



Notice/Agenda of Regular October 2022 BOT Meeting

**The Board of Trustees
College of the Mainland
Doyle Family Administration Boardroom (A129)
Monday, October 24, 2022
1200 Amburn Road
Texas City, TX 77591**

Regular October 2022 BOT Meeting of the Board of Trustees of College of the Mainland will be held Monday, October 24, 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.

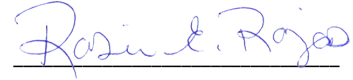
1. **Call to Order**
2. **Pledge of Allegiance (American Flag), Texas Pledge & a Moment of Silence**
3. **Roll Call & Determination of Quorum**
4. **Minutes**
 - A. Consideration of and Possible Action to Approve the Full Board Minutes of Monday, September 26, 2022
5. **Comments from the Community**
 - A. Students
 - B. Employees
 - C. Other Citizens
6. **Constituent Leader Activity Reports**
 - A. Faculty Senate - Dr. Elaine Childs
 - B. Student Government Association - Paloma Ayala, SGA President
7. **Consideration of and Possible Acceptance of the Revised Facilities Master Plan as Presented by PBK Architects**
8. **Consideration of and Possible Action to Adopt Plan 2 for Redistricting Based on the 2020 Census and the Single Member District Boundaries of the College Change in Accordance with Such Plan**
9. **Title V - Pasos Hacia el Futuro: Improving Achievement Through Culture, Community and Care 2022-2027 - Presented by Dr. Helen Brewer & Dr. Lisa Watson**
10. **Hispanic Association of Colleges and Universities (HACU) Student Presentation**
11. **Human Resources Items**
 - A. Appointment Nominations

1. Consideration of and Action on the Appointment Nomination of Kathleen Roussel to the Position of Culinary Arts Program Coordinator, Academic Planning & Innovation Department
2. Consideration of and Possible Action to Approve the Appointment Nomination of Gary Staudt to the Position of Assistant Professor - Fire Technology/Coordinator, Fire Technology Department
3. Consideration of and Possible Action to Approve the Appointment Nomination of Deanna Uresti to the Position of Admissions/Records Generalist, Admissions & Records Department
12. **Consideration of and Possible Action to Approve the New Associate of Applied Science Degree in Radiologic Technology**
13. **Consideration of and Possible Action to Approve the New Associate of Applied Science Degree in Dental Hygiene**
14. **Consideration of and Possible Action to Approve Award of Contract 23-13 for the Purchase of the Cisco Network Switching Equipment, Licensing, & Installation Services from Datavox for an Amount Not-to-Exceed \$176,000 to be Paid from Fund Balance Project 2023-13**
15. **Consideration of and Possible Action to Approve Award of Contract 23-05 to Fittz & Shipman for Civil Engineering Services in an Amount Not-to-Exceed \$354,000**
16. **Consideration of and Possible Action to Accept the College's Investment Policy CAK(Legal) and CAK (Local), Investment Strategy and Glen Burton, Vice President for Fiscal Affairs, and Trudy Trochesset, Controller, as the College's Investment Officers**
17. **Financial Report(s)**
 - A. Consideration of and Possible Action to Accept the September 2022 Investment and the September 2022 Financial Reports
18. **Presentation of "FY21-22 Report to the Community Overview" by Marketing**
19. **Board Report**
20. **President's Report**
 - A. Updates
 1. Presentation of 2022-2023 Bond Campaign Playbook
 2. State Funding Update
 - B. Reminders/Announcements
 1. Board Meetings
 - December 2022 - Tuesday, December 6th, 1:30 p.m.
 - January 2023 - Monday, January 23rd, 1:30 p.m.
 2. Fall Graduation
 - a. Saturday, December 10th, Abundant Life
 - C. Resignations and Retirement Report
 - D. Miscellaneous
21. **Adjournment to closed or executive session pursuant to Texas Government Code of the Open Meetings Act**
22. **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, Thursday, October 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.
Vice President Lisa Watson, 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

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MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: October 24, 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 September 26, 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 9/26/22

**College of the Mainland Board of Trustees
Minutes of Monday, September 26, 2022
1:30 p.m., Doyle Family Administration Building**

Call to Order

Bill McGarvey called the meeting to order at 1:32 p.m.

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

Roll Call & Determination of Quorum

Roll call indicated that all Trustees were present.

Minutes

Consideration of and Possible Action to Approve the Full Board Minutes of Monday, August 22, 2022

Melissa Skipworth moved for approval of the Full Board Minutes of Monday, August 22, 2022. Don Gartman seconded the motion; all voted in approval.

Comments from the Community

There were no comments this month.

Constituent Leader Activity Reports

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

Student Government Association – Paloma Ayala, SGA President, updated the Board on student activities.

Consideration of and Possible Action to Adopt Plan 2 for Redistricting Presented by the Administration as the Board's New, Proposed Redistricting Plan

David Feldman, Feldman & Feldman, presented Plan 2 for Redistricting. Don Gartman moved the Board of Trustees adopt Plan 2 for redistricting presented by the Administration as the Board's new, proposed redistricting plan. Dawn King seconded the motion; all voted in approval.

Internal Audit Report(s)

Consideration of and Possible Acceptance of the Internal Audit Report on Purchasing as Presented on September 26, 2022

Brandon Tanous, Weaver, presented the audit reports. Melissa Skipworth moved the Board of Trustees accept the Internal Audit Report on Purchasing, as presented on September 26, 2022. Verna Henson seconded the motion; all voted in approval.

Policy

Consideration of and Possible Action to Approve the Proposed Revisions to COM Local Policy DBA, *Employment Requirements and Restrictions*

Verna Henson moved the Board of Trustees approve the revisions to COM Local Policy DBA. 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 Brian Blackwell to the Position of Admissions/Records Lead Generalist, Admissions & Records Department

Melissa Skipworth moved the Board of Trustees approve the appointment of Brian Blackwell to the position of Admissions/Records Lead Generalist, Admissions & Records Department. Don Gartman seconded the motion; all voted in approval.

Consideration of and Possible Action to Approve the Appointment Nomination of Anne Dickens to the Position of Director of Dual Credit, Dual Credit Department

Don Gartman moved the Board of Trustees approve the appointment of Anne Dickens to the position of Director of Dual Credit, Dual Credit Department. Melissa Skipworth seconded the motion; all voted in approval.

Consideration of and Possible Action to Approve the Appointment Nomination of Flor Gonzalez to the Position of Enrollment Coach, Strategic Enrollment Management Department

Don Gartman moved the Board of Trustees approve the appointment of Flor Gonzalez to the position of Enrollment Coach, Strategic Enrollment Management Department. Verna Henson seconded the motion; all voted in approval.

Consideration of and Possible Action to Approve the Appointment Nomination of Ginger Hinckley to the Position of Human Resources Specialist, Human Resources Department

Don Gartman moved the Board of Trustees approve the appointment of Ginger Hinckley to the position of Human Resources Specialist, Human Resources Department. Melissa Skipworth seconded the motion; all voted in approval.

Consideration of and Possible Action to Approve the Appointment Nomination of Danielle Kemendo to the Position of CE Allied Health Coordinator, Health Information Management Department

Melissa Skipworth moved the Board of Trustees approve the appointment of Danielle Kemendo to the position of CE Allied Health Coordinator, Health Information Management Department. Don Gartman seconded the motion; all voted in approval.

Consideration of and Possible Action to Approve the Appointment Nomination of Monica Munante to the Position of Admissions/Records Generalist, Admissions & Records Department

Melissa Skipworth moved the Board of Trustees approve the appointment of Monica Munante to the position of Admissions/Records Generalist, Admissions & Records Department. Verna Henson seconded the motion; all voted in approval.

Consideration of and Possible Action to Approve the Appointment Nomination of Amanda Newell to the Position of Librarian, Reference & Collection Development, Library Services

Don Gartman moved the Board of Trustees approve the appointment of Amanda Newell to the position of Librarian, Reference & Collection Development, Library Services. Dawn King seconded the motion; all voted in approval.

Consideration of and Possible Action to Approve the Appointment Nomination of Scott Raines to the Position of Enrollment Coach, Strategic Enrollment Management Department

Verna Henson moved the Board of Trustees approve the appointment of Scott Raines to the position of Enrollment Coach, Strategic Enrollment Management Department. Melissa Skipworth seconded the motion; all voted in approval.

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

Dawn King moved the Board of Trustees approve the appointment of Ariel Scott to the position of Academic Advisor, Student Success Center. Verna Henson seconded the motion; all voted in approval.

Consideration of and Possible Action to Approve the Appointment Nomination of Lindsey Sheridan to the Position of Enrollment Coach, Strategic Enrollment Management Department

Melissa Skipworth moved the Board of Trustees approve the appointment of Lindsey Sheridan to the position of Enrollment Coach, Strategic Enrollment Management Department. Verna Henson seconded the motion; all voted in approval.

Non-Contractual Hiring Report

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

Consideration of and Possible Action to Approve the Award of Contract 23-10 for the Purchase of the Glycol Separation Unit Software (GSU) from Puffer/Emerson for a Not-to-Exceed Amount of \$135,000 to be Paid from Title V Grant Funds

Don Gartman moved the Board of Trustees approve award of contract 23-10 for the purchase of the Glycol

Separation Unit Software (GSU) from Puffer/Emerson for a not-to-exceed amount of \$135,000 to be paid from Title V Grant Funds. Verna Henson seconded the motion; all voted in approval.

Consideration of and Possible Action on the Approval of the Procurement Method of Utilizing a Request for Competitive Sealed Proposals for the Vice President Suite Renovations

Don Gartman moved the Board of Trustees approve the procurement method of utilizing a Request for Competitive Sealed Proposals for the V.P. Suite renovations. Dawn King seconded the motion; all voted in approval.

Consideration of and Possible Action to Renew Contract 18-01 with Whitley Penn for External Audit Services for a Not-to-Exceed Amount of \$478,000 to be Paid from Operating Funds

Melissa Skipworth moved the Board of Trustees renew contract 18-01 with Whitley Penn for external audit services not-to-exceed \$478,000 to be paid from operating funds. Verna Henson seconded the motion; all voted in approval.

Consideration of and Possible Acceptance of the Resolution Adopting the COM Matched Retirement Savings Plan

Don Gartman moved the Board of Trustees accept the resolution adopting the COM Matched Retirement Savings Plan. Melissa Skipworth seconded the motion; all voted in approval.

Consideration of and Possible Action to Adopt a Maintenance and Operations Tax Rate of .15142/100 and an Interest and Sinking Rate of .1162/100 for a Total Rate of .26762/100 for the 2022 Tax Year

Verna Henson moved the Board of Trustees adopt a maintenance and operations tax rate of .15142/100 and an interest and sinking rate of .1162 /100 for a total rate of .26762/100 for the 2022 tax year. Don Gartman seconded the motion; all voted in approval.

Financial Report(s)

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

Melissa Skipworth moved the Board of Trustees accept the August 2022 Investment and Financial Reports. Don Gartman seconded the motion; all voted in approval.

Consideration of and Possible Action to Accept the August 2022 Quarterly Investment Report

Don Gartman moved the Board of Trustees accept the August 2022 Quarterly Investment Report. Verna Henson seconded the motion; all voted in approval.

Consideration and Possible Action to Schedule the March 2023 Board of Trustees Meeting on Wednesday, March 29, 2023

Verna Henson moved the March 2023 Board of Trustees Meeting be held on Wednesday, March 29, 2023. Don Gartman seconded the motion; all voted in approval.

Overview of Continuing Education

Dr. Jerry Fliger, Vice President for Instruction, and Paige Parrish, Associate Dean, Continuing Education presented the overview of Continuing Education for the Board.

Board Report

Melissa Skipworth reported on upcoming events: The Bow Wow Meow Dickinson & League City. Hispanic Heritage Month, October 11th, breezeway; Dia de los Muertes; Breast Cancer Awareness, Bra Dazzle, October 13th; Dickinson – Breast Cancer Awareness, Boot Scoots; SFTX Ed Foundation Skeet Shoot, October 20th.

President's Report

Updates

ICB Ribbon Cutting, October 21st, 2:00 p.m.

Reminders/Announcements

Board Meetings

Special Called BOT Workshop – Thursday, October 6th, 3:00 p.m.

October 2022 – Monday, October 24th, 1:30 p.m.

December 2022 – Tuesday, December 6th, 1:30 PM

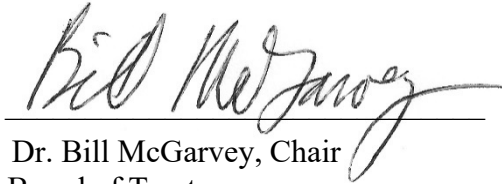
Fall Graduation – Saturday, December 10th

Resignations and Retirement Report – included in the board packet.

Adjournment at 3:39 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. Faculty Senate - Dr. Elaine Childs

B. Student Government Association – Paloma Ayala, SGA
President



PRESIDENT'S OFFICE

MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: October 24, 2022
Subject: Agenda Item for COM Board of Trustees

AGENDA ITEM DESCRIPTION:

Acceptance of the revised Facilities Master Plan

FUNDING SOURCE:

N/A

PURPOSE:

Update the Facilities Master Plan to align the campus facilities with the mission and goals of the Academic Master Plan supporting students, faculty, and staff.

PROPOSED MOTION: *"I move the Board of Trustees accept the revised Facilities Master Plan as presented by PBK Architects."*

BACKGROUND:

On August 24, 2015, the Board approved PBK as the architect charged with the development of an updated Facilities Master Plan. In May of 2018, the Board approved an extension to PBK's contract to revise the Facilities Master Plan. Since the projects of the 2018 Bond are substantially or near substantial completion, and the Academic Plan has been updated, the Facilities Master Plan requires additional updates to accommodate the planned economic growth to better serve our community and students. Therefore, it is the recommendation of Administration to accept the updates to the Facilities Master Plan as presented by PBK.

Attachment: Revised Master Plan



PRESIDENT'S OFFICE

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: October 24, 2022
Subject: Recommendation to Adopt Plan 2 for Redistricting

AGENDA ITEM DESCRIPTION:

Consideration and possible action to adopt Plan 2 for redistricting based on the 2020 census and the single member district boundaries of the College change in accordance with such plan.

PURPOSE:

To approve redistricting Plan 2 for required 2020 U.S. Census. This plan modified the distribution of voters between districts to a less than 10% variation.

PROPOSED MOTION:

Suggested motion: *“I move that the Board of Trustees adopt Plan 2 for redistricting presented by the Administration based on the 2020 census, and that the single member district boundaries of the College be changed in accordance with such Plan.”*

BACKGROUND

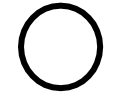
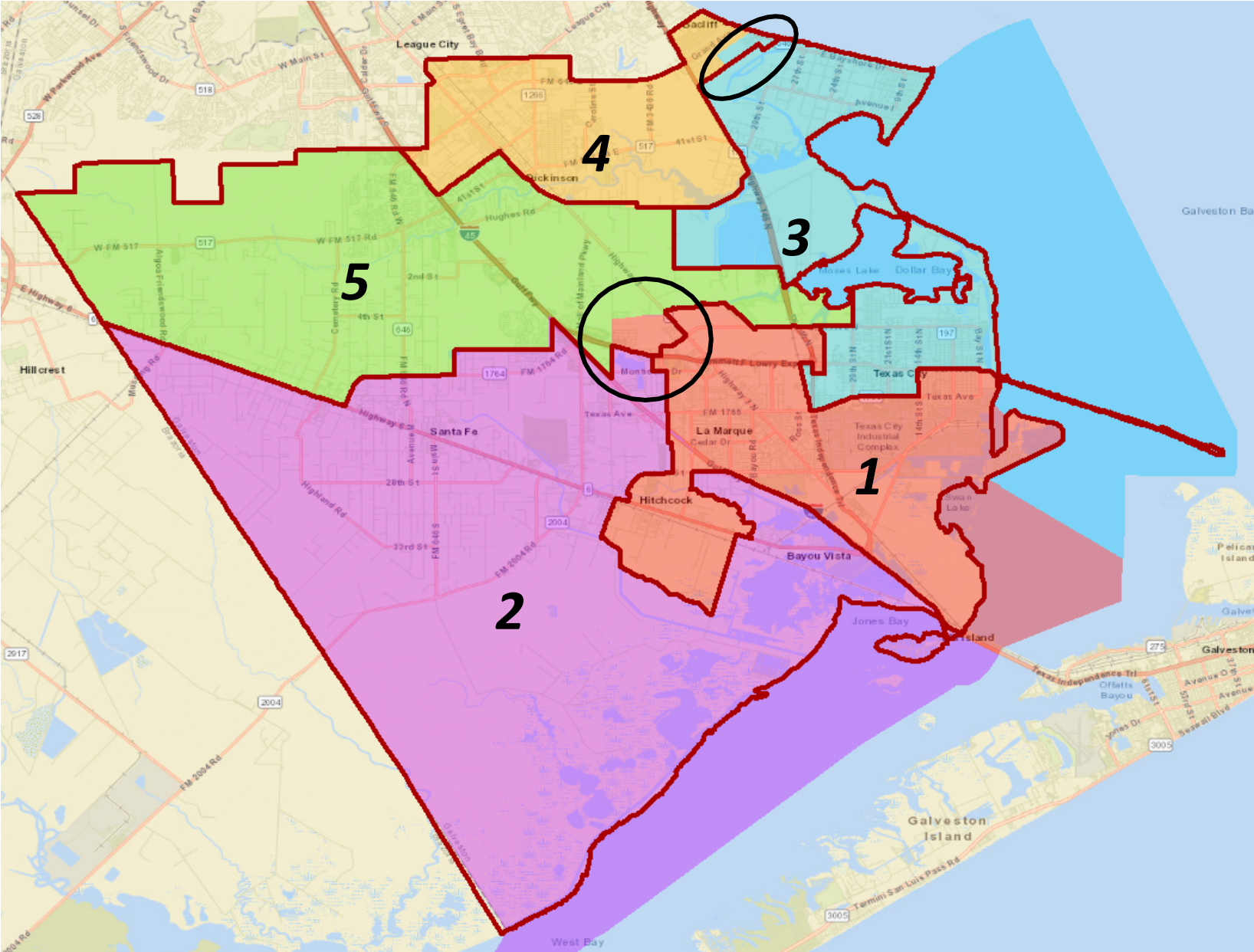
As the 2020 U.S. Census indicates that the population of the most populous single-member trustee district (District 5) exceeds the population of the least populous districts (Districts 1 and 3) by more than 10 percent, the Board of Trustees must redistrict to eliminate the imbalance, consistent with the criteria adopted by the Board. At its meeting on July 25, 2022, the Board adopted Plan 1 as its proposed redistricting plan, but inadvertently, that plan did not specifically account for the imbalance in District 3. Plan 2 addresses the imbalance between District 5 and both 1 and 3. Plan 2 was presented to the Board on September 26, 2022 for adoption and approved.

ATTACHMENTS:

1. Redistricting Plan 2

College of the Mainland

Plan 2



Change



Current Boundary



**Title V - *Pasos Hacia el Futuro*: Improving
Achievement Through Culture, Community and
Care 2022-2027**

Dr. Lisa Watson, Vice President for Institutional
Advancement/Executive Director, COM Foundation

Dr. Helen Castellanos Brewer, Vice President for Student Services

Deborah Fregia, Title V Director

Title V Grant Update

Pasos Hacia el Futuro: Improving Achievement Through Culture, Community and Care

Dr. Helen Castellanos Brewer, Vice President for Student Services
Deborah Fregia, Title V Director

What is the Title V Grant Program?

- Developing Hispanic-Serving Institutions Program
 - The Developing Hispanic-Serving Institutions (DHSI) Program provides grants to assist HSIs to expand educational opportunities for, and improve the attainment of, Hispanic students.
 - These grants also enable HSIs to expand and enhance their academic offerings, program quality, and institutional stability.

What is a Hispanic Serving Institution (HSI)?

- Title 34 section § 606.2 of the Code of Federal Regulations defines an HSI as an institution with: an enrollment of undergraduate full time equivalent students that is at least 25 percent Hispanic students.

Title V Grant Competition

- ▶ The grant is awarded for a period of five years. The first year is awarded via a competitive process. Four additional years are provided as non-competitive continuation grants.
- ▶ Estimated available funds: \$45.7M
- ▶ Estimated number of awards: 78 out of 208 applications

COM Award: \$2,998,180

Goals and Objectives

Goal 1: Make transformative changes to the institutional culture both on campus and in the community to improve student outcomes and foster a sense of inclusion for all students, families and community members.

Objective 1.1 Increase the number of Hispanic students enrolled at COM

Objective 1.2 Increase fall-to-fall retention rates for Hispanic students

Goal 2: Strengthen student support services surrounding work-based learning and mental health services in order to increase educational outcomes and post-graduation success.

Objective 2.1 Increase 3-year graduation rate of first-time in-college (FTIC) Hispanic students

Objective 2.2 Increase the number of Hispanic students earning a Workforce degree

Project Strategies

- Create Center for Hispanic Culture
- Create community outreach programming
- Provide real-world learning equipment
- Develop new articulation agreements with local HSIs
- Increase proactive advising techniques
- Increase work-based learning support
- Provide additional mental health services
- Develop virtual New Student Orientation programming

Grant Benefits

- New campus positions
 - Center for Hispanic Culture Coordinators (2)
 - Student Services Data Analyst
 - Career Center Internship Coordinator
 - Peer Mentors
- New culturally-focused courses
- Community/Family Day
- Updated virtual New Student Orientation
- Purchase new equipment for new Workforce programs and degrees

THANK YOU



Hispanic Association of Colleges and Universities (HACU) Presentation



Student Trip to the Hispanic Association of Colleges and Universities (HACU) Conference, San Diego, CA



Hispanic Association of Colleges and Universities (HACU) October 7-11, 2022
¡Adelante! Leadership Institute

Experiential Learning and Career Opportunities

Internship
Presentations

Leadership
Development

Professional
Resume
Workshops

Networking
Dinners

Federal
Agency
Opportunities

Career Panels

Corporate
Information
Sessions



“Thank you so much for this experience, the networking opportunities we were given were so valuable, and I feel like this really opened up doors for me and my future!”
-2022 HACU COM Student



PRESIDENT'S OFFICE

MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: October 24, 2022
Subject: Recommendation – Culinary Arts Program Coordinator (New)

Presented for recommended approval to the Board of Trustees on October 24, 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 Kathleen Roussel to the position of Culinary Arts Program Coordinator, Academic Planning & Innovation Department.”

PURPOSE

The Program Development Department is seeking a full time Culinary Arts Program Coordinator who will be responsible for developing curricula and coursework aligned with accreditation standards for our new Culinary Arts program and once active, providing quality instruction within the Culinary Arts 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 new board approved position.

IMPLICATIONS

Financial: \$68,180 from budget 11-0-0000-1104-5100.

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: October 24, 2022
Subject: Recommendation – Assistant Professor – Fire Technology/Coordinator
(Replacement)

Presented for recommended approval to the Board of Trustees on October 24, 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 Gary Staudt to the position of Assistant Professor – Fire Technology/Coordinator, Fire Technology Department.”

PURPOSE

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

BACKGROUND

This is a replacement position for Danny McLerran.

IMPLICATIONS

Financial: \$76,463 from budget 11-0-0000-1308-5100.

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: October 24, 2022
Subject: Recommendation – Admissions/Records Generalist (Replacement)

Presented for recommended approval to the Board of Trustees on October 24, 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 Deanna Uresti to the position of Admissions/Records Generalist, Admissions & Records Department.”

PURPOSE

Provides a variety of difficult, technical, complex or specialized records management to the Admissions and Records office.

BACKGROUND

This is a replacement position for Dana Gazda.

IMPLICATIONS

Financial: \$43,437 from budget 11-0-0000-4102-5140.

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: October 24, 2022
Subject: Approval of New Credit Program

Presented for recommended approval to the Board of Trustees on October 24, 2022

MINUTE ORDER

Motion to be acted upon: “I move the Board of Trustees approve the new Associate of Applied Science degree in Radiologic Technology.”

PURPOSE

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

BACKGROUND

As part of the Academic Master Plan, COMPASS plan, and the 2018 Bond Project, several programs were identified that would benefit our service area. To identify the programs, Labor Market studies were performed, and Radiologic Technology was selected as a future program.

The Radiologic Technology program will be a two-year AAS degree. The program will have a selective application process, prerequisites and includes a thorough clinical experience. The framework for the program is aligned with the required accreditation standards through the American Society of Radiologic Technologists (ASRT – Curricular Standards) and The Joint Review Committee of Education in Radiologic Technology (JRCERT – Accreditation).

Program Demand

The Texas Workforce Commission projects a 20% growth in job openings for Radiologic Technologists for 2018-2028. The US Bureau of Labor Statistics projects a 9% growth nationwide from 2020-2030. This occupation is also on the Gulf Coast Workforce Board’s list of High-skill, High-growth Occupations with annual median wages of \$31.43 per hour and an

annual wage of \$65,375. Texas LMI data reports Houston area annual entry level wage at \$30 an hour and \$62,881 annually.

Enrollment in the Radiologic Technology Program is estimated to be 10 students the first year (fall 2023), and then 20 students per cohort, with a new cohort starting each year (beginning fall 2024).

IMPLICATIONS

Staffing will include all necessary faculty and support staff to operate the program as required by accreditation.

The second floor of the STEAM building provides a space sufficient for the cohort sizes and to offer energized laboratories. The equipment that will be procured will accommodate the cohort sizes, sufficient to meet standards of accreditation.

The clinical component of most health care programs takes place almost entirely off-site, but the program will have 2 energized laboratories to simulate the patient experience and correlate didactic learning with the hands-on practical experience needed to graduate clinically competent Radiologic Technologists. This is a benefit for both the students and the community.

Financial

	FY 2023-2024	FY 2024-2025	FY 2025-2026
Projected Enrollment	10	30	40
Tuition and College Fees	\$31,500	\$56,000	\$70,000
State Funding	\$31,500	\$56,000	\$70,000
Local Funding	\$87,230	\$156,515	\$150,728
Projected Revenue	\$150,230	\$268,515	\$290,728
Total Operating Costs (Salary + Benefits + Supp Instruction+ Accreditation + Licensing + Equipment Maintenance)	\$150,230	\$268,515	\$290,728

STRATEGIC GOALS

Student Success: Expanding the offerings to students interested in the healthcare. Prepare students for job opportunities in the region.

Facility Improvement: Provide an environment at College of the Mainland that is conducive to learning while addressing the workforce needs of local business and industry. Future Radiologic Technology students will utilize campus resources including the energized laboratory, Library, and Student Center.



September 29, 2022

College of the Mainland

Curriculum Committee

RE: Submission of New Program Proposal – Radiologic Technology

Dear Committee:

I am respectfully submitting the following documents for the Committee's review and approval:

- New Program Proposal
- Degree Plan Change Form
- New Course Proposal Form
- Substantive Change Form

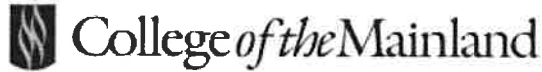
Thank you for your consideration.

Sincerely,

Laura Schrettner

Laura Schrettner, M.Ed., RT (R)(M)(CT) – ARRT

Program Coordinator, Radiologic Technology



College of the Mainland
New Program Proposal
(Workforce Certificate and/or AAS degree)

This form is required for all new workforce certificate and/or Associate of Applied Science degree programs. Refer to the Guidelines for Instructional Programs in Workforce Education (GIPWE), Chapter 5 for details needed under each of these sections.

Proposed Award(s)

Type of Award (Cert or Degree)	SCH or CEU Hours	CIP Code
Associate of Applied Science, Radiologic Technology	64*	51.0911
THECB has approved this program at 64 hours*		

Workforce Demand

Occupational Need:

The Texas Workforce Commission Labor Market and Career Information (LMCI) analysis predicts significant increased growth in the profession of Radiologic Technology (2016-2026) in the Gulf Coast region.

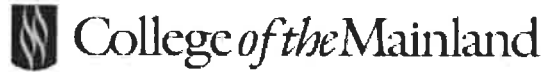
- Average annual employment 2020: 4,541
- Average annual employment 2030: 5,458
- Number change 2020-2030: 917
- Percent change 2020-2030: 20.19 (increase)
- Annual change in employment (growth): 136
- Annual openings: 443
- 2020 mean hourly wage: \$30
- 2020 mean annual wage: \$62,881

The Gulf Coast Workforce Board lists the profession of Radiologic Technology as a high-skilled job that has high employment opportunities right now and in the future in the gulf coast region.

- Average annual employment 2018: 4,446
- Average annual employment 2028: 5,552
- Number change 2018-2028: 1,106
- Percent change 2018-2028: 24.9 (increase)
- Annual change in employment (growth): 100
- Annual openings: 385
- 2018 mean hourly wage: \$31.43

The US Bureau of Labor Statistics demonstrates a nationwide increase in the need for radiologic technologists based on the 2020-2030 data projections.

- Employment 2020: 254,000
- Employment 2030: 275,700
- Number change 2020-2030: 21,600
- Percent change 2020-2030: 9 (increase)



Lightcast data overview for the second quarter of 2022 targeting Brazoria County, Chambers County, Galveston County, and Harris County demonstrates growth of 9.36% growth for the occupation of Radiologic Technologist with median earnings of \$30.99 per hour.

The Advisory Committee met on 9-8-2022 and 9-22-2022. The committee is excited to see this need in industry being met and expounded on the staffing crisis they are facing.

Assurance of Basic and Workforce Skills

Program Objectives:

The College of the Mainland Radiologic Technology Program will provide the community with competent entry-level Radiologic Technologists who will demonstrate professionalism and clinical competency while providing compassionate and respectful patient care.

The program will have a five-year average credentialing American Registry of Radiologic Technologists examination rate of not less than 75 percent at the first attempt within six months of graduation. * While this is the requirement of accreditation, the program seeks to also have a 95% pass rate within 2 years of graduation.

The program will have a five-year average job placement rate of not less than 75 percent within twelve months of graduation. *

The program will have an annual completion rate of not less than 75 percent. * Once the program is established, the program will accept 20 students a year. Since this is a 2-year program, there will be 2 cohorts (40 students) at any given time – 20 1st year students and 20 2nd year students. JRCERT requires an annual completion rate for programs who graduate a cohort every year.

*(Joint Review Committee on Education in Radiologic Technology requirement)

Entry Level Salaries:

The US Bureau of Labor Statistics states the average wage (in the United States) is \$61,980 per year or \$29.80 per hour.

The Texas Workforce Commission Labor Market and Career Information (LMCI) analysis states the average wage is \$62,881 a year or \$30 an hour.

The Gulf Coast Workforce Board states the average wage is \$65,375 a year or \$31.43 an hour.

Program Level Outcomes:

The Program Outcomes were approved by the Outcomes Committee on 9-26-2022.

Worksheet		
Program or Unit:	Contact Person:	Email:
Radiologic Technology	Laura Schrettner	lschrettner@com.edu
Program /Unit Mission		

The College of the Mainland Radiologic Technology Program will provide the community with competent entry-level Radiologic Technologists who will demonstrate professionalism and clinical competency while providing compassionate and respectful patient care.

