant to a faculty member development leave either for one academic year at one-half of the faculty member's regular salary or for one-half academic year at full regular salary. Payment of salary to the faculty member on a development leave may be made from the funds appropriated by the legislature specifically for that purpose or from such other funds as might be available to the institution.

A faculty member on a development leave may accept a grant for study, research, or travel from any institution of higher education or from a charitable, religious, or educational corporation or foundation, from any business enterprise, or from any federal, state, or local governmental agency. An accounting of all grants shall be made to the governing board of the institution by the faculty member.

A faculty member on development leave may not accept employment from any other person, corporation, or government, unless the governing board determines that the employment would be in the public interest to do so and expressly approves the employment.

Education Code 51.105

Number on Leave
at One Time

No more than six percent of the faculty members of any institution of higher education may be on faculty development leave at any one time.

A faculty member on faculty development leave shall continue to be a member of the Teacher Retirement System of Texas or of the Optional Retirement Program, or of both, just as any other faculty member on full-time duty.

The institution of higher education shall cause to be deducted from the compensation paid to a member of the faculty on faculty development leave the deposit and membership dues required to be paid by him to the Teacher Retirement System of Texas or to the Optional Retirement Program, or both, the contribution for Old Age and Survivors Insurance, and any other amounts required or authorized to be deducted from the compensation paid any faculty member. [See CDDA]

A member of the faculty on faculty development leave is a faculty member for purposes of participating in the programs and of receiving the benefits made available by or through the institution of higher education or the state to faculty members.

Education Code 51.106–107

COMPENSATION AND BENEFITS
LEAVES AND ABSENCES

DEC
(LEGAL)

Administrator
Development Leave

An employment contract entered into by the governing board of an institution of higher education with an administrator that is to be paid in whole or in part from appropriated funds may not allow for development leave that is inconsistent with Education Code 51.105.

An institution of higher education must require an administrator who receives development leave to:

1. Return to work at the institution for an amount of time equal to the amount of time the administrator received for development leave; or
2. Repay the institution for all the costs of the development leave, including the amount of the administrator's salary, if any, paid during the leave.

Notwithstanding Education Code 51.948(b)(3), the governing board of an institution may grant development leave at the faculty member's full, regular salary for one year to a faculty member who has held an administrative position at the institution for more than four years.

"Administrator" means a person who has significant administrative duties relating to the operation of the institution, including the operation of a department, college, program, or other subdivision of the institution.

"Contract" includes a letter of agreement or letter of understanding.

Education Code 51.948(a)–(b), (d), (f)–(g)

Absence Control

Uniform enforcement of a reasonable absence-control rule is not retaliatory discharge. For example, an employer that terminates an employee for violating a reasonable absence-control provision cannot be liable for retaliatory discharge as long as the rule is uniformly enforced. *Continental Coffee Products Co. v. Cazarez*, 937 S.W.2d 444 (Tex. 1996) (workers' compensation discrimination case); *Texas Division-Tranter, Inc. v. Carrozza*, 876 S.W.2d 312 (Tex. 1994) (workers' compensation discrimination case); *Swearingen v. Owens-Corning Fiberglas Corp.*, 968 F.2d 559 (5th Cir. 1992) (workers' compensation discrimination case); *Howell v. Standard Motor Prods., Inc.*, No. 4:99-CV-987-E, 2001 WL 912387, (N.D. Tex. Aug. 10, 2001) (Family and Medical Leave Act case); *Specialty Retailers v. DeMoranville*, 933 S.W.2d 490 (Tex. 1996) (age discrimination case); *Gonzalez v. El Paso Natural Gas Co.*, EP-81-CA-323, 1986 WL 4796, No. (W.D. Texas Mar. 5, 1986) (sex discrimination case)

[Some employees may have protected status even after the expiration of all other leave. See CKE and DAA]



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.



MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: April 25, 2022
Subject: Recommendation – Approval of 2022-2023 Non-Renewal List

Presented for recommended approval to the Board of Trustees on April 25, 2022 and forwarded for recommended approval to the Board of Trustees on the same date.

MINUTE ORDER

Motion to be acted upon: “I move the Board of Trustees approve the 2022-2023 Non-Renewal List.”

PURPOSE

We are requesting approval of the 2022-2023 Non-Renewal List.

BACKGROUND

Per COM Policy DMAB(LOCAL), an employee may be non-renewed by the Board at the end of the employee’s contract term at the recommendation of the College President. The employee may be non-renewed or nonextended for any reason or no reason provided that the decision shall not be based on an employee’s exercise of rights guaranteed by the law or be based unlawfully on an employee’s race, color, religion, sex, national origin disability or age.

IMPLICATIONS

Financial: None

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

Human Resources: Non-Renewal of identified 2022-2023 personnel

ATTACHMENT

2022-2023 Non-Renewal List



MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: April 25, 2022
Subject: Recommendation – Approval of 2022-2023 Faculty Re-Appointment List

Presented for recommended approval to the Board of Trustees on April 25, 2022 and forwarded for recommended approval to the Board of Trustees on the same date.

MINUTE ORDER

Motion to be acted upon: “I move the Board of Trustees approve the 2022-2023 Faculty Re-Appointment List.”

PURPOSE

The purpose of the motion is to renew the listed Faculty employee contracts for the 2022-2023 academic year.

BACKGROUND

The College President has the sole authority to make recommendations to the Board regarding the selection of contractual Faculty personnel. The Board retains final authority for employment of contractual personnel.

IMPLICATIONS

Financial: None

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

Human Resources: Re-Appointment of Approved 2022-2023 Faculty Employees.

ATTACHMENT

2022-2023 Faculty Re-Appointment Lists



PRESIDENT'S OFFICE

MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: April 25, 2022
Subject: Agenda Item for COM Board of Trustees

AGENDA ITEM DESCRIPTION:

Request for increase to contract 22-04 for the abatement and demolition of the existing Math and Science Building.