Assessment Summary

Unit Goal/Program Outcome (PSLO)	Measurement/Method of Assessment	Achievement Targets	Results	Action Plans*	1 year Follow up from Action Plan
<p>Outcome 1: Students will employ effective communication skills 1.1 Students will demonstrate appropriate verbal communication skills.</p>	<p>Measure 1 (Outcome 1) 1.1a Mid-semester Clinical Progress Report – RADR 2368 Students are required to be evaluated periodically to assess clinical skills, demonstrate knowledge, and assess progress. 1.1b Project – RADR 2333 Informational Interview. Students will interview professionals in areas of imaging other than diagnostic X-ray.</p>	<p>Achievement Target 1 1.1a 100% of the students will score 80% or better in the category of communication in the rubric 1.1b 100% of the students will score 80% or higher on the communication category of the rubric (verbal presentation)</p>	<p>Results 1</p>	<p>Action Plans 1</p>	
<p>1.2 Students will demonstrate proficiency in written communication skills</p>	<p>Measure 2 (Outcome 1) 1.2a Project – RADR 2331 Informational brochure. Students will create a brochure on an advanced image procedure that utilizes imaging contrast and will explain it in such a way that the public can understand the information.</p>	<p>Achievement Target 2 100% of the students will score 80% or higher on the communication category of the rubric. 90% of the students will score 80% or</p>	<p>Results 2</p>	<p>Action Plans 2</p>	

<p>(JRCERT standard 6.3 states the program must have a written systematic assessment plan that contains goals in relation to communication.)</p>	<p>1.2b Case study report – RADR 2217 Students will create a case study based on radiographic pathology and will describe the radiographic appearance of the diseases with appropriate explanations for uncommon medical terms.</p>	<p>higher on the rubric category describing the radiographic appearance of the disease.</p>			
<p>Outcome 2: Students will demonstrate independent critical thinking and problem-solving skills</p> <p>2.1 Students will adapt routine positioning for non-routine patient exams.</p>	<p>Measure 1 (Outcome 2)</p> <p>2.1a Clinical Progress Report – RADR 2368 Students are required to be evaluated periodically to assess clinical skills, demonstrate knowledge, and assess progress.</p> <p>2.1b Assessment – RADR 2331 Given a trauma scenario, students will be able to correctly identify the sequencing of exams for best patient care as well as describe why the given answers are the best answers.</p>	<p>Achievement Target 1</p> <p>100% of the students will score 80% or higher on the positioning skills category of the rubric.</p> <p>2.1b 80% of the students will score 80% or higher on critical thinking scenarios.</p>	<p>Results 1</p>	<p>Action Plan 1</p>	
<p>2.2 Students will evaluate radiographic images for diagnostic quality.</p>	<p>Measure 2 (Outcome 2)</p> <p>2.2a Image Review – RADR 2368 Random review of a student image in the clinical setting. Graded by a rubric.</p>	<p>Achievement Target 2</p> <p>2.2a 90% of the students will score 80% or higher on the rubric category “Exposure factors”.</p>	<p>Results 2</p>	<p>Action Plan 2</p>	

<p>(JRCERT standard 6.3 states the program must have a written systematic assessment plan that contains goals in relation to clinical competence.)</p>	<p>2.2b Image Review Assignment – RADR 2331 Students will evaluate projections for acceptability and determine how to improve positioning and technical skills before repeating a projection.</p>	<p>2.2b 80% of the students will score 80% or higher on an image review assignment.</p>			
<p>Outcome 3: Apply the knowledge and skills to be a clinically competent entry-level radiographer.</p> <p>3.1 Students will select appropriate technical factors for routine radiographic exams.</p>	<p>Measure 1 (Outcome 3)</p> <p>3.1a Clinical Progress Report – RADR 2368 Students are required to be evaluated periodically to assess clinical skills, demonstrate knowledge, and assess progress.</p> <p>3.1b Simulated Registry Exam – RADR 2335 students will take a national board exam with 4 components – Image production is one component of the exam.</p>	<p>Achievement Target 1</p> <p>3.1a 100% of the students will score 80% or higher on the technical skills category of the rubric.</p> <p>3.1b 80% of the students will complete the exam with a minimum score of 80% in the Image Production category.</p>	<p>Results 1</p>	<p>Action Plan 1</p>	
<p>3.2 Students will demonstrate appropriate patient-care skills.</p>	<p>Measure 2 (Outcome 3)</p> <p>3.2a Clinical Progress Report – RADR 2368 Students are required to be evaluated periodically to assess clinical skills, demonstrate</p>	<p>Achievement Target 2</p> <p>3.2a 100% of the students will score 80% or higher on the patient care category of the rubric.</p>	<p>Results 2</p>	<p>Action Plan 2</p>	



<p>(JRCERT standard 6.3 states the program must have a written systematic assessment plan that contains goals in relation to critical thinking.)</p>	<p>knowledge, and assess progress.</p> <p>3.2b Simulated Registry Exam – RADR 2335 Students will take a national board exam with 4 components – Patient Care is one component of the exam.</p>	<p>3.2b 80% of the students will complete the exam with a minimum score of 80% in the Patient Care category.</p>			
<p>Outcome 4: Students will model professionalism and ethical behaviors.</p> <p>4.1 Students will demonstrate professionalism.</p>	<p>Measure 1 (Outcome 4)</p> <p>4.1a Clinical Progress Report – RADR 2368 Students are required to be evaluated periodically to assess clinical skills, demonstrate knowledge, and assess progress.</p> <p>4.1b Research paper – RADR 2305 The American Society of Radiologic Technologists have published a white paper on the best digital practices in Radiology. Students will describe each practice and then correlate these practices to what they see in the clinical setting.</p>	<p>Achievement Target 1</p> <p>100% of the students will score 80% or higher on the professionalism category of the rubric.</p> <p>4.1b 90% of the students score 80% or better on the rubric category “Where best practices are seen in the clinical site”</p>	<p>Results 1</p>	<p>Action Plan 1</p>	
	<p>Measure 2 (Outcome 4)</p> <p>4.2a Clinical Progress Report – RADR 2368</p>	<p>Achievement Target 2</p> <p>4.2a 100% of the students</p>	<p>Results 2</p>	<p>Action Plan 2</p>	

<p>4.2 Students will demonstrate ethical behaviors.</p>	<p>Students are required to be evaluated periodically to assess clinical skills, demonstrate knowledge, and assess progress.</p> <p>4.2b Case study on ethics – RADR 2335 The students will be registered by the American Registry of Radiologic Technologists (ARRT) upon successful completion of the national board exam. The ARRT has a specific code/standard of ethics. Students will present legal case study involving the ARRT. Students will review the standard, code of ethics, and describe which ethics were violated and how/why.</p>	<p>will score 80% or higher on the radiation protection category of the rubric.</p> <p>4.2b 80% of the students will score 80% or better aligning ethics violation to ARRT Code of Ethics – rubric.</p>			
<p>Note: additional outcomes can be added</p> <p>Improvements Achieved</p>					
<p>Analysis Questions</p>					
<p><i>1a. What primary changes are you making to improve student learning as a result of the assessment Results? 1b. Describe up to three of the most significant/important improvements in your program.</i></p>					
<p><i>2. How do your assessment Results differ by the program’s instructional delivery method (“face-to-face,” hybrid, distance education) or by location (if program is offered at more than one location)?</i></p>					
<p><i>3. How have assessment Results been disseminated and discussed with the Program Advisory Committee? Describe involvement of Advisory Committee in reviewing curriculum changes prior to submission to Curriculum Committee.</i></p>					

4. Who was involved in the development and implementation of the program assessment plan?	
5. In assessment plan development and implementation, what process did you use to ensure sampling of all centers, high school dual enrollment, distance education, if applicable to program?	
Annual Report Items	
1. Changes to the program's assessment process	
2. Challenges in implementation of program assessment plan	

Core Objectives:

The program will prepare graduates to be entry-level technologists. The American Society of Radiologic Technologists (ASRT) provides the curricular outline serving as a blueprint for essential clinical skills as well as preparing students for the American Registry of Radiologic Technologists (ARRT) accreditation examination. The ARRT does require an associate degree or higher to apply for the certification exam.

General education is an important part of the development of the radiographer. These courses will assist in developing skills in communication, ethics, scientific inquiry, critical thinking, and judgement.

Technical courses are designed to ensure that entry-level radiographers possess the technical skills needed. The courses are designed to educate and train students in the scope of practice as determined by the ASRT.

- Administering medications enterally, parenterally, through new or existing vascular access or through other routes as prescribed by a licensed practitioner.
- Administering medications with an infusion pump or power injector as prescribed by a licensed practitioner.
- Applying principles of ALARA to minimize exposure to patient, self, and others.
- Applying principles of patient safety during all aspects of patient care.
- Assisting in maintaining medical records, respecting confidentiality and established policy.
- Corroborating a patient's clinical history with procedure and ensuring information is documented and available for use by a licensed practitioner.
- Educating and monitoring students and other health care providers.
- Evaluating images for proper positioning and determining if additional images will improve the procedure or treatment outcome.
- Evaluating images for technical quality and ensuring proper identification is recorded.
- Identifying and responding to emergency situations.
- Identifying, calculating, compounding, preparing and/or administering medications as prescribed by a licensed practitioner.
- Performing ongoing quality assurance activities.
- Performing venipuncture as prescribed by a licensed practitioner.
- Postprocessing data.
- Preparing patients for procedures.
- Providing education.
- Providing optimal patient care.
- Receiving, relaying, and documenting verbal, written and electronic orders in the patient's medical record.



- Selecting the appropriate protocol and optimizing technical factors while maximizing patient safety.
- Starting, maintaining and/or removing intravenous access as prescribed by a licensed practitioner.
- Verifying archival storage of data.
- Verifying informed consent for applicable procedures.

Admissions Requirements:

Age requirement

The Radiologic Technology program requires that an applicant be 18 years or older at the time of application to the program.

Step One - Apply to College of the Mainland and to "Apply Texas":

College of the Mainland (COM) is an open enrollment institution. Applying to COM is free. If you are a new student, you must first take the step and complete an online application through the Apply Texas system. You must choose College of the Mainland for the school selection.

Additional Links are provided to aid in the process of "Getting Started:"

- Current High School Students-Collegiate High School
- Current High School Students-Dual Credit
- High school/GED graduate
- Former Student
- College or University Transfer
- Individual Approval Students

Step Two - Transcripts

All transcripts must be submitted electronically to the Admissions and Records department from all high school and college institutions. If a student has taken dual credit classes, then high school transcripts will be required. These transcripts are acquired electronically from either the institution and/or from a clearing house for all colleges and universities.

Transcripts must be submitted prior to the start of the application process for the Radiologic Technology Program to allow an evaluation of transcripts to be completed. Please complete the required transcript evaluation form. It can take 4-6 weeks for a transcript review. Applications without appropriate transcripts evaluations will be considered incomplete and not accepted.

International Students

International students who hold a Radiologic Technology degree from their country will not be allowed to place out of any program content. Transcripts will be evaluated, but no international student will be allowed an advance standing in the program. International students' evaluation process can take up to four weeks to complete the evaluation process. This requires that an international student begin the process of enrollment into the College at least two months prior to the deadline for application.

Step 3 – Advising

Potential applicants must meet with Advising to ensure that all that they have developed a plan for the student's enrollment needs. All transcripts and shot records will need to be completed and verified through the Onboarding process prior to the Advising appointment. Once the student/applicant has all documentation verified, they are then moved to the "moved to student" alert in the system. The



student will be assigned to an Advisor and will be able to set up an appointment through the Navigate System which can be accessed at WWW.COM.EDU/NAVIGATE.

Step 4 - TSI Complete:

Students must be Texas Success Initiative Ready (TSI) complete before entering the Radiologic Technology program. COM will determine if the student applicant is TSI Ready complete. This aspect of enrollment is a state legislated mandate aimed at improving the success for all students in college level classes.

Step 5 – Prerequisite Course Requirements for Application:

Students who meet the qualification requirements for admission to the College of the Mainland will be eligible to apply to the Radiologic Technology program once the prerequisite requirements have been completed. The minimum GPA (Grade Point Average) requirement for each course is a **2.5** (letter grade of C). Please note that if any of the prerequisite courses in the Radiologic Technology curriculum outline exceed seven years, then these courses will have to be retaken.

Below is a list of the minimum prerequisite course requirements to apply to the Radiologic Technology program:

- ENGL 1301 (Composition I)
- BIOL 2401 (Anatomy and Physiology I)
- BIOL 2402 (Anatomy and Physiology II)
- MATH 1314 (College Algebra)

Students will be required to complete these classes while in the program*:

- PSYC 2301 (General Psychology) or PSYC 2314 (Lifespan Growth and Development)
- PHIL 2306 (Intro to Ethics)

* A student may complete these courses before entering the program with a grade of C or higher.

** GPA 2.5 (C) is the minimum grade allowed in core and prerequisite courses.

Step 6 - HESI A2 Admission Assessment:

In addition to being TSI complete, the student must take an entrance examination that is called the HESI A2 Admission Assessment. This is to assess applications skills and abilities in core educational subjects. Studies have shown that entrance exam results are linked to how well a student will perform during their first year of school, as well as measure outcome for success and completion of the program.

Students can submit only one HESI transcript with the application.

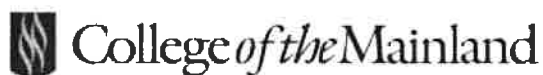
Score at least 75% or greater on each of the following sections of the HESI A2:

- Math
- Reading Comprehension
- Vocabulary
- Grammar
- Anatomy and Physiology

* NOTE: 75% or greater must be achieved in each individual section, not the Cumulative Score.

Students can request transcripts in several ways:

- HESI A2 exams taken at COM Testing Center
- Applicants will need to fill out the Testing Center's HESI A2 Transcript Request form.



HESI A2 exams taken at any other Testing Center venue

- Applicants must go to Evolve and log in using your username and password.
- Click on HESI Transcripts on the bottom right of the screen page. Download the HESI Transcript Request Form.
- Follow the directions on the form to return the document to Elsevier.
- Please be aware that it takes 7-10 business days to process the transcript form.

Step 7 - Obtain Proof of immunizations/titers/Identity:

Proof of these items must be an official shot record and/or lab results (school records are not acceptable).

All documentation must include student's name, facility name administering vaccine/reporting lab results, date vaccine was administered, and date lab results reported for Titers with the results for verification purposes. All documentation must be uploaded in PDF format.

The College of the Mainland does not require COVID Vaccinations to attend classes; however, for our Radiologic Technology program, many of our affiliated clinical sites mandate COVID Vaccinations. Some of them will accept an exemption for medical or religious beliefs. It is the discretion of the clinical site if you qualify for one of these exemptions. In each case, it is the responsibility of the student to complete the specific clinical site's exemption paperwork and submit directly to them.

Clinical hours are essential to meet the Radiologic Technology Programs' academic requirements. If you are unable to be scheduled at a clinical location because you have not met the vaccination requirements, you will not be able to complete the program.

Step 8 - Apply to the Radiologic Technology Program

After all documentation has been collected, apply to the Radiologic Technology Program. Official applications can be found on the COM Radiologic Technology website. Please remember to submit all required documentation currently. Once the application has been submitted, it cannot be edited.

Once the Application is Completed for submission:

Upon the completion and verification of all documentation that is required for the application to the College of the Mainland's Radiologic Technology Program, the evaluation process could take up to two months to complete.

At the completion of the evaluation, the top 30 students will be ranked in numerical order. This ranking is taken from the application scoring sheet. The overall top 30 students' scores are placed in ranking order from highest to lowest.

Upon completion of the review process, the resulting scoring will result in the top 20 students being placed in ranking order and offered a place in the upcoming cohort of students. The remaining 10 will be placed as alternates. This affords the opportunity for an alternate to move up in ranking if an applicant chooses to withdraw their application. If this occurs, the alternate would be contacted via a phone call from the Director offering a position.

Please note that the Radiologic Technology program is a highly competitive entry process and no advance standing or waiting lists will be carried forward to next year's application process. A new application would have to be restarted for the next incoming cohort of students.

In the event there are more qualified applicants than open seats, the program will conduct interviews to determine placement.

*For the initial cohort, the program will accept only 10 students.



Mandatory Orientation:

The Radiologic Technology program has a mandatory orientation program for all newly accepted students. This will occur shortly after program acceptance. Students will be notified of the date.

Graduation Requirement:

Before a degree is conferred, students must have:

- Completed all COM's entrance requirements.
- Completed all course requirements for the degree being conferred with a minimum grade of "C" in all courses.
- Completion of at least 25% of the credit hours toward any degree must be earned at COM; however, at least 50% of the required specialized courses for a degree must be completed at COM.
- Cleared all holds and financial obligations to COM.
- All ID badges and dosimeters must be returned to the Program before the student will be released to take the ARRT examination.

Method of Delivery:

Multiple methods of delivery will be used to implement the overall curriculum. All Labs will be considered Face-to-Face. Other courses will or can have different methods of implementation consisting of Face-to-Face, Hybrid or fully online.

External Learning Experiences:

Students will be in the clinical setting for 1424 hours over the course of the program (GIPWE maximum 2000 hours). Clinical settings will include hospitals, clinics, physician offices, and urgent care facilities. The goal of the program is to provide an entry-level technologist, with the ability to begin work with minimal training. Providing hands-on clinical experience, we can prove the student competent in their ability to perform required tasks and duties. Clinical experience is supervised by the Program Coordinator, Clinical Coordinator, and Preceptor at the clinical site.

Workplace Competencies:

The Joint Committee on Education in Radiologic Technology (accreditation board – JRCERT) as well as the American Registry of Radiologic Technologists (technologist national licensing exam agency – ARRT) require a demonstration of competency, as well as a knowledge foundation. The workplace competencies have been prescribed by the ARRT.

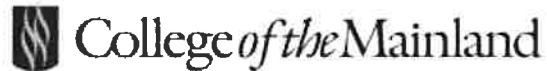
Enrollment Management Plan

Articulated Feeder Institutions and Programs:

Feeder programs would include non-declared healthcare students and high school students.

Student Recruitment Plan:

- The recruitment plan includes:



- Enrollment coach placement in area high schools.
- Contact local high school counselors.
- Participation in college-wide open houses.
- Recruitment materials will include a fact sheet and recruiting card that are in the development phase.
- The Plan of Study and graduation requirements also will be publicized on the COM website within the COM Course catalog.
- Participation in events, such as, Career Fairs in the local high schools, dual credit recruitment events, College Connections events, and through community health fairs.
- Reaching out to hospitals/clinics/urgent care centers as clinical facilities are solicited.
- Information Sessions

Marketing Plan:

- Create a website describing the program and pending approvals. The website should be robust and include images of the classroom, students, and equipment.
- Offer regular information programs and publishing these on the college website, as well as clinical affiliates.
- Request a flyer to be created that aligns with the COM Marketing standard and presents the pertinent program information for potential students to easily understand.
- Advertise the program on Facebook and other social media networks utilized by the college.

Special Populations:

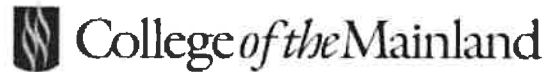
At The College of the Mainland, we embrace and celebrate the rich diversity of ALL individuals who may apply to the Radiologic Technology Program. All applicants have equal opportunity to apply to the program and have the same entrance process. Applicants should know that entrance into the program is a competitive entrance process.

Student Retention Plan:

The remediation process is designed to promote the success of students at risk of failing a course because they have difficulty accomplishing course objective and/or meeting course requirements. This process is not intended to replace course curriculum and requirements, but to supplement the student's learning. All students who have difficulties in didactic, laboratory, and clinical courses are subject to mandatory remediation. Students who fail any exam in a didactic course are required to remediate the failed content of the exam.

Faculty will also utilize COM's early alert system, which is designed to increase retention and promote student success. Faculty will refer students via this system to the Student Success Center as pathway for retention and success.

Remediation processes vary from course to course. If a Course Director sees a trend in unsuccessful attempts in course activities, the Course Director can require the student to attend a study skills workshop. This can be provided in many ways, through the testing and advising center, and/or through the faculty one on one tutoring. In clinical courses, ALL competencies must be successfully passed in their skill evaluation. If a student fails the competency, a remediation session will occur with a faculty member to review, discuss, and evaluate what the errors were that caused the student to fail.



The student will sign a remediation agreement form for all didactic, lab, and clinical courses. This agreement allows both the student and the faculty member to participate in the success of the student.

Enrollment History in Related Programs:

While we have programs (such as Nursing, Medical Assistant) with the similar content covered (such as Anatomy and Physiology, English, Math), there is no other program at COM which fulfill the curricular needs or scope of practice for a Radiologic Technology program.

Projected Enrollment and Completers:

The program expects to enroll 10 students during the first application cycle. Students will begin course work in August of 2023 and would graduate in May of 2025. Once the program is established, the program will accept 20 students a year. Since this is a 2-year program, there will be 2 cohorts (40 students) at any given time – 20 - 1st year students and 20 - 2nd year students.

JRCERT requires a five-year average credentialing examination pass rate of not less than 75 percent at the first attempt within six months of graduation to maintain accreditation – [JRCERT policy 11.501F](#).

Program Linkages and Demonstration of Non-Duplication

Existing or Similar Programs in the Region/Service Area:

The following programs are within a 50-mile radius of College of the Mainland:

Houston Community College – 40 miles

San Jacinto Community College – 30 miles

Galveston Community College – 16 miles

Program-Specific Articulation:

Program faculty have reached out to Midwestern University (Bachelor of Science Radiologic Technology program) and University of Phoenix for collaboration in continuing our student's education in the field of radiologic sciences. The program will continue to pursue other opportunities - [JRCERT policy 11.501B vi](#).

Linkage Timeline:

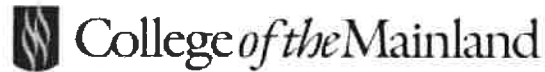
Program faculty have reached out to several universities and are in the process of obtaining at least 2 affiliation agreements in place by the fall of 2023, allowing the first graduating class the opportunity for furthering their education.

Forms of Program Linkages:

The Radiologic Technology Program is the first of its kind at the College of the Mainland. While the program does not have direct linkage to other COM programs, we will be requesting use of other programs' facilities. For example, the students perform bedside radiographic exams, and will request a time to utilize the nursing simulation lab, to simulate bedside exams. Radiographers also perform exams in the operating room and will be requesting a time to utilize the surgical tech lab.

Documentation of Program Need Despite Existing Programs in Region/Service Area:

According to labor market data from Lightcast there were approximately 388 program completers in 2020 in our region. There were approximately 744 total positions posted between July 2021-July 2022 in our region. There are 2,021 jobs in 2021, and a projected 5.72% growth by 2026.



There are approximately 17,307 jobs in the state in 2021, and approximately 25,000 licensed Rad Techs in Texas. There are approximately 215,950, jobs in the nation in 2021, and approximately 322,872 Licensed Rad Techs in the US. These licensed Rad Techs include those working in advanced modalities such as MRI Techs, Ultrasound, working as educators, retired, etc, and not necessarily in the specific area of X-ray. (ARRT)

The College of the Mainland Academic Plan for 2017-2020 demonstrates a need for imaging programs. A meeting with local hospitals’ administration representatives through the BAHEP Education and Workforce Development Committee disclosed a need for imaging technologists. Through another forum in preparation for the Academic Mater Plan, COM’s Advising department listed programs that students had often requested, and COM was not offering. Radiography was listed among those programs. The current Gulf Coast Workforce Board lists of high skill high growth careers include Radiologic Technologists.

External Agency Approval, Certification, and Accreditation

Specify External Agency:

The Radiologic Technology Program will be accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT). JRCERT mission is to “promote excellence in education and elevates the quality and safety of patient care through the accreditation of educational programs in radiography”.


Detailed Approval Timeline:

JRCERT requires all programs have been approved by state agencies, all clinical sites procured, and program policies be in place, as well as students enrolled in the program.

- The program will submit a request for accreditation within 6 months of the initial semester of the program.
- College of the Mainland will submit their self-study report within 3 months of that application (no later than January of 2024).
- Part of the accreditation process is interviewing students, as well as clinical preceptors. JRCERT will come to College of the Mainland and review all aspects of the program 6 months after receiving the initial self-study report.
- Within seven days of the site visit, the program will receive an unofficial report of findings, enabling them to correct any deficiencies.
- The official report will be sent to the college within 3 months of the site visit.

Assurance of Adequate Funding

Recurring Operating Expenses:	Year 1	Year 2	Year 3	Year 4	Year 5
Consumables Classroom/lab Supplies/Dosimeters	\$ 8,000	\$ 9,200	\$ 10,580	\$ 12,168	\$ 13,385
Annual Equipment licensing (State of Texas)	\$ 600	\$ 600	\$ 600	\$ 600	\$ 600
Equipment maintenance	\$ 8,000	\$ 9,200	\$ 10,580	\$ 12,167	\$ 13,993
Dues/Memberships	\$ 485	\$ 558	\$ 642	\$ 739	\$ 850


College of the Mainland

Liability Insurance	\$ 1,000	\$ 1,150	\$ 1,323	\$ 1,521	\$ 1,749
JRCERT Accreditation	\$ 4,570	\$ 4,570	\$ 4,570	\$ 4,570	\$ 4,570
Meeting/Travel Expenses	\$ 3,500	\$ 4,025	\$ 4,629	\$ 5,324	\$ 6,122
Office Expenses	\$ 1,000	\$ 1,150	\$ 1,323	\$ 1,521	\$ 1,749
Advertising/Recruiting Functions	\$ 500	\$ 575	\$ 661	\$ 760	\$ 875
Clinical site visit	\$ 9,575	\$ 11,012	\$ 12,664	\$ 14,564	\$ 16,749
Professional Development	\$ 2,500	\$ 2,875	\$ 3,306	\$ 3,802	\$ 4,373
Yearly Expenses	\$ 39,730	\$ 44,915	\$ 50,878	\$ 57,736	\$ 65,015
Salaries	\$ 110,500	\$ 223,600	\$ 239,850	\$ 239,850	\$ 239,850
Total Salaries + Expenses	\$ 150,230	\$ 268,515	\$ 290,728	\$ 297,586	\$ 304,865
					\$ 1,311,924
Revenue:					
Tuition	\$ 31,500	\$ 56,000	\$ 70,000	\$ 70,000	\$ 70,000
State Match	\$ 31,500	\$ 56,000	\$ 70,000	\$ 70,000	\$ 70,000
Ad Valorem	\$ 87,230	\$ 156,515	\$ 150,728	\$ 157,586	\$ 164,865
	\$ 150,230	\$ 268,515	\$ 290,728	\$ 297,586	\$ 304,865
					\$ 1,311,924



NEW COURSE OR COURSE CHANGE FORM

Use this form if:

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

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

Include this form with the Curricular Change Summary Form.

Program Radiologic Technology

CIP	Course	Name	Proposed		Lec Hours	Lab Hours	Lec Hours	Cred	SEH
			Prereq	CoReq					
51.0211	RADR 1411	Basic Radiographic Procedures			3	3		60	4
	RADR 1209	Introduction to Radiography and Patient Care			3			48	3
	RADR 2206	Radiographic Imaging Equipment			2	24		52	3
	RADR 1106	Practicum I					10	100	1
	RADR 1411	Intermediate Radiographic Procedures	RADR 1411		3	3		96	6
	RADR 1412	Principles of Radiographic Imaging I	RADR 2206		2	3		60	3
	RADR 2211	Radiation Biology and Protection	RADR 1209		3			48	3
	RADR 1206	Practicum II	RADR 1106				18	256	2
	RADR 2206	Practicum III	RADR 2206				24	240	2
	RADR 2205	Principles of Radiographic Imaging II	RADR 2206		3			48	3
	RADR 2211	Advanced Radiographic Procedures	RADR 2401		3			48	3
	RADR 2211	Radiographic Pathology	RADR 1201		2			32	2
	RADR 2207	Practicum IV	RADR 2206				24	384	3
	RADR 2213	Radiologic Technology Seminar	RADR 2401		2			48	3
	RADR 2213	Advanced Medical Imaging	RADR 2401		2			48	3
	RADR 2207	Practicum IV	RADR 2207				24	384	3

Course Descriptions:

RADR 1411	Basic Radiographic Procedures	An introduction to radiography covering terminology, manipulation of equipment, positioning and alignment of the anatomic structures and equipment, and evaluation of images for demonstration of basic anatomy.
RADR 1209	Introduction to Radiography and Patient Care	An overview of the historical development of radiography, basic radiation protection, an introduction to medical terminology, ethical and legal issues for health care professionals, and an orientation to the profession and to the health care system. Patient equipment, radiation control procedures, emergency and safety procedures, communication and patient interaction skills, and basic pharmacology are also included.
RADR 2206	Radiographic Imaging Equipment	Equipment and principles of x-ray production. Includes basic x-ray physics. Also examines the relationship of computerized and digital equipment components to the imaging process.
RADR 1106	Practicum I	Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.
RADR 1411	Intermediate Radiographic Procedures	A continuation of the study of the manipulation of radiographic equipment, positioning and alignment of the anatomic structures and equipment, and evaluation of images for demonstration of anatomy.
RADR 1412	Principles of Radiographic Imaging I	Radiographic image quality and the effects of exposure variables.
RADR 2211	Radiation Biology and Protection	Effects of radiation exposure on biological systems. Includes typical medical exposure levels, methods for measuring and monitoring radiation, and methods for protecting personnel and patients from excessive exposure.
RADR 1206	Practicum II	Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.
RADR 2206	Practicum III	Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.
RADR 2205	Principles of Radiographic Imaging II	Radiographic image quality and the effects of exposure variables and the synthesis of standards in image evaluation.
RADR 2211	Advanced Radiographic Procedures	Positioning and alignment of anatomic structures and equipment, evaluation of images for demonstration of anatomy and related pathology.
RADR 2211	Radiographic Pathology	Disease processes and their appearance on radiographic images.
RADR 2207	Practicum IV	Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.
RADR 2213	Radiologic Technology Seminar	A capstone course focusing on the synthesis of professional knowledge, skills, and attitudes in preparation for professional employment and lifelong learning.
RADR 2213	Advanced Medical Imaging	An introduction to specialized imaging modalities.
RADR 2207	Practicum IV	Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.


**College of
the Mainland**
DEGREE PLAN FORM

Award: AAS
 Name: Radiologic Technology
 The bold cells in the following table automatically calculate

Current							Proposed								
Semester #1							Semester #1								
Course	Name	Lec Hours	Lab Hours	External Hours	Cred	SCH	Course	Name	Lec Hours	Lab Hours	Ext Hours	Cred	SCH		
							ENGL 1301	Composition I	3	0	0	3	1		
							BIOE 2421	Anatomy & Physiology I	2	1	0	3	1		
							BIOE 2401	Anatomy & Physiology II	2	1	0	3	1		
							MATH 1314 (or higher-level math)	College Algebra	3	0	0	3	1		
Semester Total						0	0	Semester Total						238	14
Semester #2							Semester #2								
Course	Name	Lec Hours	Lab Hours	External Hours	Cred	SCH	Course	Name	Lec Hours	Lab Hours	Ext Hours	Cred	SCH		
							RADR 1411	Basic Radiographic Procedures	3	3	0	6	4		
							RADR 1309	Introduction to Radiography and Patient Care	3	0	0	3	3		
							RADR 2209	Radiographic Imaging Equipment	2	0	0	2	2		
							RADR 1466	Practicum I	0	0	10	10	1		
Semester Total						0	0	Semester Total						336	10
Semester #3							Semester #3								
Course	Name	Lec Hours	Lab Hours	External Hours	Cred	SCH	Course	Name	Lec Hours	Lab Hours	Ext Hours	Cred	SCH		
							RADR 2401	Intermediate Radiographic Procedures	3	3	0	6	4		
							RADR 1313	Principles of Radiographic Imaging I	2	3	0	5	3		
							RADR 2313	Radiation Biology and Protection	3	0	0	3	3		
							RADR 1295	Practicum II	0	0	10	10	2		
Semester Total						0	0	Semester Total						480	12
Semester #4							Semester #3 - Summer								
Course	Name	Lec Hours	Lab Hours	External Hours	Cred	SCH	Course	Name	Lec Hours	Lab Hours	Ext Hours	Cred	SCH		
							RADR 2206	Practicum III	0	0	24	24	2		
							RADR 2305	Principles of Radiographic Imaging II	3	0	0	3	3		
							PHIL 2306	Introduction to Ethics	1	0	0	1	1		
Semester Total						0	0	Semester Total						336	8
Semester #5							Semester #4								
Course	Name	Lec Hours	Lab Hours	External Hours	Cred	SCH	Course	Name	Lec Hours	Lab Hours	Ext Hours	Cred	SCH		
							RADR 2331	Advanced Radiographic Procedures	3	0	0	3	3		
							RADR 2217	Radiographic Pathology	2	0	0	2	2		
							RADR 2367	Practicum IV	0	0	24	24	3		
							PSYC 2301 OR 2314	General Psychology or Lifespan Growth and Development	3	0	0	3	3		
Semester Total						0	0	Semester Total						512	11
Semester #6							Semester #5								
Course	Name	Lec Hours	Lab Hours	External Hours	Cred	SCH	Course	Name	Lec Hours	Lab Hours	Ext Hours	Cred	SCH		
							RADR 2335	Radiologic Technology Seminar	3	0	0	3	3		
							RADR 2333	Advanced Medical Imaging	3	0	0	3	3		
							RADR 2368	Practicum V	0	0	24	24	3		
Semester Total						0	0	Semester Total						480	9
Degree Total						0	0	Degree Total						2432	64
This box is for certificates that do not lead to an AAS degree for Principal Aid. The number in this box should equal the total credit hours.								This box is for certificates that do not lead to an AAS degree for Principal Aid. The number in this box should equal the total credit hours.							
						0.00								64.85	

Substantive Change Checklist

<p>Initiates coursework or programs at a more advanced level than currently approved <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>If yes, please explain:</i></p>
<p>Offers a new degree or certificate program that is significantly different from any other we currently offer <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, please explain:</i> While we have programs (such as Nursing, Medical Assistant) with the similar content covered (such as Anatomy and Physiology, English, Math), there is no other program at COM which fulfill the curricular needs or scope of practice for a Radiologic Technology program.</p>
<p>Initiates a new branch campus <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>If yes, please explain:</i></p>
<p>Initiates joint degrees with another institution <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>If yes, please explain:</i></p>
<p>Initiates a certificate program at a new off-campus site <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>If yes, please explain:</i></p>
<p>Initiates a program at an off-campus site (including Early College High School programs offered at the high school) where students can earn at least 25% of credits towards a degree or certificate <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>If yes, please explain:</i></p>
<p>Expands program offerings at previously approved off-campus sites, that are significantly different from current programs <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>If yes, please explain:</i></p>
<p>Significantly alters the educational mission of the institution <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>If yes, please explain:</i></p>
<p>Offers more than 25% of a degree or certificate program online <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>If yes, please explain:</i></p>
<p>Initiates a program or courses offered through contractual agreement or consortium <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>If yes, please explain:</i></p>
<p>Initiates a merger with another institution <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>If yes, please explain:</i></p>

Substantive Change Checklist

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

Laura Schrettner
Person Initiating Change (print name)

Laura Schrettner
Signature

9-29-2022
Date

Jerry E. Flise (Acting)
Instructional Dean (print name)

[Signature]
Signature

OCT 14 2022
Date

Jerry E. Flise
Vice President for Instruction (print name)

[Signature]
Signature

OCT 14 2022
Date

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CURRICULAR CHANGE SUMMARY FORM

To be completed by Curriculum Committee


Date change discussed:

October 10, 2022

Curriculum Change: Approved Disapproved

Curriculum Committee Comments:

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

 10/14/22
Curriculum Committee Representative Date


Vice President for Instruction (signature)

OCT 14 2022
Date



MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: October 14, 2022
Subject: Approval of New Credit Program

Presented for recommended approval to the Board of Trustees on October 24, 2022

MINUTE ORDER

Motion to be acted upon: “I move the Board of Trustees approve the new Associate of Applied Science degree in Dental Hygiene.”