FUNDING SOURCE:

2018 Bond Funds

PURPOSE

Abatement and demolition of the Math Science building as approved by the Board of Trustees on September 20, 2021.

PROPOSED MOTION:

"I move the Board of Trustees approve an increase to contract 22-04 to AAR Incorporated for the abatement and demolition of the existing Math/Science building for an additional \$88,016.50 revising the contract total from \$239,925.00 to \$327,941.50."

BACKGROUND:

The renovation of the Math Science building was originally identified in the Master Plan. However, as a result of recent asbestos discovered, COM Administration has determined the demolition of the building is in the best interest of the college campus. Therefore, on September 20, 2021, the Board of Trustees approved the option 1B to proceed with the abatement and demolition of the existing Math Science Building and further approved the procurement method of utilizing a competitive sealed proposal process on October 25, 2021. On February 07, 2022, three (3) proposals were received in response to a Request for Competitive Sealed Proposals (RFCSP). Based on the results of a best value analysis, the Project Manager (CBRE/Heery), Architect (PBK), and Director of Facilities (COM) recommended the approval of the subject contract to AAR Incorporated in an amount not-to-exceed \$239,925.00. This contract amount included a Contractor's Contingency of \$15,000. Since the award of this contract, some additional and previously unknown asbestos materials have been identified in the Math Science building. The lawful containment and removal of these materials reflects an increase in the contractor's scope and an additional associated cost that exceeds contingency funds available by \$88,016.50, revising the contract total to \$327,941.50.

Change Order #1	\$103,016.50	Pending Approval
Contractor's Contingency	(\$15,000.00)	Included in Original Contract
Total Requested Increase	\$88,016.50	Requested Increase 4/25/2022

Attachments:

AAR Change Order #1 Proposal



6640 Signat
Houston, Texas 77041
Phone (713) 466 6800
Fax (713) 466 4234
www.aarinc.net

April 14, 2022

Casey Zaunbrecher
CBRE
casey.zaunbrecher@cbre.com

Re: Additional Abatement Math-Science Abatement and Demolition Services

We are pleased to submit additional pricing as requested for on the above referenced project as follows:

The quantities of these newly discovered asbestos materials are as follows:

5,832 sf, of asbestos containing vapor barrier on interior walls
7,110 sf of asbestos containing vapor barrier on the exterior perimeter walls
836 sf of asbestos containing floor tile & mastic

The unit rates we submitted at bid time for these materials was:

Interior abatement of damp proofing \$15.00/sf
Exterior damp proofing \$ 1.95/sf
Residual Floor tile & mastic \$ 3.00/sf
This is in containment already and we will do the floor tile & the mastic for \$2.00/sf

Total additional abatement is

5,832 sf Interior vapor barrier X \$15/sf	\$ 87,480.00
7,110 sf exterior vapor barrier @ \$1.95	\$ 13,864.50
836 sf floor tile & mastic @ \$2.00	\$ 1,672.00

TOTAL \$103,016.50

We need an additional 15 working days to perform the abatement of the interior vapor barrier and floor tile. The exterior vapor barrier will be performed during demolition and will not require any additional time.

If you have any questions regarding this quote, feel free to call me at (713) 466 6800 or by mobile (713) 906-2368

Sincerely

Devin Johnston

Devin Johnston
Business Development

ADDITION ABATEMENT COLLEGE OF THE MAILLAND MATH-SCIENCE



PRESIDENT'S OFFICE

MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: April 25, 2022
Subject: Agenda Item for COM Board of Trustees

AGENDA ITEM DESCRIPTION:

Approval of contract 22-14 for Campus Move Services

FUNDING SOURCE:

2018 Bond Funds

PURPOSE

Campus move services for projects related to the Bond Program including Industrial Careers Building, Fine Arts Building, Technical Vocational Building.

PROPOSED MOTION:

"I move the Board of Trustees approve award of contract 22-14 to CMove Corporate Relocation Consultants for the coordination and labor of all move services associated with the Bond Program for a contract amount not-to-exceed \$432,000 to be paid with 2018 Bond Funds."

BACKGROUND:

On April 1, 2022, one (1) proposal was received in response to a Request for Competitive Sealed Proposals (RFCSP). Based on the results of a best value analysis and negotiations with the responsive bidder, the Project Manager (CBRE/Heery), and Director of Facilities (COM) recommend the approval of the subject contract to CMove Corporate Relocation Consultants per the proposal in the amount of \$410,743.84 plus 5% contingency for any unforeseen conditions in a total contract amount not-to-exceed \$432,000.00

Attachments:

CMove Proposal

REVISED COST ESTIMATE

COLLEGE OF THE MAINLAND- BOND RELOCATION PROJECT_REVISION2_ 4.19.2022:

Revised Project Scope & Cost Estimate- College of the Mainland BOND Project

Project Phase/ Scope	C-move - Move Management Fee	Pioneer- Physical Move Vendor Fee*	Grand Total
Project Planning, Organization & Meetings (Revised)	\$64,380.00	\$0.00	\$64,380.00
Phase 1- GSU Ops Lab	\$3,450.00	\$2,094.25	\$5,544.25
Phase 2- ICB General Occupancy	\$32,460.00	\$85,004.25	\$117,464.25
Phase 3- FAB Swing	\$41,280.00	\$21,601.55	\$62,881.55
Phase 4- ICB Shell Occupancy	\$15,640.00	\$33,597.95	\$49,237.95
Phase 5- TVB Decommission (Removed)	\$0.00	\$0.00	\$0.00
Phase 6- FAB Final	\$25,370.00	\$19,303.70	\$44,673.70
Purge Campaign (Removed)	\$0.00	\$0.00	\$0.00
New equipment set-up- Unbox/ Connect/Remove Trash (282 units)		\$14,664.00	\$14,664.00
PC Disconnect/Reconnect (61 units)		\$1,952.00	\$1,952.00
SUB-TOTAL	\$182,580.00	\$178,217.70	\$360,797.70
Reimbursable Expenses- C-move (move packets, labels, printing, supplies, mileage)	\$14,302.60	\$0.00	\$14,302.60
*Reimbursable Expenses- Pioneer (material, equipment- all move phases)	\$0.00	Included in each move phases	\$0.00
Mover Contingency 10% (Removed)		\$0.00	\$0.00
Subcontractor Admin Fee (20% Mover Vendor Total- Based on actual T&M move vendor cost)	\$35,643.54		\$35,643.54
GRAND TOTAL	\$232,526.14	\$178,217.70	\$410,743.84

Subcontractor Admin Fee Justification:

- 1.) Covers contract management (invoicing, payment processing, vendor audit, change order management, vendor budget tracking and management)
- 2) Risk to reward (Financial and safety liability related to subcontractor)
- 3) Tax impact
- 4) Sub-contractor insurance fee
- 5) Non-standard practice for C-move to take on risk and liability- Not set-up for subcontract administration

Sub-contractor admin fee is based on actual move vendor cost

Experience that moves you.

©2017 C·move, Inc. All rights reserved. Co



Cost Matrix:

Cost Matrix:

Project Planning

	PRINCIPAL		SR PROJECT		PROJECT		COST
	HRS	(\$110)	MGR (\$95)		MGR (\$75)		
		FEE	HRS	FEE	HRS	FEE	
INTERNAL ORGANIZATION & PLANNING	80	\$8,800.00	80	\$7,600.00	80	\$6,000.00	\$22,400.00
CORE TEAM PLANNING MEETINGS (Weekly- 10 months/44 weeks)	44	\$4,840.00	66	\$6,270.00	66	\$4,950.00	\$16,060.00
OAC MEETINGS (Weekly- 10 months/ 44 weeks- 2 per week) - Removed		\$0.00	0	\$0.00	0	\$0.00	\$0.00
MASTER MIGRATION PLAN & SCHEDULE		\$0.00	80	\$7,600.00	80	\$6,000.00	\$13,600.00
BUDGET TRACKING	112	\$12,320.00		\$0.00		\$0.00	\$12,320.00
TOTAL	236	\$25,960.00	226	\$21,470.00	226	\$16,950.00	\$64,380.00

Phase 1- ICB GSU Ops Lab

	SR PROJECT		PROJECT		COST
	MGR (\$95)		COORD (\$65)		
	HRS	FEE	HRS	FEE	
DEPARTMENT SITE SURVEYS	4	\$380.00	4	\$260.00	\$640.00
DEPARTMENT COORDINATION MEETINGS	2	\$190.00	2	\$130.00	\$320.00
SERVICE PROVIDER COORDINATION SCHEDULES & MEETINGS (Mover, IT, Specialty Equipment Vendors)	4	\$380.00	2	\$130.00	\$510.00
CLIENT DATA COLLECTION-FROM/TO DATABASE / VERIFICATION MEETINGS		\$0.00	4	\$260.00	\$260.00
MOVE PACKETS PREP & DISTRIBUTION (Labels / Room Signs)		\$0.00	3	\$195.00	\$195.00
COMPUTER / PHONE RELOCATION STRATEGY		\$0.00	4	\$260.00	\$260.00
SUPPORT SPACE STRATEGY		\$0.00		\$0.00	\$0.00
SAFETY & SECURITY SCHEDULES & MEETINGS	1	\$95.00	1	\$65.00	\$160.00
LOGISTICS SCHEDULE		\$0.00	4	\$260.00	\$260.00
AUTOCAD MOVE PLAN INTEGRATION		\$0.00	1	\$65.00	\$65.00
CRATE PICK UP & DELIVERY		\$0.00		\$0.00	\$0.00
PRE-MOVE & MOVE SUPERVISION		\$0.00	8	\$520.00	\$520.00
POST MOVE SUPPORT		\$0.00	4	\$260.00	\$260.00
TOTAL	11	\$1,045.00	37	\$2,405.00	\$3,450.00



. Phase 2- ICB General Occupancy

	SR PROJECT		PROJECT		
	HRS	MGR (\$95)	HRS	COORD (\$65)	COST
		FEE		FEE	
DEPARTMENT SITE SURVEYS	24	\$2,280.00	24	\$1,560.00	\$3,840.00
DEPARTMENT COORDINATION MEETINGS (6 groups)	24	\$2,280.00	24	\$1,560.00	\$3,840.00
SERVICE PROVIDER COORDINATION SCHEDULES & MEETINGS (Mover, IT, Specialty Equipment Vendors)	4	\$380.00	6	\$390.00	\$770.00
FURNITURE STRATEGY, SCHEDULE & LABELING (Existing)	8	\$760.00	8	\$520.00	\$1,280.00
CLIENT DATA COLLECTION-FROM/TO DATABASE / VERIFICATION MEETINGS	8	\$760.00	12	\$780.00	\$1,540.00
MOVE PACKETS PREP & DISTRIBUTION (Labels / Room Signs)	2	\$190.00	4	\$260.00	\$450.00
COMPUTER / PHONE RELOCATION STRATEGY	10	\$950.00	8	\$520.00	\$1,470.00
SUPPORT SPACE STRATEGY (LABS, CLASSROOMS, ETC.)	20	\$1,900.00	20	\$1,300.00	\$3,200.00
SAFETY & SECURITY SCHEDULES & MEETINGS	2	\$190.00	2	\$130.00	\$320.00
LOGISTICS SCHEDULE	12	\$1,140.00	10	\$650.00	\$1,790.00
AUTOCAD MOVE PLAN INTEGRATION		\$0.00	8	\$520.00	\$520.00
CRATE PICK UP & DELIVERY	12	\$1,140.00	12	\$780.00	\$1,920.00
PRE-MOVE & MOVE SUPERVISION	40	\$3,800.00	40	\$2,600.00	\$6,400.00
NEW EQUIPMENT SET-UP	16	\$1,520.00	16	\$1,040.00	\$2,560.00
POST MOVE SUPPORT	16	\$1,520.00	16	\$1,040.00	\$2,560.00
TOTAL	198	\$18,810.00	210	\$13,650.00	\$32,460.00