PURPOSE

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

BACKGROUND

As part of the Academic Master Plan, COMPASS plan, and the 2018 Bond Project, several programs were identified that would benefit our service area. In order to identify the programs, Labor Market studies were performed, and dental hygiene was selected as a future program.

The dental hygiene program will be a two-year AAS degree. The program requires an application process, prerequisites and includes a thorough clinical experience. The framework for the program is aligned with the required accreditation standards through the Commission on Dental Accreditation (CODA). Accreditation through CODA is required to enroll students.

Program Demand

The Texas Workforce Commission projects a 26.5% growth in job openings for Registered Dental Hygienists for 2018-2028. O*Net Online has indicated dental hygiene as a “Bright Outlook” occupation, with projection of the need for hygienists to grow rapidly in the next several years. This occupation is also on the Gulf Coast Workforce Board’s list of High-skill, High-growth Occupations with annual median salary of \$70,276. EMSI data reports regional

hourly earnings of \$33.24 for entry level and \$36.87 for the median wage. Texas LMI data reports Houston area annual entry level wage at \$69,958 and mean wage of \$77,641.

Enrollment in the dental hygiene program for the first two years of operation is projected to be 15 students per cohort, with a new cohort starting each fall. Starting program year three, FY 26-27, the number of students accepted into each cohort will be capped at 20, with a maximum program enrollment of 40 students in year FY 27-28 and beyond.

IMPLICATIONS

Staffing will include all necessary faculty and support staff to operate the program as required by accreditation.

The clinical component of most health care programs takes place almost entirely off-site, but given the nature of the logistics and curriculum, dental hygiene programs have an operational clinic that hosts community members and college students as patients. Our students will have all clinicals on-site utilizing the space for clinical experience. This is a benefit for both the students and the community.

The first floor of the STEAM building provides a space sufficient for the cohort’s clinicals and to operate as a functioning dental clinic. The equipment that will be procured will accommodate the cohort sizes, sufficient to meet standards of accreditation (CODA).

A dedicated classroom space is currently being developed to accommodate a dental materials lab and ample room for didactic instruction.

Financial

	FY 2024-2025	FY 2025-2026	FY 2026-2027
Projected Enrollment	15	30	35
Tuition and College Fees	\$16,640	\$33,280	\$37,440
State Funding	\$11,840	\$23,680	\$26,640
Local Funding	\$140,881	\$246,113	\$380,269
Projected Revenue	\$169,361	\$303,073	\$444,349
Total Operating Costs (Salary + Benefits + Supp Instruction + Contracted Services + Subscriptions + Radiology Licensing + Testing Services + Professional Development + Software Support + Biohazard Services)	\$169,361	\$303,073	\$444,349

STRATEGIC GOALS

Student Success: Expanding the offerings to students interested in the healthcare field. Prepare students for job opportunities in the region.

Facility Improvement: Provide an environment at College of the Mainland that is conducive to learning while addressing the workforce needs of local business and industry. Future dental hygiene students will utilize campus resources including the Dental Hygiene clinic and lab, Library and Student Center.

CURRICULAR CHANGE SUMMARY FORM

Program/Discipline AAS in Dental Hygiene

Requestor: Emily Falls

Department Chair/Program Coordinator: Emily Falls

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

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

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

Helpful links:

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

<http://www.theccb.state.tx.us/AAR/UndergraduateEd/WorkforceEd/acqm.htm>

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

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

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

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

What changes are being proposed:

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

CURRICULAR CHANGE SUMMARY FORM

Rationale: (Note box will expand while you type)

Changes to the degree plan are primarily to accommodate the need for general education courses as required by the Commission on Dental Accreditation (CODA) accreditation policy manual. CODA accreditation is required prior to accepting students into the program. CODA standard 2-8a states "General education content must include oral and written communications, psychology, and sociology."

Changes to SCH's for multiple courses are to accommodate the need for general education additions. The addition of a clinical course (DHYG 1262 - Clinic II) over the 3-week mini-semester and one 5-week summer session is included to facilitate students learning a new skill and continuing to practice with live clinic patients without a 3-month interruption in their progression. This course also serves to maintain full-time faculty employment for the 1st and 2nd year coordinators and the program coordinator, and continual part time employment for the supervising DDS and 2 clinical adjunct faculty. Lastly, this degree change defines DHYG 2362 - Clinic IV as the Capstone course required by the THECB; "A capstone experience should occur during the last semester of the student's educational program" (GIPWE, Chapter 3, Standard B-5).

The changes are as follows:

Pre-requisites:

Move BIOL 2420 - Microbiology from Semester 3 to a required prerequisite course.

Semester #1

Change SCH and corresponding course # from DHYG 1301 - Orofacial Anatomy, Histology & Embryology with 2 lecture hours and 3 lab hours (80 contact hours; 3 SCH) to DHYG 1202 with 1 lecture hour and 3 lab hours (64 contact hours; 2 SCH).

Change SCH for DHYG 1227 - Preventative DH Care from 1 lecture hour and 3 lab hours (64 contact hours; 2 SCH) to 2 lecture hours and 1 lab hour (48 contact hours; 2 SCH).

Semester #2

Change SCH and corresponding course # from DHYG 1311- Periodontology with 3 lecture hours (48 contact hours; 3 SCH) to DHYG 1211 with 2 lecture hours (32 contact hours; 2 SCH).

Change SCH and corresponding course # from DHYG 1335 - Pharmacology for the Dental Hygienist with 3 lecture hours (48 contact hours; 3 SCH) to DHYG 1235 with 2 lecture hours (32 contact hours; 2 SCH).

Change Lab hours for DHYG 1260 - Clinic I from 12 lab hours (192 contact hours; 2 SCH) to 10 lab hours (160 contact hours; 2 SCH).

Semester #3

Addition of DHYG 1262 - Clinic II 12 lab hours (96 contact hours; 1 SCH).

Addition of SPCH 1318 - Interpersonal Communication (48 contact hours; 3 SCH) OR SPCH 1315 - Public Speaking (48 contact hours; 3 SCH).

Addition of SOCI 1301 - Introduction to Sociology (48 contact hours; 3 SCH). Original degree plan included course as an alternate for PSYC in Semester #2.

Move courses DHYG 1219 - Dental Materials, PHIL 2306 - Introduction to Ethics, DHYG 1191 - Special Topics in DH, and BIOL 2420 - Microbiology for the Non-Science Major.

Semester #4

CURRICULAR CHANGE SUMMARY FORM

Move and change contact hours from DHYG 1219 - Dental Materials with 1 lecture hour and 3 lab hours (64 contact hours; 2 SCH) to DHYG 1219 with 1 lecture hour and 2 lab hours (48 contact hours; 2 SCH).

Changed lecture:lab hours for DHYG 2231 - Dental Hygiene Care II from 1 lecture hour and 2 lab hours (48 contact hours; 2 SCH) to 2 lecture hours and 1 lab hour.

Change SCH and corresponding course name/# from DHYG 2361 - Clinic II with 18 lab hours (288 contact hours; 3 SCH) to DHYG 2261 - Clinic III with 12 lab hours (192 contact hours; 2 SCH).

Change SCH and corresponding course # from DHYG 1307 - General & Dental Nutrition with 2 lecture hours (64 contact hours; 3 SCH) to DHYG 1207 with 2 lecture hours (32 contact hours; 2 SCH).

Move DHYG 1215 - Community Dentistry.

Semester #5

Move and change contact hours from DHYG 1191 - Special Topics in DH with 4 lab hours (64 contact hours; 1 SCH) to DHYG 1191 with 1 lecture hour (16 contact hours; 1 SCH).

Move and change SCH from DHYG 1215 - Community Dentistry with 1 lecture hour and 2 lab hours (48 contact hours; 2 SCH) to DHYG 1215 with 2 lecture hours (32 contact hours; 2 SCH).

Remove DHYG 2202 - Applied Community Dentistry (64 contact hours; 2 SCH) and combine content with DHYG 1215 - Community Dentistry.

Change Course name and hours from DHYG 2362 - Clinic III with 18 lab hours (288 contact hours; 3 SCH) to DHYG 2362 - Clinic IV (Capstone) with 14 lab hours (224 contact hours; 3 SCH).

Move PHIL 2306 - Introduction to Ethics (48 contact hours; 3 SCH).

If adding a new course or making changes to a course, show changes on the New Course or Course Change Form. If changes to degree-certificate plans, please make these changes on the Degree Plan Change Form. The forms are found on the I drive. I/Committees/Institutional Committees/Curriculum Committee/Forms. Include this chart with the submission of this form.

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

DHYG 2262 Clinic IV: In their final clinical course, students will perform a mock-board exam simulation in preparation for their clinical scaling exam required to become licensed as a RDH. The exam will provide a realistic testing atmosphere including time constraints, paperwork submission and data entry, anonymous 2-faculty calibrated grading, feedback on performance to students and a second testing opportunity if the student does not pass the first attempt or elects to utilize it for preparation. This course will also designate clinical days that provide students the simulation of working in "private practice" or real-world office situations. In these sessions, students will have more autonomy in process of care, patient selection and time allotted for provision of dental hygiene services.

Change to Existing Course:

Course Rubric & Number:

Course Name:

Explanation of change:

CURRICULAR CHANGE SUMMARY FORM

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

DHYG 2262: Clinic IV (Capstone)

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

SPCH 1318: Interpersonal communication or SPCH 1315: Public speaking

SOCI 1301: Introduction to sociology

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

DHYG 2202: Applied community dentistry

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

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

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

Face-to-face

PROGRAM LEVEL ASSESSMENT CHART

Program: Dental Hygiene	Award, Certificate, or Degree?: Degree
CIP Number: 51.0602	Assessment Year: 2025
Submitted by: Emily Falls	

1. Student Learner Outcome (SLO)	2. Criteria For Success	3. Means of Assessment	4. Summary of Data Collected	5. Use of Results
Students will be prepared to take the National Board of Dental	First attempt pass rate of 80% for the NBDHE.	The National Board Dental Hygiene written examination		

CURRICULAR CHANGE SUMMARY FORM

Hygiene Examiners written examination (NBDHE)		(NBDHE).		
Students will be prepared to take the Western Regional Examining Board (WREB) OR Central Regional Dental Testing Service (CRDTS) clinical examination	First attempt pass rate of 80% for the WREB or CRDTS.	Tthe WREB or CRDTS clinical examination.		
Students will be prepared to take the Texas Jurisprudence Assessment for Registered Dental Hygienists.	First attempt pass rate of 80% for the Texas Jurisprudence Assessment for Registered Dental Hygienists.	The Texas Jurisprudence Assessment for Registered Dental Hygienists.		
Students will Analyze, summarize, and provide competent frameworks for the dental hygiene process of care to patients of diverse needs, ages and periodontal classifications.	The category for 'Cases' will be completed at an 80% success rate overall, and COM students will perform above the national average.	The National Board Dental Hygiene written examination (NBDHE) 'Cases' catagory.		
Students will exemplify the professionalism,	The outcome will be met successfully by	Final exam in DHYG 2153 - Dental Hygiene		

CURRICULAR CHANGE SUMMARY FORM

<p>integrity, and ethics worthy of the profession of dental hygiene.</p>	<p>80% of the class enrollment achieving a score of 100% on the two ethical practice questions.</p>	<p>Practice, 2 ethical practice questions.</p>		
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CURRICULAR CHANGE SUMMARY FORM

Substantive Change Check-list

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

CURRICULAR CHANGE SUMMARY FORM

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

Christina Bergvall

Department Chair (signature)

10.14.22

Date

[Signature]

Instructional Dean (signature)

OCT 14 2022

Date

COM | College of the Mainland®

CURRICULAR CHANGE SUMMARY FORM

To be completed by Curriculum Committee

Date change discussed: October 10, 2022

Curriculum Change: Approved Disapproved

Curriculum Committee Comments:

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

[Signature] 10/14/22
Curriculum Committee Representative Date

[Signature]
Vice President for Instruction (signature)

OCT 14 2022
Date



DEGREE PLAN CHANGE FORM

Award: Associates of Applied Science

Name: Dental Hygiene - CIP 51.0602

The bold cells in the following table automatically calculate

Current - New Program Development							Proposed								
PreRequisite							Pre-Requisite Courses completed before application process								
Course	Name	Lec Hours	Lab Hours	External Hours	Cont	SCH	Course	Name	Lec Hours	Lab Hours	Ext Hours	Cont	SCH		
ENGL 1301	Composition I	3	0	0	48	3	ENGL 1301	Composition I	3	0	0	48	3		
BIOL 2401	Anatomy & Physiology I	3	3	0	96	4	BIOL 2401	Anatomy & Physiology I	3	3	0	96	4		
BIOL 2402	Anatomy & Physiology II	3	3	0	96	4	BIOL 2402	Anatomy & Physiology II	3	3	0	96	4		
CHEM 1406	Introduction to Chemistry	3	3	0	96	4	CHEM 1406	Introduction to Chemistry	3	3	0	96	4		
					0		BIOL 2420	Microbiology for the Non-Science Major	3	3	0	96	4		
Semester Total							Semester Total								
						336	15							432	19

Semester #1							Semester #1 - once accepted into the Dental Hygiene Program								
Course	Name	Lec Hours	Lab Hours	External Hours	Cont	SCH	Course	Name	Lec Hours	Lab Hours	Ext Hours	Cont	SCH		
DHYG 1301	Orofacial Anatomy, Histology & Embryology	2	3	0	80	3	DHYG 1201	Orofacial Anatomy, Histology & Embryology	1	3	0	64	2		
DHYG 1304	Dental Radiology	2	3	0	80	3	DHYG 1304	Dental Radiology	2	3	0	80	3		
DHYG 1227	Preventive Dental Hygiene Care	1	3	0	64	2	DHYG 1227	Preventive Dental Hygiene Care	2	1	0	48	2		
DHYG 1431	Preclinical	2	6	0	128	4	DHYG 1431	Preclinical	2	6	0	128	4		
Semester Total							Semester Total								
						352	12							320	11

Semester #2							Semester #2								
Course	Name	Lec Hours	Lab Hours	External Hours	Cont	SCH	Course	Name	Lec Hours	Lab Hours	Ext Hours	Cont	SCH		
DHYG 1311	Periodontology	3	0	0	48	3	DHYG 1211	Periodontology	2	0	0	32	2		
DHYG 2201	Dental Hygiene Care I	2	1	0	48	2	DHYG 2201	Dental Hygiene Care I	2	1	0	48	2		
DHYG 1335	Pharmacology for the Dental Hygienist	3	0	0	48	3	DHYG 1235	Pharmacology for the Dental Hygienist	2	0	0	32	2		
DHYG 1260	Clinic I	0	12	0	192	2	DHYG 1261	Clinic I	0	10	0	160	2		
PSYC 2301 or	General Psychology	3	0	0	48	3	PSYC 2301 or	General Psychology	3	0	0	48	3		
PSYC 2314 or	Lifespan Growth & Development						PSYC 2314	Lifespan Growth & Development							
SOCI 1301	Introduction to Sociology														
Semester Total							Semester Total								
						384	13							320	11

Semester #3							Semester #3 - Summer Mini + Summer I & II								
Course	Name	Lec Hours	Lab Hours	External Hours	Cont	SCH	Course	Name	Lec Hours	Lab Hours	Ext Hours	Cont	SCH		
DHYG 1219	Dental Materials (Mini)	1	3	0	64	2	DHYG 1262	Clinic II (Mini & Summer II)	0	12	0	96	1		
PHIL 2306	Introduction to Ethics	3	0	0	48	3	SPCH 1318 or	Interpersonal Communication	3	0	0	48	3		
DHYG 1191	Special Topics in Dental Hygienist	0	4	0	64	1	SPCH 1315	Public Speaking							
BIOL 2420	Microbiology for the Non-Science Major	3	3	0	96	4	SOCI 1301	Introduction to Sociology	3	0	0	48	3		
Semester Total						272	10	Semester Total						192	7

Semester #4							Semester #4								
Course	Name	Lec Hours	Lab Hours	External Hours	Cont	SCH	Course	Name	Lec Hours	Lab Hours	Ext Hours	Cont	SCH		
DHYG 1239	General & Oral Pathology	2	0	0	32	2	DHYG 1239	General & Oral Pathology	2	0	0	32	2		
DHYG 1215	Community Dentistry	1	2	0	48	2	DHYG 1219	Dental Materials	1	2	0	48	2		
DHYG 2231	Dental Hygiene Care II	1	2	0	48	2	DHYG 2231	Dental Hygiene Care II	2	1	0	48	2		
DHYG 1307	General & Dental Nutrition	2	2	0	64	3	DHYG 1207	General & Dental Nutrition	2	0	0	32	2		
DHYG 2361	Clinic II	0	18	0	288	3	DHYG 2261	Clinic III	0	12	0	192	2		
Semester Total						480	12	Semester Total						352	10

Semester #5							Semester #5								
Course	Name	Lec Hours	Lab Hours	External Hours	Cont	SCH	Course	Name	Lec Hours	Lab Hours	Ext Hours	Cont	SCH		
DHYG 2202	Applied Community Dentistry	0	4	0	64	2	DHYG 1191	Special Topics in Dental Hygiene	1	0	0	16	1		
DHYG 2153	Dental Hygiene Practice	1	1	0	32	1	DHYG 1215	Community Dentistry	2	0	0	32	2		
DHYG 2362	Clinic III	0	18	0	288	3	DHYG 2153	Dental Hygiene Practice	1	1	0	32	1		
					0		DHYG 2362	Clinic IV (Capstone)	0	14	0	224	3		
					0		PHIL 2306	Introduction to Ethics	3	0	0	48	3		
Semester Total						384	6	Semester Total						352	10

Degree total						2208	68	Degree total						1968	68
This box is for certificates that do not lead to an AAS degree for Financial Aid. The number in this box should equal the total credit hours.						58.88		This box is for certificates that do not lead to an AAS degree for Financial Aid. The number in this box should equal the total credit hours.						52.48	
								This does not pertain to the AAS in Dental Hygiene							

Curriculum Committee Meeting Minutes, October 11, 2021

Attendance:

Present	Last Name	First Name	Department
✓	Anderson	Carla	Public Service Careers
	Baker	Elaine	Cosmetology
✓	Barney	Rocky	Instructional Dean
	Bauer	Debra	Nursing
✓	Bieszke	Jennifer	Science and Engineering
✓	Boone	Carla	Instructional Dean
	Bowes	George	Fine Arts
✓	Brown	Ricardo	Welding Technologies
✓	Castro	Robert	Child Development / Education
	Dehart	Mary	Admin, Vice President of Instruction
	Denison	Brad	Educational Technology Services
	Fliger	Jerry	Vice President of Instruction
	Garcia	Tomas	Admissions / Registrar
✓	Hayes	Josh	Adult Education Director
✓	Homburg	Lisa	Allied Health
✓	Kimbark	Kris	Dean of Students
✓	Knopp	David	Director of Academic Planning and Innovation Co-Chair, Curriculum Committee
✓	Remollino	Steve	Humanities, Co-Chair, Curriculum Committee
✓	Richardson	Leslie	Chair, Math and Computer Science
	Russell	Laura	Library, Reference and Collection Development
✓	Walton	Bridget	Humanities
			Guests
✓	Davis	R.E.	Chair, Public Service Careers
✓	Bergvall	Christina	Program Development

The meeting was called to order by the co-chairperson, Steve Remollino, at approximately 3:43pm on Monday, October 11 2021 in LRC Room 255.

Josh Hayes moved and Carla Anderson seconded, to approve the minutes from September 20, 2021. The minutes were approved as written by committee vote.

Steve Remollino announced the following:

- Fay Alexander, Committee Secretary, has rotated off the committee due to a department change. He asked for a volunteer to assume the role of committee secretary.
- A representative for the Business Department is needed due to Fay Alexander's departure. This is slated to be filled in Fall 2022.

AEMT Curricular Change

Presented by R.E. Davis

To better align COM's Level One Certificate - Advanced Emergency Medical Technician and Level Two Certificate - Paramedic with peer schools in the state, EMSP 1438 Introduction to Advanced Practice & EMSP 1455 Trauma Management need to be changed from 4 credit hour courses to 3 credit hour courses (EMSP 1338 Introduction to Advanced Practice and EMSP 1355 Trauma Management respectively).

EMSP 1356 Patient Assessment and Airway Management will be added to give students direct credit for this curriculum that was previously incorporated into EMSP 1438 and EMSP 1455.

Carla Anderson made a motion to accept the change of EMSP 1438 to EMSP 1338, the change of EMSP 1455 to EMSP 1355, and the addition of EMSP 1356. Josh Hayes seconded the motion. The AEMT curricular change was passed by committee vote.

Basic Peace Officer 1

Presented by R.E. Davis

The Law Enforcement Accrediting Body- Texas Commission on Law Enforcement (TCOLE) has added new material that must be covered in the Basic Peace Officer Academy courses.

CJLE 1506 Basic Peace Officer 1 needs to be changed from Lecture 3 Lab 7 to Lecture 3 Lab 8. CJLE 1518 Basic Peace Officer III needs to be changed from Lecture 3 Lab 7 to Lecture 3 Lab 8. Increasing the lab content to 8 hours will allow the incorporation of the required material.

These curricular changes will affect the Basic Peace Officer Certificate and the AAS Criminal Justice.

This item did not require committee vote.

AAS Dental Hygiene-New Program Proposal

Presented by Christina Bergvall

The proposal was made for the new AAS Dental Hygiene Program to launch in Fall 2023/Spring 2024. This AAS will consist of 68 SCH, for which the THECB has approved as an exception to the 60 SCH rule. The Degree Plan Change Form, Program Learning Outcomes, Curriculum Map, New Course Form, and Budget Projections were submitted for review.

Josh Hayes made a motion to accept the AAS Dental Hygiene Program. Carla Anderson seconded the motion. The AAS Dental Hygiene Program was approved by committee vote.

Addendum: Was not approved at VP level since the required Director for the Position had been vacated.

Dr. Boone announced the following:

- Changes to the Criminal Justice AAS will be presented at the November meeting.
- Prerequisite changes to Welding will be presented in November

- The Business department is working on an AAS in Entrepreneurship for submission to the committee in November or December.

Dr. Barney announced the following:

- Networking will be presented at the November Meeting.
- Exercise Science or Kinesiology is being explored.
- The English department is working on a degree proposal.

David Knopp announced the following:

- Robert Castro and David Knopp are working on the revision of the Curriculum Guidelines Manual, which should be ready in Spring 2022.

The meeting was adjourned at 4:26pm. The next meeting will be on November 8, 2021, at 3:30pm in LRC 255.

Respectfully submitted,

Lisa Homburg



MINUTE ORDER

To: Board of Trustees

From: Dr. Warren Nichols, President

Date: October 24, 2022

Subject: Award of Contract 23-13 Cisco Network Switching Equipment, Licensing, & Installation.

AGENDA ITEM DESCRIPTION:

Award of contract 23-13 for the purchase of the Cisco Network Switching Equipment, Licensing, & Installation services from Datavox for an amount not to exceed \$176,000.00.

FUNDING SOURCE:

Fund Balance Project ID#: 2023-13

PURPOSE:

The purpose is to upgrade the current layer 2 network switches in the Student Center, Police department, Welding, Industrial Trades, Facilities, Gym, Fine Arts, and Public Service Careers to the same standard established during the construction of the STEAM, ICB, and Administration buildings.

PROPOSED MOTION: “I move the Board of Trustees approve award of contract 23-13 for the purchase of the Cisco Network Switching Equipment, Licensing, & Installation services from Datavox for an amount not to exceed \$176,000.00 to be paid from Fund Balance project 2023-13.

BACKGROUND

The College of the Mainland employs a Cisco network fabric throughout the campus. During the planning phase of the new STEAM and Administration buildings, standards were established to support a robust network with increased bandwidth and functionality. COM Information Technology Systems (ITS) proposed a phased approach to bring the other building's networks to the same standard. The layer 2 switch purchase is the second phase. COM solicited multiple quotes for the switching equipment. DataVox submitted an enterprise class solution. Their Cisco Gold and Master Collaboration Partner status provided a lower cost than the other vendors.

ATTACHMENTS:

Datavox_COM_L2_Switches_2023-13 Quote# DVXQ23515-03 dated 10/12/2022



6650 W. Sam Houston Pkwy S, Houston, TX 77072

t. (713)881-5300 www.datavox.net

Quote # DVXQ23515-03
Date Oct 12, 2022
Expiration 30 Days

Prepared for:

College of the Mainland

1200 Amburn Rd.
Texas City, Texas 77591

Ron Levick
Email rlevick@com.edu
Phone N/A

Customer ID #

Project #

Ship to Information:

College of the Mainland

1200 Amburn Rd.
Texas City, Texas 77591

attn: Ron Levick

Here is the quote you requested.

DataVox Contact:

Account Manager: Thang Pham
Phone 281-881-7068

Email thangp@datavox.net

Prepared by: Tabatha Morales
Phone 713-580-6928
Email TabathaM@datavox.net



Contract Vehicle: Texas DIR
DIR Vendor Number: DataVox Texas DIR Vendor Number **176-025-1479-000**
DIR Contract Number: **DIR-TSO-4167**

This contract information must appear on the purchase order

Part #	Description	Contract#	Service	Qty	Unit Price	Ext. Price
Student Center						
C9200L-48P-4X-E	Catalyst 9200L 48-port PoE+, 4 x 10G, Network Essentials	DIR-TSO-4167	---	1	\$3,667.11	\$3,667.11
C9200L-NW-E-48	C9200L Network Essentials, 48-port license	DIR-TSO-4167	---	1	\$0.00	\$0.00
CAB-TA-NA	North America AC Type A Power Cable	DIR-TSO-4167	---	1	\$0.00	\$0.00
PWR-C5-BLANK	Config 5 Power Supply Blank	DIR-TSO-4167	---	1	\$0.00	\$0.00
C9200L-DNA-E-48	C9200L Cisco DNA Essentials, 48-port Term license	DIR-TSO-4167	---	1	\$0.00	\$0.00
C9200L-DNA-E-48-3Y	C9200L Cisco DNA Essentials, 48-port, 3 Year Term license	DIR-TSO-4167	36	1	\$564.56	\$564.56

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Part #	Description	Contract#	Service	Qty	Unit Price	Ext. Price
C9200L-STACK-KIT	Cisco Catalyst 9200L Stack Module	DIR-TSO-4167	---	1	\$661.44	\$661.44
C9200-STACK	Catalyst 9200 Stack Module	DIR-TSO-4167	---	2	\$0.00	\$0.00
STACK-T4-50CM	50CM Type 4 Stacking Cable	DIR-TSO-4167	---	1	\$0.00	\$0.00
NETWORK-PNP-NONE	Network Plug-n-Play Opt Out SKU	DIR-TSO-4167	---	1	\$0.00	\$0.00
C9200L-48P-4G-E	Catalyst 9200L 48-port PoE+, 4 x 1G, Network Essentials	DIR-TSO-4167	---	5	\$2,926.13	\$14,630.65
C9200L-NW-E-48	C9200L Network Essentials, 48-port license	DIR-TSO-4167	---	5	\$0.00	\$0.00
CAB-TA-NA	North America AC Type A Power Cable	DIR-TSO-4167	---	5	\$0.00	\$0.00
PWR-C5-BLANK	Config 5 Power Supply Blank	DIR-TSO-4167	---	5	\$0.00	\$0.00
C9200L-DNA-E-48	C9200L Cisco DNA Essentials, 48-port Term license	DIR-TSO-4167	---	5	\$0.00	\$0.00
C9200L-DNA-E-48-3Y	C9200L Cisco DNA Essentials, 48-port, 3 Year Term license	DIR-TSO-4167	36	5	\$564.56	\$2,822.80
C9200L-STACK-KIT	Cisco Catalyst 9200L Stack Module	DIR-TSO-4167	---	5	\$661.44	\$3,307.20
C9200-STACK	Catalyst 9200 Stack Module	DIR-TSO-4167	---	10	\$0.00	\$0.00
STACK-T4-50CM	50CM Type 4 Stacking Cable	DIR-TSO-4167	---	5	\$0.00	\$0.00
NETWORK-PNP-NONE	Network Plug-n-Play Opt Out SKU	DIR-TSO-4167	---	5	\$0.00	\$0.00
SFP-10G-LR-S-DVX	"DATAVOX OPTICS CISCO COMP SFP+ PERP SFP-10G-LR-S LR SFP+ LC DVX ONLY	DIR-TSO-4167	---	2	\$321.60	\$643.20
					SubTotal	\$26,296.96

PD

C9200L-48P-4X-E	Catalyst 9200L 48-port PoE+, 4 x 10G, Network Essentials	DIR-TSO-4167	---	1	\$3,667.11	\$3,667.11
C9200L-NW-E-48	C9200L Network Essentials, 48-port license	DIR-TSO-4167	---	1	\$0.00	\$0.00
CAB-TA-NA	North America AC Type A Power Cable	DIR-TSO-4167	---	1	\$0.00	\$0.00
PWR-C5-BLANK	Config 5 Power Supply Blank	DIR-TSO-4167	---	1	\$0.00	\$0.00
C9200L-DNA-E-48	C9200L Cisco DNA Essentials, 48-port Term license	DIR-TSO-4167	---	1	\$0.00	\$0.00
C9200L-DNA-E-48-3Y	C9200L Cisco DNA Essentials, 48-port, 3 Year Term license	DIR-TSO-4167	36	1	\$564.56	\$564.56
C9200L-STACK-KIT	Cisco Catalyst 9200L Stack Module	DIR-TSO-4167	---	1	\$661.44	\$661.44
C9200-STACK	Catalyst 9200 Stack Module	DIR-TSO-4167	---	2	\$0.00	\$0.00
STACK-T4-50CM	50CM Type 4 Stacking Cable	DIR-TSO-4167	---	1	\$0.00	\$0.00
NETWORK-PNP-NONE	Network Plug-n-Play Opt Out SKU	DIR-TSO-4167	---	1	\$0.00	\$0.00
C9200L-48P-4G-E	Catalyst 9200L 48-port PoE+, 4 x 1G, Network Essentials	DIR-TSO-4167	---	2	\$2,926.13	\$5,852.26

Part #	Description	Contract#	Service	Qty	Unit Price	Ext. Price
C9200L-NW-E-48	C9200L Network Essentials, 48-port license	DIR-TSO-4167	---	2	\$0.00	\$0.00
CAB-TA-NA	North America AC Type A Power Cable	DIR-TSO-4167	---	2	\$0.00	\$0.00
PWR-C5-BLANK	Config 5 Power Supply Blank	DIR-TSO-4167	---	2	\$0.00	\$0.00
C9200L-DNA-E-48	C9200L Cisco DNA Essentials, 48-port Term license	DIR-TSO-4167	---	2	\$0.00	\$0.00
C9200L-DNA-E-48-3Y	C9200L Cisco DNA Essentials, 48-port, 3 Year Term license	DIR-TSO-4167	36	2	\$564.56	\$1,129.12
C9200L-STACK-KIT	Cisco Catalyst 9200L Stack Module	DIR-TSO-4167	---	2	\$661.44	\$1,322.88
C9200-STACK	Catalyst 9200 Stack Module	DIR-TSO-4167	---	4	\$0.00	\$0.00
STACK-T4-50CM	50CM Type 4 Stacking Cable	DIR-TSO-4167	---	2	\$0.00	\$0.00
NETWORK-PNP-NONE	Network Plug-n-Play Opt Out SKU	DIR-TSO-4167	---	2	\$0.00	\$0.00
SFP-10G-LR-S-DVX	"DATAVOX OPTICS CISCO COMP SFP+ PERP SFP-10G-LR-S LR SFP+ LC DVX ONLY	DIR-TSO-4167	---	2	\$321.60	\$643.20
					SubTotal	\$13,840.57