. Phase 3- FAB Swing

	SR PROJECT		PROJECT		COST
	HRS	MGR (\$95)	HRS	COORD (\$65)	
		FEE		FEE	
DEPARTMENT SITE SURVEYS	4	\$380.00	4	\$260.00	\$640.00
DEPARTMENT COORDINATION MEETINGS (6 groups)	4	\$380.00	4	\$260.00	\$640.00
SERVICE PROVIDER COORDINATION SCHEDULES & MEETINGS (Mover, IT, Specialty Equipment Vendors)	12	\$1,140.00	10	\$650.00	\$1,790.00
FURNITURE STRATEGY & SCHEDULE (Existing)	20	\$1,900.00	12	\$780.00	\$2,680.00
CLIENT DATA COLLECTION-FROM/TO DATABASE / VERIFICATION MEETINGS	8	\$760.00	12	\$780.00	\$1,540.00
MOVE PACKETS PREP & DISTRIBUTION (Labels / Room Signs)	6	\$570.00	6	\$390.00	\$960.00
COMPUTER / PHONE RELOCATION STRATEGY	12	\$1,140.00	12	\$780.00	\$1,920.00
SUPPORT SPACE STRATEGY (LABS, CLASSROOMS, ETC.)	30	\$2,850.00	40	\$2,600.00	\$5,450.00
SAFETY & SECURITY SCHEDULES & MEETINGS	8	\$760.00	8	\$520.00	\$1,280.00
LOGISTICS SCHEDULE	24	\$2,280.00	16	\$1,040.00	\$3,320.00
AUTOCAD MOVE PLAN INTEGRATION		\$0.00	12	\$780.00	\$780.00
CRATE PICK UP & EQUIPMENT DELIVERY	24	\$2,280.00	32	\$2,080.00	\$4,360.00
PRE-MOVE & MOVE SUPERVISION (4 moves)	48	\$4,560.00	96	\$6,240.00	\$10,800.00
NEW EQUIPMENT SET-UP		\$0.00		\$0.00	\$0.00
POST MOVE SUPPORT	32	\$3,040.00	32	\$2,080.00	\$5,120.00
TOTAL	232	\$22,040.00	296	\$19,240.00	\$41,280.00



. Phase 4- ICB Shell

	SR PROJECT		PROJECT		COST
	MGR (\$95)		COORD (\$65)		
	HRS	FEE	HRS	FEE	
DEPARTMENT SITE SURVEYS	4	\$380.00	4	\$260.00	\$640.00
DEPARTMENT COORDINATION MEETINGS	4	\$380.00	4	\$260.00	\$640.00
SERVICE PROVIDER COORDINATION SCHEDULES & MEETINGS (Mover, Specialty Equipment Vendors)	4	\$380.00	4	\$260.00	\$640.00
FURNITURE STRATEGY, SCHEDULE & LABELING (Existing)		\$0.00		\$0.00	\$0.00
CLIENT DATA COLLECTION-FROM/TO DATABASE / VERIFICATION MEETINGS	8	\$760.00	12	\$780.00	\$1,540.00
MOVE PACKETS PREP & DISTRIBUTION (Labels / Room SignS	2	\$190.00	4	\$260.00	\$450.00
COMPUTER / PHONE RELOCATION STRATEGY	6	\$570.00	6	\$390.00	\$960.00
SUPPORT SPACE STRATEGY (LABS, CLASSROOMS, ETC.)	8	\$760.00	8	\$520.00	\$1,280.00
SAFETY & SECURITY SCHEDULES & MEETINGS	2	\$190.00	2	\$130.00	\$320.00
LOGISTICS SCHEDULE	6	\$570.00	8	\$520.00	\$1,090.00
AUTOCAD MOVE PLAN INTEGRATION		\$0.00	8	\$520.00	\$520.00
CRATE PICK UP & DELIVERY	12	\$1,140.00	12	\$780.00	\$1,920.00
PRE-MOVE & MOVE SUPERVISION	12	\$1,140.00	12	\$780.00	\$1,920.00
NEW EQUIPMENT SET-UP	12	\$1,140.00	12	\$780.00	\$1,920.00
POST MOVE SUPPORT	8	\$760.00	16	\$1,040.00	\$1,800.00
TOTAL	88	\$8,360.00	112	\$7,280.00	\$15,640.00

Phase 5- TVB Decommission (Removed from Scope)

Phase 6- FAB Final

	SR PROJECT		PROJECT		COST
	MGR (\$95)		COORD (\$65)		
	HRS	FEE	HRS	FEE	
DEPARTMENT SITE SURVEYS	16	\$1,520.00	16	\$1,040.00	\$2,560.00
DEPARTMENT COORDINATION MEETINGS	8	\$760.00	8	\$520.00	\$1,280.00
SERVICE PROVIDER COORDINATION SCHEDULES & MEETINGS (Mover, IT, Specialty Equipment Vendors)	4	\$380.00	6	\$390.00	\$770.00
FURNITURE STRATEGY, SCHEDULE & LABELING (Existing)		\$0.00		\$0.00	\$0.00
CLIENT DATA COLLECTION-FROM/TO DATABASE / VERIFICATION MEETINGS	8	\$760.00	12	\$780.00	\$1,540.00
MOVE PACKETS PREP & DISTRIBUTION (Labels / Room SignS	4	\$380.00	6	\$390.00	\$770.00
COMPUTER / PHONE RELOCATION STRATEGY	4	\$380.00	6	\$390.00	\$770.00
SUPPORT SPACE STRATEGY (STAGE CRAFT, ETC.)	30	\$2,850.00	40	\$2,600.00	\$5,450.00
SAFETY & SECURITY SCHEDULES & MEETINGS	2	\$190.00	2	\$130.00	\$320.00
LOGISTICS SCHEDULE	12	\$1,140.00	10	\$650.00	\$1,790.00
AUTOCAD MOVE PLAN INTEGRATION		\$0.00	8	\$520.00	\$520.00
CRATE PICK UP & DELIVERY	12	\$1,140.00	12	\$780.00	\$1,920.00
PRE-MOVE & MOVE SUPERVISION	24	\$2,280.00	24	\$1,560.00	\$3,840.00
NEW EQUIPMENT SET-UP	12	\$1,140.00	12	\$780.00	\$1,920.00
POST MOVE SUPPORT	12	\$1,140.00	12	\$780.00	\$1,920.00
TOTAL	148	\$14,060.00	174	\$11,310.00	\$25,370.00