Auto

C9200L-48P-4X-E	Catalyst 9200L 48-port PoE+, 4 x 10G, Network Essentials	DIR-TSO-4167	---	1	\$3,667.11	\$3,667.11
C9200L-NW-E-48	C9200L Network Essentials, 48-port license	DIR-TSO-4167	---	1	\$0.00	\$0.00
CAB-TA-NA	North America AC Type A Power Cable	DIR-TSO-4167	---	1	\$0.00	\$0.00
PWR-C5-BLANK	Config 5 Power Supply Blank	DIR-TSO-4167	---	1	\$0.00	\$0.00
C9200L-DNA-E-48	C9200L Cisco DNA Essentials, 48-port Term license	DIR-TSO-4167	---	1	\$0.00	\$0.00
C9200L-DNA-E-48-3Y	C9200L Cisco DNA Essentials, 48-port, 3 Year Term license	DIR-TSO-4167	36	1	\$564.56	\$564.56
NETWORK-PNP-NONE	Network Plug-n-Play Opt Out SKU	DIR-TSO-4167	---	1	\$0.00	\$0.00
C9200-STACK-BLANK	Catalyst 9200 Blank Stack Module	DIR-TSO-4167	---	2	\$0.00	\$0.00
SFP-10G-LR-S-DVX	"DATAVOX OPTICS CISCO COMP SFP+ PERP SFP-10G-LR-S LR SFP+ LC DVX ONLY	DIR-TSO-4167	---	2	\$321.60	\$643.20
					SubTotal	\$4,874.87

Welding - No Stacking Module

C9200L-48P-4X-E	Catalyst 9200L 48-port PoE+, 4 x 10G, Network Essentials	DIR-TSO-4167	---	1	\$3,667.11	\$3,667.11
C9200L-NW-E-48	C9200L Network Essentials, 48-port license	DIR-TSO-4167	---	1	\$0.00	\$0.00
CAB-TA-NA	North America AC Type A Power Cable	DIR-TSO-4167	---	1	\$0.00	\$0.00
PWR-C5-BLANK	Config 5 Power Supply Blank	DIR-TSO-4167	---	1	\$0.00	\$0.00

Part #	Description	Contract#	Service	Qty	Unit Price	Ext. Price
C9200L-DNA-E-48	C9200L Cisco DNA Essentials, 48-port Term license	DIR-TSO-4167	---	1	\$0.00	\$0.00
C9200L-DNA-E-48-3Y	C9200L Cisco DNA Essentials, 48-port, 3 Year Term license	DIR-TSO-4167	36	1	\$564.56	\$564.56
NETWORK-PNP-NONE	Network Plug-n-Play Opt Out SKU	DIR-TSO-4167	---	1	\$0.00	\$0.00
C9200-STACK-BLANK	Catalyst 9200 Blank Stack Module	DIR-TSO-4167	---	2	\$0.00	\$0.00
SFP-10G-LR-S-DVX	"DATAVOX OPTICS CISCO COMP SFP+ PERP SFP-10G-LR-S LR SFP+ LC DVX ONLY	DIR-TSO-4167	---	2	\$321.60	\$643.20
					SubTotal	\$4,874.87

Facilities Group - No Stacking Module

C9200L-48P-4X-E	Catalyst 9200L 48-port PoE+, 4 x 10G, Network Essentials	DIR-TSO-4167	---	4	\$3,667.11	\$14,668.44
C9200L-NW-E-48	C9200L Network Essentials, 48-port license	DIR-TSO-4167	---	4	\$0.00	\$0.00
CAB-TA-NA	North America AC Type A Power Cable	DIR-TSO-4167	---	4	\$0.00	\$0.00
PWR-C5-BLANK	Config 5 Power Supply Blank	DIR-TSO-4167	---	4	\$0.00	\$0.00
C9200L-DNA-E-48	C9200L Cisco DNA Essentials, 48-port Term license	DIR-TSO-4167	---	4	\$0.00	\$0.00
C9200L-DNA-E-48-3Y	C9200L Cisco DNA Essentials, 48-port, 3 Year Term license	DIR-TSO-4167	36	4	\$564.56	\$2,258.24
NETWORK-PNP-NONE	Network Plug-n-Play Opt Out SKU	DIR-TSO-4167	---	4	\$0.00	\$0.00
C9200-STACK-BLANK	Catalyst 9200 Blank Stack Module	DIR-TSO-4167	---	8	\$0.00	\$0.00
SFP-10G-LR-S-DVX	"DATAVOX OPTICS CISCO COMP SFP+ PERP SFP-10G-LR-S LR SFP+ LC DVX ONLY	DIR-TSO-4167	---	8	\$321.60	\$2,572.80
					SubTotal	\$19,499.48

Gym

C9200L-48P-4X-E	Catalyst 9200L 48-port PoE+, 4 x 10G, Network Essentials	DIR-TSO-4167	---	2	\$3,667.11	\$7,334.22
C9200L-NW-E-48	C9200L Network Essentials, 48-port license	DIR-TSO-4167	---	2	\$0.00	\$0.00
CAB-TA-NA	North America AC Type A Power Cable	DIR-TSO-4167	---	2	\$0.00	\$0.00
PWR-C5-BLANK	Config 5 Power Supply Blank	DIR-TSO-4167	---	2	\$0.00	\$0.00
C9200L-DNA-E-48	C9200L Cisco DNA Essentials, 48-port Term license	DIR-TSO-4167	---	2	\$0.00	\$0.00
C9200L-DNA-E-48-3Y	C9200L Cisco DNA Essentials, 48-port, 3 Year Term license	DIR-TSO-4167	36	2	\$564.56	\$1,129.12
C9200L-STACK-KIT	Cisco Catalyst 9200L Stack Module	DIR-TSO-4167	---	2	\$661.44	\$1,322.88
C9200-STACK	Catalyst 9200 Stack Module	DIR-TSO-4167	---	4	\$0.00	\$0.00
STACK-T4-50CM	50CM Type 4 Stacking Cable	DIR-TSO-4167	---	2	\$0.00	\$0.00

Part #	Description	Contract#	Service	Qty	Unit Price	Ext. Price
NETWORK-PNP-NONE	Network Plug-n-Play Opt Out SKU	DIR-TSO-4167	---	2	\$0.00	\$0.00
C9200L-48P-4G-E	Catalyst 9200L 48-port PoE+, 4 x 1G, Network Essentials	DIR-TSO-4167	---	3	\$2,926.13	\$8,778.39
C9200L-NW-E-48	C9200L Network Essentials, 48-port license	DIR-TSO-4167	---	3	\$0.00	\$0.00
CAB-TA-NA	North America AC Type A Power Cable	DIR-TSO-4167	---	3	\$0.00	\$0.00
PWR-C5-BLANK	Config 5 Power Supply Blank	DIR-TSO-4167	---	3	\$0.00	\$0.00
C9200L-DNA-E-48	C9200L Cisco DNA Essentials, 48-port Term license	DIR-TSO-4167	---	3	\$0.00	\$0.00
C9200L-DNA-E-48-3Y	C9200L Cisco DNA Essentials, 48-port, 3 Year Term license	DIR-TSO-4167	36	3	\$564.56	\$1,693.68
C9200L-STACK-KIT	Cisco Catalyst 9200L Stack Module	DIR-TSO-4167	---	3	\$661.44	\$1,984.32
C9200-STACK	Catalyst 9200 Stack Module	DIR-TSO-4167	---	6	\$0.00	\$0.00
STACK-T4-50CM	50CM Type 4 Stacking Cable	DIR-TSO-4167	---	3	\$0.00	\$0.00
NETWORK-PNP-NONE	Network Plug-n-Play Opt Out SKU	DIR-TSO-4167	---	3	\$0.00	\$0.00
SFP-10G-LR-S-DVX	"DATAVOX OPTICS CISCO COMP SFP+ PERP SFP-10G-LR-S LR SFP+ LC DVX ONLY	DIR-TSO-4167	---	10	\$321.60	\$3,216.00
					SubTotal	\$25,458.61

Fine Arts

C9200L-48P-4X-E	Catalyst 9200L 48-port PoE+, 4 x 10G, Network Essentials	DIR-TSO-4167	---	1	\$3,667.11	\$3,667.11
C9200L-NW-E-48	C9200L Network Essentials, 48-port license	DIR-TSO-4167	---	1	\$0.00	\$0.00
CAB-TA-NA	North America AC Type A Power Cable	DIR-TSO-4167	---	1	\$0.00	\$0.00
PWR-C5-BLANK	Config 5 Power Supply Blank	DIR-TSO-4167	---	1	\$0.00	\$0.00
C9200L-DNA-E-48	C9200L Cisco DNA Essentials, 48-port Term license	DIR-TSO-4167	---	1	\$0.00	\$0.00
C9200L-DNA-E-48-3Y	C9200L Cisco DNA Essentials, 48-port, 3 Year Term license	DIR-TSO-4167	36	1	\$564.56	\$564.56
NETWORK-PNP-NONE	Network Plug-n-Play Opt Out SKU	DIR-TSO-4167	---	1	\$0.00	\$0.00
C9200L-STACK-KIT	Cisco Catalyst 9200L Stack Module	DIR-TSO-4167	---	1	\$661.44	\$661.44
C9200-STACK	Catalyst 9200 Stack Module	DIR-TSO-4167	---	2	\$0.00	\$0.00
STACK-T4-50CM	50CM Type 4 Stacking Cable	DIR-TSO-4167	---	1	\$0.00	\$0.00
C9200L-48P-4G-E	Catalyst 9200L 48-port PoE+, 4 x 1G, Network Essentials	DIR-TSO-4167	---	2	\$2,926.13	\$5,852.26
C9200L-NW-E-48	C9200L Network Essentials, 48-port license	DIR-TSO-4167	---	2	\$0.00	\$0.00
CAB-TA-NA	North America AC Type A Power Cable	DIR-TSO-4167	---	2	\$0.00	\$0.00
PWR-C5-BLANK	Config 5 Power Supply Blank	DIR-TSO-4167	---	2	\$0.00	\$0.00

Part #	Description	Contract#	Service	Qty	Unit Price	Ext. Price
C9200L-DNA-E-48	C9200L Cisco DNA Essentials, 48-port Term license	DIR-TSO-4167	---	2	\$0.00	\$0.00
C9200L-DNA-E-48-3Y	C9200L Cisco DNA Essentials, 48-port, 3 Year Term license	DIR-TSO-4167	36	2	\$564.56	\$1,129.12
C9200L-STACK-KIT	Cisco Catalyst 9200L Stack Module	DIR-TSO-4167	---	2	\$661.44	\$1,322.88
C9200-STACK	Catalyst 9200 Stack Module	DIR-TSO-4167	---	4	\$0.00	\$0.00
STACK-T4-50CM	50CM Type 4 Stacking Cable	DIR-TSO-4167	---	2	\$0.00	\$0.00
NETWORK-PNP-NONE	Network Plug-n-Play Opt Out SKU	DIR-TSO-4167	---	2	\$0.00	\$0.00
SFP-10G-LR-S-DVX	"DATAVOX OPTICS CISCO COMP SFP+ PERP SFP-10G-LR-S LR SFP+ LC DVX ONLY	DIR-TSO-4167	---	2	\$321.60	\$643.20
					SubTotal	\$13,840.57

PSC

C9200L-48P-4X-E	Catalyst 9200L 48-port PoE+, 4 x 10G, Network Essentials	DIR-TSO-4167	---	2	\$3,667.11	\$7,334.22
C9200L-NW-E-48	C9200L Network Essentials, 48-port license	DIR-TSO-4167	---	2	\$0.00	\$0.00
CAB-TA-NA	North America AC Type A Power Cable	DIR-TSO-4167	---	2	\$0.00	\$0.00
PWR-C5-BLANK	Config 5 Power Supply Blank	DIR-TSO-4167	---	2	\$0.00	\$0.00
C9200L-DNA-E-48	C9200L Cisco DNA Essentials, 48-port Term license	DIR-TSO-4167	---	2	\$0.00	\$0.00
C9200L-DNA-E-48-3Y	C9200L Cisco DNA Essentials, 48-port, 3 Year Term license	DIR-TSO-4167	36	2	\$564.56	\$1,129.12
NETWORK-PNP-NONE	Network Plug-n-Play Opt Out SKU	DIR-TSO-4167	---	2	\$0.00	\$0.00
C9200L-STACK-KIT	Cisco Catalyst 9200L Stack Module	DIR-TSO-4167	---	2	\$661.44	\$1,322.88
C9200-STACK	Catalyst 9200 Stack Module	DIR-TSO-4167	---	4	\$0.00	\$0.00
STACK-T4-50CM	50CM Type 4 Stacking Cable	DIR-TSO-4167	---	2	\$0.00	\$0.00
C9200L-48P-4G-E	Catalyst 9200L 48-port PoE+, 4 x 1G, Network Essentials	DIR-TSO-4167	---	1	\$2,926.13	\$2,926.13
C9200L-NW-E-48	C9200L Network Essentials, 48-port license	DIR-TSO-4167	---	1	\$0.00	\$0.00
CAB-TA-NA	North America AC Type A Power Cable	DIR-TSO-4167	---	1	\$0.00	\$0.00
PWR-C5-BLANK	Config 5 Power Supply Blank	DIR-TSO-4167	---	1	\$0.00	\$0.00
C9200L-DNA-E-48	C9200L Cisco DNA Essentials, 48-port Term license	DIR-TSO-4167	---	1	\$0.00	\$0.00
C9200L-DNA-E-48-3Y	C9200L Cisco DNA Essentials, 48-port, 3 Year Term license	DIR-TSO-4167	36	1	\$564.56	\$564.56
C9200L-STACK-KIT	Cisco Catalyst 9200L Stack Module	DIR-TSO-4167	---	1	\$661.44	\$661.44
C9200-STACK	Catalyst 9200 Stack Module	DIR-TSO-4167	---	2	\$0.00	\$0.00
STACK-T4-50CM	50CM Type 4 Stacking Cable	DIR-TSO-4167	---	1	\$0.00	\$0.00

Part #	Description	Contract#	Service	Qty	Unit Price	Ext. Price
NETWORK-PNP-NONE	Network Plug-n-Play Opt Out SKU	DIR-TSO-4167	---	1	\$0.00	\$0.00
SFP-10G-LR-S-DVX	"DATAVOX OPTICS CISCO COMP SFP+ PERP SFP-10G-LR-S LR SFP+ LC DVX ONLY	DIR-TSO-4167	---	4	\$321.60	\$1,286.40
					SubTotal	\$15,224.75
DVX-EE-PROSVC-STD	DataVox Professional Services	DIR-TSO-4167			\$39,640.00	\$39,640.00
					SubTotal	\$163,550.68
					Tax	\$0.00
					Total	\$163,550.68

Purchase Notes

- ⦿ A 15% restocking fee will be applied to all returned equipment. Custom built designs and configurations may not be returnable.



PRESIDENT'S OFFICE

MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: October 24, 2022
Subject: Agenda Item for COM Board of Trustees

AGENDA ITEM DESCRIPTION:

Award of Contract 23-05 to Fittz & Shipman for Civil Engineering Services – Parking Lots & Paved Surfaces

FUNDING SOURCE:

Fund Balance project #2023-34– Parking Lots

PURPOSE:

Obtain surveys and design plans to support replacements and repairs of Parking Lots A, B, & C and paved surfaces campus wide as needed.

PROPOSED MOTION: *“I move the Board of Trustees approve award of contract 23-05 to Fittz & Shipman for Civil Engineering Services in an amount not-to-exceed \$354,000.00.*”

BACKGROUND:

On September 28, 2022, seven (7) responses were received in response to a Request for Qualifications (RFQ). Two firms were considered non-responsive to the RFQ requirements. The remaining five (5) statements of qualifications were evaluated to determine the most qualified firm based on evaluation criteria in Phase I. Three (3) firms were invited to participate in next phase interviews. Based on the overall evaluation results of Phase I & II, Fittz & Shipman was selected to propose cost for the reconstruction of Parking Lots A, B, & C. The total cost proposal included preliminary engineering & concept planning, surveying, and civil engineering services to include the bidding/negotiation and construction phases for replacement of each lot based on basic knowledge of the parking lots specifications. It is the recommendation of Administration to contract for the design development and construction documents portion of the contract in the short term. Fittz & Shipman proposed a total not-to-exceed amount of \$475,250.00 for all phases of the projects. However, they agreed to hold proposed rates for two (2) years and contract for only the preliminary services and design phase until the Board is prepared to move forward with construction. Therefore, this recommendation is to approve award of the subject contract for a not-to-exceed amount of \$354,000.00 for the preliminary engineering & design phases only. Once design and construction documents are prepared, a recommendation to increase the subject contract with Fittz & Shipman will be presented to the Board for further approval when the Board is ready to proceed with the actual construction phase of each parking lot. The subject procurement was solicited in accordance with the Texas Education Code 44.031 and Government Code 2254 for Professional Services. Therefore, the procurement requirements for this recommended award have been met.

Attachment: Evaluation Summary
Fittz & Shipman Proposal

College of the Mainland
 RFQ 23-05 Civil Engineering Services
 Proposal Evaluation Summary

Criterion	Value	Maximum 4 Evaluators
1 Responsiveness to the requirements of the RFQ	20	80
2 Experience & Reputation	15	60
3 Quality of work previously performed	30	120
4 Safety record	5	20
5 Proposed Team (Personnel)	17	68
6 Financial Capabilities	10	40
7 Prior history executing construction for COM	3	12
TOTAL	100	400

Phase I Rankings

Phase I - Proposal Review													
Aran & Franklin		Dally & Associates		Fitz & Shipman		Kimley-Horn		The Goodman Corp		PGAL		PBK	
Rating	Score	Rating	Score	Rating	Score	Rating	Score	Rating	Score	Rating	Score	Rating	Score
12	40.00	0	#N/A	18	70.00	19	75.00	16	60.00	19	75.00	0	#N/A
11	26.25	0	#N/A	18	52.50	16	45.00	14	37.50	16	45.00	0	#N/A
12	60.00	0	#N/A	13	67.50	13	67.50	10	45.00	13	67.50	0	#N/A
14	12.50	0	#N/A	14	12.50	15	13.75	14	12.50	13	11.25	0	#N/A
11	29.75	0	#N/A	17	55.25	17	55.25	16	51.00	14	42.50	0	#N/A
8	8.00	0	#N/A	12	20.00	12	20.00	10	13.00	9	18.00	0	#N/A
4	-	0	#N/A	4	-	4	-	4	-	4	-	0	#N/A
176.50				277.75		276.50		219.00		259.25			
5.00		#N/A		1.00		2.00		4.00		3.00		#N/A	

Phase II Rankings

Phase II - Interview						
Aran & Franklin	Dally & Associates	Fitz & Shipman	Kimley-Horn	The Goodman Corp	PGAL	PBK
N/A	N/A	150.1875	149.625	N/A	144.0625	N/A
N/A	N/A	1	2	N/A	3	N/A

Ronald D. Fittz, P.E., R.P.L.S. (1948-1987)
Terry G. Shipman, P.E., Senior Consultant
Bernardino D. Tristan, P.E., Chief Executive Officer

Daniel A. Dotson, P.E., President
Donald R. King, P.E., Vice President

October 7, 2022

Sonja Blinka
Director of Purchasing
College of the Mainland
1200 Amburn Rd.
Texas City, Texas 77591

**** ENGAGEMENT LETTER ****

**RE: Surveying & Civil Engineering Design
 RFQ 23-05 Civil Engineering Services
 Parking Lot A, B & C Reconstruction**

Dear Ms. Blinka,

Fittz & Shipman, Inc. is pleased to provide this "Proposal" for Surveying and Civil Engineering services per the Request for Qualifications RFQ No. 23-08 for Professional Civil Engineering Services for Parking Lots and Paved Surfaces.

The following provides an outline of the scope of services, fees, and deliverables proposed for this project.

PRELIMINARY ENGINEERING & PROJECT ADMINISTRATION

Preliminary Engineering/Conceptual Plan

- J Coordinate with College of the Mainland representatives to determine the goals and objectives to be achieved in the parking lots and paved surfaces reconstruction.
- J Interview of the facility maintenance personnel, owner and/or other client consultants, if possible, regarding the history and performance of the parking lots and paved surfaces.
- J Request from the College of the Mainland documents regarding the parking lot and adjacent areas, such as construction drawings, previous testing and inspection reports, and previous repair information. All provided documents will be reviewed.
- J Make visual observations during a site visit walk-through/around of the college campus and parking lots. The parking lot and visible utilities will be observed from the ground via a walkthrough/around/on the parking lots and paved surfaces. Our focus/attention during the site visit will be on factors that might influence the parking lots structural integrity, ADA compliance, safety, lighting, traffic flow, parking layout drainage, etc.
- J Prepare a written report detailing the Scope of Observation, Type of Construction, Estimated Age, Conclusions, and Recommendations. Report will be sealed by a licensed Professional Engineer.
- J Coordinate with the College of the Mainland and prepare Schematic Design civil site drawings from indicating the conceptual layouts of access drives, ADA parking areas, sidewalks, storm water drainage, fire lanes parking lighting etc.

- J Prepare Preliminary Plan for storm sewer drainage including preliminary layout of storm sewer drainage and outfalls.
- J Coordinate with local authorities having jurisdiction, utility companies and other agencies regarding the preliminary Concept Plan.
- J Produce a final Conceptual Plan based on coordination with the College of the Mainland, and local reviewing agencies for final approval to move to the Phase I Civil Design & Construction Documents.
- J Coordinate with the College of the Mainland representatives on developing a priority for the reconstruction of the parking lots provided all parking lots cannot be reconstructed due to budget constraints.
- J Develop preliminary budgetary cost estimates based on the Conceptual Plan for each parking lot area in order to determine which parking lots can be reconstructed in the current budget and provide future budgeting opportunities.

SURVEYING SERVICES – Scope of Work

Boundary Surveying

- J Perform property research as needed for basis of development of the boundary;
- J Perform necessary field surveying work to define the boundary; and
- J Process field data and produce boundary information to be included in the topographic survey for the above referenced college (This includes the development of a formal plat with legal description).
- J The boundary will be utilized in the design phase to ensure all required setbacks are followed as required by the various reviewing agencies.

Topographic Surveying

- J Review site and consult with College of the Mainland representatives regarding location of existing utilities, storm drains, and possible pertinent items that may affect the design of the site facilities;
- J Review City of Texas City and Utility District maps regarding locations of possible public utility line locations or easements;
- J Perform a topographic survey in the referenced site areas collecting data on existing features including but not limited to; existing building corners, finished floor elevations, fencing, sidewalks, misc. structures, trees, drip lines, pavement, known utilities, drainage ditches and storm systems, and natural grades on an approximate 50 foot grid;
- J Coordinate with College of the Mainland Facilities Maintenance personnel to locate and show any existing water lines, sewer lines, electric and telecommunications lines within the defined site. Coordinate with utility companies and locate existing gas, electrical, telephone, cable and other utility lines.
- J Set two Benchmarks on a referenced datum;
- J Prepare a topographic drawing at 1" = 20' scale to be used in design activities;
- J Provide electronic AutoCad file of final topographic survey to Owner.

CIVIL ENGINEERING SCOPE OF WORK – SIMILAR FOR EACH PARKING AREA

Design Development Phase

- J Prepare civil site drawings from Schematic Design Studies developed in the preliminary engineering phase indicating the location of proposed parking lots, access drives, ADA parking areas, sidewalks, storm water drainage, fire lanes, parking lighting, signage, etc.
- J Prepare preliminary grading plan for access drives parking areas, drives, and sidewalks and patterns for site drainage. Perform preliminary grading for all exterior sidewalks and ADA accessible routes within the study area.
- J Consult with College of the Mainland Facilities Maintenance and Local utility companies regarding locations of existing water and sewer lines, electric lines, telephone and communications lines, gas lines, and drainage facilities. Coordinate with College of the Mainland Facility Maintenance to determine condition of existing waterlines, gas lines, sanitary sewer and storm lines. Provide information regarding protection or relocation of existing gas, water lines, sanitary sewer and/or storm sewer lines.
- J Coordinate with College of the Mainland, and local governmental agencies regarding requirements for site drainage and connection to existing storm sewer systems. Perform preliminary drainage calculations and determine preliminary size requirements for storm water facilities.
- J Coordinate with Owner and be available for general consultation and make recommendations regarding basic systems for the Project.

Construction Documents Phase

- J Provide civil drawings indicating proposed sidewalk and paving elevations noting grades and pavement joint locations. Provide grades for parking areas and walkways in accordance with Americans with Disabilities (ADA) requirements.
- J Provide civil drawings indicating the locations of existing building, building expansion(s), access drives, ADA parking areas, proposed storm drainage facilities sanitary sewer and water lines. Show location of existing and proposed underground electric lines, telephone and communications lines, and gas lines (when provided) for informational purposes.
- J Consult with Owner for Application for Project Review for compliance with the Americans with Disabilities Act. Application shall be conducted by Owner and is not part of the Engineer's Scope of work.
- J Prepare a generalized Erosion Control Plan for control of sediments and runoff from project site, suitable for completion by site contractor.
- J Compile Civil / Sitework specifications for project book;

Bidding/Negotiation Phase

- J Attend a Pre-Bid Conference for discussion of Contractor questions and inquiries from Bidders.
- J Respond to Bidder Questions, Comments, and Design Clarifications.
- J Assist Owner in evaluation of low bidder, and analysis of Civil Items.

Construction Phase

- J Answer questions and provide design clarifications to provide supplementary information regarding the construction of the project.
- J Review materials submittal for site materials. Review laboratory and shop test reports of materials and equipment.

-) Perform periodic visits to the site to observe critical construction activities. Such visits shall not constitute full time inspection of contractor's activities or contractors work but shall be limited to monitoring of Contractor's progress and answer design questions or clarifications which be necessary.
-) Make a final inspection on the completed project.

COMPENSATION

We propose to provide the above outlined Basic Services on a fixed fee basis Costs for the outlines Surveying & Civil Engineering Services will be:

Preliminary Engineering and Project Administration Services:

Preliminary Engineering & Concept Plan Services:

Parking Lot Area Assessment & Report	\$25,500.00
Parking Lot Master Plan and Concept Layout	<u>\$18,500.00</u>
Total Preliminary Eng. & Concept Plan Services	\$44,000.00

Surveying Services:

Boundary Survey	\$10,500.00
Topographic Survey	<u>\$17,500.00</u>
Total Surveying Services	\$28,000.00

Civil Engineering Services:

Parking Lot Area "A"

Design Development	\$32,000.00
Construction Documents	\$117,500.00
Bidding/Negotiation	\$10,750.00
Construction Phase	<u>\$53,500.00</u>
Total Parking Lot "A" Civil Eng. Services	\$213,750.00

Parking Lot Area "B"

Design Development	\$17,250.00
Construction Documents	\$63,500.00
Bidding/Negotiation	\$5,750.00
Construction Phase	<u>\$29,000.00</u>
Total Parking Lot "A" Civil Eng. Services	\$115,500.00

Parking Lot Area "C"

Design Development	\$11,000.00
Construction Documents	\$40,750.00
Bidding/Negotiation	\$3,750.00
Construction Phase	<u>\$18,500.00</u>
Total Parking Lot "A" Civil Eng. Services	\$74,000.00

TOTAL BASIC SERVICES \$475,250.00

Scope of Work Qualifications

Services or fees **not** included in this contract include:

-) Surveying for/or preparation of easements offsite or onsite;
-) Televising sanitary sewer or storm sewer lines
-) Major revisions to site plans during design and permitting phases of project;
-) Design of storm water detention facilities.
-) Design of offsite utilities. This proposal assumes that utilities such as water, sewer, and storm will be connected to existing facilities;
-) Plan review and construction review activities or fees associated with ADA;
-) Construction permit fees by City or State;
-) Landscaping and irrigation design;
-) Continuous site observation/inspection of construction;
-) Coordination and fees associated with construction quality assurance testing (i.e. subgrade density testing, concrete strength testing, etc.)
-) Windstorm insurance certificate; or
-) Elevation certificate.

Although these services are not authorized, this contract may be amended to provide additional services at the published standard rates.

Fittz and Shipman, Inc., shall submit monthly statements for Services rendered based on percent of task complete and for Reimbursable Expenses incurred. All invoices are due net 30 days from receipt of the invoice. Reimbursable Expenses mean the actual expenses incurred for Application Fees, mileage & lodging for meetings, and similar Project-related items. Reimbursable Expenses shall also include the amount billed to Fittz & Shipman, Inc. by special consultants employed by Fittz & Shipman, Inc., (as authorized by you) for such consultants' services and Reimbursable Expenses.

We appreciate your confidence in **Fittz & Shipman, Inc.** for this project. If you wish to discuss our scope of services, scheduling, or compensation, please feel free to call. If this proposal meets with your approval, please sign both copies, retain one for your files and return one to our office.

Sincerely,

Accepted:

Fittz & Shipman, Inc.

COLLEGE OF THE MAINLAND



Daniel A. Dotson, P.E.
for the firm

by: _____ date

**ROUGH ORDER OF MAGNITUDE COST ESTIMATE BASE ON SQUARE FOOTAGE
COLLEGE OF THE MAINLAND PARKING LOT PAVEMENT IMPROVEMENT PROJECT**

ITEM NO.	DESCRIPTION	UNIT	TOTAL		
			ESTIMATE	UNIT PRICE	AMOUNT
1	Parking Lot Area "A"	S.Y.	26350	\$ 135.00	\$ 3,557,250.00
2	Parking Lot Area "B"	S.Y.	14290	\$ 135.00	\$ 1,929,150.00
3	Parking Lot Area "C"	S.Y.	9155	\$ 135.00	\$ 1,235,925.00

Estimated quantities and unit costs are for planning purposes only based on aerial imagery and square footages given in Exhibit A of the RFQ.

Total (Less Contingency)	\$	6,722,325.00
Contingency 20%	\$	1,344,465.00
Total (Including Contingency)	\$	8,066,790.00

From: [Daniel Dotson](#)
To: [Blinka, Sonja](#)
Cc: [Bacon, Timothy](#); [Bernardino Tristan](#)
Subject: RE: RFQ 23-05 Civil Engineering Services - Parking Lots & Paved Services
Date: Monday, October 10, 2022 5:00:41 PM

[External email: Use caution with links and attachments]

Sonja,

Please see our response to the additional questions in red below.

Regards,

Daniel A. Dotson, M.E., P.E.
President
Fittz & Shipman, Inc.
409-832-7238 ext. 131
409-988-1511 - Cell
T.B.P.E. Firm #1160 • T.X.L.S. Firm #100186

From: Blinka, Sonja [mailto:sblinka@com.edu]
Sent: Monday, October 10, 2022 12:16 PM
To: Daniel Dotson
Cc: Bacon, Timothy; Bernardino Tristan
Subject: RE: RFQ 23-05 Civil Engineering Services - Parking Lots & Paved Services
Importance: High

Good morning Daniel,

Thank you for submitting the cost proposal. Please respond to the additional questions below as we will be presenting the data to Administration and foresee additional details that may need to be addressed.

Are the proposed fees based on replacement & removal or repairs?

The proposed fees are for a full replacement of the parking lots. Without performing a the initial site assessment we cannot develop an accurate scope of work for only repairs as we do not yet know how extensive the repairs would be.

How long is the proposal valid?

The proposal would be good for 2 years upon authorization.

Does the rate structure change if the Board decides to delay the actual construction, yet move forward with final design drawings?

No, the cost would not change for either the design or construction phase services should the Board decide to delay the construction provided the construction begins within the 2 year window mentioned above.

Does PM services include coordination of RFI's and submittals and contract close-out with the selected construction contractor?

Yes all services related to the construction services including RFI's, Submittals and contract close-out are included in the proposed scope of services in the proposal.

We appreciate your response and look forward to the additional clarifications.

Have a good afternoon,

Sonja Blinka
Director of Purchasing
409-933-8474
sblinka@com.edu

From: Daniel Dotson <ddotson@fittzshipman.com>
Sent: Friday, October 7, 2022 5:10 PM
To: Blinka, Sonja <sblinka@com.edu>
Cc: Bacon, Timothy <tbacon@com.edu>; Bernardino Tristan <btristan@fittzshipman.com>
Subject: RFQ 23-05 Civil Engineering Services - Parking Lots & Paved Services

[External email: Use caution with links and attachments]

Ms. Blinka,

Submitted for your review is the proposal related to the RFQ 23-05 Civil Engineering Services - Parking Lots & Paved Services. We have made some assumptions based on our understanding of the scope of work outlined in the RFQ, information obtained in our interview and conversations with Mr. Bacon. There are many way to approach the project and much of the actual design work related to the parking lots will be developed in the Preliminary Engineering and Concept Plan Phase of the project.

We have also included a rough order of magnitude cost estimate based on the square footage provided in the RFQ. We used average prices of similar projects on a per square yard basis. We have also included a breakdown of our fees into each phase outline in the proposal.

Should you have any questions or concerns, or should you like to discuss the scope of work or proposed fees, please feel free to contact us at any time.

Regards,


Daniel A. Dotson, M.E., P.E.
President


Fittz & Shipman

INC.

Consulting Engineers and Land Surveyors

T.B.P.E. Firm # 1160 • T.X.L.S. Firm #100186

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MINUTE ORDER

To: Board of Trustees

From: Warren Nichols, President

Date: October 12, 2022

Subject: Investment Policy, Investment Strategy, and annual appointment of Investment Officers.

Presented for recommended approval to the Board of Trustees on October 24, 2022.

MINUTE ORDER

Motion to be acted upon: “I move the Board of Trustees accept the College’s Investment Policy CAK (Legal) and CAK (Local), Investment Strategy and Clen Burton, Vice President for Fiscal Affairs, and Trudy Trochesset, Controller, as the College’s Investment Officers.”

PURPOSE

For the Board of Trustees to conduct the annual review and approval of the College’s Investment Policy CAK (Legal) and CAK (Local), Investment Strategy and to approve the Investment Officers.

BACKGROUND

Currently, the College’s surplus funds are invested in available interest-earning checking accounts of the College’s depository bank, and in TexPool and Logic Investment Services for public funds. However, in the future, it is our intent to utilize any of the investment instruments that the Board of Trustees approved in Policy CAK (Local).

ATTACHMENTS

1. Investment Strategy
2. Policy CAK (Legal) and CAK (Local)



Investment Strategy

Assessment of Available Cash Balances for Investment

Operating cash balances are anticipated to remain at a level sufficient to provide for timely payment of expenditures while still earning interest income on the remaining balance. Budget projections for fiscal year 2020-2021 and 2021-2022 indicate surplus cash levels to be invested on a short-term basis, which in one year or less, should remain consistent with the cash flow from the prior year.

Strategy for all Funds

- Investments must be such that both principal and interest are available on a given date to provide for timely payment of expenditures.
- Investment maturities will be matched to cash flow requirements.
- Remaining cash balances in the College's bank accounts or "float" balance draw interest under the terms of the depository contract with respect to interest bearing checking accounts.
- If large and/or long-term cash surpluses exist, other acceptable investments will be pursued to maximize the College's interest earnings. However, preservation and safety of principal will be the priority.

Types of Investments

Currently, the College's surplus funds are invested in available interest-bearing checking accounts of deposit of the College's depository bank, and in TexPool and Logic Investment services for public funds. But in the future, it is our intent to utilize any of the investment instruments that the Board of Trustees approved in Policy CAK (Local) and are listed below:

1. Obligations of, or guaranteed by, governmental entities as permitted by Government Code 256.009.
2. Certificates of deposit and share certificates as permitted by Government Code 2256.010.
3. Fully collateralized repurchase agreements permitted by Government Code 2256.011.
4. A securities lending program as permitted by Government Code 2256.015.
5. Banker's acceptances as permitted by Government Code 2256.012.
6. Commercial paper as permitted by Government Code 2256.013.
7. No-load money market mutual funds and no-load mutual funds as permitted by Government Code 2256.014.
8. A guaranteed investment contract as an investment vehicle for bond proceeds, provided it meets the criteria and eligibility requirements established by Government Code 2256.015.
9. Public fund investment pools as permitted by Government Code 2256.016.

Approved by the Board of Trustees on 10/24/2022

APPROPRIATIONS AND REVENUE SOURCES
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**Public Funds
Investment Act**

A college district must comply with the Public Funds Investment Act, Government Code Chapter 2256.

**Investment
Compliance**

All investments made by investing entities, including college districts, shall comply with Government Code Chapter 2256, Subchapter A, and all federal, state, and local statutes, rules, or regulations. *Gov't Code 2256.026*

Written Policies

The governing body of an investing entity shall adopt by rule, order, ordinance, or resolution, as appropriate, a written investment policy regarding the investment of its funds under its control. The investment policies must be written; primarily emphasize safety of principal and liquidity; and address investment diversification, yield, and maturity and the quality and capability of investment management; and include:

1. A list of the types of authorized investments in which the investing entity's funds may be invested;
2. The maximum allowable stated maturity of any individual investment owned by the entity;
3. For pooled fund groups, the maximum dollar-weighted average maturity allowed based on the stated maturity date of the portfolio;
4. Methods to monitor the market price of investments acquired with public funds;
5. A requirement for settlement of all transactions, except investment pool funds and mutual funds, on a delivery versus payment basis; and
6. Procedures to monitor rating changes in investments acquired with public funds and the liquidation of such investments consistent with the provisions of Government Code 2256.021 [see Loss of Required Rating, below].

Gov't Code 2256.005(a)–(b)

Annual Review

The governing body of an investing entity shall review its investment policy and investment strategies not less than annually. The governing body shall adopt a written instrument by rule, order, ordinance, or resolution stating that it has reviewed the investment policy and investment strategies and that the written instrument so adopted shall record any changes made to either the investment policy or investment strategies. *Education Code 51.0032; Gov't Code 2256.005(e)*

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Investment
Strategies

As an integral part of the investment policy, the governing body shall adopt a separate written investment strategy for each of the funds or group of funds under its control. Each investment strategy must describe the investment objectives for the particular fund using the following priorities in order of importance:

1. Understanding of the suitability of the investment to the financial requirements of the entity;
2. Preservation and safety of principal;
3. Liquidity;
4. Marketability of the investment if the need arises to liquidate the investment before maturity;
5. Diversification of the investment portfolio; and
6. Yield.

Gov't Code 2256.005(d)

Investment Officer

Each investing entity shall designate, by rule, order, ordinance, or resolution, as appropriate, one or more officers or employees as investment officer to be responsible for the investment of its funds consistent with the investment policy adopted by the entity. If the governing body of an investing entity has contracted with another investing entity to invest its funds, the investment officer of the other investing entity is considered to be the investment officer of the first investing entity for purposes of Government Code Chapter 2256. Authority granted to a person to invest an entity's funds is effective until rescinded by the investing entity, until the expiration of the officer's term or the termination of the person's employment by the investing entity, or if an investment management firm, until the expiration of the contract with the investing entity. In the administration of the duties of an investment officer, the person designated as investment officer shall exercise the judgment and care, under prevailing circumstances, that a prudent person would exercise in the management of the person's own affairs, but the governing body of the investing entity retains the ultimate responsibility as fiduciaries of the assets of the investing entity. Unless authorized by law, a person may not deposit, withdraw, transfer, or manage in any other manner the funds of the investing entity. *Gov't Code 2256.005(f)*

Government Code Chapter 2256 does not prohibit an investing entity or investment officer from using the entity's employees or the services of a contractor of the entity to aid the investment officer in the execution of the officer's duties under Government Code Chapter 2256. *Gov't Code 2256.003(c)*

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Investment Training

Initial Training for
Board Members
and Investment
Officer

Each member of the governing board of a state agency and its investment officer shall attend at least one training session relating to the person's responsibilities under Government Code Chapter 2256 within six months after taking office or assuming duties. The Coordinating Board shall provide the training under Government Code 2256.007. The training must include education in:

1. Investment controls;
2. Security risks;
3. Strategy risks;
4. Market risks;
5. Diversification of investment portfolio; and
6. Compliance with Chapter 2256.

Gov't Code 2256.007(a)–(c)

Biennial Training for
Investment Officer

The investment officer shall attend a training session not less than once each state fiscal biennium and may receive training from any independent source approved by the governing body of the state agency. *Gov't Code 2256.007(d)*

Training for
Investment Officer
and Other College
Officials

The treasurer, the chief financial officer if the treasurer is not the chief financial officer, and the investment officer of a local government shall:

1. Attend at least one training session from an independent source approved by the governing body of the local government or a designated investment committee advising the investment officer as provided for in the investment policy of the local government and containing at least ten hours of instruction relating to the treasurer's or officer's responsibilities under Government Code Chapter 2256, Subchapter A within 12 months after taking office or assuming duties; and
2. Attend an investment training session not less than once in a two-year period that begins on the first day of that local government's fiscal year and consists of the two consecutive fiscal years after that date, and receive not less than ten hours of instruction relating to investment responsibilities under Chapter 2256, Subchapter A from an independent source approved by the governing body of the local government or a designated investment committee advising the investment officer as provided for in the investment policy of the local government.

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The training must include education in investment controls, security risks, strategy risks, market risks, diversification of investment portfolio, and compliance with Government Code Chapter 2256.

Gov't Code 2256.008(a), (c)

Standard of Care

Investments shall be made with judgment and care, under prevailing circumstances, that a person of prudence, discretion, and intelligence would exercise in the management of his or her own affairs, not for speculation, but for investment, considering the probable safety of capital and the probable income to be derived. Investment of funds shall be governed by the following objectives in order of priority:

1. Preservation and safety of principal;
2. Liquidity; and
3. Yield.

In determining whether an investment officer has exercised prudence with respect to an investment decision, the following shall be taken into consideration:

1. The investment of all funds, or funds under the entity's control over which the officer had responsibility rather than a consideration as to the prudence of a single investment; and
2. Whether the investment decision was consistent with the written investment policy of the entity.

Gov't Code 2256.006

Personal Interest

An investment officer of an entity who has a personal business relationship with a business organization offering to engage in an investment transaction with the entity shall file a statement disclosing that personal business interest. An investment officer who is related within the second degree by affinity or consanguinity, as determined by Government Code Chapter 573, to an individual seeking to sell an investment to the investment officer's entity shall file a statement disclosing that relationship. A required statement must be filed with the Texas Ethics Commission and the governing body of the entity. For purposes of this policy, an investment officer has a personal business relationship with a business organization if:

1. The investment officer owns ten percent or more of the voting stock or shares of the business organization or owns \$5,000 or more of the fair market value of the business organization;

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2. Funds received by the investment officer from the business organization exceed ten percent of the investment officer's gross income for the previous year; or
3. The investment officer has acquired from the business organization during the previous year investments with a book value of \$2,500 or more for the personal account of the investment officer.

Gov't Code 2256.005(i)

Reports

Quarterly Reports

Not less than quarterly, the investment officer shall prepare and submit to the governing body of the entity a written report of investment transactions for all funds covered by the Public Funds Investment Act for the preceding reporting period. This report shall be presented not less than quarterly to the governing body and the chief executive officer of the entity within a reasonable time after the end of the period. The report must:

1. Describe in detail the investment position of the entity on the date of the report;
2. Be prepared jointly by all investment officers of the entity;
3. Be signed by each investment officer of the entity;
4. Contain a summary statement for each pooled fund group (i.e., each internally created fund of an investing entity in which one or more institutional accounts of the investing entity are invested) that states the:
 - a. Beginning market value for the reporting period;
 - b. Ending market value for the period; and
 - c. Fully accrued interest for the reporting period;
5. State the book value and market value of each separately invested asset at the end of the reporting period by the type of asset and fund type invested;
6. State the maturity date of each separately invested asset that has a maturity date;
7. State the account or fund or pooled group fund in the state agency or local government for which each individual investment was acquired; and
8. State the compliance of the investment portfolio of the state agency or local government as it relates to the investment

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strategy expressed in the agency's or local government's investment policy and relevant provisions of Government Code Chapter 2256.

If the entity invests in other than money market mutual funds, investment pools or accounts offered by its depository bank in the form of certificates of deposit, or money market accounts or similar accounts, the reports prepared by the investment officer under Government Code Chapter 2256 shall be formally reviewed at least annually by an independent auditor, and the result of the review shall be reported to the governing body by that auditor.

Education Code 51.0032; Gov't Code 2256.001, .002 (9), .023

Biennial Report

The investment officer shall prepare a report on Government Code Chapter 2256, Subchapter A and deliver it to the governing body of the state agency no later than the 180th day after the last day of each regular session of the legislature. *Gov't Code 2256.007(d)*

Selection of Broker

The governing body of an entity subject to Government Code Chapter 2256, Subchapter A or a designated investment committee, shall, at least annually, review, revise, and adopt a list of qualified brokers that are authorized to engage in investment transactions with the entity. *Gov't Code 2256.025*

Authorized Investments

Each governing body of a local government or a state agency may purchase, sell, and invest its funds and funds under its control in investments described below, in compliance with investment policies approved by the governing body and according to the standard of care set out in this policy. The governing body of an investing entity may specify in its investment policy that any investment authorized by Government Code Chapter 2256 is not suitable. Investments may be made directly by the governing body or by a nonprofit corporation acting on behalf of the governing body or an investment pool acting on behalf of two or more local governments, state agencies, or a combination of those entities.

In the exercise of these powers, the governing body of an investing entity may contract with an investment management firm registered under the Investment Advisers Act of 1940 (15 U.S.C. Section 80b-1 et seq.) or with the State Securities Board to provide for the investment and management of its public funds or other funds under its control. A contract made for such purpose may not be for a term longer than two years. A renewal or extension of the contract must be made by the governing body of an investing entity by order, ordinance, or resolution.

Gov't Code 2256.003(a)–(b), .005(j)

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Obligations

Except as provided below, the following are authorized investments under the Public Funds Investment Act:

1. Obligations, including letters of credit, of the United States or its agencies and instrumentalities, including the Federal Home Loan Banks;
2. Direct obligations of this state or its agencies and instrumentalities;
3. Collateralized mortgage obligations directly issued by a federal agency or instrumentality of the United States, the underlying security for which is guaranteed by an agency or instrumentality of the United States;
4. Other obligations, the principal and interest of which are unconditionally guaranteed or insured by, or backed by the full faith and credit of, the state of Texas, the United States, or their respective agencies and instrumentalities, including obligations that are fully guaranteed or insured by the Federal Deposit Insurance Corporation (FDIC) or by the explicit full faith and credit of the United States;
5. Obligations of states, agencies, counties, cities, and other political subdivisions of any state rated as to investment quality by a nationally recognized investment rating firm not less than A or its equivalent;
6. Bonds issued, assumed, or guaranteed by the state of Israel;
7. Interest-bearing banking deposits that are guaranteed or insured by:
 - a. The FDIC or its successor; or
 - b. The National Credit Union Share Insurance Fund or its successor; and
8. Interest-bearing banking deposits other than those described by item 7 if:
 - a. The funds invested in the banking deposits are invested through a broker with a main office or branch office in this state that the investing entity selects from a list the governing body or designated investment committee of the entity adopts as required by Government Code 2256.025 or a depository institution with a main office or branch office in this state that the investing entity selects;

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- b. The selected broker or depository institution arranges for the deposit of the funds in the banking deposits in one or more federally insured depository institutions, regardless of where located, for the investing entity's account;
- c. The full amount of the principal and accrued interest of the banking deposits is insured by the United States or an instrumentality of the United States; and
- d. The investing entity appoints as the entity's custodian of the banking deposits issued for the entity's account the selected depository institution, an entity described by Government Code 2257.041(d), or a clearing broker dealer registered with the Securities and Exchange Commission and operating under Securities and Exchange Commission Rule 15c3-3 (17 C.F.R. 240.15c3-3).

Gov't Code 2256.009(a)

The following investments are not authorized:

1. Obligations whose payment represents the coupon payments on the outstanding principal balance of the underlying mortgage-backed security collateral and pays no principal.
2. Obligations whose payment represents the principal stream of cash flow from the underlying mortgage-backed security collateral and bears no interest.
3. Collateralized mortgage obligations that have a stated final maturity date of greater than ten years.
4. Collateralized mortgage obligations the interest rate of which is determined by an index that adjusts opposite to the changes in a market index.

Gov't Code 2256.009(b)

Certificates of
Deposit and Share
Certificates

A certificate of deposit or share certificate is an authorized investment if the certificate is issued by a depository institution that has its main office or a branch office in Texas and is:

1. Guaranteed or insured by the FDIC or its successor or the National Credit Union Share Insurance Fund or its successor;
2. Secured by obligations described by Government Code 2256.009(a) above, including mortgage-backed securities directly issued by a federal agency or instrumentality that have a market value of not less than the principal amount of the

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certificates, but excluding those mortgage-backed securities of the nature described by Section 2256.009(b); or

3. Secured in accordance with Government Code Chapter 2257 or in any other manner and amount provided by law for the deposits of the investing entity.

In addition to the authority to invest funds in certificates of deposit under the previous section, an investment in certificates of deposit made in accordance with the following conditions is an authorized investment under Government Code 2256.010:

1. The funds are invested by an investing entity through a broker that has its main office or a branch office in this state and is selected from a list adopted by the investing entity as required by Government Code 2256.025, or a depository institution that has its main office or a branch office in this state and that is selected by the investing entity;
2. The broker or depository institution selected by the investing entity arranges for the deposit of the funds in certificates of deposit in one or more federally insured depository institutions, wherever located, for the account of the investing entity;
3. The full amount of the principal and accrued interest of each of the certificates of deposit is insured by the United States or an instrumentality of the United States; and
4. The investing entity appoints the depository institution selected by the investing entity under paragraph a above or a clearing broker-dealer registered with the Securities and Exchange Commission and operating pursuant to Securities and Exchange Commission Rule 15c3-3 (17 C.F.R. 240.15c3-3) as custodian for the investing entity with respect to the certificates of deposit issued for the account of the investing entity.

Gov't Code 2256.010

The investment policies may provide that bids for certificates of deposit be solicited orally, in writing, electronically, or in any combination of those methods. *Gov't Code 2256.005(c)*

Repurchase
Agreements

A fully collateralized repurchase agreement is an authorized investment under the Public Funds Investment Act if the repurchase agreement:

1. Has a defined termination date;
2. Is secured by a combination of cash and obligations described by Government Code 2256.009(a)(1) or 2256.013 or, if applicable, 2256.0204;

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3. Requires the securities being purchased by the entity or cash held by the entity to be pledged to the entity, held in the entity's name, and deposited with the entity or a third party selected and approved by the entity; and
4. Is placed through a primary government securities dealer, as defined by the Federal Reserve or a financial institution doing business in Texas.

Notwithstanding any other law, the term of any reverse security repurchase agreement may not exceed 90 days after the date the reverse security repurchase agreement is delivered. Money received by an entity under the terms of a reverse security repurchase agreement shall be used to acquire additional authorized investments, but the term of the authorized investments acquired must mature not later than the expiration date stated in the reverse security repurchase agreement.

Government Code 1371.059(c) applies to the execution of a repurchase agreement by an investing entity.

A "repurchase agreement" means a simultaneous agreement to buy, hold for a specified time, and sell back at a future date obligations described by Section 2256.009(a)(1) or 2256.013 or, if applicable, 2256.0204, at a market value at the time the funds are disbursed of not less than the principal amount of the funds disbursed. The term includes a direct security repurchase agreement and a reverse security repurchase agreement.

Gov't Code 2256.011

Securities Lending
Program

A securities lending program is an authorized investment if:

1. The value of securities loaned must not be less than 100 percent collateralized, including accrued income, and the loan must allow for termination at any time;
2. The loan must be secured by:
 - a. Pledged securities described by Government Code 2256.009;
 - b. Pledged irrevocable letters of credit issued by a bank that is organized and existing under the laws of the United States or any other state and continuously rated by at least one nationally recognized investment rating firm at not less than A or its equivalent; or
 - c. Cash invested in accordance with Government Code 2256.009, 2256.013, 2256.014, or 2256.016;

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3. The terms of the loan require that the securities being held as collateral be pledged to the investing entity, held in the investing entity's name, and deposited at the time the investment is made with the entity or with a third party selected by or approved by the investing entity; and
4. The loan must be placed through a primary government securities dealer, as defined by 5 C.F.R. 6801.102(f), as that regulation existed on September 1, 2003, or a financial institution doing business in this state.

An agreement to lend securities under a securities lending program must have a term of one year or less.

Gov't Code 2256.0115

Banker's
Acceptance

A banker's acceptance is an authorized investment if the banker's acceptance:

1. Has a stated maturity of 270 days or fewer from the date of issuance;
2. Will be, in accordance with its terms, liquidated in full at maturity;
3. Is eligible for collateral for borrowing from a Federal Reserve Bank; and
4. Is accepted by a bank organized and existing under the laws of the United States or any state, if the short-term obligations of the bank, or of a bank holding company of which the bank is the largest subsidiary, are rated not less than A-1 or P-1 or an equivalent rating by at least one nationally recognized credit rating agency.

Gov't Code 2256.012

Commercial Paper

Commercial paper is an authorized investment if the commercial paper:

1. Has a stated maturity of 365 days or fewer from the date of issuance; and
2. Is rated not less than A1-1 or P-1 or an equivalent rating by at least two nationally recognized credit rating agencies, or by one nationally recognized credit rating agency and is fully secured by an irrevocable letter of credit issued by a bank organized and existing under the laws of the United States or any state.

Gov't Code 2256.013

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Mutual Funds

A no-load money market mutual fund is an authorized investment if the mutual fund:

1. Is registered with and regulated by the Securities and Exchange Commission;
2. Provides the investing entity with a prospectus and other information required by the Securities and Exchange Act of 1934 (15 U.S.C. 78a et seq.) or the Investment Company Act of 1940 (15 U.S.C. 80a-1 et seq.); and
3. Complies with federal Securities and Exchange Commission Rule 2a-7 (17 C.F.R. Section 270.2a-7), promulgated under the Investment Company Act of 1940 (15 U.S.C. Section 80a-1 et seq.).

A no-load mutual fund is an authorized investment if the mutual fund:

1. Is registered with the Securities and Exchange Commission;
2. Has an average weighted maturity of less than two years; and
3. Either has a duration of one year or more and is invested exclusively in obligations approved by Government Code Chapter 2256, Subchapter A, regarding authorized investments (Public Funds Investment Act) or has a duration of less than one year and the investment portfolio is limited to investment grade securities, excluding asset-backed securities.

Investments in no-load money market mutual funds shall be limited to the percentages authorized by Government Code 2256.014(c). In addition, the investing entity may not invest any portion of bond proceeds, reserves, and funds held for debt service, in no-load mutual funds.

Gov't Code 2256.014

Guaranteed
Investment
Contracts

A guaranteed investment contract is an authorized investment for bond proceeds if the guaranteed investment contract:

1. Has a defined termination date;
2. Is secured by obligations described by Government Code 2256.009(a)(1), excluding those obligations described by Section 2256.009(b), in an amount at least equal to the amount of bond proceeds invested under the contract; and
3. Is pledged to the entity and deposited with the entity or with a third party selected and approved by the entity.

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Bond proceeds, other than bond proceeds representing reserves and funds maintained for debt service purposes, may not be invested in a guaranteed investment contract with a term longer than five years from the date of issuance of the bonds.

To be eligible as an authorized investment:

1. The governing body of the entity must specifically authorize guaranteed investment contracts as eligible investments in the order, ordinance, or resolution authorizing the issuance of bonds;
2. The entity must receive bids from at least three separate providers with no material financial interest in the bonds from which proceeds were received;
3. The entity must purchase the highest yielding guaranteed investment contract for which a qualifying bid is received;
4. The price of the guaranteed investment contract must take into account the reasonably expected drawdown schedule for the bond proceeds to be invested; and
5. The provider must certify the administrative costs reasonably expected to be paid to third parties in connection with the guaranteed investment contract.

Government Code 1371.059(c) applies to the execution of a guaranteed investment contract by an investing entity.

Gov't Code 2256.015

Investment Pools

A public funds investment pool is an authorized investment if it meets the requirements of Government Code 2256.016 and 2256.019, including that the governing body of the entity authorizes the investment in the particular pool by rule, order, ordinance, or resolution, as appropriate. *Gov't Code 2256.016, .019*

Hedging
Transactions

A hedging transaction is an authorized investment if an eligible entity meets the requirements of Government Code 2256.0206.

"Eligible entity" means a political subdivision, including a college district, that has:

1. A principal amount of at least \$250 million in outstanding long-term indebtedness, long-term indebtedness proposed to be issued, or a combination of outstanding long-term indebtedness and long-term indebtedness proposed to be issued; and
2. Outstanding long-term indebtedness that is rated in one of the four highest rating categories for long-term debt instruments

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by a nationally recognized rating agency for municipal securities, without regard to the effect of any credit agreement or other form of credit enhancement entered into in connection with the obligation.

Gov't Code 2256.0206

Funds from Mineral
Rights

The governing board of a public junior college district may invest funds received by the district from a lease or contract for the management and development of land owned by the district and leased for oil, gas, or other mineral development in any investment authorized to be made by a trustee under Property Code Title 9, Subtitle B (Texas Trust Code).

Funds invested by the governing board of a public junior college district under this section shall be segregated and accounted for separately from other funds of the district.

Gov't Code 2256.0207

Authorized
Investments
Specific to
Institutions of
Higher Education

In addition to the authorized investments permitted by Government Code Chapter 2256, Subchapter A, an institution of higher education may purchase, sell, and invest its funds and funds under its control in the following:

1. Cash management and fixed income funds sponsored by organizations exempt from federal income taxation under Section 501(f), Internal Revenue Code of 1986, 26 U.S.C. Section (f);
2. Negotiable certificates of deposit issued by a bank that has a certificate of deposit rating of at least 1 or the equivalent by a nationally recognized credit rating agency or that is associated with a holding company having a commercial paper rating of at least A-1, P-1, or the equivalent by a nationally recognized credit rating agency; and
3. Corporate bonds, debentures, or similar debt obligations rated by a nationally recognized investment rating firm in one of the two highest long-term rating categories, without regard to gradations within those categories.

Gov't Code 2256.020

Change in Law

Except as provided by Government Code Chapter 2270, an entity is not required to liquidate investments that were authorized investments at the time of purchase. *Gov't Code 2256.017*

Loss of Required
Rating

An investment that requires a minimum rating under Government Code Chapter 2256, Subchapter A does not qualify as an authorized investment during the period the investment does not have the

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minimum rating. An entity shall take all prudent measures that are consistent with its investment policy to liquidate an investment that does not have the minimum rating. *Gov't Code 2256.021*

Investment of Bond Proceeds and Pledged Revenue

The investment officer of a local government, including a college district, may invest bond proceeds or pledged revenue only to the extent permitted by Government Code Chapter 2256, in accordance with:

1. Statutory provisions governing the debt issuance or the agreement, as applicable; and
2. The local government's investment policy regarding the debt issuance or the agreement, as applicable.

"Pledged revenue" means money pledged to the payment of or as security for bonds or other indebtedness issued by a local government; obligations under a lease, installment sale, or other agreement of a local government; or certificates of participation in a debt or obligation.

Gov't Code 2256.0208

Investment of Debt Service Funds

A school district, including a junior college district, may enter into a contract with a term not to exceed seven years to purchase investments with the proceeds of taxes levied or to be levied by the district for the purpose of paying debt service on bonds issued by the district.

A contract under this section may provide for the purchase of investments at a stated yield or yields.

Before entering a contract under this section, a school district must solicit and receive bids from at least three separate providers. The district must accept the qualifying bid that provides for the highest yield investments over the term of the contract.

A contract under this section may provide only for the purchase of an obligation described by Government Code 2256.009(a)(1), other than an obligation described by Government Code 2256.009(b).

Education Code 45.112

General Deposits

The governing board of each institution of higher education may invest the funds received as general deposits authorized by Education Code 54.502 in the manner provided under either Education Code 51.003 or 51.0031. *Education Code 54.5022*

APPROPRIATIONS AND REVENUE SOURCES
INVESTMENTS

CAK
(LEGAL)

**Sellers of
Investments**

A written copy of the investment policy shall be presented to any business organization offering to engage in an investment transaction with an investing entity. For purposes of this section, "business organization" means an investment pool or an investment management firm under contract with an investing entity to invest or manage the entity's investment portfolio that has accepted authority granted by the entity under the contract to exercise investment discretion in regard to the investing entity's funds. The qualified representative of the business organization offering to engage in an investment transaction with an investing entity shall execute a written instrument in a form acceptable to the investing entity and the business organization substantially to the effect that the business organization has:

1. Received and reviewed the investment policy of the entity; and
2. Acknowledged that the business organization has implemented reasonable procedures and controls in an effort to preclude investment transactions conducted between the entity and the organization that are not authorized by the entity's policy, except to the extent that this authorization is dependent on an analysis of the makeup of the entity's entire portfolio, requires an interpretation of subjective investment standards, or relates to investment transactions of the entity that are not made through accounts or other contractual arrangements over which the business organization has accepted discretionary investment authority.

The investment officer of an entity may not acquire or otherwise obtain any authorized investment described in the investment policy of the investing entity from a business organization that has not delivered to the entity the instrument described above.

Gov't Code 2256.005(k)-(l)

Donations

Government Code Chapter 2256, Subchapter A does not apply to an investment donated to an investing entity for a particular purpose or under terms of use specified by the donor. *Gov't Code 2256.004(b)*

**Electronic Funds
Transfer**

Any local government, including a college district, may use electronic means to transfer or invest all funds collected or controlled by the local government. *Gov't Code 2256.051*

Private Auditor

Notwithstanding any other law, a state agency, including a college district, shall employ a private auditor if authorized by the legislative audit committee either on the committee's initiative or on request of the governing body of the agency. *Gov't Code 2256.052*

APPROPRIATIONS AND REVENUE SOURCES
INVESTMENTS

CAK
(LOCAL)

Investment Authority The College President or other person designated by Board resolution shall serve as the investment officer of the College District and shall invest College District funds as directed by the Board and in accordance with the College District's written investment policy and generally accepted accounting procedures. All investment transactions except investment pool funds and mutual funds shall be settled on a delivery versus payment basis.

Approved Investment Instruments From those investments authorized by law and described further in CAK(LEGAL) under Authorized Investments, the Board shall permit investment of College District funds, including bond proceeds and pledged revenue to the extent allowed by law, in only the following investment types, consistent with the strategies and maturities defined in this policy:

1. Obligations of, or guaranteed by, governmental entities as permitted by Government Code 2256.009.
2. Certificates of deposit and share certificates as permitted by Government Code 2256.010.
3. Fully collateralized repurchase agreements permitted by Government Code 2256.011.
4. A securities lending program as permitted by Government Code 2256.0115.
5. Banker's acceptances as permitted by Government Code 2256.012.
6. Commercial paper as permitted by Government Code 2256.013.
7. No-load mutual funds, except for bond proceeds, and no-load money market mutual funds as permitted by Government Code 2256.014.
8. A guaranteed investment contract as an investment vehicle for bond proceeds, provided it meets the criteria and eligibility requirements established by Government Code 2256.015.
9. Public funds investment pools as permitted by Government Code 2256.016.
10. Cash management and fixed income funds as permitted by Government Code 2256.020.
11. Negotiable certificates of deposit as permitted by Government Code 2256.020.
12. Corporate bonds, debentures, or similar debt obligations as permitted by Government Code 2256.020.

APPROPRIATIONS AND REVENUE SOURCES
INVESTMENTS

CAK
(LOCAL)

Safety	<p>The primary goal of the investment program is to ensure safety of principal, to maintain liquidity, and to maximize financial returns within current market conditions in accordance with this policy. Investments shall be made in a manner that ensures the preservation of capital in the overall portfolio, and offsets during a 12-month period any market price losses resulting from interest-rate fluctuations by income received from the balance of the portfolio. No individual investment transaction shall be undertaken that jeopardizes the total capital position of the overall portfolio.</p>
Investment Management	<p>In accordance with Government Code 2256.005(b)(3), the quality and capability of investment management for College District funds shall be in accordance with the standard of care, investment training, and other requirements set forth in Government Code Chapter 2256.</p>
Liquidity and Maturity	<p>Any internally created pool fund group of the College District shall have a maximum dollar weighted maturity of 180 days. The maximum allowable stated maturity of any other individual investment owned by the College District shall not exceed one year from the time of purchase. The Board may specifically authorize a longer maturity for a given investment, within legal limits.</p> <p>The College District's investment portfolio shall have sufficient liquidity to meet anticipated cash flow requirements.</p>
Diversity	<p>The investment portfolio shall be diversified in terms of investment instruments, maturity scheduling, and financial institutions to reduce risk of loss resulting from overconcentration of assets in a specific class of investments, specific maturity, or specific issuer.</p>
Monitoring Market Prices	<p>The investment officer shall monitor the investment portfolio and shall keep the Board informed of significant changes in the market value of the College District's investment portfolio. Information sources may include financial/investment publications and electronic media, available software for tracking investments, depository banks, commercial or investment banks, financial advisers, and representatives/advisers of investment pools or money market funds. Monitoring shall be done at least quarterly, as required by law, and more often as economic conditions warrant by using appropriate reports, indices, or benchmarks for the type of investment.</p>
Monitoring Rating Changes	<p>In accordance with Government Code 2256.005(b), the investment officer shall develop a procedure to monitor changes in investment ratings and to liquidate investments that do not maintain satisfactory ratings.</p>

APPROPRIATIONS AND REVENUE SOURCES
INVESTMENTS

CAK
(LOCAL)

Funds / Strategies	Investments of the following fund categories shall be consistent with this policy and in accordance with the applicable strategy defined below. All strategies described below for the investment of a particular fund should be based on an understanding of the suitability of an investment to the financial requirements of the College District and consider preservation and safety of principal, liquidity, marketability of an investment if the need arises to liquidate before maturity, diversification of the investment portfolio, and yield.
Operating Funds	Investment strategies for operating funds (including any commingled pools containing operating funds) shall have as their primary objectives preservation and safety of principal, investment liquidity, and maturity sufficient to meet anticipated cash flow requirements.
Custodial Funds	Investment strategies for custodial funds shall have as their primary objectives preservation and safety of principal, investment liquidity, and maturity sufficient to meet anticipated cash flow requirements.
Debt Service Funds	Investment strategies for debt service funds shall have as their primary objective sufficient investment liquidity to timely meet debt service payment obligations in accordance with provisions in the bond documents. Maturities longer than one year are authorized provided legal limits are not exceeded.
Capital Project Funds	Investment strategies for capital project funds shall have as their primary objective sufficient investment liquidity to timely meet capital project obligations. Maturities longer than one year are authorized provided legal limits are not exceeded.
Safekeeping and Custody	The College District shall retain clearly marked receipts providing proof of the College District's ownership. The College District may delegate, however, to an investment pool the authority to hold legal title as custodian of investments purchased with College District funds by the investment pool.
Sellers of Investments	<p>Prior to handling investments on behalf of the College District, a broker/dealer or a qualified representative of a business organization must submit required written documents in accordance with law.</p> <p>Representatives of brokers/dealers shall be registered with the Texas State Securities Board and must have membership in the Securities Investor Protection Corporation (SIPC), and be in good standing with the Financial Industry Regulatory Authority (FINRA).</p>
Soliciting Bids for CDs	In order to get the best return on its investments, the College District may solicit bids for certificates of deposit in writing, by telephone, or electronically, or by a combination of these methods.