PURGE CAMPAIGN (Removed from Scope)





PRESIDENT'S OFFICE

Sale of Appomattox Unit(s)

Monthly Financial Report

Cash Situation

(in millions)

Gross cash balance at the end of month:	\$38.6
Less net interest and sinking:	<u>(\$7.0)</u>
Net unrestricted cash:	\$31.6
Minimum required cash :	\$7.1
Excess cash above minimum:	\$24.5

Unaudited Operations Year to Date *(in millions)*

Revenues: Budget: \$34.5

Actual: \$31.4

Expense:

Budget \$34.5

Actual: \$20.3

(59% Spent at 58% of year)



PRESIDENT'S OFFICE

MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: April 14, 2022
Subject: Monthly Financial & Investment Reports

AGENDA ITEM DESCRIPTION:

Consideration of and possible acceptance of the March 2022 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 March 2022 Investment Report and the March 2022 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. March 2022 Investment Discussion & Report
2. March 2022 Revenue & Expense Summary
3. March 2022 Expense by Division Report



INVESTMENT REPORT
For the Month Ended March 2022

Investment discussion:

College of the Mainland earned \$13,054 for the month of March on its short-term investments in TexPool & Logic for a total of \$32,500 investment interest earned fiscal year to date. The College earned an additional \$1, fiscal year to date, from interest-bearing checking accounts. In total, the College earned \$32,501 interest for the fiscal year to date period ending March: TexPool - \$9,827 Logic 20 - \$22,673, 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 March 2022

Investment	COM Fund	Balance Beginning of Month	Increases	Decreases	Interest Earned	Balance End of Month	Average Balance	Annualized Average Interest Rate
Operating	11	\$ 37,924,819	\$ 1,250,000	\$ 1,000,000	5,072	38,179,891	38,683,047	0.157%
Moody	41	26,606	-	-	4	26,609	26,606	0.160%
Totals		\$ 37,951,425	\$ 1,250,000	\$ 1,000,000	\$ 5,075	\$ 38,206,500	\$ 38,709,653	

Note: For the above listed investments in TexPool, book value is equivalent to market value.
There was no accrued interest as of April 2022.

Logic (Hilltop Securities) Investments for March 2022

Investment	COM Fund	Balance Beginning of Month	Increases	Decreases	Interest Earned	Balance End of Month	Average Balance	Annualized Average Interest Rate
COM Bond 2020	46	\$ 38,588,763	\$ -	\$ 2,479,990	7,979	36,116,751	37,956,034	0.252%
Totals		\$ 38,588,763	\$ -	\$ 2,479,990	\$ 7,979	\$ 36,116,751	\$ 52,956,830	

Totals **\$ 76,540,188** **\$ 1,250,000** **\$ 3,479,990** **\$ 13,054** **\$ 74,323,252** **\$ 91,666,483**

Unrestricted Fund (Unaudited)

Summary of Revenue

	<u>Current Actual</u>	<u>2021-22 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	(4,334,726)	(4,127,440)	207,286	105%	(4,347,705)	12,979
Tuition-non-credit	(421,371)	(1,044,100)	(622,729)	40%	(296,125)	(125,246)
Exemptions and waivers	1,249,302	1,108,300	(141,002)	113%	1,388,180	(138,877)
Registration fees	(1,992,635)	(1,789,500)	203,135	111%	(2,050,606)	57,971
Other fees	(90,346)	(137,000)	(46,654)	66%	(97,327)	6,981
Grant revenue	(213,927)	(66,000)	147,927	324%	(69,200)	(144,727)
Sales and service revenue	(21,274)	(432,400)	(411,126)	5%	2,673	(23,947)
Miscellaneous revenue	(99,816)	(109,100)	(9,284)	91%	(112,085)	12,269
TPEG transfer in/out	0	202,500	202,500	0%	0	0
<u>Totals for Operating revenue</u>	<u>(5,924,794)</u>	<u>(6,394,740)</u>	<u>(469,946)</u>	<u>93%</u>	<u>(5,582,196)</u>	<u>(342,598)</u>
Non-operating revenue						
State appropriation-Academic	(3,490,791)	(6,649,121)	(3,158,330)	53%	(3,430,979)	(59,812)
Property tax revenue	(21,646,456)	(22,539,139)	(892,683)	96%	(22,500,093)	853,638
Interest revenue	(9,819)	(350,000)	(340,181)	3%	(6,640)	(3,179)
FTZ reimbursement	(357,062)	(350,000)	7,062	102%	(531,472)	174,410
Renew & replace transfer out	0	1,783,000	1,783,000	0%	0	0
<u>Totals for Non-operating revenue</u>	<u>(25,504,128)</u>	<u>(28,105,260)</u>	<u>(2,601,132)</u>	<u>91%</u>	<u>(26,469,184)</u>	<u>965,057</u>
<u>Total Revenue</u>	<u>(31,428,921)</u>	<u>(34,500,000)</u>	<u>(3,071,079)</u>	<u>91%</u>	<u>(32,051,380)</u>	<u>622,459</u>

Unrestricted Fund (Unaudited)