APPROPRIATIONS AND REVENUE SOURCES
INVESTMENTS

CAK
(LOCAL)

Interest Rate Risk

To reduce exposure to changes in interest rates that could adversely affect the value of investments, the College District shall use final and weighted-average-maturity limits and diversification.

The College District shall monitor interest rate risk using weighted average maturity and specific identification.

Internal Controls

A system of internal controls shall be established and documented in writing and must include specific procedures designating who has authority to withdraw funds. Also, they shall be designed to protect against losses of public funds arising from fraud, employee error, misrepresentation by third parties, unanticipated changes in financial markets, or imprudent actions by employees and officers of the College District. Controls deemed most important shall include:

1. Separation of transaction authority from accounting and recordkeeping and electronic transfer of funds.
2. Avoidance of collusion.
3. Custodial safekeeping.
4. Clear delegation of authority.
5. Written confirmation of telephone transactions.
6. Documentation of dealer questionnaires, quotations and bids, evaluations, transactions, and rationale.
7. Avoidance of bearer-form securities.

These controls shall be reviewed by the College District's independent auditing firm.

Annual Review

The Board shall review this investment policy and investment strategies not less than annually and shall document its review in writing, which shall include whether any changes were made to either the investment policy or investment strategies.

Annual Audit

In conjunction with the annual financial audit, the College District shall perform a compliance audit of management controls on investments and adherence to the College District's established investment policies.

Monthly Financial Report

Cash Situation

(in millions)

Gross cash balance at the end of month:	\$16.2
Less pending I&S payments:	(\$0)
Net unrestricted cash:	<u>\$16.2</u>
Minimum required cash :	\$7.1
Excess cash above minimum:	\$9.1

Unaudited Operations Year to Date *(in millions)*

Revenues

Budget:	\$38.0
Actual:	\$4.0

Expense

Budget:	\$38.0
Actual:	\$2.5

(7% Spent at 8% of year)



PRESIDENT'S OFFICE

MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: October 13, 2022
Subject: Monthly Financial & Investment Reports

AGENDA ITEM DESCRIPTION:

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



INVESTMENT REPORT
For the Month Ended September 2022

Investment discussion:

College of the Mainland earned \$80,145 for the month of September on its short-term investments in TexPool & Logic for a total of \$80,145 investment interest earned fiscal year to date. The College earned an additional \$0, fiscal year to date, from interest-bearing checking accounts. In total, the College earned \$80,145 interest for the fiscal year to date period ending September: TexPool - \$34,378 Logic 20 - \$45,766, and TFB - \$0.

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 September 2022

Investment	COM Fund	Balance Beginning of Month	Increases	Decreases	Interest Earned	Balance End of Month	Average Balance	Annualized Average Interest Rate
Operating	11	\$ 18,927,443	\$ -	\$ 2,750,000	34,325	16,211,768	17,311,920	2.379%
Moody	41	26,736	-	-	53	26,789	26,737	2.381%
Totals		\$ 18,954,178	\$ -	\$ 2,750,000	\$ 34,378	\$ 16,238,557	\$ 17,338,658	

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

Logic (Hilltop Securities) Investments for September 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	\$ 23,287,802	\$ -	\$ 2,451,913	45,766	20,881,655	22,578,631	2.432%
Totals		\$ 23,287,802	\$ -	\$ 2,451,913	\$ 45,766	\$ 20,881,655	\$ 22,578,631	
Totals		\$ 42,241,980	\$ -	\$ 5,201,913	\$ 80,145	\$ 37,120,212	\$ 39,917,289	

Unrestricted Fund (Unaudited)

Summary of Revenue

	<u>Current Actual</u>	<u>2022-23 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	(2,405,724)	(4,577,000)	(2,171,276)	53%	(2,208,530)	(197,194)
Tuition-non-credit	(86,037)	(1,176,000)	(1,089,963)	7%	(185,971)	99,934
Exemptions and waivers	597,268	1,248,000	650,732	48%	619,893	(22,626)
Registration fees	(1,092,051)	(2,016,000)	(923,949)	54%	(1,010,674)	(81,377)
Other fees	(39,236)	(154,000)	(114,764)	25%	(22,603)	(16,633)
Grant revenue	(30,758)	(152,000)	(121,242)	20%	(8,617)	(22,141)
Sales and service revenue	(8,974)	(995,000)	(986,026)	1%	(17,012)	8,037
Miscellaneous revenue	(14,666)	(269,000)	(254,334)	5%	(12,468)	(2,198)
TPEG transfer in/out	0	465,000	465,000	0%	0	0
<u>Totals for Operating revenue</u>	<u>(3,080,179)</u>	<u>(7,626,000)</u>	<u>(4,545,821)</u>	<u>40%</u>	<u>(2,845,981)</u>	<u>(234,197)</u>
Non-operating revenue						
State appropriation-Academic	(797,898)	(6,649,121)	(5,851,223)	12%	(797,898)	0
Property tax revenue	(72,357)	(23,751,572)	(23,679,215)	0%	(86,752)	14,395
Interest revenue	(34,326)	(450,000)	(415,674)	8%	(425)	(33,901)
FTZ reimbursement	0	(534,307)	(534,307)	0%	0	0
Renew & replace transfer out	0	1,011,000	1,011,000	0%	0	0
<u>Totals for Non-operating revenue</u>	<u>(904,580)</u>	<u>(30,374,000)</u>	<u>(29,469,420)</u>	<u>3%</u>	<u>(885,075)</u>	<u>(19,506)</u>
<u>Total Revenue</u>	<u>(3,984,759)</u>	<u>(38,000,000)</u>	<u>(34,015,241)</u>	<u>10%</u>	<u>(3,731,056)</u>	<u>(253,703)</u>

Unrestricted Fund (Unaudited)

Summary of Expense

	<u>Current Actual</u>	<u>2022-23 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	592,677	7,519,717	6,927,040	8%	600,600	(7,924)
Admin full-time	140,883	1,613,876	1,472,993	9%	134,490	6,393
Professional full-time	579,248	7,698,881	7,119,633	8%	597,580	(18,332)
Classified full-time	0	4,073,981	4,073,981	0%	316,297	(316,297)
Part-time	18,752	3,782,434	3,763,682	0%	15,013	3,739
Salary increase	0	570,000	570,000	0%	0	0
Vacancy savings	0	(1,923,260)	(1,923,260)	0%	0	0
Totals for Salary and wages	<u>1,331,560</u>	<u>23,335,629</u>	<u>22,004,069</u>	<u>6%</u>	<u>1,663,980</u>	<u>(332,421)</u>
Benefits						
Benefits	329,671	4,282,634	3,952,963	8%	459,304	(129,633)
Totals for Benefits	<u>329,671</u>	<u>4,282,634</u>	<u>3,952,963</u>	<u>8%</u>	<u>459,304</u>	<u>(129,633)</u>
Operating expenses						
Contract services	558,363	3,241,742	2,683,380	17%	559,705	(1,342)
Legal	0	25,020	25,020	0%	0	0
Operations	4,298	789,637	785,339	1%	2,351	1,947
Utilities and Rent	149,544	2,490,243	2,340,699	6%	74,563	74,982
Postage, printing, and supplies	54,234	1,329,761	1,275,527	4%	77,652	(23,418)
Bank fees	4,873	90,100	85,227	5%	1,078	3,795
Capital outlay & leases	3,799	75,260	71,460	5%	4,833	(1,034)
Insurance	12,847	1,992,977	1,980,130	1%	12,491	356
Public rel, marketing and advert	5,552	261,457	255,904	2%	350	5,202
Misc.	93,570	388,982	295,412	24%	88,262	5,309
Reimbursement from Others	0	(303,442)	(303,442)	0%	0	0
Totals for Operating expenses	<u>887,081</u>	<u>10,381,737</u>	<u>9,494,656</u>	<u>9%</u>	<u>821,284</u>	<u>65,797</u>

Unrestricted Fund (Unaudited)

<u>Total Expense</u>	<u>2,548,312</u>	<u>38,000,000</u>	<u>35,451,688</u>	<u>7%</u>	<u>2,944,569</u>	<u>(396,257)</u>
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Unrestricted Fund (Unaudited)

Summary of Fund Bal

	<u>Current Actual</u>	<u>2022-23 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	13,352	0	(13,352)	0%	0	13,352
<u>Totals for Salary and wages</u>	<u>13,352</u>	<u>0</u>	<u>(13,352)</u>	<u>0%</u>	<u>0</u>	<u>13,352</u>
Benefits						
Benefits	2,502	0	(2,502)	0%	0	2,502
<u>Totals for Benefits</u>	<u>2,502</u>	<u>0</u>	<u>(2,502)</u>	<u>0%</u>	<u>0</u>	<u>2,502</u>
Operating expenses						
Contract services	32,957	0	(32,957)	0%	7,497	25,460
Operations	0	0	0	0%	5,059	(5,059)
<u>Totals for Operating expenses</u>	<u>32,957</u>	<u>0</u>	<u>(32,957)</u>	<u>0%</u>	<u>12,556</u>	<u>20,402</u>
<u>Total Fund Bal</u>	<u>48,811</u>	<u>0</u>	<u>(48,811)</u>	<u>0%</u>	<u>12,556</u>	<u>36,255</u>



Unrestricted Fund (Unaudited)

	<u>Current Actual</u>	<u>2022-23 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	0	19,400	19,400	0%	0	0
Campus Police	39,752	703,304	663,552	6%	63,756	(24,004)
Gen Institution	43,025	315,484	272,459	14%	38,236	4,789
Information Technology Serv	570,276	2,249,253	1,678,977	25%	613,144	(42,869)
Internal Audit	0	150,000	150,000	0%	0	0
OPEAR	43,022	443,414	400,392	10%	32,069	10,953
Presidents Office	48,606	520,180	471,575	9%	51,175	(2,569)
Self Study SACS	88	10,000	9,912	1%	0	88
Staff Attorney	18,583	173,307	154,724	11%	21,484	(2,901)
Totals for President	<u>763,352</u>	<u>4,584,342</u>	<u>3,820,990</u>	<u>17%</u>	<u>819,864</u>	<u>(56,512)</u>
<u>Summary for VP Fiscal Affairs</u>						
Central Mail	15,084	171,267	156,183	9%	8,404	6,680
Custodial Services	14,974	307,096	292,122	5%	30,060	(15,085)
Facilities	159,919	4,576,569	4,416,650	3%	128,972	30,947
Financial Services	38,782	877,171	838,389	4%	79,936	(41,154)
Grounds	761	110,561	109,800	1%	5,007	(4,245)
Human Resources	51,999	665,463	613,464	8%	53,158	(1,159)
Purchasing	24,424	250,536	226,112	10%	23,439	984
Records Mgmt	345	20,952	20,607	2%	2,467	(2,122)
Reimbursement	0	(303,442)	(303,442)	0%	0	0
Salary Savings	0	(1,923,260)	(1,923,260)	0%	0	0
Staff Benefits	58,569	4,578,330	4,519,761	1%	90,572	(32,003)
Tax Admin	0	232,631	232,631	0%	0	0
Utilities	0	1,397,000	1,397,000	0%	0	0

Unrestricted Fund (Unaudited)

	<u>Current Actual</u>	<u>2022-23 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>
Vehicle Operations	1,546	101,985	100,439	2%	6,843	(5,296)
VP College & Fin Svcs	17,474	193,148	175,674	9%	16,820	654
<u>Totals for VP Fiscal Affairs</u>	<u>383,879</u>	<u>11,256,008</u>	<u>10,872,129</u>	<u>3%</u>	<u>445,678</u>	<u>(61,799)</u>
<u>Summary for VP Institutional Advancement</u>						
COM Foundation Dept	10,342	100,717	90,375	10%	16,980	(6,639)
Marketing and Communications	46,826	854,124	807,298	5%	71,544	(24,718)
VP Institutional Advancement	56,534	530,193	473,659	11%	59,456	(2,923)
<u>Totals for VP Institutional Advancement</u>	<u>113,701</u>	<u>1,485,034</u>	<u>1,371,332</u>	<u>8%</u>	<u>147,981</u>	<u>(34,280)</u>
<u>Summary for VP Instruction</u>						
Acad Succ Re/Wr	68,530	704,226	635,696	10%	65,596	2,934
Accting-Credit	5,949	58,958	53,009	10%	6,240	(291)
Adm-C.I.D.T.	892	69,765	68,873	1%	5,598	(4,706)
Adm-Cont Ed	21,198	473,670	452,472	4%	28,759	(7,561)
Adm-Ind Tech	708	8,042	7,333	9%	707	1
Adm-Instruct	793	73,175	72,382	1%	5,379	(4,585)
Adm-Perf & Vis Arts	1,636	66,318	64,682	2%	2,984	(1,348)
Adm-Pub Svc Ed	5,492	104,915	99,422	5%	6,620	(1,127)
Adm-Science	1,066	66,087	65,021	2%	4,288	(3,222)
Adm-Soc Sci	1,783	74,991	73,208	2%	6,804	(5,021)
Adult Education	10,931	196,892	185,961	6%	19,284	(8,353)
Allied Health CE	0	241,281	241,281	0%	18,804	(18,804)
Art	20,058	218,611	198,553	9%	20,362	(303)
Art Gallery	0	5,750	5,750	0%	4,847	(4,847)
Biol & Nutrition	63,842	603,176	539,334	11%	64,321	(479)
C.I.S.	6,673	63,411	56,737	11%	6,168	505
Chemistry	13,094	146,935	133,841	9%	14,030	(936)
Child Develop	6,440	62,716	56,276	10%	6,733	(293)

Unrestricted Fund (Unaudited)

	<u>Current Actual</u>	<u>2022-23 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>
Cmnty Theater	21,213	367,085	345,872	6%	24,766	(3,553)
Collegiate H.S.-CR	9,949	141,591	131,641	7%	14,077	(4,127)
Cosmetology	41,665	523,065	481,400	8%	51,762	(10,096)
Criminal Justice	6,673	67,681	61,008	10%	6,873	(199)
Dean Cont Ed	12,205	135,311	123,106	9%	11,854	351
Dean Gen Ed	13,060	186,668	173,607	7%	16,828	(3,768)
Distance Ed	33,815	388,883	355,068	9%	45,594	(11,779)
Drafting	6,630	59,573	52,942	11%	5,666	964
Dual Credit Dept	3,094	136,375	133,282	2%	14,399	(11,305)
Economics	6,710	68,114	61,405	10%	7,211	(501)
EMS-Credit	14,465	176,244	161,780	8%	15,853	(1,388)
Engineering	1,668	237	(1,432)	705%	0	1,668
Fire Tech	8,246	122,293	114,047	7%	7,874	372
Firearms Acad	0	39,950	39,950	0%	0	0
Foreign Lang	6,081	62,357	56,276	10%	6,151	(70)
Gen Bus-Credit	13,804	121,585	107,781	11%	12,770	1,034
Geology	96	55,851	55,755	0%	5,467	(5,371)
Government	27,080	269,831	242,751	10%	27,810	(730)
Graphic Arts	6,316	65,568	59,251	10%	6,458	(142)
Health and PE Credit	12,125	120,650	108,525	10%	12,584	(459)
Health Info Mgmt	15,241	249,967	234,726	6%	18,429	(3,189)
Hist & Geog	19,087	218,162	199,075	9%	19,439	(351)
Humanities	13,465	187,413	173,948	7%	19,594	(6,129)
Instr Tech Department	12,951	227,927	214,976	6%	14,062	(1,111)
Instr Tech Lab Mgrs	605	130,589	129,984	0%	13,943	(13,339)
Law Enforcement	3,078	73,354	70,276	4%	4,139	(1,061)
Law Enforcemnt-NonCR	3,078	1,367	(1,711)	225%	3,579	(501)
LC Ctr Admin	106	20,800	20,694	1%	0	106

Unrestricted Fund (Unaudited)

	<u>Current</u> <u>Actual</u>	<u>2022-23</u> <u>Budget</u>	<u>Budget</u> <u>Remaining</u>	<u>Budget</u> <u>Pct.YTD</u>	<u>Prior Year to</u> <u>Actual</u>	<u>Curr. vs Prior</u> <u>Year to Year</u>
Library	68,039	648,554	580,514	10%	78,062	(10,023)
Management	0	0	0	0%	0	0
Massage Therapy	0	7,900	7,900	0%	0	0
Math	59,829	630,907	571,077	9%	61,138	(1,309)
Medical Assistant	6,059	92,181	86,121	7%	6,291	(232)
Music	24,404	246,444	222,041	10%	22,536	1,868
Networking	5,531	58,478	52,948	9%	5,228	302
Nursing Administration	142,317	578,378	436,062	25%	28,894	113,423
Nursing-AD	0	1,130,913	1,130,913	0%	100,580	(100,580)
Nursing-VN	0	286,178	286,178	0%	28,706	(28,706)
Pharmacy Tech	7,408	82,357	74,949	9%	7,975	(567)
Philosophy	2,297	305	(1,992)	753%	2,328	(31)
Physics	6,585	73,121	66,536	9%	7,023	(438)
Process Tech	34,903	509,419	474,515	7%	36,231	(1,328)
Prof Develop Acad	0	9,000	9,000	0%	0	0
Psychology	28,965	293,246	264,281	10%	29,246	(281)
Radiography	0	1,800	1,800	0%	0	0
Safety-CR	7,039	72,208	65,169	10%	9,286	(2,248)
Senior Adult Dept	9,635	211,993	202,358	5%	18,292	(8,657)
Social Science Non CR	2,297	58,330	56,033	4%	2,328	(31)
Sociology	0	55,951	55,951	0%	5,669	(5,669)
Speaking,Reading,Writing	28,017	514,464	486,447	5%	27,034	983
Theater Arts-Credit	8,921	58,575	49,654	15%	9,124	(203)
Thermal Tech-NonCR	1,739	27,309	25,570	6%	63	1,677
VP Instruction	31,594	3,101,827	3,070,232	1%	39,176	(7,582)
Welding-Cred	29,696	405,555	375,859	7%	27,323	2,373
<u>Totals for VP Instruction</u>	<u>1,046,872</u>	<u>16,612,803</u>	<u>15,565,930</u>	<u>6%</u>	<u>1,227,240</u>	<u>(180,368)</u>

Unrestricted Fund (Unaudited)

	<u>Current Actual</u>	<u>2022-23 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>Summary for VP of Instruction</u>						
Allied Health Admin	799	12,037	11,238	7%	776	23
CE-CAN Program	0	11,280	11,280	0%	6,238	(6,238)
CE-CPR	0	2,310	2,310	0%	0	0
CE-Dental	0	10,656	10,656	0%	0	0
Nursing - BSN	0	0	0	0%	0	0
Program Development	9,577	246,543	236,966	4%	7,887	1,690
<u>Totals for VP of Instruction</u>	<u>10,376</u>	<u>282,825</u>	<u>272,449</u>	<u>4%</u>	<u>14,901</u>	<u>(4,525)</u>
<u>Summary for VP Student Services</u>						
Admissions	13,724	275,402	261,678	5%	30,952	(17,228)
Advise Center	42,164	623,786	581,622	7%	64,006	(21,843)
Career & Placement	7,110	115,226	108,116	6%	7,366	(257)
Enrollment Mgmt	249	72,381	72,132	0%	8,226	(7,977)
Facilities & Student Recreat	1,237	114,140	112,903	1%	413	824
Judicial Affairs	13,570	194,918	181,348	7%	17,880	(4,311)
Multicultural Department	0	12,500	12,500	0%	0	0
Recruitment	30,958	577,876	546,918	5%	33,264	(2,306)
Stu Financial Svcs	37,055	558,777	521,722	7%	45,589	(8,534)
Stu Organizations	19,574	305,387	285,814	6%	23,085	(3,512)
Student Graduation	6,278	74,080	67,802	8%	0	6,278
Svcs-Disab Students	0	36,304	36,304	0%	3,869	(3,869)
Testing	14,047	352,496	338,449	4%	16,725	(2,678)
Veteran Affairs	13,199	168,370	155,171	8%	12,653	545
VP Student Services	30,967	297,344	266,377	10%	24,875	6,092
<u>Totals for VP Student Services</u>	<u>230,131</u>	<u>3,778,988</u>	<u>3,548,856</u>	<u>6%</u>	<u>288,905</u>	<u>(58,774)</u>
<u>Totals for Expense</u>	<u>2,548,312</u>	<u>38,000,000</u>	<u>35,451,688</u>	<u>7%</u>	<u>2,944,569</u>	<u>(396,257)</u>

Unrestricted Fund (Unaudited)

	<u>Current Actual</u>	<u>2022-23 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>Fund Bal by Division</u>						
<u>Summary for VP Fiscal Affairs</u>						
Fund Balance - Institutional Support	24,792	0	(24,792)	0%	5,059	19,733
Fund Balance - Instruction	24,019	0	(24,019)	0%	0	24,019
Fund Balance - Student Services	0	0	0	0%	7,497	(7,497)
<u>Totals for VP Fiscal Affairs</u>	<u>48,811</u>	<u>0</u>	<u>(48,811)</u>	<u>0%</u>	<u>12,556</u>	<u>36,255</u>
<u>Totals for Fund Bal</u>	<u>48,811</u>	<u>0</u>	<u>(48,811)</u>	<u>0%</u>	<u>12,556</u>	<u>36,255</u>
<u>Totals for Report</u>	<u>2,597,122</u>	<u>38,000,000</u>	<u>35,402,878</u>		<u>2,957,124</u>	<u>(360,002)</u>



REPORT TO THE COMMUNITY 2021-22



COM
College of *the* Mainland.



STUDENT SUCCESS IS GOAL #1





MESSAGE FROM THE PRESIDENT:

A SEASON OF TRANSFORMATION

Dear College of the Mainland Community,

Transformation is a powerful thing. Every day I witness our students embark on a profound journey as they enter our classrooms to learn and leave ready to serve and make the world around them a better place. While this transformation is nothing short of life-changing for our students, it also paints a broader picture of the renewed spirit of the College of the Mainland learning experience.

In launching our most recent strategic plan, we recognized that we're entering a new era of higher education. Our community is rapidly evolving, and we too need to be constantly adapting to prepare our students to lead this charge. That's why we're taking bold steps to better serve the growing needs of our students and community. Whether that's through innovative programs that inspire students to unlock their passions or dynamic facilities advancing educational excellence for the next generation of learners, we are proud to be ushering in this exciting new season of transformation and change.

The community college that we all may have once known is changing right before our very eyes as we evolve to keep pace with current learning standards, the progressing needs of our community and local economy, and the dynamic growth of the region. With new businesses and industries moving in, the need for skilled workers is on a steady rise. COM is responding to that demand in a major way through our new state-of-the-art Science, Technology, Engineering, Arts and Mathematics (STEAM) and Industrial Career Building (ICB). Housing innovative and advanced technologies – such as our brand-new Process Technology (PTEC) glycol separation unit (GSU) and nursing simulation labs, just to name a few – these new facilities offer a dynamic learning and training environment that is attractive and responsive to local industry and workforce needs.

Looking toward the job market of the future, we understand the need to provide high-quality and innovative learning options is paramount. Accordingly, several new programs have recently launched or are on the horizon. Most notably, we recently launched our first of five approved baccalaureate degrees, the RN (Registered Nurse) to Bachelor of Science Degree in Nursing (BSN). We are also excited to now offer an Associate of Science (AS) degree in both chemical and mechanical engineering and an Associate of Applied Science (AAS) in Cybersecurity. The College will also be expanding its allied health offerings to include Radiology and Surgical Technician programs.

I hope this work inspires you just as much as it inspires me, as it demonstrates our steadfast commitment to our vision of serving as a valued and vital community partner by enriching our community and preparing our students to thrive in a diverse, dynamic and global environment.

Looking toward the future, I am thrilled to experience this new journey with you. We have new leaders, new buildings and new programs. We have transformation. And while that transformation is bold, we're only getting started. By providing a high-quality and innovative educational experience, our college community will be better, stronger and ready to reach limitless potential.

Read on to experience the transformation!

Sincerely,

Dr. Warren Nichols
President, College of the Mainland





MISSION

College of the Mainland is a learning-centered, comprehensive community college dedicated to student success and the intellectual and economic enrichment of the diverse communities we serve.

VISION

College of the Mainland will be a valued and vital community partner by enriching our community and preparing our students to thrive in a diverse, dynamic and global environment.

STRATEGIC GOALS

- Student Success
- Employee Success
- Facility Improvement

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OPENING DOORS PROMISE SCHOLARSHIP

CLASS OF 2023

TWO YEARS. NO TUITION. LIKE, FOR REAL.

The Opening Doors Promise Scholarship is a last-dollar scholarship opportunity that covers the cost of tuition and fees for up to two full years for any eligible recent high school graduate, including Class of 2023, pursuing full-time studies at COM. Participating students can earn an associate degree or complete a workforce training certificate program.

Participating Communities

- Texas City
- La Marque
- Hitchcock
- Dickinson
- Santa Fe

Learn more at com.edu/promise



Questions?

Contact COM's Financial Aid Office at 409-933-8274 or finaid@com.edu.

Opening Doors One Student at a Time

Facing the financial challenges of pursuing higher education is a tough reality for many college students. College of the Mainland is helping to alleviate that burden through its tuition-free college initiative, the Opening Doors Promise Scholarship. Since launching last year, the scholarship enrolled 248 new Promise students representing the cities within COM's taxing district. Check out what one student has to say about taking her first step toward a promising tomorrow:

Devyn Cook

Santa Fe High School, Class of 2021

"The Promise Scholarship has graciously given me the opportunity to further my education. Since I fall between the lines of my parents making too much money to qualify for aid and not making enough to pay for college out of pocket, this scholarship has opened the door for me to be on the path I've always wanted to be on. I will forever be grateful for the opportunity to better myself and my future."



College of the Mainland les promete matrícula gratuita a los estudiantes que se graduarán de bachillerato o que recientemente obtuvieron un GED. Para obtener más información, vaya a WWW.COM.EDU/PROMESA

OPENING DOORS PROMISE SCHOLARSHIP

STUDENTS BY CITY

Fall 2021

	Promise Cohort	COM Applicants Eligible for Promise	Percent of Applicants in Cohort
Dickinson	83	246	34%
Hitchcock	9	50	18%
La Marque	19	92	21%
Santa Fe	35	122	29%
Texas City	79	300	26%
Other*	32		
Grand Total	257	340	31%

* "Other" figures represents outlier scenarios involving students who were admitted as Promise students.

Fall 2022

	Promise Cohort	COM Applicants Eligible for Promise	Percent of Applicants in Cohort	Year-to-Year Growth
Dickinson	120	301	40%	6%
Hitchcock	14	45	31%	13%
La Marque	33	141	23%	2%
Santa Fe	66	124	53%	24%
Texas City	119	351	34%	8%
Other*	8			
Grand Total	360	966	37%	6%

* "Other" figures represents outlier scenarios involving students who were admitted as Promise students.



We're *"people people"* who remain committed to breaking down barriers to support the diverse needs of our students and the community that we serve. While finding time to give back can be challenging for some, that spirit of compassion highlights the very essence of the College of the Mainland experience – neighbors helping neighbors.

COM

in the community

Here's a snapshot of how COM has been serving the community on campus and beyond.

Community Resource Center ▶

As a community-centered learning institution, College of the Mainland has launched its new Community Resource Center. With access to the right resources and services, our students and community thrive and are better equipped to meet their personal and educational goals.

In partnership with a robust network of local agencies, the one-stop shop of essential resources will support students, employees and community members in the areas of mental health, food and housing assistance and education services.

All services offered are free to any faculty, staff, students or community members who qualify. To learn more, visit com.edu/crc.

COMPeers ▶

Since the College of the Mainland Positive Engagement for Excellence and Real Success (COMPeers) was formed in 2013, the employee volunteer organization has continuously worked throughout the years to support the COM community and neighboring agencies through a variety of volunteering and fundraising efforts. This year, the group has supported the following initiatives:

- The COM United Way Campaign
- Texas Raffle and Fantasy Football
- Pink Out for Breast Cancer
- School Supply Drive for local school districts
- National Police Appreciation Week

The group also heads an initiative called Acts of COMPassion to help individual students with emergency needs through a referral process. Additionally, COMPeers also serves as a critical resource to students in need through various donations to the COM Foundation for student scholarships.



◀ Mobile Food Bank Distribution

College of the Mainland has established an ongoing partnership with the Galveston County Food Bank to provide food relief events each semester for those in need through its mobile food bank drive for students and community members.

During the latest food drive event held in April 2022, more than 50 COM students, faculty, staff and community members volunteered to assist, which provided 190 families with food supplied by the Galveston County Food Bank.

Phi Theta Kappa International Honor Society: Sigma Delta Chapter ▶

The Sigma Delta Chapter of the Phi Theta Kappa Honor Society strives to enrich the college and community by giving students opportunities to develop professional and leadership skills, earn scholarships, explore career paths — and make their worlds a lot bigger.

This year, the group focused on getting students outdoors while teaching them about the importance of the environment through the Allied with Nature's Beauty project. For this project, students worked together to beautify the COM campus by installing planter boxes around campus. PTK members also devoted their efforts to servicing the community with educational workshops and park cleanups through *Bashing Trash for Generational Enjoyment*.

Reaching your goals is easier when you have a supportive community behind you. That's why we've got your back!



COM NAMED LARGE BUSINESS OF THE YEAR

by Texas City-La Marque Chamber of Commerce

College of the Mainland was named the 2021 Large Business of the Year during the Texas City-La Marque Chamber of Commerce's Annual Membership Gala in January 2022.

In recognition of the College's ongoing commitment to community involvement and enhancing the quality of higher educational opportunities for the Texas City-La Marque community, the distinguished honor supports COM's mission to promote student success and the intellectual and economic enrichment of the diverse communities it serves.

"We are very proud and honored to be recognized by the Texas City-La Marque Chamber of Commerce for our work in enhancing the educational strength of

our community," said COM President Dr. Warren Nichols. "College of the Mainland is the community's college, and with the support of our local industry, business leaders and community partners, the work of our college truly shines. We look forward to continuing this important work in the years to come."

Since 2000, the Texas City-La Marque Chamber of Commerce has recognized an outstanding business of the year to honor a selected organization in recognition of their work. Each year the selected recipient is honored during the Chamber's Annual Membership Gala where business and civic leaders gather to celebrate those individuals and organizations dedicated to promoting progress and striving for success.



Dr. Warren Nichols
COM President

LEAPS AND BOUNDS

BY STUDENTS, STAFF AND FACULTY



Dr. Helen Castellanos Brewer
Vice President for Student Services



The Aspen Institute College Excellence Program announced that Dr. Helen Castellanos Brewer, vice president for Student Services at College of the Mainland, is one of 40 leaders selected for the 2021-22 class of the Aspen Rising Presidents Fellowship, a highly selective leadership program preparing the next generation of community college presidents to transform institutions to achieve higher and more equitable levels of student success.

READ MORE HERE



Fay Alexander
Associate Professor of
Computer Science



The National Science Foundation (NSF) awarded College of the Mainland a \$307,758 grant to build a new program in Robotic Process Automation Career Training (RPACT). The RPACT project will establish a new career pathway for COM students through a workforce program that supports industry-recognized Robotics Process Automation (RPA) tool certifications and offers cooperative work-based learning opportunities. Among the community colleges in Texas, COM will be the first to offer an RPA technology workforce program of this type.