Summary of Expense

	<u>Current Actual</u>	<u>2021-22 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	4,291,971	7,831,425	3,539,454	55%	4,493,229	(201,258)
Admin full-time	965,482	1,587,756	622,274	61%	946,913	18,569
Professional full-time	4,231,476	7,284,144	3,052,668	58%	4,133,833	97,643
Classified full-time	617,650	3,843,055	3,225,405	16%	2,331,720	(1,714,070)
Part-time	1,436,067	3,770,005	2,333,938	38%	1,194,664	241,404
Salary increase	0	220,000	220,000	0%	0	0
Vacancy savings	0	(3,704,027)	(3,704,027)	0%	0	0
<u>Totals for Salary and wages</u>	<u>11,542,647</u>	<u>20,832,358</u>	<u>9,289,711</u>	<u>55%</u>	<u>13,100,359</u>	<u>(1,557,712)</u>
Benefits						
Benefits	2,502,330	4,176,934	1,674,604	60%	2,509,827	(7,497)
<u>Totals for Benefits</u>	<u>2,502,330</u>	<u>4,176,934</u>	<u>1,674,604</u>	<u>60%</u>	<u>2,509,827</u>	<u>(7,497)</u>
Operating expenses						
Contract services	2,044,752	3,195,342	1,150,590	64%	1,833,825	210,927
Legal	3,400	25,220	21,820	13%	303	3,098
Operations	256,030	824,151	568,121	31%	229,143	26,887
Utilities and Rent	1,252,267	2,016,546	764,279	62%	827,161	425,106
Postage, printing, and supplies	471,441	1,336,410	864,969	35%	307,595	163,846
Bank fees	33,061	84,400	51,339	39%	38,576	(5,515)
Capital outlay & leases	36,773	61,503	24,730	60%	33,965	2,808
Insurance	1,770,482	1,846,069	75,587	96%	1,615,363	155,119
Public relations and advertising	56,772	256,698	199,926	22%	34,989	21,783
Misc.	318,518	440,830	122,313	72%	256,978	61,539
Reimbursement from Others	0	(452,032)	(452,032)	0%	0	0
MTN Payment	0	0	0	0%	337,500	(337,500)

Unrestricted Fund (Unaudited)

Arbitrage Payment	(35,806)	0	35,806	0%	0	(35,806)
<u>Totals for Operating expenses</u>	<u>6,207,690</u>	<u>9,635,137</u>	<u>3,427,448</u>	<u>64%</u>	<u>5,515,398</u>	<u>692,292</u>
<u>Total Expense</u>	<u>20,252,666</u>	<u>34,644,429</u>	<u>14,391,763</u>	<u>58%</u>	<u>21,125,584</u>	<u>(872,917)</u>

Unrestricted Fund (Unaudited)

Summary of Fund Bal

	<u>Current Actual</u>	<u>2021-22 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	314,942	0	(314,942)	0%	212,156	102,787
Operations	9,442	0	(9,442)	0%	0	9,442
Utilities and Rent	409,202	0	(409,202)	0%	72,456	336,746
Postage, printing, and supplies	446,024	0	(446,024)	0%	731,654	(285,630)
Capital outlay & leases	176,465	0	(176,465)	0%	316,787	(140,322)
Public relations and advertising	62,960	0	(62,960)	0%	0	62,960
Misc.	6,196	0	(6,196)	0%	0	6,196
<u>Totals for Operating expenses</u>	<u>1,425,232</u>	<u>0</u>	<u>(1,425,232)</u>	<u>0%</u>	<u>1,333,053</u>	<u>92,179</u>
<u>Total Fund Bal</u>	<u>1,425,232</u>	<u>0</u>	<u>(1,425,232)</u>	<u>0%</u>	<u>1,333,053</u>	<u>92,179</u>

Unrestricted Fund (Unaudited)

	<u>Current Actual</u>	<u>2021-22 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	716	19,400	18,684	4%	2,905	(2,189)
Campus Police	317,649	716,381	398,732	44%	381,678	(64,029)
Gen Institution	184,369	294,119	109,750	63%	200,355	(15,986)
Information Technology Serv	1,330,967	2,244,161	913,194	59%	1,267,904	63,063
Internal Audit	71,540	150,000	78,460	48%	102,334	(30,794)
OPEAR	294,994	471,599	176,605	63%	301,580	(6,586)
Presidents Office	351,201	581,877	230,677	60%	368,483	(17,282)
Self Study SACS	2,951	10,500	7,549	28%	1,000	1,951
Staff Attorney	102,203	193,708	91,505	53%	98,896	3,307
<u>Totals for President</u>	<u>2,656,590</u>	<u>4,681,745</u>	<u>2,025,155</u>	<u>57%</u>	<u>2,725,135</u>	<u>(68,544)</u>
<u>Summary for VP Fiscal Affairs</u>						
Central Mail	37,928	141,668	103,740	27%	65,558	(27,630)
Custodial Services	128,308	329,424	201,116	39%	190,589	(62,282)
Facilities	3,303,322	4,144,479	841,156	80%	2,996,940	306,382
Financial Services	382,907	878,222	495,316	44%	542,082	(159,175)
Grounds	47,330	116,181	68,850	41%	77,238	(29,908)
Human Resources	378,929	701,954	323,026	54%	334,723	44,206
Maintenance Tax Note	0	0	0	0%	337,500	(337,500)
Purchasing	164,858	295,792	130,934	56%	162,901	1,957
Records Mgmt	9,091	20,952	11,861	43%	4,310	4,780
Reimbursement	0	(452,032)	(452,032)	0%	0	0
Salary Savings	0	(3,704,027)	(3,704,027)	0%	0	0
Staff Benefits	470,437	2,365,041	1,894,604	20%	488,748	(18,311)
Tax Admin	179,378	232,631	53,253	77%	188,661	(9,283)

Unrestricted Fund (Unaudited)