COM Associate Professor of Computer Science Fay Alexander will be leading the project as principal investigator, along with COM Assistant Professor of Physics Dr. Suleyman Tari as co-principal investigator.

Dr. Suleyman Tari
Associate Professor
of Physics

READ MORE HERE





COM Theatre Director H. Russ Brown

LEAPS AND BOUNDS (CONTINUED)



COM Theatre Director H. Russ Brown was awarded Educator of the Year in Higher Education by the Texas Educational Theatre Association, Inc. The Higher Education Award recognizes and celebrates theatre educators whose innovative approaches, exceptional achievements, and meaningful contributions have informed and inspired fellow colleagues and students resulting in the cultivation of the next generation of outstanding theatre artists and educators.



The College of the Mainland Theatre was also recognized by the Kennedy Center American College Theatre Festival (KCACTF) for its work in the production, "A Divine Kerfuffle." The production, which was chosen as a regional selection for the Region 6 Festival, was also honored with the following two national awards, Special Achievement in the Production of a New Work and Special Achievement in Ensemble Performance, at the Kennedy Center American College Theatre Festival in Washington, D.C.

The KCACTF is a national theater program that works to improve the quality of college theater in the United States through a network of more than 700 academic institutions throughout the country. The program honors excellence of overall production and offers student artists individual recognition through awards and scholarships in playwriting, acting, dramatic criticism, directing and design.



Austin Kidwell



Giving back to your community could be challenging for some people. But when DeAndré Knoxson ran for, and was elected, as the Texas City Commissioner of District 1, it was an act of gratefulness for the community’s impact that encouraged him to pursue public office.

This is one of many accomplishments for this young leader and College of the Mainland alumnus.

“What motivated me to run is that I truly care about this community,” DeAndré said.

He grew up on the south side of Texas City in public housing and was fortunate to have great community leaders who showed they really cared about their constituents. In a way, he feels like they are now passing on the public service torch to him.

“I hope to continue to advocate for my district and Texas City as a whole so it can continue to be a great place to live, work and play.”

DeAndré Knoxson



For most teenagers, working can seem like a daunting task. But for College of the Mainland (COM) student Austin Kidwell, the prospect of working inspired him to choose a different path – one that allowed him to unlock his true passion and explore entrepreneurship, even before graduating.

“Growing up, I always knew that I wanted to be able to control how much money I was making,” Austin said. “I never liked the idea of working for someone else. I wanted to be my own boss.”

A Collegiate High School (CHS) graduate, Austin recently graduated with an associate degree from COM on May 14 before earning his high school diploma from Hitchcock High School. And it was through the CHS program that Austin was truly inspired to take his learning beyond the classroom.

READ MORE HERE



ONWARD AND UPWARD

PREPARING A SKILLED GULF COAST WORKFORCE

“The workforce is changing, and the new reality is that a high school diploma just isn’t enough. Preparing our students with the skills they need to perform a multitude of jobs in various industries is driving the work of our college. That’s why we’re taking bold steps to ensure that our students are ready to thrive in today’s competitive and evolving job market.”

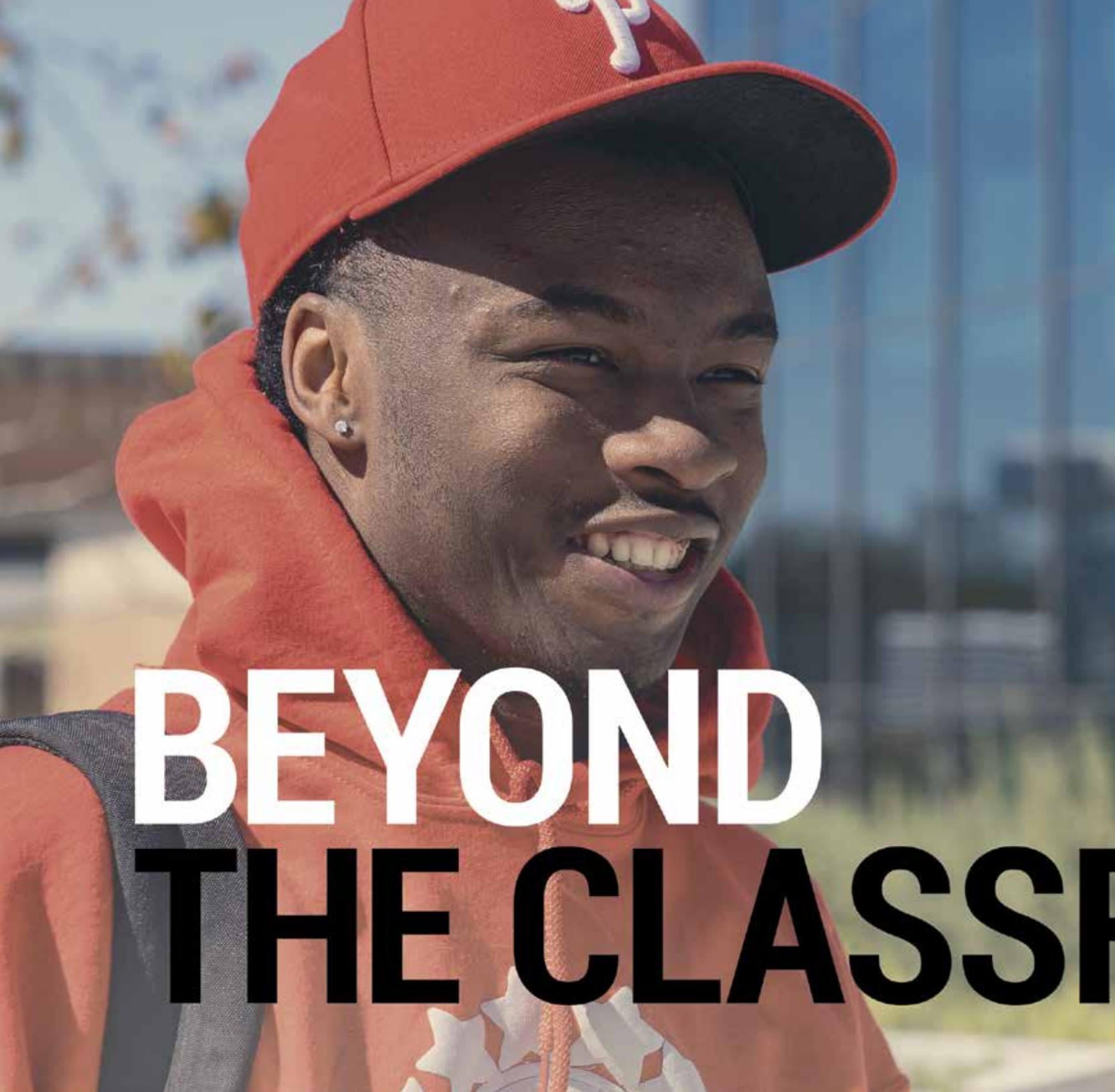
Dr. Warren Nichols
President, College of the Mainland

60x30TX

GETTING GALVESTON COUNTY BACK TO WORK

College of the Mainland has been pleased to do our part to rebuild our community and contribute to a vibrant workforce by rapidly equipping displaced and underemployed workers with the skills needed to fill critical industry needs. Through federal reskilling / upskilling grants along with COVID relief funds, we have been able to provide access to relevant workforce certificate programs that can be completed in a year or less tuition free during the past two years.

With our robust offering of accelerated training and educational resources, we are here to prepare workers in less than a year for careers with labor market value while building permanent talent pipelines to support thriving industries throughout the Gulf Coast region.



BEYOND THE CLASSROOM

There's never a dull moment at College of the Mainland! With more than 20+ clubs and organizations for you to connect with like-minded individuals, Student Life at COM offers various leadership and campus involvement opportunities to make your college experience something special. Get involved and make memories that will last a lifetime!

CLUBS & ORGANIZATIONS

[American Society of Safety Professionals \(ASSP\)](#)
[Amigos](#)
[Art Club](#)
[Collegiate High School Student Club \(Nu Psi\)](#)
[COM Fit Club](#)
[Cosmetology Club](#)
[Gamer's Union](#)
[Hispanic Student Alliance](#)
[Japanese Culture Club](#)
[The Minority Male Initiative](#)
[Nursing Students Association \(TNSA\)](#)

[Organization of African American Culture \(OAAC\)](#)
[Pi Kappa Delta \(PKD, Debate Team\)](#)
[Phi Theta Kappa \(PTK, International Honor Society\)](#)
[Process Technology Student Organization \(PTEC Club\)](#)
[Sickle Cell Club](#)
[Straights and Gays for Equality \(SAGE\)](#)
[Student Government Association \(SGA\)](#)
[Student Recreation and Club Sports](#)
[Students for Christ](#)
[Veterans Organization](#)
[Vision Seekers](#)

YOUR BOND DOLLAR\$\$\$ AT WORK

Made possible with the overwhelming approval of voters during our \$162.5 million bond program in 2018, College of the Mainland is making room for the future, and that vision is clear as we usher in a number of new and upgraded learning spaces to better serve the growing needs of our students and community.

The new buildings, upgraded technologies and expanded instructional areas that will be housed on our campus demonstrate COM's never-ending commitment to growing the opportunities for student success.

Check out our continued progress as we work to improve the quality of learning for students at COM.

INDUSTRIAL CAREERS BUILDING

With new businesses and industries moving in, the need for skilled workers is on a steady rise. COM is responding to that demand in a major way through its new state-of-the-art Industrial Careers Building (ICB). The building will offer an innovative and dynamic learning and training environment that is responsive to local industry and workforce needs. Most importantly, it will allow students an opportunity to maximize their learning experiences in new and innovative ways.



Occupational Safety and Health Technology (OSHT)

The new facility will give the OSHT program the needed opportunity to incorporate adequate space for a conducive learning environment, extra storage and a demonstration space for hands-on equipment and tools for our students. These added resources allow students to practice and acquire the necessary technical skills required in the job market. In addition, the space will feature a new mini resource center for students needing textbooks and other materials.

Process Technology (PTEC)

PTEC students will receive top-of-the-line training in a new Glycol Separation Unit. The unit allows students to become familiar with the day-to-day tasks of a process operator. Also featuring state-of-the-art static and working labs, the new PTEC learning environment will house up-to-date working process simulators and static models. By working with the equipment in the labs, students gain a better understanding of the process operator practices and procedures. Students will also be provided with a state-of-the-art tutoring center.

Heating, Ventilation and Air-Conditioning (HVAC)

The HVAC classroom and lab is a long-term growth strategy that will provide an innovative, collaborative, hands-on learning space to prepare students for in-demand, high-growth careers. Allowing for larger cohorts and the addition of a refrigeration credential, the new space will offer a comprehensive interactive multimedia learning curriculum and state-of-the-art trainers for teaching hands-on skills.

NOW OPEN!

QUICK FACTS

90,264 Square Feet
Three stories
20 classrooms

SPECIAL FEATURES

Expanded PTEC Lab Spaces
Tutoring Center
Campus Data Center
Educational Technology Suite
Study and Collaboration Stations

YOUR BOND DOLLAR\$\$\$ AT WORK

COM WELCOMES NEW POLICE STATION

With the safety and security of the COM community top of mind, COM's new campus police station was designed in close collaboration with the College's law enforcement officials. Featuring a state-of-the-art conference room to hold meetings, emergency management planning, briefings, training and safety presentations, the facility provides a design layout with added functionality. With a controlled-access lobby, visitors are greeted by a dispatcher who is in a secure dispatch center. The dispatch center is the location of the camera monitoring center and telecommunication operations. In addition, all other entrances into the police department are for authorized personnel only.

QUICK FACTS

- 3,552 Square Feet
- Two Interview Rooms
- Four Office Spaces

SPECIAL FEATURES

- Bullet Proof Lobby Entrance/Dispatch Window
- Restricted Controlled Access
- Weapons Lockers
- Enclosed Electronic Salley Port Gate for Safety
- Dispatch Video Wall
- Interior/Exterior Security Cameras
- Evidence/Weapons Storage
- Records and Secure Storage Room

FINE ARTS PROJECTED COMPLETION DATE

Spring 2023

SPECIAL FEATURES

- Expansion of Existing Scene Shop
- Scenic Storage Area
- Green Room
- Dressing Rooms
- Dedicated Academic Theatre Classroom for Classes, Lighting and Sound Design Lab, Project Rehearsals and Classroom Project/Student Studio Productions

FINE ARTS BUILDING TAKES CENTER STAGE

The bond project also calls for additions and renovations to the Fine Arts building. Housing the renowned theatre, music and visual programs, the space will receive a much-needed makeover through a series of strategic facility upgrades. In response to the growth of Fine Arts and the subsequent need for students to have a space for training, the building will feature a medium-sized proscenium theatre space for use as a concert hall for music concerts and for COM Theatre's summer musical.

The project also includes several other updates to maintain and bring the building up to today's learning standards such as a new roof, new doors that meet ADA requirements, replacement of the HVAC equipment and replacement of the domestic water piping.



CAMPUS POLICE

COM ON THE MOVE

WITH NEW MAINLAND CITY CENTRE FACILITY

College of the Mainland's cosmetology and lifelong learning programs now have a new home in the new impressive 35,000-square-foot Mainland City Centre educational facility. Now open at 10000 Emmett F Lowry Expressway, Suite 4100 in Texas City, the move aligns with the College's ongoing mission to meet the evolving needs of its students and community. The new location allows the College to expand its educational footprint within Galveston County by offering more lifelong learning programs to the community and growing its ever-popular cosmetology programs.

Learn more about these exciting programs!

Cosmetology

The cosmetology program prepares students for success in the field at a fraction of the cost of private institutions. An energetic and ever-changing industry, cosmetology offers many career opportunities that enable creative students to set and achieve their goals.

- **BARBERING:** On the cutting-edge of style, the barbering industry offers many opportunities for individuals to take control of their career and set their own goals. Delve into the wonderful world of barbering and take your career options to new heights. The barbering program trains students in hands-on barbering skills and examines business and industry trends. Industry-trained COM instructors will guide students in the classroom and lab.



- **MASSAGE THERAPY:** If helping others and working in a relaxing, tranquil environment is calling your name, massage therapy is the perfect fit for you. Massage therapists manipulate the soft tissue of one's body by hand or through a mechanical or electrical apparatus for therapeutic purposes. The program is noncredit and nontransferable and helps prepare students to enter the health care service industry in one year through our hands-on labs and classes. Upon completing the program and clock hours, you will take the Texas State Board Exam for licensure.
- **ESTHETICS:** Train to enter a rapidly growing field with job opportunities in salons, day spas, medical spas or cruise ships. To help others maintain healthy, glowing skin, estheticians provide facial treatments, peels, masks and scrubs. They may also provide facial hair removal treatments, such as waxing, or apply makeup for special occasions.

To learn more, visit com.edu/academics/cosmetology.

Lifelong Learning

College of the Mainland's lifelong learning classes provide amazing opportunities to explore your passions, learn something new or even travel the globe.

- **50 PLUS:** Explore our affordable, quality learning options for mature learners, aged 50+, through classes designed to inspire as well as help you stay socially connected.
- **TRIP AND TRAVEL ADVENTURES:** Local trips and extended travel opportunities are a superb way to get to know other community members through educational and fun activities.
- **COMMUNITY EDUCATION:** Community education classes offer personal enrichment opportunities for the benefit and enjoyment of our community ages 18+.

Visit com.edu/lifelonglearning to learn more!



STRATEGIC GOALS

GOAL 1: STUDENT SUCCESS

Student Success is our top priority. College of the Mainland will be the college of choice for our community.

Strategy 1

Implement Guided Pathways to aid students in determining and completing their path to success.

Strategy 2

Offer corequisite developmental courses for all students who come in not ready for college-level english and math, expeditiously preparing them for successful completion of english and math courses.

Strategy 3

Create articulation agreements with four-year institutions for clear and efficient transfer opportunities for students.

Strategy 4

Develop a comprehensive academic master plan to improve existing programs and develop new successful programs.

KEY PERFORMANCE INDICATORS (KPIs)

- **KPI 1:** Achieve full-time equivalent enrollment will reach 4,000 by 2025
- **KPI 2:** Increase the number of degrees and certificates awarded to 1,400 per year by 2025
- **KPI 3:** The average time to complete a degree will decrease to four years by 2025
- **KPI 4:** The average number of credits earned per degree will decrease to 70 by 2025
- **KPI 5:** Number of new students
- **KPI 6:** Student retention, fall to spring
- **KPI 7:** Student retention, fall to fall
- **KPI 8:** Number of transfers
- **KPI 9:** Successful course completion rate in developmental courses
- **KPI 10:** Successful course completion rate in gateway ENGL 1301
- **KPI 11:** Successful course completion rate in gateway MATH pathways courses
- **KPI 12:** Successful course completion rates in distance education

KPI 1

FULL-TIME EQUIVALENT ENROLLMENT GROWTH

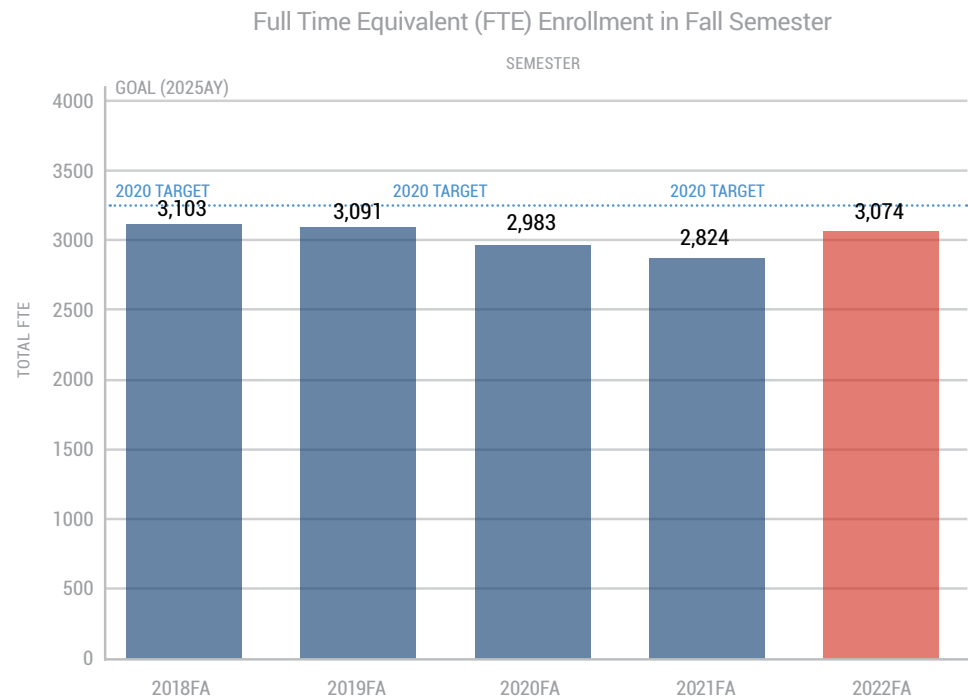
FTE progress:

- 2025 Goal: 4,000



Scan to visit Tableau

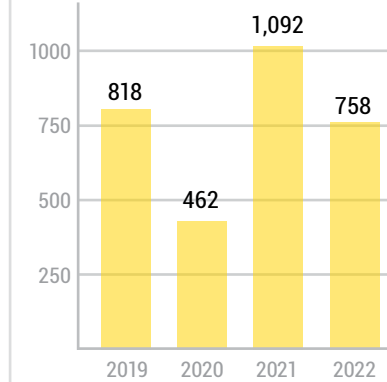
- 2020 strategic plan goal 3,200



KPIs (Continued)

KPI 2

Degrees and Certificates Awarded

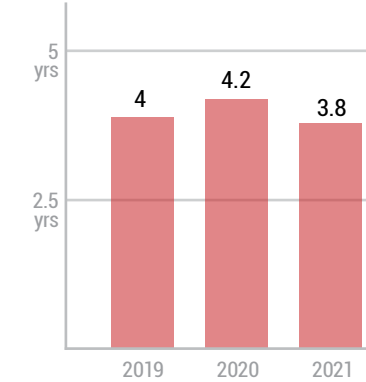


2025 Goal: 1,400

- 758 degrees and certificates in 2022
- 1,092 in 2021
- 462 in 2020
- 818 in 2019

KPI 3

Average Time to Complete a Degree

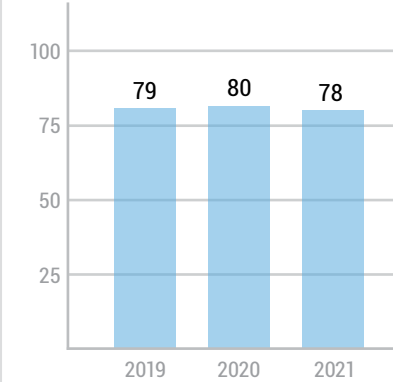


2025 Goal: 4 years

- 3.8 years in 2021
- 4.2 years in 2020
- 4 years in 2019

KPI 4

Average Number of Credits Earned per Degree



2025 Goal: 70

- 78 in 2021
- 80 in 2020
- 79 in 2019

GOAL 2: EMPLOYEE SUCCESS

College of the Mainland will create an environment that retains and attracts administrators, faculty and staff committed to serving our students.

Strategy 1

Implement a campus-wide program dedicated to facilitating the education and training of employees to improve job performance and service to students

Strategy 2

Attract, select and retain high-performing and diverse talent

Coleena Jackson
Associate Professor and
Program Coordinator
Graphic Arts



KEY PERFORMANCE INDICATORS

- **KPI 1:** Ensure that employee compensation and benefits are and remain competitive with peer Texas community colleges and the surrounding Houston business community
- **KPI 2:** Support of employee continuing education and professional development in order to achieve and maintain a high-performing, highly engaged workforce. Seventy-five percent of employees will participate in a minimum of 16 hours of professional development per year
- Increase community-wide engagement among administrators, faculty, staff and trustees
- Provide workshops, seminars and coursework promoting effective teaching, learning and assessment practices

KPI 1

EMPLOYEE COMPENSATION REMAINS COMPETITIVE

Ensure that employee compensation and benefits are, and remain competitive with peer Texas community colleges and Houston surrounding Houston business community.

KPI 2

SUPPORT EMPLOYEE CONTINUING EDUCATION AND PROFESSIONAL DEVELOPMENT

75% of employees will participate in a minimum of 16 hours of professional development per year. We have instituted a week-long conference style convocation, and have established a year-round professional development calendar for each of the employee classification groups.

ADDITIONAL PROGRESS

HUMAN RESOURCES

- Steadfast commitment and accountability toward advancing diversity, equity and inclusion within our institution
 - Providing educational and training experiences to expand awareness, knowledge and cultural competencies that aid in the understanding and management of institutional diversity
- During COVID-19, Human Resources was able to transition to electronic HR forms to facilitate and expedite the workflow process
- The college's administration progress into year two of the implementation of the college's compensation study. All employees are now above the minimum on the salary schedule.
- COM obtained bond ratings from both Moody's and S&P Global. Both of these agencies rated COM's bonds as high investment grade
- During the year, COM's accounting department received a clean audit, an audit without any findings
- Continuing to implement the established compensation plan
- Streamlining performance evaluation process
- The Human Resources department simplified and reengineered the onboarding process for new employees
- Continuing to incorporate innovative technology and implement a position management reporting system that will track vacant positions within departments of the institution

GOAL 3: FACILITIES IMPROVEMENT

Provide a safe, aesthetic environment conducive to learning, while addressing the workforce needs of local business and industry.

Strategy 1

Completion of maintenance tax note projects

Strategy 2

Plan and build new college facilities supported by the bond

Strategy 3

Upgrade technology to support student success

KEY PERFORMANCE INDICATORS (KPIs)

- **KPI 1:** Master facilities plan
- **KPI 2:** Bond referendum
- **KPI 3:** Exemplary teaching-learning environment

KPI 1 MASTER FACILITIES PLAN

- By 2027, 75% of the first two phases of the master facilities plan will be completed

✓ Phase 1 – STEAM / Allied Health and Infrastructure – Complete

- Admin Building
- STEAM / Allied Health Building
- Physical Education renovation
- Campus Mechanical, Electrical and Plumbing (MEP) infrastructure
- Math / Science renovation
- Campus parking projects
- Campus demolitions

✓ Phase 2 – Workforce and Fine Arts – In Progress (Funded and designs complete)

- Industrial Careers Building
- Industrial Education renovation
- Welding renovation
- Fine Arts addition
- Police station

KPI 2 BOND REFERENDUM

- In November 2018, 67% of the public voted for the sale of \$162.5 million in bonds to fund new construction
- Contractors completed projects funded by the maintenance tax notes

KPI 3 EXEMPLARY TEACHING-LEARNING ENVIRONMENT

- Transitioned all Tutoring Center tutorials online within days (March 2020); Expanded online tutorials to include science, Process Technology, basic computer assistance (MS, Blackboard and other online platforms) and computer programming
- Initiated mass student outreach (April 2020) through the creation of multiple handouts and videos, making students aware of available tutoring services and how to access those services; phone calls and emails were attempted to all students enrolled at COM during the beginning and mid-point of every semester since the beginning of the COVID-19 pandemic
- Transitioned nursing instruction to virtual environment including clinical work (Shadow Health & Swift River), exam proctoring and faculty-led simulations
- Provided college-issued laptops to students in need (87 distributed since March 2020)
- Expanded Microsoft Teams, Blackboard and VPN access to fully support online faculty instruction

ADDITIONAL PROGRESS INFORMATION TECHNOLOGY

- Implemented a network vulnerability detection system
- Employed a new server backup system with two local storage locations and one inland colocation site
- Enabled multifactor authentication (MFA) to improve user account integrity
- Expanded the College's online utilization for remote learning and workforce
- Created an environment to give students remote access to a virtual Windows 10 desktop

COM BY THE NUMBERS

Student Profiles: *Preliminary data for Fall 2022

4,504*

Total fall 2022 enrollment

1,133 – 25% Full-Time
3,371 – 75 % Part-Time

4,133 – Fall 2021

1,118 – 27% Full-Time
3,015 – 73 % Part-Time

4,335 – Fall 2020

4,687 – Fall 2019

4,673 – Fall 2018

848*

**First-time students
in college**

621 – Fall 2021

1,795

**Adult Education
2021-2022**

406 – Q1
284 – Q2
434 – Q3
671 – Q4

1,154

Dual Credit fall 2022

1,181 – Fall 2021

172

Collegiate High School fall 2022

202 – Fall 2021

1,521

Continuing Education 2021-2022

461 – Q1
373 – Q2
266 – Q3
421 – Q4

1,404

Lifelong Learning 2021-2022

422 – Q1
436 – Q2
150 – Q3
396 – Q4

23%

**Transfer to a senior institution
within 6 years: 2021**

Source: THECB Accountability C17C <http://www.txhigheredaccountability.org/acctpublic/?goal=#goal27§or=twoYearCC&instid=123>

21% – 2020
15% – 2019

81%

**Graduates working in Texas within
one year of earning a degree or
certificate: 2020**

Source: THECB Accountability M01A <http://www.txhigheredaccountability.org/acctpublic/?goal=#goal28§or=twoYearCC&instid=123>

86% – 2019
85% – 2018

797

Employees

111 – Full-Time Faculty
405 – Part-Time Faculty

203 – Full-Time Staff
78 – Part-Time Staff

314

Employee anniversary milestones

117 – 0-4 years
70 – 5-9 years
42 – 10-14 years
46 – 15-19 years
23 – 20-24 years
10 – 25-29 years
5 – 30-39 years
1 – 40+



Tillie Henson
Working Retiree
★ Started working at
COM in September 1969

36

Total associate degrees offered

- 3 – Associate of Arts in Teaching Degrees
- 5 – Associate of Science Degrees
- 8 – Associate of Arts Degrees
- 19 – Associate of Applied Science Degrees
- 1 – Bachelor of Science in Nursing Degree

29

Total certificates offered

- 24 – Level One Certificates
- 4 – Level Two Certificates
- 1 – Level Three Certificates

556

Total associate degrees awarded: 2021-2022

(Jump due to auto-awarding)

- 657 – 2020-2021: Associate Degrees
- 260 – 2019-2020: Associate Degrees

202

Total certificates awarded: 2021-2022

(Jump due to auto-awarding)

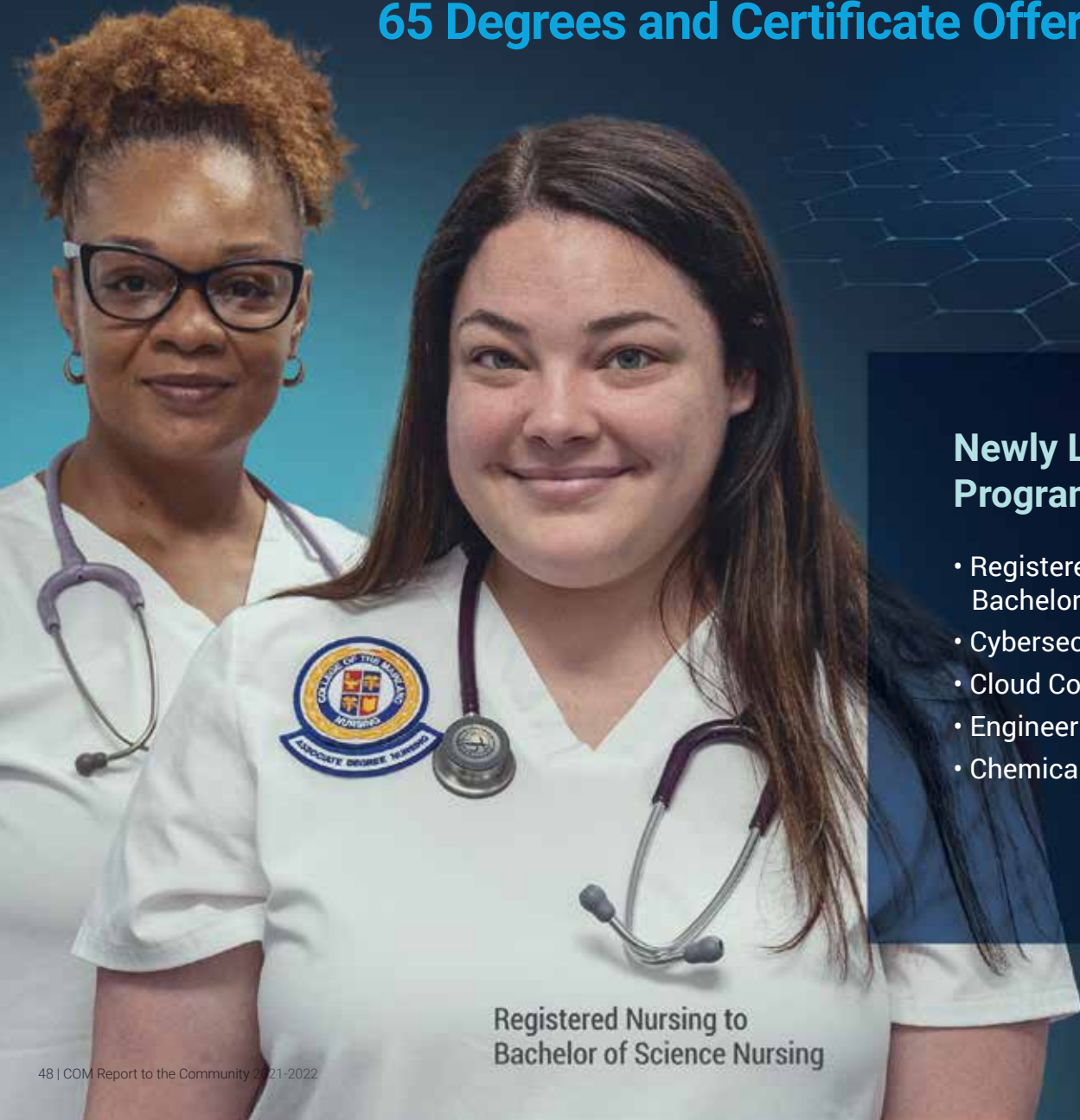
- 435 – 2020-2021: Associate Degrees
- 202 – 2019-2020: Associate Degrees

OUR PROGRAMS

Total Programs Offered:
65 Degrees and Certificate Offerings



Cybersecurity



Registered Nursing to
Bachelor of Science Nursing

Newly Launched Programs

- Registered Nursing to Bachelor of Science Nursing
- Cybersecurity
- Cloud Computing
- Engineering
- Chemical Engineering

Programs on the Horizon

- Dental Hygiene
- Radiology
- Surgical Technology
- Culinary Arts
- Hospitality Management
- Entrepreneurship
- Logistics

COMING SOON!
Culinary Arts



INSTITUTIONAL ADVANCEMENT

DATA REFLECTIVE OF 2021-2022

Funds raised:

\$2,838,825

Number of scholarships awarded:

560

Amount awarded:

\$554,837

\$12,386,794

in grants from federal and state entities

CARES Act Funds:

Number of awards:

5,891

Amount awarded:

\$5,333,888

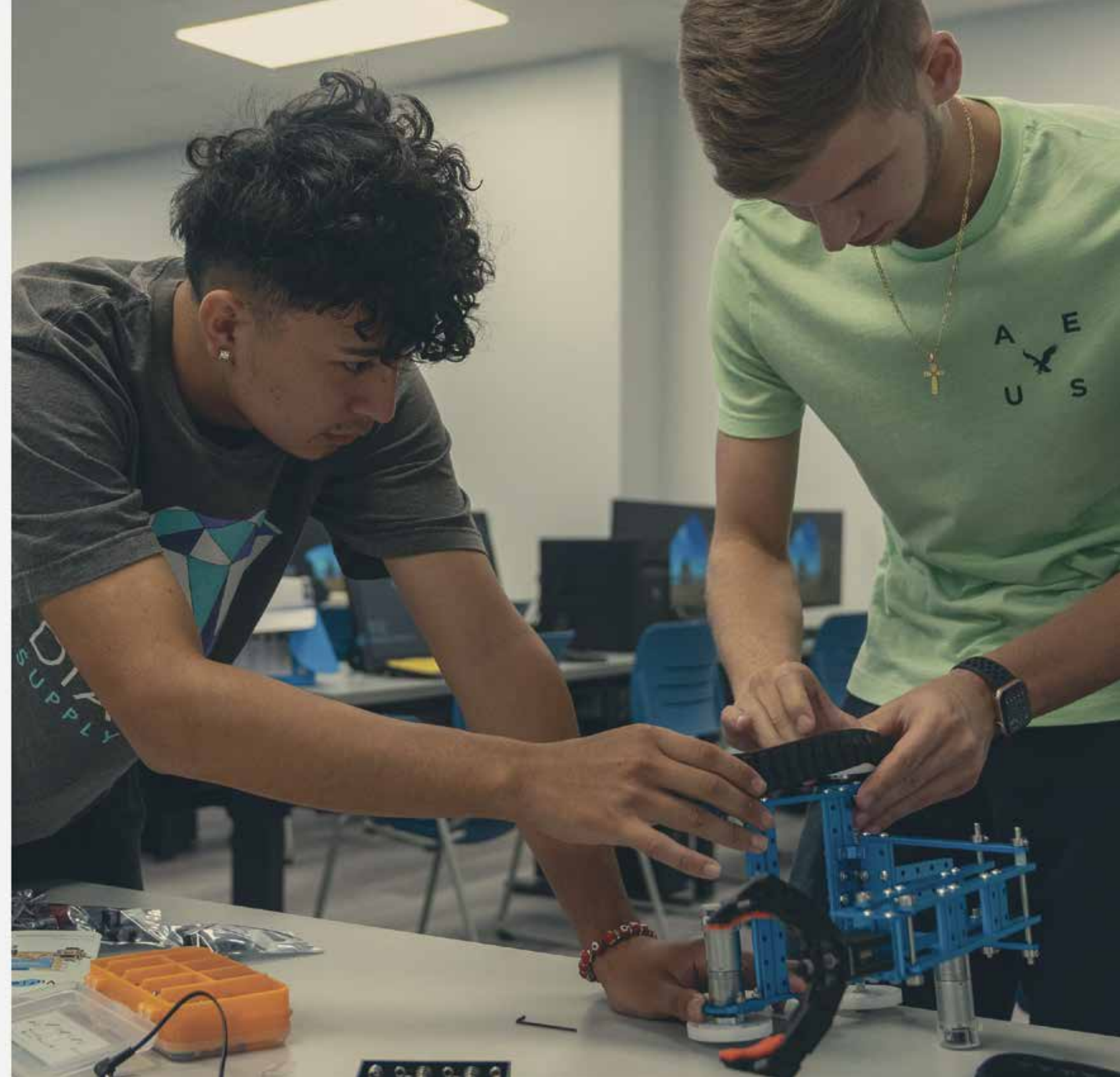
Highlights

The COM Foundation received \$150,000 from Marathon in August 2022 to be awarded to Process Technology students for the 2022-2023 school year. Marathon also provided \$200,000 toward scholarship funds for the 2021-2022 school year.