	<u>Current Actual</u>	<u>2021-22 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>
Utilities	545,819	1,125,000	579,181	49%	297,231	248,588
Vehicle Operations	56,536	105,773	49,237	53%	66,210	(9,674)
VP College & Fin Svcs	114,951	190,907	75,957	60%	120,858	(5,908)
Totals for VP Fiscal Affairs	<u>5,819,795</u>	<u>6,491,966</u>	<u>672,171</u>	<u>90%</u>	<u>5,873,550</u>	<u>(53,755)</u>
<u>Summary for VP Institutional Advancement</u>						
COM Foundation Dept	35,276	108,925	73,650	32%	54,003	(18,728)
Marketing and Communications	414,111	849,657	435,546	49%	387,251	26,861
VP Institutional Advancement	339,467	571,340	231,873	59%	344,202	(4,736)
Totals for VP Institutional Advancement	<u>788,854</u>	<u>1,529,923</u>	<u>741,069</u>	<u>52%</u>	<u>785,456</u>	<u>3,398</u>
<u>Summary for VP Instruction</u>						
Acad Succ Re/Wr	546,021	847,116	301,096	64%	515,818	30,203
Accting-Credit	57,902	131,321	73,419	44%	101,932	(44,030)
Adm-C.I.D.T.	15,544	80,136	64,592	19%	37,740	(22,196)
Adm-Cont Ed	172,658	555,923	383,265	31%	324,766	(152,108)
Adm-Ind Tech	4,951	8,285	3,333	60%	0	4,951
Adm-Instruct	16,464	91,526	75,062	18%	37,153	(20,690)
Adm-Perf & Vis Arts	18,774	75,690	56,916	25%	45,297	(26,523)
Adm-Pub Svc Ed	22,807	76,563	53,757	30%	35,712	(12,905)
Adm-Science	19,436	22,136	2,700	88%	19,179	257
Adm-Soc Sci	20,862	87,808	66,946	24%	40,761	(19,900)
Adult Education	97,706	210,491	112,785	46%	131,248	(33,542)
Allied Health CE	49,776	351,415	301,638	14%	161,794	(112,017)
Art	150,286	235,355	85,070	64%	144,034	6,252
Art Gallery	35,835	56,346	20,511	64%	35,194	641
Biol & Nutrition	437,297	676,983	239,686	65%	435,817	1,480
Bus Tech	0	0	0	0%	10,436	(10,436)
C.I.S.	60,677	81,565	20,888	74%	58,481	2,197

Unrestricted Fund (Unaudited)

	<u>Current Actual</u>	<u>2021-22 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>
Chemistry	102,188	242,465	140,277	42%	114,618	(12,430)
Child Develop	45,956	69,759	23,803	66%	45,811	145
Cmnty Theater	180,517	300,163	119,647	60%	210,681	(30,164)
Collegiate H.S.-CR	75,548	151,016	75,467	50%	93,551	(18,003)
Cosmetology	405,389	622,602	217,212	65%	381,050	24,339
Criminal Justice	49,448	85,480	36,033	58%	55,201	(5,753)
Dean Cont Ed	81,824	20,623	(61,201)	397%	323	81,501
Dean Gen Ed	89,847	198,821	108,974	45%	116,050	(26,202)
Distance Ed	289,091	424,757	135,667	68%	296,788	(7,697)
Drafting	48,174	68,545	20,370	70%	47,479	695
Dual Credit Dept	84,850	174,423	89,573	49%	97,222	(12,372)
Economics	54,845	78,247	23,402	70%	48,785	6,060
EMS-Credit	157,242	213,338	56,096	74%	176,396	(19,154)
Fire Tech	160,790	194,221	33,431	83%	196,940	(36,150)
Firearms Acad	18,681	40,901	22,221	46%	14,861	3,820
Foreign Lang	45,156	68,546	23,390	66%	43,352	1,804
Gen Bus-Credit	124,505	90,205	(34,300)	138%	50,908	73,598
Geology	46,883	69,739	22,856	67%	47,559	(676)
Government	221,804	301,044	79,241	74%	202,493	19,310
Graphic Arts	69,906	83,951	14,045	83%	67,672	2,234
Health and PE Credit	94,267	136,814	42,547	69%	94,603	(336)
Health Info Mgmt	115,269	240,212	124,943	48%	104,042	11,227
Hist & Geog	192,717	253,116	60,398	76%	178,881	13,836
Humanities	149,424	202,658	53,234	74%	132,574	16,851
Instr Tech Department	83,268	243,065	159,798	34%	134,467	(51,199)
Instr Tech Lab Mgrs	20,279	154,374	134,095	13%	90,590	(70,312)
Law Enforcement	56,900	95,514	38,614	60%	54,657	2,242
Law Enforcemnt-NonCR	42,080	14,239	(27,840)	296%	42,912	(833)

Unrestricted Fund (Unaudited)

	<u>Current Actual</u>	<u>2021-22 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>
LC Ctr Admin	2,996	20,862	17,866	14%	3,326	(330)
Library	346,925	651,271	304,346	53%	413,069	(66,144)
Management	11,322	7,473	(3,850)	152%	38,885	(27,562)
Massage Therapy	8,896	11,035	2,139	81%	0	8,896
Math	493,459	770,910	277,451	64%	458,329	35,130
Medical Assistant	48,549	96,919	48,370	50%	46,049	2,500
Music	187,321	265,537	78,216	71%	218,582	(31,262)
Networking	59,940	81,663	21,722	73%	55,534	4,406
Nursing Administration	117,372	421,765	304,392	28%	219,962	(102,590)
Nursing-AD	756,338	1,499,850	743,512	50%	800,296	(43,958)
Nursing-VN	198,506	252,899	54,394	78%	212,399	(13,893)
Pharmacy Tech	57,265	93,660	36,395	61%	61,173	(3,908)
Philosophy	26,058	6,443	(19,615)	404%	27,737	(1,679)
Physics	85,609	98,229	12,620	87%	81,602	4,007
Process Tech	282,601	536,890	254,290	53%	416,059	(133,458)
Prof Develop Acad	1,156	9,000	7,844	13%	0	1,156
Psychology	242,401	346,348	103,948	70%	229,527	12,873
Safety-CR	55,706	130,363	74,657	43%	66,703	(10,997)
Senior Adult Dept	126,289	236,475	110,186	53%	133,748	(7,459)
Social Science Non CR	23,543	6,164	(17,379)	382%	25,818	(2,275)
Sociology	46,815	64,313	17,498	73%	44,979	1,836
Speaking,Reading,Writing	252,194	527,844	275,650	48%	296,357	(44,163)
Theater Arts-Credit	69,011	161,563	92,552	43%	39,344	29,667
Thermal Tech-NonCR	56,721	61,833	5,112	92%	26,691	30,031
Virtual College TX	0	0	0	0%	1,120	(1,120)
VP Instruction	275,689	2,690,570	2,414,881	10%	247,161	28,528
Welding-Cred	292,363	547,177	254,813	53%	287,906	4,458

Unrestricted Fund (Unaudited)

	<u>Current Actual</u>	<u>2021-22 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 Instruction</u>	<u>8,958,886</u>	<u>18,024,554</u>	<u>9,065,668</u>	<u>50%</u>	<u>9,728,184</u>	<u>(769,298)</u>
<u>Summary for VP of Instruction</u>						
Allied Health Admin	5,485	12,255	6,770	45%	0	5,485
CE-CAN Program	22,975	79,323	56,348	29%	0	22,975
CE-CPR	208	2,310	2,102	9%	0	208
CE-Dental	6,186	14,023	7,838	44%	0	6,186
Nursing - BSN	0	7,545	7,545	0%	0	0
Program Development	61,218	29,581	(31,637)	207%	0	61,218
<u>Totals for VP of Instruction</u>	<u>96,073</u>	<u>145,038</u>	<u>48,965</u>	<u>66%</u>	<u>0</u>	<u>96,073</u>
<u>Summary for VP Student Services</u>						
Admissions	161,869	302,609	140,741	53%	215,212	(53,344)
Advise Center	394,410	674,875	280,465	58%	414,622	(20,212)
Career & Placement	81,977	161,737	79,760	51%	0	81,977
Career Svcs	0	0	0	0%	0	0
Counseling	0	0	0	0%	0	0
Enrollment Mgmt	71,235	114,058	42,823	62%	63,349	7,886
Facilities & Student Recreat	52,668	117,090	64,421	45%	19,228	33,440
Judicial Affairs	97,057	194,769	97,712	50%	118,747	(21,691)
Multicultural Department	5,819	12,500	6,681	47%	2,494	3,325
Recruitment	246,210	501,433	255,223	49%	215,088	31,122
Stu Financial Svcs	272,838	587,499	314,661	46%	264,101	8,737
Stu Organizations	152,719	308,614	155,895	49%	185,006	(32,287)
Student Graduation	17,746	74,080	56,334	24%	25,570	(7,825)
Svcs-Disab Students	10,561	40,490	29,930	26%	25,393	(14,832)
Testing	114,154	246,293	132,140	46%	140,492	(26,339)
Title V Grant	27	0	(27)	0%	0	27
Veteran Affairs	100,440	144,543	44,103	69%	97,309	3,130

Unrestricted Fund (Unaudited)

	<u>Current Actual</u>	<u>2021-22 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>
VP Student Services	152,741	290,614	137,874	53%	226,645	(73,905)
<u>Totals for VP Student Services</u>	<u>1,932,469</u>	<u>3,771,204</u>	<u>1,838,735</u>	<u>51%</u>	<u>2,013,259</u>	<u>(80,790)</u>
<u>Totals for Expense</u>	<u>20,252,666</u>	<u>34,644,429</u>	<u>14,391,763</u>	<u>58%</u>	<u>21,125,584</u>	<u>(872,917)</u>
<u>Fund Bal by Division</u>						
<u>Summary for VP Fiscal Affairs</u>						
Fund Balance - Academic Support	12,980	0	(12,980)	0%	0	12,980
Fund Balance - Institutional Support	865,350	0	(865,350)	0%	537,443	327,907
Fund Balance - Instruction	479,760	0	(479,760)	0%	640,930	(161,170)
Fund Balance - Oper & Maint	9,615	0	(9,615)	0%	72,639	(63,025)
Fund Balance - Student Services	57,528	0	(57,528)	0%	82,041	(24,513)
<u>Totals for VP Fiscal Affairs</u>	<u>1,425,232</u>	<u>0</u>	<u>(1,425,232)</u>	<u>0%</u>	<u>1,333,053</u>	<u>92,179</u>
<u>Totals for Fund Bal</u>	<u>1,425,232</u>	<u>0</u>	<u>(1,425,232)</u>	<u>0%</u>	<u>1,333,053</u>	<u>92,179</u>
<u>Totals for Report</u>	<u>21,677,898</u>	<u>34,644,429</u>	<u>12,966,531</u>		<u>22,458,637</u>	<u>(780,739)</u>



PRESIDENT'S OFFICE

Board Report

Presenter: Board Chair

A. Miscellaneous Updates



PRESIDENT'S OFFICE

President's Report

Presenter: Dr. Warren Nichols

A. Updates

1. Gulfway Plaza Lease

B. Reminders/Announcements

1. Board Meetings

a. May 2022 – Monday, May 23rd, 1:30 p.m.

b. June 2022 – Monday, June 27th, 1:30 p.m.

2. Spring 2022 Graduation – Saturday, May 14th, Abundant Life Christian Center

C. Resignations and Retirement Report

D. Miscellaneous Updates



PRESIDENT'S OFFICE

Resignations & Retirements

Last Name	First Name	Position	Hire Date	Last Date of Work	Termination Reason
Moss	Donisha	Director, Career Center	07/06/2021	04/01/2022	Resignation
McIntosh	Patricia	Emergency Management Coordinator	01/18/2011	04/15/2022	Resignation
Bullock	Ryan	Faculty - Nursing	09/01/2021	08/31/2022	Resignation
White	Terry Gilchrist	Faculty - English	08/23/1999	08/31/2022	Retirement



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.