Del Papa Distributing Company gave the COM Foundation a matching grant of \$125,000 made to the Opening Doors Promise Scholarship program over the next two years.

Grants made by the Texas Workforce Commission (TWC) and the Texas Higher Education Coordinating Board (THECB) supplement bond funding to provide the best and latest technologies for COM students in excess of \$1 million.

College of the Mainland was selected for a National Science Foundation (NSF) \$307,758 grant for a new program in Robotic Process Automation Career Training (RPACT). We will be the first to offer an RPA technology workforce program of this type in the State of Texas.



SCHOLARSHIPS

	Total Awarded	# of Scholarships Awarded
2019-2020	\$ 179,090.71	410
2020-2021	\$ 554,837.00	560

A LIFETIME OF GIVING – DOYLE FAMILY SPOTLIGHT

It's often said that it is better to give than to receive, and nowhere do those words ring truer than with Charles T. "Chuck" and Mary Ellen Doyle. Through their time, talents and lifetime of contributions, the couple's work spotlights an unwavering commitment to improving the community around them through civic service, leadership and volunteering. This work continues to leave an undeniable impact on education, government and the College of the Mainland community.

Chuck and Mary Ellen's work spans almost six decades. Since settling their family in Texas City in 1960, the pair have devoted their lives to the banking business, raising their five children and helping others in the community.

And while their work is expansive, their continued focus on education is truly unmatched. The couple's recent donation to College of the Mainland in the amount of \$1 million underlines their ongoing commitment to advancing the College's mission for student success.

"We're proud to be a part of playing the role with College of the Mainland to help our young people achieve success in life," Chuck said. For the Doyles, their connection with the College is a very personal one. As Mary Ellen explains, COM holds a special place in their hearts that runs generations deep for the family. "College of the Mainland has been a special place to us, and it has been since it was built," said Mary Ellen. "Our children have come here. Our grandchildren have come here. And it has been a tremendous resource for all of us."

Donor Namings

At College of the Mainland, we are committed to ensuring that each of our students receive a high-quality and innovative learning experience that will launch them into a rewarding and successful future. But that experience would not be possible without our donors. And the possibilities are endless for donors interested in having their name associated with College of the Mainland. We thank them for their investment which leaves a lasting impact on the COM community.

- Doyle Family Administration Building
- Ivan Langford Lecture Hall
- AMOCO Federal Credit Union Commons

BELOW:
Chuck and Mary Ellen Doyle



STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET POSITION

For the Years Ended August 31, 2021 and August 31, 2020

Operating Revenues	2021	2020
Tuition and fees (net of discounts of \$1,713,725 and \$1,793,459)	\$ 6,302,278	\$ 6,731,005
Federal grants and contracts	7,707,627	4,138,414
State grants and contracts	472,254	501,448
Private grants and contracts	982,622	683,459
Sales and services of educational activities	11,965	16,519
Auxiliary enterprises (net of discounts)	246,024	354,742
General operating revenues	169,628	8,826
Total operating revenues (Schedule A)	15,892,398	12,434,413

Operating Expenses	2021	2020
Instruction	15,568,340	16,554,634
Public service	1,377,028	1,471,652
Academic support	4,809,715	4,744,806
Student services	4,756,132	5,412,397
Institutional support	8,910,175	9,655,128
Operation and maintenance of plant	5,234,038	4,828,223
Scholarships and fellowships	5,663,864	5,905,907
Auxiliary enterprises	88,331	362,896
Depreciation expense	4,114,413	1,943,518
Total operating expenses (Schedule B)	50,522,036	50,879,161
Operating income (loss)	(34,629,638)	(38,444,748)

Non-operating revenues (expenses)

State appropriations	9,610,650	10,121,585
Maintenance ad valorem taxes	23,626,866	23,739,139
Debt service ad valorem taxes	7,068,868	-
Federal revenue, non operating	3,854,073	4,793,303
Investment income	109,892	1,420,830
Foreign trade zone fees	531,472	483,127
Interest and fees on capital related debt	(7,253,214)	(5,445,341)
Net non-operating revenues (expenses) (Schedule C)	37,548,607	35,112,643
Increase (decrease) in net position	2,918,969	(3,332,105)
Net position - beginning of year	(27,816,604)	(24,484,499)
Net position - end of year	\$ (24,897,635)	\$ (27,816,604)



PASSIONATE.
CHANGE MAKERS.
MIGHTY.
LEADERS.

We are

AMBITIOUS.
STRONG.
INNOVATORS.
CREATIVE.
COMMUNITY ORIENTED.
DRIVEN.
ADAPTIVE.
COURAGEOUS.
FOCUSED.
CURIOUS.

Soaring high to reach our fullest potential, we are fearless leaders, boldly navigating the world around us with an untamed hunger to think bigger, work harder and challenge ourselves in and outside the classroom. Agile and graceful, we are a creative flock of passionate problem solvers and resourceful collaborators driven to adapt to our diverse, dynamic and global environment. Here at College of the Mainland, we are home to a multifaceted nest of learners, each with a unique story. And our story cannot be told without you.

WE ARE THE DUCKS.
Do you have the spirit of the duck in you?

“We should all be proud of COM’s continued growth and transformation in recent years. But I can assure you, the best is yet to come. Together, we look forward to exploring new opportunities to propel our community forward through our common goal of creating a better future for tomorrow’s learners and leaders.”

Dr. William (Bill) McGarvey
Board Chair



BOARD OF TRUSTEES



William McGarvey,
Board Chair
At Large



Kyle Dickson
District 3



Melissa Skipworth,
Secretary
District 5



Verna Henson
District 1



Dawn King
District 4



Alan Waters,
Vice Chair
District 2



Donald Gartman
At Large



VIRTUAL TOUR

See the COM difference.

com.edu/virtualtour





PRESIDENT'S OFFICE

Board Report

Presenter: Board Chair

A. Miscellaneous Updates



PRESIDENT'S OFFICE

President's Report

Presenter: Dr. Warren Nichols

A. Updates

1. Presentation of 2022-2023 Bond Campaign Playbook
2. State Funding Update

B. Reminders/Announcements

1. Board Meetings
 - a. December 2022 – Tuesday, December 6th, 1:30 p.m.
 - b. January 2023 – Monday, January 23rd, 1:30 p.m.
2. Fall Graduation
 - a. Saturday, December 10th, Abundant Life

C. Resignations and Retirement Report

D. Miscellaneous Updates



**2022-2023 BOND
CAMPAIGN PLAYBOOK**

DRAFT

09/09/2022

2022		
TO DO	WHO	WHEN
9/5 – 9/9		
<input type="checkbox"/> Meeting – BAC Planning Kickoff (Playbook, who, what, where, etc.)	EV/COM	9/9
9/12 – 9/16		
<input type="checkbox"/> MP Updates – Review PBK/CBRE/COM updates to COM Master Plan	PBK/COM	9/16
<input type="checkbox"/> Website Updates – Update Compass2025.com website (Master Plan document)	EV/PBK	9/16
<input type="checkbox"/>		
9/19 – 9/23		
<input type="checkbox"/> MP Updates – Updates to COM Master Plan documentation	PBK/COM	9/23
<input type="checkbox"/> Website Updates – Updates to Compass2025.com website	EV/PBK	9/23
<input type="checkbox"/>		
<input type="checkbox"/>		
9/26 – 9/30		
<input type="checkbox"/> MP Updates – Finalize COM Master Plan documentation	PBK/COM	9/30
<input type="checkbox"/> Website Updates – Finalize updates to Compass2025.com website	EV/PBK	9/30
<input type="checkbox"/>		
<input type="checkbox"/> Master facilities plan update completion		TBD

TO DO	WHO	WHEN
10/3 – 10/7		
<input type="checkbox"/> Horizon’s Magazine (soft bond) mailed	COM	10/7
<input type="checkbox"/>		

10/10 – 10/14		
<input type="checkbox"/> **Fall Voter Registration**		By 10/11
<input type="checkbox"/>		

10/17 – 10/21		
<input type="checkbox"/> ICB Grand Opening	COM	10/21
<input type="checkbox"/>		

10/24 – 10/28		
<input type="checkbox"/> Report to the Community	COM	10/24
<input type="checkbox"/> Early Voting Starts		10/24

TO DO	WHO	WHEN
10/31 - 11/4		
<input type="checkbox"/>		
<input type="checkbox"/>		

11/7 - 11/11		
<input type="checkbox"/> ELECTION DAY		11/8
<input type="checkbox"/> BAC Meeting #1 – Process, COM MP history, Review COM Academic MP (Jerry), college finance overview (Clen), etc.	EV/COM	11/10
<input type="checkbox"/>		

11/14 - 11/18		
<input type="checkbox"/> BAC Meeting #2 – Updated MP overview (PBK), demographics (??), intro. to Bond Overview / Decision Points?	EV/COM	11/17
<input type="checkbox"/>		
<input type="checkbox"/>		

11/21 - 11/25 (Holiday Break Week)		
<input type="checkbox"/> 11/24 – Observed Thanksgiving Holiday		
<input type="checkbox"/>		

11/28 - 12/2		
<input type="checkbox"/> BAC Meeting #3 – Campus Tour, illustration of how updated MP projects will integrate w/ new buildings & finalize the campus improvements/updates	EV/COM	12/1
<input type="checkbox"/>		
<input type="checkbox"/>		

TO DO	WHO	WHEN
12/5 - 12/9		
<input type="checkbox"/> BAC Meeting #4 – COM financial capacity & est. tax implications (Clen), review of proposed Bond Projects, deliberation over decision points (if needed), generate consensus & finalize BAC recommendation	EV/COM	12/8
<input type="checkbox"/>		
<input type="checkbox"/>		

12/12 - 12/16		
<input type="checkbox"/> INITIAL DRAFTS – CAMPAIGN ASSETS	EV/COM	12/16
✓ Bond Webpage		
✓ One pager - Fact Sheet		
✓ Signage		
✓ Bond Presentation		
✓ Mailer #1 - General / 65+ Message (Bond Overview, Voting Info)		
✓ Mailer #2 – Early Voting		
✓ Mailer #3 – Election Day		
<input type="checkbox"/>		
<input type="checkbox"/>		

12/19 - 12/30		
12/19 – BAC Bond Recommendation to COM Board @ Special Meeting		
<input type="checkbox"/> COM Board Meeting – BAC recommendation @ regular board meeting	N/A	12/19
<input type="checkbox"/> Observed Christmas Holiday	N/A	12/25
<input type="checkbox"/>		

2023		
TO DO	WHO	WHEN
1/2 – 2/17 (7 weeks)		
<input type="checkbox"/> COM BRAND CAMPAIGN LAUNCH		1/2
<input type="checkbox"/> 1/1 – Observed New Year’s Day Holiday	N/A	1/1
<input type="checkbox"/> COM Special Board of Trustees Meeting- Committee recommendation on bond	COM	1/12
<input type="checkbox"/> ORGANIZE BOND PRESENTATIONS	COM	1/13
✓ Identify Bond Presentation Teams		
✓ Consideration: Create Bond Binders that contain PowerPoint & all Bond handouts/copies of assets		
✓ Create working list/schedule of Bond Presentation including locations & dates (include local organizations, associations, and all campuses)		
<input type="checkbox"/> UPDATE DRAFTS – CAMPAIGN ASSETS	EV	1/13-20
✓ Bond Webpage		
✓ One pager - Fact Sheet		
✓ Signage		
✓ Bond Presentation		
✓ Mailer #1 - General / 65+ Message (Bond Overview, Voting Info)		
✓ Mailer #2 – Early Voting		
✓ Mailer #3 – Election Day		
<input type="checkbox"/> FINALIZE MEDIA MARK - Finalize design & begin using on all bond related materials/content		1/13
<input type="checkbox"/> BOT Meeting- Bond Election Called	COM	1/23
1/23 – COM Board calls Bond Election @ Regular Meeting		
<input type="checkbox"/> PUBLISH WEBSITE HOMEPAGE LINK - Publish hotlink (using media mark) on homepage pointing to Bond webpage (even if page is currently “under construction”)		1/27
<input type="checkbox"/> LAUNCH BOND WEB PAGE - Launch page		1/27
<input type="checkbox"/>		
<input type="checkbox"/>		
2/17 - Last Day to Call Bond Election		

<input type="checkbox"/>		
<input type="checkbox"/>		

DRAFT

TO DO	WHO	WHEN
2/20 - 2/24		
<input type="checkbox"/> ISSUE PRESS RELEASE (media/press) - Issue release to select local media		2/20
<input type="checkbox"/> ISSUE PRESS RELEASE (staff/parents) - Issue release to faculty/staff/parents		2/20
<input type="checkbox"/> PREPARE PIR RESPONSE - Begin assembling any open records data/documentation that college anticipates will be requested from various sources (student info, parent contact info, college staff info, etc.)		2/20
<input type="checkbox"/> FINALIZE BOND PRESENTATION - Finalize Bond Presentation		2/22
<input type="checkbox"/> CONDUCT TRAINING (DO's & DON'Ts) - Train college Leadership/Staff/Board on Do's/Don'ts of Political Campaigning		2/22
<input type="checkbox"/> Produce and distribute Do's/Don'ts pocket cards		2/22
<input type="checkbox"/> CONDUCT TRAINING / REHEARSALS - Bond Presentation Teams		2/24
<input type="checkbox"/> PREPARE WEEKLY PRESIDENT E-BLASTS - Build a queue of 10 email messages to be delivered to staff each week from the College President		2/24
<input type="checkbox"/> PREPARE SOCIAL MEDIA QUEUE - Begin building queue of daily social media posts (30-50 posts, several will be re-runs)		2/24
<input type="checkbox"/> FINALIZE CAMPAIGN ASSETS		2/24
- Signage		
- Bond Presentation		
- One pager - Fact sheet ("elevator speech")		
- One pager - School finance 101, tax impact, ballot language, voting information		
- Mailer #1 - General (bond overview, voting info)		
- Mailer #2 (optional) - 65+ message		
- Mailer #3 (optional) - Early voting reminder		
<input type="checkbox"/> TRANSLATE CAMPAIGN ASSETS - Select assets and have them translated into Spanish		8/26
<input type="checkbox"/> COORDINATE WITH PAC - Initiate contact with any organized PAC to ensure required Texas Ethics Commission filings are processed		8/25
<input type="checkbox"/>		
<input type="checkbox"/>		

TO DO	WHO	WHEN
2/27 – 3/3		
<input type="checkbox"/> RELEASE WEEKLY SOCIAL MEDIA POSTS - Release queued social media posts for the week		2/27
<input type="checkbox"/> ISSUE WEEKLY PRESIDENT E-BLAST - Send bond message to all college employee e-mails		2/
<input type="checkbox"/> PUBLISH/PRINT/PRODUCE CAMPAIGN ASSETS		
- Mailer #1 - General (bond overview, voting info)		8/30
- Mailer #2 (optional) - 65+ message		8/30
- Mailer #3 (optional) - Early voting reminder		8/30
- Launch Bond Webpage		8/31
- Fabricate all Signage		8/31
- Finalize Bond Presentation & distribute to Teams		9/1
- One pager - Fact sheet (“elevator speech”)		9/2
- One pager – College finance 101, tax impact, ballot language, voting info.		9/2
<input type="checkbox"/> ASSIGN INSTALL TEAM FOR SIGNAGE- Identify & notify college team who will install signage at campuses (i.e. maintenance/facilities personnel, students, etc.)		8/31
<input type="checkbox"/> ORDER / PURCHASE SUPPLIES TO INSTALL SIGNAGE – Purchase all hardware & tools needed to install campus signage (i.e. T-posts & zip ties, etc.)		8/31
<input type="checkbox"/> BEGIN CONDUCTING BOND PRESENTATIONS - Begin conducting Bond Presentation for local organizations and at various school campuses		9/1
<input type="checkbox"/>		

3/6 - 3/10		
<input type="checkbox"/> RELEASE WEEKLY SOCIAL MEDIA POSTS - Release queued social media posts for the week		3/6
<input type="checkbox"/> BOND PRESENTATIONS - Continue conducting Bond Presentation for local organizations and community events		3/6
<input type="checkbox"/> ISSUE WEEKLY PRESIDENT E-BLAST - Send bond message to all college employee e-mails		3/6
<input type="checkbox"/> DELIVER / INSTALL SIGNAGE - Install campaign signage at all identified locations		3/10
<input type="checkbox"/>		
<input type="checkbox"/>		

TO DO	WHO	WHEN
3/13 - 3/17		
<input type="checkbox"/> RELEASE WEEKLY SOCIAL MEDIA POSTS - Release queued social media posts for the week		3/13
<input type="checkbox"/> BOND PRESENTATIONS - Continue conducting Bond Presentation for local organizations and community events		3/13
<input type="checkbox"/> DRAFT SIX (6) E-BLAST MESSAGES FOR WEEKLY PRESIDENT E-BLAST CAMPAIGN – Draft primary messages & e-mail scripts for weekly President e-mails to be issued to all college employees		3/13
<input type="checkbox"/>		
<input type="checkbox"/>		

3/20 - 3/24		
<input type="checkbox"/> RELEASE WEEKLY SOCIAL MEDIA POSTS - Release queued social media posts for the week		3/20
<input type="checkbox"/> BOND PRESENTATIONS - Continue conducting Bond Presentation for local organizations and community events		3/20
<input type="checkbox"/> FINALIZE WEEKLY PRESIDENT E-BLAST CAMPAIGN – Finalize primary messages & e-mail scripts for weekly President e-mails to all college employees		3/24
<input type="checkbox"/> PRINT/PRODUCE MAILER #1		3/24
<input type="checkbox"/> LAUNCH COM BOND MARKETING CAMPAIGN		3/24
<input type="checkbox"/> MCC GRAND OPENING (TENTATIVE)	COM	3/24
<input type="checkbox"/> Horizon's Magazine Mailed- Bond Issue	COM	3/24

3/27 - 3/31		
<input type="checkbox"/> RELEASE WEEKLY SOCIAL MEDIA POSTS - Release queued social media posts		3/27
<input type="checkbox"/> BOND PRESENTATIONS - Continue conducting Bond Presentation for local organizations and community events		3/27
<input type="checkbox"/> ISSUE WEEKLY PRESIDENT E-BLAST - Send bond message to all college employee e-mails		3/27
<input type="checkbox"/> LAUNCH EARLY VOTING COMMS CAMPAIGN / ADVERTISE EARLY VOTING EVENT / GIVEAWAYS	COM	3/30
<input type="checkbox"/> PRINT/PRODUCE MAILER #2		3/31

<input type="checkbox"/> DROP MAILER #1 - General Bond Mailer		3/31
<input type="checkbox"/>		
<input type="checkbox"/>		

TO DO	WHO	WHEN
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4/3 - 4/7		
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<input type="checkbox"/> RELEASE WEEKLY SOCIAL MEDIA POSTS - Release queued social media posts (message: REGISTER TO VOTE!)		4/3
<input type="checkbox"/> BOND PRESENTATIONS - Continue conducting Bond Presentation for local organizations and community events		4/3
<input type="checkbox"/> ISSUE WEEKLY PRESIDENT E-BLAST - Send bond message to all college employee e-mails (reminder: REGISTER TO VOTE PRIOR TO APRIL 6!)		4/3

4/6: LAST DAY TO REGISTER TO VOTE		
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<input type="checkbox"/> SEND LAST EARLY VOTING COMMS CAMPAIGN / ADVERTISE EARLY VOTING EVENT / GIVEAWAYS	COM	3/30
<input type="checkbox"/> PRINT/PRODUCE MAILER #3		4/7
<input type="checkbox"/> DROP MAILER #2 - 65+ Reminder		4/7
<input type="checkbox"/> Publish election order	COM	4/7
<input type="checkbox"/>		

4/10 - 4/14		
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<input type="checkbox"/> RELEASE WEEKLY SOCIAL MEDIA POSTS - Release queued social media posts		4/10
<input type="checkbox"/> BOND PRESENTATIONS - Continue conducting Bond Presentation for local organizations and community events		4/10
<input type="checkbox"/> ISSUE WEEKLY PRESIDENT E-BLAST - Send bond message to all college employee e-mails		4/10
<input type="checkbox"/> E-MAIL / DISTRIBUTE LETTER TO PROFESSORS' MAILBOXES - Financial explanation (bond dollars only used for construction, not for staff compensation...)		4/10
<input type="checkbox"/> DROP MAILER #3 - Early Voting Reminder		4/14
<input type="checkbox"/> Post notice of election	COM	4/15
<input type="checkbox"/>		

TO DO	WHO	WHEN
4/17 - 4/21		
<input type="checkbox"/> RELEASE WEEKLY SOCIAL MEDIA POSTS - Release queued social media posts for the week (focused on EARLY VOTING IS STARTING NEXT WEEK)		4/17
<input type="checkbox"/> BOND PRESENTATIONS - Continue conducting Bond Presentation for local organizations and community events		4/17
<input type="checkbox"/> ISSUE WEEKLY PRESIDENT E-BLAST - Send bond message to all college employee e-mails (message: EARLY VOTING STARTS NEXT WEEK!)		4/17
<input type="checkbox"/> COM Culinary Arts Gala	COM	4/22
<input type="checkbox"/>		

4/24 - 4/28		
4/24 – 5/2: EARLY VOTING		
<input type="checkbox"/> RELEASE WEEKLY SOCIAL MEDIA POSTS - Release queued social media posts for the week (message: EARLY VOTING HAS STARTED!)		4/24
<input type="checkbox"/> BOND PRESENTATIONS - Continue conducting Bond Presentation for local organizations and community events		4/24
<input type="checkbox"/> ISSUE WEEKLY PRESIDENT E-BLAST - Send bond message to all college employee e-mails (reminder: EARLY VOTING IS HAPPENING <u>NOW!</u>)		4/24
<input type="checkbox"/> DAY #1- COM EARLY VOTING EVENT (LUNCH GIVEAWAY)		4/25
<input type="checkbox"/> DAY #2- COM EARLY VOTING EVENT (SWEET TREAT GIVEAWAY)		4/26
<input type="checkbox"/> DAY #3- COM EARLY VOTING EVENT (SWAG GIVEAWAY)		4/27
<input type="checkbox"/> FINE ARTS GRAND OPENING EVENT (TENTATIVE)		4/28
<input type="checkbox"/>		

TO DO	WHO	WHEN
5/1 - 5/5		
4/24 – 5/2: EARLY VOTING		
<input type="checkbox"/> RELEASE WEEKLY SOCIAL MEDIA POSTS - Release queued social media posts for the week (message: “THIS IS LAST WEEK OF EARLY VOTING”)		5/1
<input type="checkbox"/> ISSUE WEEKLY PRESIDENT E-BLAST - Send bond message to all college employee e-mails (message: “THIS IS LAST WEEK OF EARLY VOTING”)		5/1
<input type="checkbox"/> DAY #4- COM EARLY VOTING EVENT (FOOD GIVEAWAY)		5/2
<input type="checkbox"/> ISSUE PRESIDENT E-BLAST - Send bond message to all college employee e-mails (reminder that ELECTION DAY IS TOMORROW)		5/5
<input type="checkbox"/>		
<input type="checkbox"/>		
5/6: ELECTION DAY		
<input type="checkbox"/> POST-ELECTION WRAP-UP – Update website, social media, etc.	PAC / EV	5/10
<input type="checkbox"/> TEC FILING – Final SPAC + Dissolution Report	PAC / EV	5/10
<input type="checkbox"/> VENDOR PAYMENTS – Finalize vendor payments	PAC	5/10
<input type="checkbox"/> BANK ACCOUNT – Close PAC bank account	PAC	5/10
<input type="checkbox"/> REMOVE SIGNAGE – Remove / recycle signage from community	PAC	5/10
<input type="checkbox"/> THANK YOU LETTERS – Letters to donors	PAC	5/12
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		

OTHER TO-DOS / IDEAS

- Bond with COM- Community townhall event with food on campus and around community
- I45NOW Bond discussion
- Presentation circuit schedule
- Spanish-focused on-campus engagement
- Internal bond marketing communications campaign
- Bond marketing campaign ad / pr launch schedule



Talking Points for Commission Draft Recommendations

What is the Texas Commission on Community College Finance, and current timeline?

- The Commission on Community College Finance was established during the 87th Legislature by SB1230 to re-evaluate how Texas community colleges are funded via state appropriations.
- The 12 appointed commissioners have been meeting since November 15, 2021, and recently convened on Monday, September 12 to review the initial draft of their recommendations. They will reconvene again for further review of the draft recommendations on October 18, 2022.
- The final report of recommendations will be sent to the Texas Legislature by November 1, 2022.

How are community colleges currently funded?

- Often referred to as a 3-legged stool - Texas community colleges are **currently** funded by three main sources of revenue:
 1. state appropriations,
 2. local property taxes, and
 3. tuition & fees.
- The primary funding stream – Contact Hour Funding – was established in 1973 making it nearly 50 years old!
- In the mid-1980s, the state provided 65% of all community college funding; today, state appropriations on average account for only 24% of the total community college budgets. Community college funding has dramatically shifted from the state to local taxpayers and student tuition and fees.
- Current state financing is an allocation method, wherein colleges compete against each other for a limited amount of state appropriations. **Colleges could improve year-over-year and still lose state funding because another college had improved at a greater rate.**

What are the draft recommendations suggesting?

- The draft recommendations would significantly change the funding model for community colleges towards a dynamic model that's almost entirely outcomes based.
- This model will allow for future growth in funding as colleges achieve certain outcomes such as:
 - degrees,
 - certificates,
 - credentials from credit and non-credit programs,
 - credentials of value in high-demand fields, and
 - transfer to four-year universities.
- Additionally, the model provides for incentives tied to students' progress to credentials, especially by completing a sequence of dual credit courses that apply to academic and workforce program requirements.
- Furthermore, this proposed new finance system for community colleges is being designed to incentivize alignment with the goals of our state's long-term higher education strategic plan, *Building a Talent Strong Texas*.
- This is a **historic opportunity** to move away from a funding model that is static and merely redivides the same pie, to one that provides colleges with predictable funding based on outcomes.

What are some other notable recommendations?

- **Baseline operational support for small, rural-facing colleges:** a guaranteed yield for small and rural-facing colleges that struggle with needed revenue to support core operations through property tax collections and tuition/fee revenues.
- **Incentives for workforce education:** seed funding for capacity building for workforce education training and Continuing Education instruction. These grants will increase completion rates for certificates that are in high demand by industry partners.
- **Student characteristics matter:** more funding for students who need additional resources to succeed, such as economically and academically disadvantaged students, as well as adult learners.
- **Increased access to financial aid:** Texas Educational Opportunity Grant Program (TEOG), the state's need-based, financial aid program for community college students, currently provides enough funding for only 28% of eligible students. The draft recommendations would increase the funding level to support at least 70% of students who qualify for TEOG. The draft recommendations also include greater flexibility for using TEOG, such as allowing their use for a wide variety of credentials of value and for non-traditional students.
- **Dual credit financial aid:** the draft recommendation would also provide state support for dual credit tuition and fees for students who qualify for free or reduced lunch programs.

Elements for further clarification:

- TACC is currently in conversations with Commissioner Harrison Keller regarding the recommended maximum tuition rate for dual credit. Currently, each college manages their dual credit tuition rates via individual agreements with their local ISDs. That tuition can vary between colleges and even within the same college. Likewise, the portion of dual credit students varies between colleges, resulting in disparate impacts to college business models.
- TACC has requested that progress to credentials tied to students' completion of a sequence of dual credit courses that apply to academic and workforce program requirements be added to the outcomes-based formula, which already includes credentials of value, credentials of value in high-demand fields, and transfer.
- Another item for clarification involves the expectation to participate in shared services for colleges that will take part in the guaranteed yield due to low taxable property values. TACC has requested that such shared services and inter-institutional collaboration be offered as a wide range of potential options, including existing partnership and collaborations with other institutions, local governments, and/or relevant stakeholders such as local chambers of commerce.
- Determine what additional flexibility for colleges is needed for TEOG grants to maximize their effectiveness.

What type of investment is needed from the state to enact these changes?

- More information is needed about the proposed recommendations. The amount of additional investment will depend on the rates set by outcomes, the way those outcomes are measured, the foundational funding calculations, and student support weights.
- Commissioner Keller has publicly stated that he believes these recommended changes would require an investment of roughly \$600 to \$650 million in additional funding for community colleges in the next biennium.

TACC is united in this effort. This is a once in a generation opportunity. We need to get this right **today**, for the students of **tomorrow**.



PRESIDENT'S OFFICE

Resignations & Retirements

Last Name	First Name	Position	Hire Date	Last Date of Work	Termination Reason
Sustaita	Alfred	Director of Gulf Coast Safety Institute	11/01/2021	10/21/2022	Resignation
Johnson	Donna Denese	Administrative Officer	02/18/1998	12/31/2022	Retirement
Boone	Carla	Dean of Instruction	08/23/1999	05/31/2023	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.